



JUDICIAL COUNCIL OF CALIFORNIA

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REPORT TO THE JUDICIAL COUNCIL

Item No.: 22-050

For business meeting on: December 2, 2022

Title	Agenda Item Type
Trial Courts: Trial Court Trust Fund Funds Held on Behalf of the Trial Courts	Action Required
Rules, Forms, Standards, or Statutes Affected	Effective Date
None	December 2, 2022
Recommended by	Date of Report
Fiscal Planning Subcommittee of the Trial Court Budget Advisory Committee Hon. Jonathan B. Conklin, Chair	November 9, 2022
	Contact
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Executive Summary

The Fiscal Planning Subcommittee of the Trial Court Budget Advisory Committee recommends 12 new and 12 amended Trial Court Trust Fund funds to be held on behalf of the trial courts' requests totaling \$7.9 million from 14 trial courts. Under the Judicial Council–adopted process, a court may request reduced funding as a result of the court exceeding the 3 percent fund balance cap, to be retained in the Trial Court Trust Fund for the benefit of that court.

Recommendation

Based on actions taken at its meeting on September 1, 2022, the Fiscal Planning Subcommittee of the Trial Court Budget Advisory Committee recommends that the Judicial Council, effective December 2, 2022, approve:

1. New funding requests totaling \$6.9 million (Attachment A), as follows:
 - \$88,000 request from Butte Superior Court to replace task chairs at a courthouse (Attachment B);
 - \$69,000 request from El Dorado Superior Court for facility maintenance and repairs at a facility (Attachment C);

- \$136,000 request from El Dorado Superior Court for facility maintenance and repairs at a second facility (Attachment D);
- \$71,000 request from Lake Superior Court for case management system (CMS) interfacing (Attachment E);
- \$440,000 request from Lake Superior Court for new courthouse moving costs (Attachment F);
- \$54,000 request from Mariposa Superior Court for court workspace improvements (Attachment G);
- \$3.9 million request from Sacramento Superior Court for new courthouse relocation costs (Attachment H);
- \$213,000 request from San Joaquin Superior Court for the shelled courtroom buildout design and planning phase at a facility (Attachment I);
- \$30,000 request from Sierra Superior Court for courtroom alterations and improvements (Attachment J);
- \$739,000 request from Stanislaus Superior Court for new courthouse moving costs (Attachment K);
- \$605,000 request from Sutter Superior Court for technology and facility improvements (Attachment L); and
- \$496,000 request from Tehama Superior Court for CMS and records destruction and scanning (Attachment M).

2. Amended requests totaling \$1.0 million (Attachment N), as follows:

- Request of Colusa Superior Court to extend completion of its digitization project totaling \$380,000 to 2023–24 for fund balance years 2019–20 and 2020–21, due to the need to bring file indexing in-house instead of outsourcing as originally planned (Attachment O);
- Request of Glenn Superior Court to amend the fiscal year from 2020–21 to 2022–23 for projects totaling \$62,000 and to complete digitization of court records (Attachment P);
- Request of Imperial Superior Court to amend the fiscal year for completion of multiple projects to 2023–24 for fund balance years 2019–20 and 2020–21 totaling \$522,000, which includes courtroom audiovisual (AV) replacement, a shade structure, window screen replacement, new flooring, ceiling painting, courthouse moving costs, ultraviolet air quality management, AV upgrades, data center appliances, networking equipment, software licenses, exterior concrete improvement, and signs and light fixture replacement (Attachment Q); and
- Request of Lassen Superior Court to amend the use of the remaining \$76,000 from 2015–16 for a CMS project to a 2022–23 expenditure in support of its new CMS project (Attachment R).

Relevant Previous Council Action

On April 15, 2016, the council approved the Trial Court Budget Advisory Committee’s (TCBAC) recommended process, criteria, and required information for trial courts to request that Trial Court Trust Fund (TCTF)–reduced allocations related to the fund balance cap be retained in the TCTF as restricted fund balance for the benefit of those courts.¹ This retention allows the courts to prudently plan for and fund necessary court infrastructure projects such as (1) technology or infrastructure improvements; (2) facilities maintenance and repair allowed under California Rules of Court, rule 10.810; (3) court efficiency projects; and (4) other projects that would not be possible as an unintended consequence of the fund balance cap.

The criterion for eligibility is that a court have significant court expenditures that cannot be financed within its annual budget. The submission, review, and approval process and the allowance for additional appropriate terms and conditions are consistent with the process for supplemental funding requests.

The requirements for submission of a funds held on behalf (FHOB) request are intended to ensure that the council is aware of the use of funds in excess of the fund balance cap and has given its explicit approval. Post completion reporting and audit requirements provide final review of the plans and their adherence to the approved purpose. Requests approved by the council since policy development are shown in the table below:

Fund Balance Year	# of Trial Courts	Amount
2015–16	15	\$8.3 Million
2016–17	14	\$6.9 Million
2017–18	11	\$1.6 Million
2018–19	10	\$6.4 Million
2019–20	15	\$6.1 Million
2020–21	14	\$7.4 Million

In January 2020, the council adopted the TCBAC’s recommendation to adopt revisions to the Judicial Council–approved *Process, Criteria, and Required Information for Trial Court Trust Fund Fund Balance Held on Behalf of the Courts*, including streamlining the submission schedule, making a change to the recipient of the request, and providing language corrections to

¹ Judicial Council of Cal., Advisory Com. Rep., *Trial Court Allocations: Trial Court Reserves Held in the Trial Court Trust Fund* (Mar. 25, 2016), <https://jcc.legistar.com/View.ashx?M=F&ID=4378277&GUID=57D6B686-EA95-497E-9A07-226CA724ADCB>.

better align with court year-end closing, trial court allocation offsets, and requests to amend previously reviewed requests.²

In May 2022, the council adopted the TCBAC's recommendation to adopt further revisions to the Judicial Council–approved *Summary of Recommended Process, Criteria, and Required Information for Trial Court Trust Fund Fund Balance Held on Behalf of the Courts* (Attachment S). These recommendations included (1) changing the reporting requirement for reporting to the TCBAC within 90 days of completion of a project or planned expenditure regarding how the funds were expended, from a quarterly to an annual reporting of all projects or planned expenditures completed in a fiscal year; (2) a requirement on the annual reporting to include status updates on projects or planned expenditures not completed; and (3) corresponding language changes to the existing policy as appropriate.³

Analysis/Rationale

A TCTF FHOB of the trial courts allows the courts to meet contractual obligations and fund necessary court infrastructure projects, such as technology improvements or infrastructure, rule 10.810–allowable facilities maintenance and repair, court efficiency projects, and other court infrastructure projects in which the work extends beyond the three-year term of the contract encumbrance.

Under Government Code section 77203, before June 30, 2014, a trial court could carry over all unexpended funds from the court's operating budget from the prior fiscal year. Commencing June 30, 2014, and concluding June 30, 2019, a trial court could carry over unexpended funds in an amount not to exceed 1 percent of the court's operating budget from the prior fiscal year. Commencing June 30, 2020, a trial court may carry over unexpended funds in an amount not to exceed 3 percent of the court's operating budget from the prior fiscal year.⁴

Government Code section 68502.5(c)(2)(A) requires the Judicial Council, when setting the allocations for trial courts, to set a preliminary allocation in July of each fiscal year. Further, in January of each fiscal year, after review of available trial court reserves as of June 30 of the prior fiscal year, the Judicial Council shall finalize allocations to trial courts. Each court's finalized allocation shall be offset by the amount of reserves in excess of the amount authorized to be carried over under Government Code section 77203(b).

² Judicial Council of Cal., Advisory Com. Rep., *Updates to the Funds Held on Behalf of the Trial Courts Policy* (Jan. 17, 2020), <https://jcc.legistar.com/View.ashx?M=F&ID=7977186&GUID=6B519461-BD50-4F19-9B80-CD40F8FD64FE>.

³ Judicial Council of Cal., Advisory Com. Rep., *Trial Court Budget: Funds Held on Behalf of the Trial Courts Reporting Frequency* (May 10, 2022), <https://jcc.legistar.com/View.ashx?M=F&ID=10830769&GUID=305F68B7-26CF-4E57-B29D-BD15D8B1CB6D>.

⁴ Added as part of Senate Bill 1021 (Stats. 2012, ch. 41); later amended by Senate Bill 95 (Stats. 2019, ch. 36, § 2), effective June 27, 2019.

Policy implications

None.

Comments

This item did not circulate for comment and received no public comment.

Alternatives considered

Each court detailed specific alternatives in the attached applications. Overall, if the requests are not approved, the courts would use funding from their operating budgets, which would reduce available resources, postpone implementation of the requested actions, or reduce services to the public.

Fiscal and Operational Impacts

Allocating the requested funds incurs no additional cost to the courts, and workload associated with monitoring and tracking the FHOB requests is absorbed by Judicial Council staff. If the requests are not approved, the courts' budgets would be adversely affected as well as the courts' ability to serve the public adequately and efficiently.

Attachments and Links

1. Attachment A: Summary of New Requests
2. Attachment B: Application—Butte Superior Court request
3. Attachment C: Application—El Dorado Superior Court request
4. Attachment D: Application—El Dorado Superior Court request
5. Attachment E: Application—Lake Superior Court request
6. Attachment F: Application—Lake Superior Court request
7. Attachment G: Application—Mariposa Superior Court request
8. Attachment H: Application—Sacramento Superior Court request
9. Attachment I: Application—San Joaquin Superior Court request
10. Attachment J: Application—Sierra Superior Court request
11. Attachment K: Application—Stanislaus Superior Court request
12. Attachment L: Application—Sutter Superior Court request
13. Attachment M: Application—Tehama Superior Court request
14. Attachment N: Summary of Amended Requests
15. Attachment O: Application—Colusa Superior Court request
16. Attachment P: Application—Glenn Superior Court request
17. Attachment Q: Application—Imperial Superior Court request
18. Attachment R: Application—Lassen Superior Court request
19. Attachment S: *Summary of Recommended Process, Criteria, and Required Information for Trial Court Trust Fund Balance Held on Behalf of the Courts*

Summary of Requests for Trial Court Trust Fund Funds to be Held on Behalf of the Court (New Requests)

Table 1: New Requests for November 18, 2022 Judicial Council Meeting

Court	Amount Requested	Category	High Level Summary
Butte	\$ 88,188	Facilities	Replacement task chairs for the Oroville courthouse
El Dorado	135,848	Facilities	South Lake Tahoe Branch facility maintenance and repair
El Dorado	69,130	Facilities	Cameron Park Branch facility maintenance and repair
Lake	71,098	Technology	CMS interfacing
Lake	439,842	Facilities	New courthouse moving costs
Mariposa	53,753	Facilities	Court workspace improvements
Sacramento	3,946,130	Facilities	New courthouse relocation costs
San Joaquin	212,917	Facilities	Stockton facility shelled courtroom buildout design and planning phase
Sierra	29,604	Facilities	Courtroom alterations and improvements
Stanislaus	739,168	Facilities	New courthouse moving costs
Sutter	604,596	Technology/ Facilities	Technology and facility improvements
Tehama	495,697	Technology	CMS and records destruction and scanning

\$ 6,885,971

This request represents a significant one-time financial outlay for the Court that exceeds typical one-time outlays that are funded through the Court's annual budget process. Assuming approval of this request along with a Court contribution from its FY 2022/23 funds, the entire project could be completed all at once as opposed to having to do it in phases. The identified chairs are of similar age and poor condition and need to be replaced at the same time.

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

Approval of this request will allow personnel to utilize a new chair that is more ergonomically up to date with the latest models offered and will lead to a decline of chair repair costs.

C. If a cost efficiency, please provide cost comparison (table template provided).

D. Describe the consequences to the court's operations if the court request is not approved.

If this request is not approved, the Court will see an increase in chair related repair costs and chair failures. In addition, personnel could likely encounter ergonomic related issues given the seat cushions and seat backs are worn to the point of not providing the required support originally designed for the chairs.

E. Describe the consequences to the public and access to justice if the court request is not approved.

Court personnel need adequate office furniture and equipment to perform their job functions. If they are having to operate in an environment without office furniture and equipment that is in good condition, it can negatively affect the work product and thus possibly access to justice.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

Should this request not be approved, the Court could be faced with funding the replacement of the task chairs over a period of time as funding resources allow due to the large upfront cost it would take to complete the entirety of the replacement project. This would not be a good alternative given the poor condition of the chairs as they are all of a similar age and condition.

SECTION IV: FINANCIAL INFORMATION

Application for TCTF Funds Held on Behalf of the Court
 If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Proposed Project		Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Application for TCTF Funds Held on Behalf of the Court

Cumulative Cost Savings		-	-
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Sec. III.C

Application for TCTF Funds Held on Behalf of the Court
 If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Proposed Project		Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Application for TCTF Funds Held on Behalf of the Court

Cumulative Cost Savings	-	-	-
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Sec. III.C

Application for TCTF Funds Held on Behalf of the Court
If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼
GL Account	Description	Amount
N/A	Dedicated Revenue Stream (if applicable)	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
	Consulting and Professional Services - County Provided	
940000		
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Net Revenue (Expense)		-

Proposed Project		Amount
GL Account	Description	Amount
N/A	Dedicated Revenue Stream (if applicable)	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
	Consulting and Professional Services - County Provided	
940000		
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Net Revenue (Expense)		-

Application for TCTF Funds Held on Behalf of the Court	
Cumulative Cost Savings	-

Sec. III.C

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2019-20	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
Beginning Balance	746,557	350,422	-				
Revenues	14,616,778	588,750	758,046				
Expenditures	14,576,107	610,403	767,629				
Operating Transfers In (Out)	(39,359)	29,775	9,584				
Ending Fund Balance	747,869	358,544	0	-	-	-	-

FY 2020-21	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
Beginning Balance	747,869	358,544	-			-	
Revenues	13,544,833	565,889	704,027			232,703	
Expenditures	13,676,964	578,563	717,493			232,703	
Operating Transfers In (Out)	(40,286)	26,820	13,466				
Ending Fund Balance	575,452	372,690	-	-	-	-	-

FY 2021-22	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
Beginning Balance	575,452	372,691	-				
Revenues	15,312,013	760,585	476,345				
Expenditures	14,334,767	734,637	483,731				
Operating Transfers In (Out)	(41,969)	34,583	7,386				
Ending Fund Balance	1,510,729	433,222	-	-	-	-	-

Prior three-year history of year-end

FY 2019-20	▼	
Description		TOTAL
Beginning Balance		1,096,979
Revenues		15,963,574
Expenditures		15,954,139
Operating Transfers In (Out)		-
Ending Fund Balance		1,106,413

FY 2020-21	▼	
Description		TOTAL
Beginning Balance		1,106,413
Revenues		15,047,452
Expenditures		15,205,723
Operating Transfers In (Out)		-
Ending Fund Balance		948,142

FY 2021-22	▼	
Description		TOTAL
Beginning Balance		948,143
Revenues		16,548,943
Expenditures		15,553,135
Operating Transfers In (Out)		-
Ending Fund Balance		1,943,951

Current detailed budget projection on court's behalf

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,510,727	433,223	-	-	-	-	-	1,943,950
Ending Balance (Deficit)	1,510,727	433,223	-	-	-	-	-	1,943,950

Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,510,727	433,223	-	-	-	-	-	1,943,950
Ending Balance (Deficit)	1,510,727	433,223	-	-	-	-	-	1,943,950

Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,510,727	433,223	-	-	-	-	-	1,943,950
Ending Balance (Deficit)	1,510,727	433,223	-	-	-	-	-	1,943,950

Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,510,727	433,223	-	-	-	-	-	1,943,950
Ending Balance (Deficit)	1,510,727	433,223	-	-	-	-	-	1,943,950

Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,510,727	433,223	-	-	-	-	-	1,943,950
Ending Balance (Deficit)	1,510,727	433,223	-	-	-	-	-	1,943,950

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,510,727	433,223	-	-	-	-	-	1,943,950
Ending Balance (Deficit)	1,510,727	433,223	-	-	-	-	-	1,943,950


Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,510,727	433,223	-	-	-	-	-	1,943,950
Ending Balance (Deficit)	1,510,727	433,223	-	-	-	-	-	1,943,950

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	88,188
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		88,188

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:		
<input checked="" type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: El Dorado	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Shelby Wineinger, Court Executive Officer	
	CONTACT PERSON AND CONTACT INFO: Amber Brazeal – abrazeal@eldoradocourt.org – 530-621-7452	
DATE OF SUBMISSION: 7/28/2022	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:	REQUESTED AMOUNT: \$ 69,130.00
REASON FOR REQUEST <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i>		
<p>This is a Cameron Park Branch facility maintenance and repair project impacting the courtroom, jury room and bathroom. The project will include removal of severely discolored wallpaper that is lifting from courtroom walls, resurfacing of walls and repainting of all surfaces in the identified areas, along with removal and installation of new rubber base as well as removal and/or reinstallation of fixtures, seating and other furniture.</p> <p>Please see the attached documents.</p>		
SECTION II: AMENDED REQUEST CHANGES		
<p>A. Identify sections and answers amended. N/A</p> <p>B. Provide a summary of the changes to the request. N/A</p>		
SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		
<p>A. Explain why the request does not fit within the court’s annual operational budget process and the three-year encumbrance term.</p> <p>The Court’s intention was to encumber the funds during the normal fiscal year and obtained a project quote with the intent of setting up a purchase order for encumbrance. However, due to leadership changes impacting the Fiscal Service Department, the necessary steps for submitting the encumbrance request were not fully understood and the encumbrance deadline missed. As a result, the Fiscal Services Supervisor reached out to support systems within the Judicial Council of California for a potential solution that might allow the Court to retain use of the funding intended to pay for this project. As such, we are submitting a request to have the TCTF held on behalf of our Court so that we can complete this critical project that would not otherwise be funded.</p>		
APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)		
SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

Efficiencies and effectiveness will be gained by correcting the gross state of disrepair within the identified areas, with the intent of addressing the following:

- Replacing the dark discolored and eroding wallpaper and dull painted surfaces with fresh paint colors that coordinate with limited natural and artificial lighting will create a court environment to support participants, jurors, justice partners and employees and (i.e., encourage focus, alert mental states, less stressful areas and reduce visual distractions). This will also lend itself to improved use of remote technology.
- Brightened areas in the center of the courtroom, after ceiling and fixture repainting is complete, will allow for better illumination of the bench, counsel tables and jury/witness box thereby improving visibility necessary to conduct court hearings (e.g., evidence, verbal/physical queues, security, reporting proceedings, etc.).

Furthermore, leaving our facility in its current state of disrepair can harm the public's trust and confidence in our institutions as this facility gives the appearance that our Court is not a good steward of public resources and places little value on our purpose and the public we serve.

C. If a cost efficiency, please provide cost comparison (table template provided).

N/A

D. Describe the consequences to the court's operations if the court request is not approved.

The Court will not be positioned to fund this critical project.

E. Describe the consequences to the public and access to justice if the court request is not approved.

The conditions the Court aims to correct, as outlined in B above, will continue. As a result, those who are required to appear before the court and/or work at this location will do so in an environment that is less than desirable for supporting the administration of justice.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

The only alternative is to lose the funding designated for this project with the hope of securing it through the TCTF process which will delay the Court's ability to move forward. This Court was unable to pursue this project in the most recent fiscal years as it was focused on securing funds to replace its failing case management system that was end of life and no longer supported.

SECTION IV: FINANCIAL INFORMATION

Application for TCTF Funds Held on Behalf of the Court

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year
GL Account	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)							
900000	Salaries							
910000	Staff Benefits							
920001	General Expense							
924000	Printing							
925000	Telecommunications							
926000	Postage							
928000	Insurance							
929000	Travel in State							
931000	Travel Out of State							
933000	Training							
934000	Security							
935000	Facilities Operations							
936000	Utilities							
938000	Contracted Services							
940000	Consulting and Professional Services - County Provided							
943000	Information Technology (IT)							
945000	Major Equipment							
950000	Other Items of Expense							
972000	Other							
973000	Debt Service							
983000	Court Construction							
990000	Distributed Administration & Allocation							
Net Revenue (Expense)		-	-	-	-	-	-	-

Proposed Project		Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year
GL Account	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)							
900000	Salaries							
910000	Staff Benefits							
920001	General Expense							
924000	Printing							
925000	Telecommunications							
926000	Postage							
928000	Insurance							
929000	Travel in State							
931000	Travel Out of State							
933000	Training							
934000	Security							
935000	Facilities Operations							
936000	Utilities							
938000	Contracted Services							
940000	Consulting and Professional Services - County Provided							
943000	Information Technology (IT)							
945000	Major Equipment							
950000	Other Items of Expense							
972000	Other							
973000	Debt Service							
983000	Court Construction							
990000	Distributed Administration & Allocation							
Net Revenue (Expense)		-	-	-	-	-	-	-
Cumulative Cost Savings		-	-	-	-	-	-	-

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the cc

	FY 2021-22		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	9,702,277	427,907						10,130,184
Grants			295,275					295,275
Other Financing Sources	259,251	429,072	(115)					688,208
TOTAL REVENUES	9,961,528	856,979	295,160	-	-	-	-	11,113,667
EXPENDITURES								
Salaries	4,349,151	133,065	126,206					4,608,422
Staff Benefits	2,948,946	87,565	80,847					3,117,358
General Expense	311,427	285	4,730					316,442
Printing	19,121	360	114					19,595
Telecommunications	83,031							83,031
Postage	49,445	4,102						53,547
Insurance	5,878							5,878
Travel in State	2,823							2,823
Travel Out of State			3,684					3,684
Training	1,932		1,490					3,422
Security	17,240							17,240
Facilities Operations	139,607		4,499					144,106
Utilities								-
Contracted Services	576,742	188,993	14,771					780,506
Consulting and Professional Services - County Provided	7,890	345,221	15,623					368,734
Information Technology (IT)	788,484	164,112						952,596
Major Equipment	306,229							306,229
Other Items of Expense								-
Juror Costs	35,040							35,040
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(65,464)	22,153	43,311					-
Prior Year Expense Adjustment	17,978		(115)					17,863
TOTAL EXPENDITURES	9,595,500	945,856	295,160	-	-	-	-	10,836,516
Operating Transfers In (Out)	(1,075)	1,075						-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,056,847	119,056						1,175,903
Ending Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054

Current detailed budget projection on court's behalf

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054
Ending Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054

Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054
Ending Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054

Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054
Ending Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054

Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054
Ending Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054

Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054
Ending Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054

Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054
Ending Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054

Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054
Ending Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	69,130
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		69,130

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Original Request:

Description	FY 2016-17 ▼	FY 2017-18 ▼	FY 2018-19 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution									-
Expenditures									-
Cumulative Balance	-	-	-	-	-	-	-	-	-

Amended request

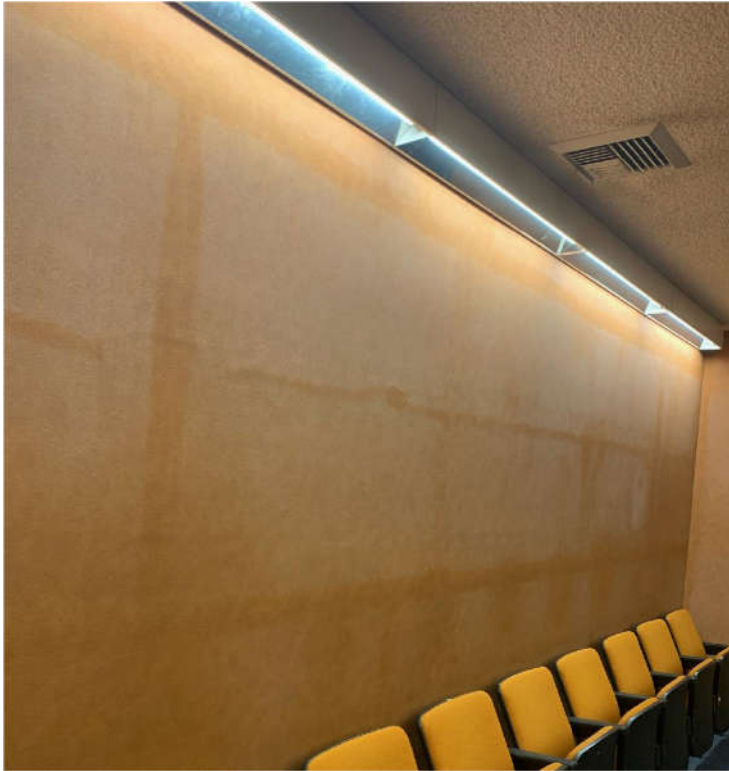
Description	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution									-
Expenditures									-
Cumulative Balance	-	-	-	-	-	-	-	-	-

Cameron Park Branch

Courtroom









Jury Room



Bathroom





June 3, 2022

Attention: Danielle Waggoner

Subject: Cameron Park Courtroom - Painting

Dear Mrs. Waggoner,

We are pleased to submit our price proposal to furnish the necessary supervision, labor, material and equipment to perform the painting scope at the Cameron Park Courthouse in accordance with the site walk on 5/20/22 and the as built floor plan received via email on 5/26/22.

Base Bid **\$69,130**

SCOPE:

1. Remove existing wallpaper covering at interior walls and patch walls where needed after removal.
2. Paint all gyp. board walls, soffits and ceilings in courtroom, jury room, and bathroom areas.
3. Existing doors and frames to be repainted.
4. Existing light fixture at the south wall to be removed and reinstalled after new paint is applied.
5. Existing seats at the south wall to be removed to allow for access to paint wall and reinstalled after completion.

CLARIFICATIONS & EXCEPTIONS:

1. Price proposal is good for (30) Thirty days.
2. This proposal is subject to mutually agreeable terms and conditions prior to award of contract.
3. This proposal is based on working during (2) weekends while the courtroom is closed.
4. All existing courtroom furniture to be covered and protected prior to painting work.
5. All wall mounted items and any furniture within the jury room and bathrooms to be removed by others prior any painting work.

JOB SPECIFIC EXCLUSIONS:

1. **Performance and Payment Bond.**
2. **Builder's Risk Insurance.**
3. Owner Contingencies.
4. Buy American.
5. Third Party Commissioning Agent
6. LEED.
7. Hazmat material and/or lead testing.
8. Permit Fees and Inspection Fees.
9. Liquidated Damages.
10. Parking.
11. Skim coating of existing walls.
12. Removal of existing rubber base at walls within the work area.
13. Furnish and install of new rubber base at walls within the work area.
14. Painting at acoustical ceiling areas.
15. Any work at wood wall panels or wood trim areas.

STANDARD EXCLUSIONS:

1. Any work associated with discovery, sampling, handling, or removal of any hazardous, toxic, or contaminated materials, not specifically mentioned in this proposal.
2. Unit price breakdowns are for accounting purposes only and may not be deleted from our overall scope unless specifically clarified within.
3. Dewatering.
4. Fire Watch.


We thank you for the opportunity to submit this proposal. If you have any questions, please call either Luke Pazdernik at (916) 939-8352 or me at (916) 939-8345.

Respectfully,
ROEBBELEN CONTRACTING, INC.

Kevin Hunewill
Director of Estimating

License # 734124
DVBE # 1012610
DIR # 1000001469

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:		
<input checked="" type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: El Dorado	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Shelby Wineinger, Court Executive Officer	
	CONTACT PERSON AND CONTACT INFO: Amber Brazeal – abrazeal@eldoradocourt.org – 530-621-7452	
DATE OF SUBMISSION: 7/28/2022	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:	REQUESTED AMOUNT: \$ 135,848.33
REASON FOR REQUEST <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i>		
<p>This is a South Lake Tahoe Branch facility maintenance and repair project impacting the courtrooms, judges' chambers, clerk's office, two (2) offices and administrative areas. The project will complete the replace of torn and tattered carpeting throughout the facility, removal and installation of new rubber base, asbestos testing and removal and/or reinstallation of fixtures, seating and other furniture. Temporary fixes such as stretching, tacking and gluing the carpet is no longer a safe and viable option for repair of the carpet.</p> <p>Please see the attached documents.</p>		
SECTION II: AMENDED REQUEST CHANGES		
<p>A. Identify sections and answers amended. N/A</p> <p>B. Provide a summary of the changes to the request. N/A</p>		
SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		
<p>A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.</p> <p>The Court's intention was to encumber the funds during the normal fiscal year and obtained a project quote with the intent of setting up a purchase order for encumbrance. However, due to leadership changes impacting the Fiscal Service Department, the necessary steps for submitting the encumbrance request were not fully understood and the encumbrance deadline missed. As a result, the Fiscal Services Supervisor reached out to support systems within the Judicial Council of California for a potential solution that might allow the Court to retain use of the funding intended to pay for this project. As such, we are submitting a request to have the TCTF held on behalf of our Court so that we can complete this critical project that would not otherwise be funded.</p>		
APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)		
SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

Enhancement to court operations will occur with the replacement of this carpeting by addressing the following issues:

- Operating a facility with torn and tattered carpeting poses a significant hazard to all persons who must carry-out the day-to-day functions of the Court and/or conduct business within the facility, greatly increasing the chances that a slip and fall will occur.
- The carpeting is also extremely worn and dirty due to regular foot traffic and the tracking in of water on wet and snowy days that occur in South Lake Tahoe. As a result, dirt and debris is trapped in the carpet making it look and smell badly, and potentially leading to mold and weakened carpet fibers resulting in torn and tattered carpeting.
- It is very difficult to get a vendor to complete the carpeting project in this area and we are now with a 2nd vendor after the 1st vendor opted-out of the project. Further delays, whether related to keeping our vendor secured or funding this project, will leave existing carpet hazards unremedied that worsen with each passing day.

Furthermore, leaving our facility's carpeting in its current state of disrepair can harm the public's trust and confidence in our institutions as this facility gives the appearance that our Court is not a good steward of public resources and places little value on our purpose and the public we serve.

C. If a cost efficiency, please provide cost comparison (table template provided).

N/A

D. Describe the consequences to the court's operations if the court request is not approved.

The Court will not be positioned to fund this critical project.

E. Describe the consequences to the public and access to justice if the court request is not approved.

The conditions the Court aims to correct, as outlined in B above, will continue. As a result, the court users, partners and our staff will be subjected to ongoing safety hazards within the facility that are exacerbated in this region due to its weather (i.e., rain and snow).

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

The only alternative is to lose the funding designated for this project with the hope of securing it through the TCTF process which will delay the Court ability to move forward. This Court was unable to pursue this project in the most recent fiscal years as it was focused on securing funds to replace its failing case management system that was end of life and no longer supported.

SECTION IV: FINANCIAL INFORMATION

Application for TCTF Funds Held on Behalf of the Court

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year
GL Account	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)							
900000	Salaries							
910000	Staff Benefits							
920001	General Expense							
924000	Printing							
925000	Telecommunications							
926000	Postage							
928000	Insurance							
929000	Travel in State							
931000	Travel Out of State							
933000	Training							
934000	Security							
935000	Facilities Operations							
936000	Utilities							
938000	Contracted Services							
940000	Consulting and Professional Services - County Provided							
943000	Information Technology (IT)							
945000	Major Equipment							
950000	Other Items of Expense							
972000	Other							
973000	Debt Service							
983000	Court Construction							
990000	Distributed Administration & Allocation							
Net Revenue (Expense)		-	-	-	-	-	-	-
Proposed Project		Amount	Amount	Amount	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)							
900000	Salaries							
910000	Staff Benefits							
920001	General Expense							
924000	Printing							
925000	Telecommunications							
926000	Postage							
928000	Insurance							
929000	Travel in State							
931000	Travel Out of State							
933000	Training							
934000	Security							
935000	Facilities Operations							
936000	Utilities							
938000	Contracted Services							
940000	Consulting and Professional Services - County Provided							
943000	Information Technology (IT)							
945000	Major Equipment							
950000	Other Items of Expense							
972000	Other							
973000	Debt Service							
983000	Court Construction							
990000	Distributed Administration & Allocation							
Net Revenue (Expense)		-	-	-	-	-	-	-
Cumulative Cost Savings		-	-	-	-	-	-	-

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the cc

	FY 2021-22		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	9,702,277	427,907						10,130,184
Grants			295,275					295,275
Other Financing Sources	259,251	429,072	(115)					688,208
TOTAL REVENUES	9,961,528	856,979	295,160	-	-	-	-	11,113,667
EXPENDITURES								
Salaries	4,349,151	133,065	126,206					4,608,422
Staff Benefits	2,948,946	87,565	80,847					3,117,358
General Expense	311,427	285	4,730					316,442
Printing	19,121	360	114					19,595
Telecommunications	83,031							83,031
Postage	49,445	4,102						53,547
Insurance	5,878							5,878
Travel in State	2,823							2,823
Travel Out of State			3,684					3,684
Training	1,932		1,490					3,422
Security	17,240							17,240
Facilities Operations	139,607		4,499					144,106
Utilities								-
Contracted Services	576,742	188,993	14,771					780,506
Consulting and Professional Services - County Provided	7,890	345,221	15,623					368,734
Information Technology (IT)	788,484	164,112						952,596
Major Equipment	306,229							306,229
Other Items of Expense								-
Juror Costs	35,040							35,040
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(65,464)	22,153	43,311					-
Prior Year Expense Adjustment	17,978		(115)					17,863
TOTAL EXPENDITURES	9,595,500	945,856	295,160	-	-	-	-	10,836,516
Operating Transfers In (Out)	(1,075)	1,075						-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,056,847	119,056						1,175,903
Ending Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054

Current detailed budget projection on court's behalf

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054
Ending Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054

Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054
Ending Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054

Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054
Ending Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054

Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054
Ending Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054

Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054
Ending Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054

Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054
Ending Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054

Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054
Ending Balance (Deficit)	1,421,800	31,254	-	-	-	-	-	1,453,054

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	135,848
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		135,848

COST PLUS ESTIMATING WORKSHEET
DATA TAB

Vendor Point of Contact	Technician Name	RATES EFFECTIVE XX/XX/XX		LABOR - Description-Comments	Assets
Brad Downing	S1	Snow Removal - (crew hourly rate)	\$370.00	BAS system checkout	
Don Lucy	I1	Unclogging Blocked Toilet - In-custody cell (labor-only)	\$123.00	Electrical system shutdown/startup	
Cloves Tennis	I2	Unclogging Blocked Toilet - Public/Court Staff (labor-only)	\$62.00	Escort-Billable	
George Brown	I3	Clean up & Disposal of Biological Waste Event	\$217.51	Field demolition/parts removal by engineer	
Nick Wilm	I4	Clean up & Disposal of Biological Waste Labor Rate	\$157.35	Field installation by engineer	
Tony Troglia	Hr 1	Hourly Rate (All Labor categories)	\$132.70	Fire sprinkler systems drain down/refill	
Trent Sullivan	M1		6%	Fire System impairment/restoration validation	
Don Phelps	Sub1	Markup on Materials (Percentage)	6%	Fire System impairment/restoration validation	
Mark Westbrook		Markup on Subcontractors/Third-Parties (Percentage)		Fire watch	
Adrian Nevarez				HVAC system shutdown/startup	
Michael Furtado				HVAC water systems drain down/refill	
Vance Cline				LOTO	
Plum Virdi				Mechanical system shutdown/startup	
Gary Hernandez				Monitor/validation BAS control points	
Douglas Stevens				Plumbing systems drain down/refill	
Chad Ward				PM - Contractor Precon Walks	
Fred Anderson				PM - Contractor SOW Walks	
Greg Shaum				PM - Onsite subcontractor management/scope adherence	
Abraham Garcia				PM - Precon meeting coordination	
Gregory Alford				PM - Project closure inspection and sign-off	
Polacchi, James				PM - Project Daily Status Report	
Metcalf, Todd				PM - Project Execution Safety Meetings	
Brown, Donald				PM - Project status/milestone inspection	
Armstrong, Ryan				PM - SOW Development Meeting	
Dodd, Michael				PM - Travel	
Green, William				PM - Work Plan Development/Review	
Bakken, Christopher				PM-Project closure inspection and sign-off.	
Denton, Jeffery				Project Management	
Philip Kerkenides				Remove/replace ceiling tiles for access	
Ryan, Tim				Safe off work area-install/remove cones, delineators, caution tape	
Cooper, Justin				Secure area access coordination with courts/sheriff	
Austin Fries				Setup/takedown of ladder/scaffolding	
Lindsey, Tyler				System commissioning	
James Vigil				Labor Time	

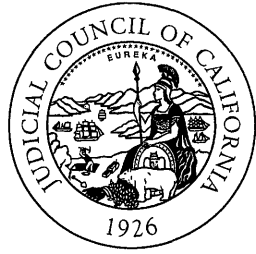
South Lake Tahoe Branch







APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request: <input checked="" type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: Lake	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Krista LeVier	
	CONTACT PERSON AND CONTACT INFO: Michaela Noland Michaela.noland@lake.courts.ca.gov 707-263-2374, x2263	
DATE OF SUBMISSION: 3/4/2022	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY21 – FY22	REQUESTED AMOUNT: \$71,098
REASON FOR REQUEST <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i>		
<p>The Court contracted with Journal Technologies on 6/15/20 to develop and implement the following four interfaces with the Court's case management system:</p> <ul style="list-style-type: none"> • Electronic Citation interface • Department of Child Support Services • State Bar Attorney • Warrant interface with the Sheriff's Department <p>The project cost was contracted at \$90,000. The Court encumbered the funds at the end of Fiscal Year 2019. The funds were not expensed by the end of Fiscal Year 2021 and the amount of \$71,098 was unencumbered. The Court does not wish to lose the investment. The court, Journal Technologies and the agencies have all put significant resources toward the projects. The Department of Child Support Services interface has an implementation date of August 2022. The other projects are expected to conclude by June 30, 2023. The Court is requesting that the funds totaling \$71,098 be held on behalf of the Court.</p>		
SECTION II: AMENDED REQUEST CHANGES		
<p>A. Identify sections and answers amended.</p> <p>B. Provide a summary of the changes to the request.</p>		
SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		
<p>A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.</p> <p>The interface project has been delayed for a few different reasons beyond the control of the Court.</p> <ol style="list-style-type: none"> 1. The COVID-19 pandemic was the main cause for the delay, which slowed down the project with staff shortages and availability for vendor development and testing. The pandemic had a domino effect causing reasons #2 and #3. 2. The Court went live with our new case management system on 3/2/2020 right before the pandemic hit. Finalization of the Court's new case management system (eCourt) implementation was delayed and the project is still ongoing. 3. Coordination between justice partner agencies and their computer system vendors has been slower than expected. 		

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

These data interfaces will reduce staff time in case processing. The interfaces will also improve data accuracy among justice partners. Data will no longer be required to be printed, sent to a justice partner and then data entered into the justice partner's system, and vice versa.

C. If a cost efficiency, please provide cost comparison (table template provided).

There will be some payroll savings however it is too early to estimate. Initial savings will be offset by costs for configuration, testing and implementation.

D. Describe the consequences to the court's operations if the court request is not approved.

If the data interfaces are not completed, the efficiencies explained in section B above will not be realized. In addition, all the resources used to date will have been misdirected. The Court, JTI and the agencies have all invested substantial time and money to the projects, which were delayed mostly due to the COVID-19 pandemic which was out of anyone's control. Over 300 hours of court time spent on the project to date will be for naught. This was valuable time that could have been spent on operational backlogs such as entering new criminal cases. Due to our contract, the court will need to pay Journal Technologies for work that has been completed to date. These funds would need to be paid using the court's operation funds when there is no finished project and no value to the public, court or agencies.

E. Describe the consequences to the public and access to justice if the court request is not approved.

The data interfaces will decrease the amount of time it takes for court information to be shared with justice partners. For example, when the judge issues a warrant in the courtroom, once the warrant is processed and signed by the judge, the information will be sent directly to the Sheriff's office electronically. Law enforcement will have the warrant in their system more quickly. This will increase public safety. Similarly, the Department of Child Support Services will allow the department and the court to exchange information including the electronic filing of court documents. This will decrease the time parties have to wait for documents from the court and potentially decrease the amount of time it takes for parties to receive child support payments. If the project is not completed there will be no benefit to the public.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

No suitable alternatives.

SECTION IV: FINANCIAL INFORMATION

Please provide the following (*table template provided for each*):

A. Three-year history of year-end fund balances, revenues, and expenditures

N/A

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

N/A

C. Identification of all costs, by category and amount, needed to fully implement the project

N/A

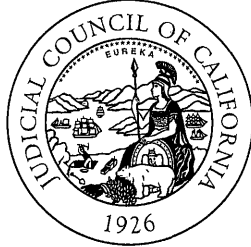
D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

Please see attached.

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	90,000
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		90,000

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request: <input checked="" type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: Lake	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> J. David Markham, Presiding Judge	
CONTACT PERSON AND CONTACT INFO: Michaela Noland, michaela.noland@lake.courts.ca.gov 707-263-2374, x2263		
DATE OF SUBMISSION: 7/26/2022	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY21 – FY25	REQUESTED AMOUNT: \$439,842
REASON FOR REQUEST <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i>		
<p>Lake County Superior Court requests \$439,842 to be held on the court's behalf for one time project costs related to the completion and move to a new courthouse. The court is responsible for moving costs and some equipment and furnishing costs for the new Lake County Courthouse. The courthouse is a new court construction project estimated to be complete in late 2025 or early 2026. The New Lakeport Courthouse will replace an overcrowded, shared use facility with a new four courtroom facility of approximately 46,000 square feet. The new building will provide a safe, accessible, operationally efficient building for court staff and the Lake County community.</p> <p>The court costs of \$439,842 are necessary so that the new courthouse may be opened to serve the public. Given the uncertain nature of future funding for the trial courts, it is necessary and fiscally responsible to begin reserving funds for one-time project costs now when the court has the resources to do so.</p> <p>According to the Guidelines for the Responsibility of Facilities Costs between the Judicial Council and Trial Courts, the court will be responsible for several categories of one-time expenses such as moving costs, break room equipment, appliances, office equipment, trash cans, copiers, postage meters, network connection, servers, telephones and VoIP system. The court intends to sequence the regular technology refresh and replacement cycle as well as telephone and copy machine replacements with the new building occupancy. Additionally, due to the increase in size of the new building, the need for copy machines, phones and other equipment will increase. The court wishes to be fully prepared to handle these costs. It may be necessary to augment the project budget if certain items important to the safe and efficient operation of the building are eliminated from the project construction budget.</p>		
SECTION II: AMENDED REQUEST CHANGES		
A. Identify sections and answers amended.		
B. Provide a summary of the changes to the request.		
SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		
A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.		

These one-time costs of the courthouse project are outside the normal ongoing operational costs of the court. The expenses are expected to occur in mid to late 2025. Given the uncertain nature of future funding for the trial courts, it is necessary and fiscally responsible to begin reserving funds for one-time project costs now when the court has the resources to do so.

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

The funds will ensure that the court can meet its monetary obligations related to the project and relocation to the new courthouse. The new courthouse will provide service improvements for the public, including increased security, access, and reduce overcrowding for both court staff and the public visiting the courthouse.

C. If a cost efficiency, please provide cost comparison (table template provided).

N/A

D. Describe the consequences to the court's operations if the court request is not approved.

Given the uncertain nature of future funding for the trial courts, it is possible the court would not be able to fund the costs for moving and new equipment. If the court was unable to do so, the opening of the new building could be delayed. Additionally, if the court did not have sufficient funds set aside for this purpose, the court would be required to use ongoing operational funding to cover these one-time costs. If the court was forced to use ongoing operational costs to cover the one-time expenses related to the new building, it would reduce court services to the public.

E. Describe the consequences to the public and access to justice if the court request is not approved.

The loss of funds would most likely affect the court's future operations budget, negatively affecting court services.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

The one-time costs of this project are outside the operational costs for the court and are consistent with the recommended process for the trial court trust fund balance held on behalf of the courts. The court needs and appreciates this process as otherwise the court may need to cut services and/or staff to provide funds to pay necessary costs to open and operate the new courthouse.

SECTION IV: FINANCIAL INFORMATION

Please provide the following (*table template provided for each*):

A. Three-year history of year-end fund balances, revenues, and expenditures

Please see attached.

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

Please see attached budget for contributing year.

C. Identification of all costs, by category and amount, needed to fully implement the project

Please see attached general list. Actual costs are unknown.

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

Please see attached.

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2021-22		FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	475,426	231,082						706,508
Revenues	5,022,246	215,194	273,156					5,510,596
Expenditures	4,670,119	190,856	336,545					5,197,520
Operating Transfers In (Out)	(63,389)		63,389					-
Ending Fund Balance	764,164	255,420	-	-	-	-	-	1,019,584

FY 2020-21		FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	522,904	207,896						730,800
Revenues	4,916,503	32,956	242,029					5,191,488
Expenditures	4,890,634	9,770	315,375					5,215,779
Operating Transfers In (Out)	(73,347)		73,347					-
Ending Fund Balance	475,426	231,082	1	-	-	-	-	706,509

FY 2019-20		FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	285,591	180,882						466,473
Revenues	4,729,865	37,861	296,457					5,064,183
Expenditures	4,446,543	10,847	342,467					4,799,857
Operating Transfers In (Out)	(46,010)		46,010					-
Ending Fund Balance	522,903	207,896	-	-	-	-	-	730,799

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the c

	FY 2021-22		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	5,022,246							5,022,246
Grants			273,156					273,156
Other Financing Sources		215,194						215,194
TOTAL REVENUES	5,022,246	215,194	273,156	-	-	-	-	5,510,596
EXPENDITURES								
Salaries	1,921,728	7,901	158,783					2,088,413
Staff Benefits	980,159	1,780	70,490					1,052,428
General Expense	191,685		1,189					192,874
Printing	13,733							13,733
Telecommunications	17,064		582					17,646
Postage	28,482							28,482
Insurance	9,934							9,934
Travel in State	2,168							2,168
Travel Out of State	-							-
Training	4,112							4,112
Security	202,033		10,071					212,103
Facilities Operations	121,480							121,480
Utilities	4,821							4,821
Contracted Services	966,828	778	49,576					1,017,182
Consulting and Professional Services - County Provided	10,450	180,397						190,847
Information Technology (IT)	138,645							138,645
Major Equipment	79,637							79,637
Other Items of Expense	933							933
Juror Costs	21,461							21,461
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(45,855)		45,855					-
Prior Year Expense Adjustment	621							621
TOTAL EXPENDITURES	4,670,119	190,856	336,545	-	-	-	-	5,197,520
Operating Transfers In (Out)	(63,389)		63,389					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	475,426	231,082	-					706,508
Ending Balance (Deficit)	764,164	255,420	(0)	-	-	-	-	1,019,584

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	150,000
924000	Printing	
925000	Telecommunications	20,000
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	269,832
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		439,832

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2021-22 ▼	FY 2022-23 ▼	FY 2023-24 ▼	FY 2024-25 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	439,832								439,832
Expenditures				439,832					439,832
Cumulative Balance	439,832	439,832	439,832	-	-	-	-	-	879,664

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

- B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

We have a historical court setting and facility. The workstations and layout do not work for the flow of the court any longer. We are scheduled to go live with the new case management system that will aid in some areas. We also need a more ergonomic setting for the staff. This will allow the staff to become more efficient and productive with a better layout and setting. This will also flow to the visual aide of the public when they come in to see a more dignified office.

- C. If a cost efficiency, please provide cost comparison (table template provided).

n/a

- D. Describe the consequences to the court's operations if the court request is not approved.

The court will be reduced by the allocated money provided to the court. The court may not have a future opportunity to improve the situation of the lay out.

- E. Describe the consequences to the public and access to justice if the court request is not approved. The public will see tired, out of date and worn-out items that the court must work with. There will not be a dignified and uniform look to the office. When an appearance is stepped up it shows that one cares, this brings a domino effect with staff. They would feel more confident and be able to provide better service to the public but if not approved this be a deferred project for another time that may or may not come.

- F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative? The court has not identified alternatives that will meet the needs of the court at this time. This the only option we must allow our court time to seek out a proper vendor to work with and get the desired effect. Holding the funding allows the court to have the proper amount of money dedicated to this project.

SECTION IV: FINANCIAL INFORMATION

Please provide the following (*table template provided for each*):

A. Three-year history of year-end fund balances, revenues, and expenditures
Included

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf
Exact amount is unknown currently

C. Identification of all costs, by category and amount, needed to fully implement the project
Exact amount is unknown currently- Included

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year
Exact amount is unknown currently- Included

Application for TCTF Funds Held on Behalf of the Court

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year
GL Account	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)							
900000	Salaries							
910000	Staff Benefits							
920001	General Expense							
924000	Printing							
925000	Telecommunications							
926000	Postage							
928000	Insurance							
929000	Travel in State							
931000	Travel Out of State							
933000	Training							
934000	Security							
935000	Facilities Operations							
936000	Utilities							
938000	Contracted Services							
940000	Consulting and Professional Services - County Provided							
943000	Information Technology (IT)							
945000	Major Equipment							
950000	Other Items of Expense							
972000	Other							
973000	Debt Service							
983000	Court Construction							
990000	Distributed Administration & Allocation							
Net Revenue (Expense)		-	-	-	-	-	-	-

Proposed Project		Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year
GL Account	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)							
900000	Salaries							
910000	Staff Benefits							
920001	General Expense							
924000	Printing							
925000	Telecommunications							
926000	Postage							
928000	Insurance							
929000	Travel in State							
931000	Travel Out of State							
933000	Training							
934000	Security							
935000	Facilities Operations							
936000	Utilities							
938000	Contracted Services							
940000	Consulting and Professional Services - County Provided							
943000	Information Technology (IT)							
945000	Major Equipment							
950000	Other Items of Expense							
972000	Other							
973000	Debt Service							
983000	Court Construction							
990000	Distributed Administration & Allocation							
Net Revenue (Expense)		-	-	-	-	-	-	-
Cumulative Cost Savings		-	-	-	-	-	-	-

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2019-20 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance								-
Revenues	161,267	745						162,013
Expenditures	53,433							53,433
Operating Transfers In (Out)	70,826							70,826
Ending Fund Balance	178,661	745	-	-	-	-	-	179,406

FY 2020-21 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance								-
Revenues	320,364							320,364
Expenditures	109,362							109,362
Operating Transfers In (Out)								-
Ending Fund Balance	211,002	-	-	-	-	-	-	211,002

FY 2021-22 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance								-
Revenues	469,628	41,082						510,710
Expenditures	127,734							127,734
Operating Transfers In (Out)								-
Ending Fund Balance	341,894	41,082	-	-	-	-	-	382,976


Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	20,000
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	33,753
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		53,753

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2021-22 ▼	FY 2022-23 ▼	FY 2023-24 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	53,753								53,753
Expenditures		26,877	26,877						53,753
Cumulative Balance	53,753	26,877	-	-	-	-	-	-	-

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:		
<input checked="" type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: Sacramento	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Lee Seale, Court Executive Officer	
	CONTACT PERSON AND CONTACT INFO: Chris Stewart, Chief Financial Officer ((916)-874-7736)	
DATE OF SUBMISSION: 8/3/2022	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: CONTRIBUTION: FY21/22 EXPENDITURES: FY22/23 - FY23/24	REQUESTED AMOUNT: \$3,946,130
REASON FOR REQUEST <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i>		
<p>The court is scheduled to occupy a new 53-courtroom 18-story courthouse in FY23/24. The new facility will relocate 45 courtrooms along with the operational and administrative units from the existing Gordon D. Schaber Courthouse and surrounding locations in the downtown area. The court's goal during the occupation phase is to minimize the time needed to move from the various downtown facilities into the new courthouse and thus mitigate the impacts to the public, security services, and the justice community as much as possible.</p> <p>These funds will be used to procure the equipment and professional services required to occupy the new courthouse. This equipment includes telephony and information technology equipment as well as additional seating for high volume courtrooms, moving costs, and other office supplies and equipment that are classified as court-funded obligations and are not covered under the construction project's funding.</p>		
SECTION II: AMENDED REQUEST CHANGES		
<p>A. Identify sections and answers amended.</p> <p>B. Provide a summary of the changes to the request.</p>		
SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		
<p>A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.</p> <p>The equipment needed for the new courthouse cannot be installed until the certificate of occupancy has been issued, which is currently slated for Q3 FY2023/24. Given current space constraints, it was not feasible to purchase all the material in FY2022 or even in FY2023. Furthermore, to maximize the lifespan of the technology equipment, it should be purchased as close to occupancy as possible and reduce the amount of time it is placed in storage. The court realized savings in FY2021 due to staff acquisition challenges brought on by the pandemic. Given the large outlay of capital required to occupy the new courthouse, the court requests to reserve these savings and apply them towards the court-funded obligations.</p>		
APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)		

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

The court already anticipates that the move to the new courthouse will create a disruption in court operations and for the public. This request is designed to ensure that the equipment, services, and infrastructure are in place ahead of occupancy so that the move-in period can proceed as quickly as possible and in turn, mitigate any long-term impact the move will have on operations.

C. If a cost efficiency, please provide cost comparison (table template provided). N/A

D. Describe the consequences to the court's operations if the court request is not approved.

Occupancy timelines for the new courthouse would be substantially impacted as equipment purchases would have to be phased in across multiple years. Furthermore, extending the occupancy timelines would result in additional security and janitorial expenses incurred by having to operate two major courthouses simultaneously. Court operations would be split between the two courthouses requiring bifurcation of court functions (e.g. jury functions, accounting, etc.) requiring a significant increase in coordination and communication with the justice community and the public.

E. Describe the consequences to the public and access to justice if the court request is not approved.

Court operations would be split between two major courthouses downtown for an extended period of time. This would have significant impacts on jurors, the public, and security logistics. Front counter operations would be impacted resulting in service level degradation for the public.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

Holding the funds now allows the court to invest its ongoing funding in expanding its workforce and improving services to the public while preserving its reserve to fund additional moving expenses that will arise. Total occupancy expenses will exceed the one-year reserve and impact regular ongoing operational costs.

SECTION IV: FINANCIAL INFORMATION

Please provide the following (*table template provided for each*):

A. Three-year history of year-end fund balances, revenues, and expenditures

See attached TCTF Funds held on behalf tables Template – Sec. IV. A Tab

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

See attached TCTF Funds held on behalf tables Template – Sec. IV. B Tab

C. Identification of all costs, by category and amount, needed to fully implement the project

See attached TCTF Funds held on behalf tables Template – Sec. IV. C Tab

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

See attached TCTF Funds held on behalf tables Template – Sec. IV. D Tab

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2019-20	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	5,278,915	2,110,046	-					7,388,961
Revenues	98,987,934	6,566,543	1,846,623					107,401,100
Expenditures	98,107,142	5,014,955	1,773,407					104,895,504
Operating Transfers In (Out)	1,509,974	(1,436,757)	(73,216)					1
Ending Fund Balance	7,669,681	2,224,877	-	-	-	-	-	9,894,558

FY 2020-21	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	7,669,681	2,224,877	-					9,894,558
Revenues	95,352,610	7,656,928	1,713,397					104,722,935
Expenditures	98,627,966	6,037,340	1,749,203					106,414,509
Operating Transfers In (Out)	1,090,065	(1,125,871)	35,806					-
Ending Fund Balance	5,484,390	2,718,594	-	-	-	-	-	8,202,984

FY 2021-22	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	5,484,390	2,718,594						8,202,984
Revenues	103,816,453	6,801,028	2,224,083					112,841,564
Expenditures	96,350,611	6,121,452	2,244,044					104,716,107
Operating Transfers In (Out)	(19,961)		19,961					-
Ending Fund Balance	12,930,271	3,398,170	-	-	-	-	-	16,328,441

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the

	FY 2021-22		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	102,422,616	4,130,414						106,553,030
Grants			2,228,245					2,228,245
Other Financing Sources	1,393,838	2,670,614	(4,162)					4,060,290
TOTAL REVENUES	103,816,454	6,801,028	2,224,083	-	-	-	-	112,841,565
EXPENDITURES								
Salaries	50,398,582	1,978,178	1,158,730					53,535,490
Staff Benefits	34,072,125	807,430	625,984					35,505,539
General Expense	2,652,007	25,279	29,608					2,706,894
Printing	184,372	1,319						185,691
Telecommunications	420,261	896	6,345					427,502
Postage	614,692							614,692
Insurance	62,693							62,693
Travel in State	89,834	321	13,154					103,309
Travel Out of State	213		10,495					10,708
Training	48,623	4,890	11,500					65,013
Security	5,441							5,441
Facilities Operations	1,471,568							1,471,568
Utilities	187							187
Contracted Services	2,908,617	2,784,617	21,069					5,714,303
Consulting and Professional Services - County Provided	747,320	71,731						819,051
Information Technology (IT)	1,824,060	146,223						1,970,283
Major Equipment	1,020,111	28,748						1,048,859
Other Items of Expense	41,566							41,566
Juror Costs	370,713	64,292						435,005
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(581,221)	207,504	373,717					-
Prior Year Expense Adjustment	(1,152)	26	(6,559)					(7,685)
TOTAL EXPENDITURES	96,350,612	6,121,454	2,244,043	-	-	-	-	104,716,109
Operating Transfers In (Out)	(19,961)		19,961					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	5,484,390	2,718,594	-					8,202,984
Ending Balance (Deficit)	12,930,271	3,398,168	1	-	-	-	-	16,328,440

Current detailed budget projectione court's behalf

	FY 2022-23		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	122,050,097	4,921,935	-					126,972,032
Grants	-	-	2,343,902					2,343,902
Other Financing Sources	1,574,431	3,016,634	(4,701)					4,586,364
TOTAL REVENUES	123,624,529	7,938,568	2,339,201	-	-	-	-	133,902,298
EXPENDITURES								
Salaries	63,615,569	2,496,954	1,462,606					67,575,129
Staff Benefits	43,957,351	1,041,687	807,599					45,806,636
General Expense	3,654,697	34,837	40,802					3,730,336
Printing	289,688	2,072	-					291,760
Telecommunications	732,212	1,561	11,055					744,828
Postage	634,200	-	-					634,200
Insurance	76,039	-	-					76,039
Travel in State	234,205	837	34,294					269,336
Travel Out of State	298	-	14,702					15,000
Training	69,950	7,035	16,544					93,529
Security	21,003	-	-					21,003
Facilities Operations	2,952,418	-	-					2,952,418
Utilities	22,000	-	-					22,000
Contracted Services	4,772,893	4,569,415	34,573					9,376,882
Consulting and Professional Services - County Provided	1,101,156	105,694	-					1,206,850
Information Technology (IT)	7,354,250	589,542	-					7,943,792
Major Equipment	746,519	21,038	-					767,557
Other Items of Expense	82,588	-	-					82,588
Juror Costs	596,791	103,500	-					700,291
Other	-	-	-					-
Debt Service	-	-	-					-
Court Construction	-	-	-					-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	130,913,828	8,974,172	2,422,174	-	-	-	-	142,310,174
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	12,930,271	3,398,168	1	-	-	-	-	16,328,440
Ending Balance (Deficit)	5,640,972	2,362,565	(82,972)	-	-	-	-	7,920,565

Current detailed budget projection

	FY 2023-24		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	122,050,097	4,921,935	-					126,972,032
Grants	-	-	2,343,902					2,343,902
Other Financing Sources	1,574,431	3,016,634						4,591,065
TOTAL REVENUES	123,624,529	7,938,568	2,343,902	-	-	-	-	133,907,000
EXPENDITURES								
Salaries	63,615,569	2,496,954	1,462,606					67,575,129
Staff Benefits	43,957,351	1,041,687	807,599					45,806,636
General Expense	3,654,697	34,837	40,802					3,730,336
Printing	289,688	2,072	-					291,760
Telecommunications	732,212	1,561	11,055					744,828
Postage	634,200	-	-					634,200
Insurance	76,039	-	-					76,039
Travel in State	234,205	837	34,294					269,336
Travel Out of State	298	-	14,702					15,000
Training	69,950	7,035	16,544					93,529
Security	21,003	-	-					21,003
Facilities Operations	2,952,418	-	-					2,952,418
Utilities	22,000	-	-					22,000
Contracted Services	4,772,893	4,569,415	34,573					9,376,882
Consulting and Professional Services - County Provided	1,101,156	105,694	-					1,206,850
Information Technology (IT)	7,354,250	589,542	-					7,943,792
Major Equipment	746,519	21,038	-					767,557
Other Items of Expense	82,588	-	-					82,588
Juror Costs	596,791	103,500	-					700,291
Other	-	-	-					-
Debt Service	-	-	-					-
Court Construction	-	-	-					-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment	-	-	-					-
TOTAL EXPENDITURES	130,913,828	8,974,172	2,422,174	-	-	-	-	142,310,174
Operating Transfers In (Out)	-	-	-					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	5,640,972	2,362,565	(82,972)	-	-	-	-	7,920,565
Ending Balance (Deficit)	(1,648,327)	1,326,961	(161,244)	-	-	-	-	(482,610)


Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	1,721,713
924000	Printing	
925000	Telecommunications	349,957
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	412,080
940000	Consulting and Professional Services - County Provided	18,380
943000	Information Technology (IT)	494,000
945000	Major Equipment	950,000
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		3,946,130

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2021-22 ▼	FY 2022-23 ▼	FY 2023-24 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	3,946,130								3,946,130
Expenditures		313,155	3,632,975						3,946,130
Cumulative Balance	3,946,130	3,632,975	-	-	-	-	-	-	-

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:		
<input checked="" type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: San Joaquin	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Brandon E. Riley, Court Executive Officer	
	CONTACT PERSON AND CONTACT INFO: De Ette Goni, Fiscal Manager, 209 992-5257, dgoni@sjcourts.org	
DATE OF SUBMISSION: 8/1/2022	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: AUGUST 2022 TO JUNE 2025	REQUESTED AMOUNT: \$212,917
REASON FOR REQUEST <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i>		
<p>The Court would like to accumulate savings to build out one shelled courtroom 6B in our 2017 Stockton facility to accommodate our new judgeship appointed in FY19/20. This FHOB application is to set aside money for the design and planning phase of the project.</p> <p>We anticipate that the project will take two years to complete.</p>		
SECTION II: AMENDED REQUEST CHANGES		
<p>A. Identify sections and answers amended.</p> <p>B. Provide a summary of the changes to the request.</p>		
SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		
<p>A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.</p> <p>The projected cost of one courtroom is \$4,463,211 which is much higher than our 21/22 available fund balance. It will take three years of accumulated savings to have enough money to build out our shelled courtroom.</p>		

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

- B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?**

This project will provide one additional courtroom to accommodate our FY 19/20 new judicial position.

- C. If a cost efficiency, please provide cost comparison (table template provided).**

- D. Describe the consequences to the court's operations if the court request is not approved.**

On February 4, 2021 we sent a request to Facilities Services for the Judicial Council to finish our two shelled courtrooms. Due to budgetary constraints, the Judicial Council has not been able to accommodate our request. While the Judicial Council is finishing one of our shelled courtrooms 5B for the new judicial position allocated in FY 22/23, there is no funding for the FY 19/20 new judicial position. We do not see another way at this point to finish out the remaining shelled courtroom. If our request is denied, we will have a judge without an assigned courtroom.

- E. Describe the consequences to the public and access to justice if the court request is not approved.**

Being down one courtroom will add to our backlogs which will negatively impact the public.

- F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?**

The 3% fund balance constraint will prevent our Court from accumulating the savings necessary to build out our shelled courtroom. It will take up to three years of savings to be able to complete this project. The only other alternative is if the Judicial Council pays for the design and construction of the one remaining shelled courtroom.

SECTION IV: FINANCIAL INFORMATION

Please provide the following (*table template provided for each*):

A. Three-year history of year-end fund balances, revenues, and expenditures

See Attached

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

See Attached

C. Identification of all costs, by category and amount, needed to fully implement the project

See Attached

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

See Attached

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

Cumulative Cost Savings		-	-	-	-
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If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Proposed Project		Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

Cumulative Cost Savings		-	-	-
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Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2020-21	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	1,976,878	2,060,943	-					4,037,821
Revenues	41,854,775	2,000,365	2,878,696					46,733,836
Expenditures	42,036,977	2,287,164	2,918,206					47,242,347
Operating Transfers In (Out)	(39,450)	(60)	39,510					0
Ending Fund Balance	1,755,226	1,774,084	(0)	-	-	-	-	3,529,310

FY 2019-20	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	602,482	1,922,727	-					2,525,209
Revenues	44,323,651	2,054,095	2,718,859					49,096,605
Expenditures	42,933,200	1,915,939	2,734,854					47,583,993
Operating Transfers In (Out)	(16,055)	60	15,995					-
Ending Fund Balance	1,976,878	2,060,943	-	-	-	-	-	4,037,821

FY 2018-19	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	510,499	1,891,852	-					2,402,351
Revenues	41,389,544	2,155,294	2,652,429					46,197,267
Expenditures	41,289,771	2,124,419	2,660,219					46,074,409
Operating Transfers In (Out)	(7,790)		7,790					-
Ending Fund Balance	602,482	1,922,727	-	-	-	-	-	2,525,209

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the c

Description	FY 2021-22							
	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	46,073,523	374,471						46,447,994
Grants			3,177,761					3,177,761
Other Financing Sources	177,005	1,617,406						1,794,411
TOTAL REVENUES	46,250,528	1,991,877	3,177,761	-	-	-	-	51,420,166
EXPENDITURES								
Salaries	21,315,769	851,976	1,500,422					23,668,167
Staff Benefits	16,445,168	432,734	752,948					17,630,850
General Expense	1,439,860	29,010	111,435					1,580,305
Printing	36,658	450	2,652					39,760
Telecommunications	166,068	203	1,319					167,590
Postage	243,983		162					244,145
Insurance	44,705							44,705
Travel in State	20,133	4,337	21,047					45,517
Travel Out of State	2,855	11,924	24,951					39,730
Training	11,627	259	1,466					13,352
Security	1,081,263		89,322					1,170,585
Facilities Operations	1,379,270		20,308					1,399,578
Utilities	65,440							65,440
Contracted Services	2,357,447	380,969	398,970					3,137,386
Consulting and Professional Services - County Provided	54,975		85,191					140,166
Information Technology (IT)	686,842	2,365	78,441					767,648
Major Equipment	254,359							254,359
Other Items of Expense	29,718							29,718
Juror Costs	302,741	103,691						406,432
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(109,710)	19,254	90,456					-
Prior Year Expense Adjustment	126,140	6,751						132,891
TOTAL EXPENDITURES	45,955,311	1,843,923	3,179,090	-	-	-	-	50,978,324
Operating Transfers In (Out)	(1,329)	-	1,329					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,755,226	1,774,084						3,529,310
Ending Balance (Deficit)	2,049,114	1,922,038						3,971,152

Current detailed budget projection on court's behalf

Description	FY 2022-23							
	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	2,049,114	1,922,038	-	-	-	-	-	3,971,152
Ending Balance (Deficit)	2,049,114	1,922,038	-	-	-	-	-	3,971,152

Current detailed budget projection:

	FY 2023-24 ▼			FUNDS				
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	2,049,114	1,922,038	-	-	-	-	-	3,971,152
Ending Balance (Deficit)	2,049,114	1,922,038	-	-	-	-	-	3,971,152

Current detailed budget projection:

	FY 2024-25		FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	
REVENUES									
State Financing Sources								-	
Grants								-	
Other Financing Sources								-	
TOTAL REVENUES	-	-	-	-	-	-	-	-	
EXPENDITURES									
Salaries								-	
Staff Benefits								-	
General Expense								-	
Printing								-	
Telecommunications								-	
Postage								-	
Insurance								-	
Travel in State								-	
Travel Out of State								-	
Training								-	
Security								-	
Facilities Operations								-	
Utilities								-	
Contracted Services								-	
Consulting and Professional Services - County Provided								-	
Information Technology (IT)								-	
Major Equipment								-	
Other Items of Expense								-	
Juror Costs								-	
Other								-	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation								-	
Prior Year Expense Adjustment								-	
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	
Operating Transfers In (Out)								-	
Fund Balance (Deficit)									
Beginning Balance (Deficit)	2,049,114	1,922,038	-	-	-	-	-	3,971,152	
Ending Balance (Deficit)	2,049,114	1,922,038	-	-	-	-	-	3,971,152	

Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	2,049,114	1,922,038	-	-	-	-	-	3,971,152
Ending Balance (Deficit)	2,049,114	1,922,038	-	-	-	-	-	3,971,152

Current detailed budget projection:

	Select Fiscal Year ▼			FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	
REVENUES									
State Financing Sources								-	
Grants								-	
Other Financing Sources								-	
TOTAL REVENUES	-	-	-	-	-	-	-	-	
EXPENDITURES									
Salaries								-	
Staff Benefits								-	
General Expense								-	
Printing								-	
Telecommunications								-	
Postage								-	
Insurance								-	
Travel in State								-	
Travel Out of State								-	
Training								-	
Security								-	
Facilities Operations								-	
Utilities								-	
Contracted Services								-	
Consulting and Professional Services - County Provided								-	
Information Technology (IT)								-	
Major Equipment								-	
Other Items of Expense								-	
Juror Costs								-	
Other								-	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation								-	
Prior Year Expense Adjustment								-	
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	
Operating Transfers In (Out)								-	
Fund Balance (Deficit)									
Beginning Balance (Deficit)	2,049,114	1,922,038	-	-	-	-	-	3,971,152	
Ending Balance (Deficit)	2,049,114	1,922,038	-	-	-	-	-	3,971,152	

Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	
REVENUES									
State Financing Sources								-	
Grants								-	
Other Financing Sources								-	
TOTAL REVENUES	-	-	-	-	-	-	-	-	
EXPENDITURES									
Salaries								-	
Staff Benefits								-	
General Expense								-	
Printing								-	
Telecommunications								-	
Postage								-	
Insurance								-	
Travel in State								-	
Travel Out of State								-	
Training								-	
Security								-	
Facilities Operations								-	
Utilities								-	
Contracted Services								-	
Consulting and Professional Services - County Provided								-	
Information Technology (IT)								-	
Major Equipment								-	
Other Items of Expense								-	
Juror Costs								-	
Other								-	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation								-	
Prior Year Expense Adjustment								-	
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	
Operating Transfers In (Out)								-	
Fund Balance (Deficit)									
Beginning Balance (Deficit)	2,049,114	1,922,038	-	-	-	-	-	3,971,152	
Ending Balance (Deficit)	2,049,114	1,922,038	-	-	-	-	-	3,971,152	

Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	2,049,114	1,922,038	-	-	-	-	-	3,971,152
Ending Balance (Deficit)	2,049,114	1,922,038	-	-	-	-	-	3,971,152

Application for TCTF Funds Held on Behalf of the Court

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	4,463,211
990000	Distributed Administration & Allocation	
Total		4,463,211

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2021-22 ▼	FY 2022-23 ▼	FY 2023-24 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	212,917	444,641	3,805,653						4,463,211
Expenditures									-
Cumulative Balance	212,917	657,558	4,463,211	4,463,211	4,463,211	4,463,211	4,463,211	4,463,211	4,463,211

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

The current jury seating is made of wood and is so old and worn from use they are in desperate need of either refinishing or replacing. The chairs are dirty and are unable to be cleaned because the finish has worn off. In addition, the jury seating is extremely uncomfortable after sitting in them for any length of time. Clean, comfortable seating would be an enhancement to the juror experience for the public.

The current gallery seating is also made of wood. They are "church pew" style benches made of all wood. They are in slightly better condition than the jury seating in certain instances, but the finish has been worn off in the high traffic areas and the seating cannot be cleaned. Like the jury seating, it is uncomfortable to sit in for any length of time. Clean, comfortable seating would be an enhancement to the court client experience.

The current furniture in the well area is too large for the room making it difficult for someone in a wheelchair to access the well and or witness area. Smaller furniture in the well area would allow easier ADA access. In addition, because the furniture is too large for the well space when the judge enters and exits the courtroom they are forced to pass the defendant within a very small and confined area causing a safety issue for the judge.

The clerk's station has its own challenges with not enough desk top space for the clerk to work and the wood surface desktop has been damaged by moisture which caused portions of the top of the desk to buckle. This makes for an uneven desktop for the clerks to work on and/or does not allow the space to be used for the clerk to have a computer, printer, and/or scanner. Replacing the desktop and increasing the desktop workspace for the clerk to use during court will enhance the efficiency and effectiveness of court operations.

The flooring, although probably in the better condition than the seating, furniture, and clerk's station will need to be replaced if the "church pew" style benches are removed and replaced with theatre style seating. In addition, replacing the carpet would allow the Court to install additional electrical outlets to provide electricity to counsel table for laptops and the microphones. The Court currently has extension cords running to an outlet which are covered by a "cord cover" but could still presents a "trip" hazard.

The Court plans to use easy-to-clean surfaces such as vinyl upholstery, that can be wiped down with a bleach cleaner, which is imperative for public health and safety.

C. If a cost efficiency, please provide cost comparison (table template provided).

N/A

D. Describe the consequences to the court's operations if the court request is not approved.

The clerks are limited to the useable space at the clerk's station with constraints on where office equipment used during court proceedings can be placed. The judges safety will continue to be an issue due to the confined space the oversized furniture creates in the well area.

E. Describe the consequences to the public and access to justice if the court request is not approved.

The current seating cannot be cleaned adequately and it is extremely uncomfortable, the public will continue to use the worn, dirty and aged furniture.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

An alternative to replacing the jury and gallery seating may include outsourcing a company to come in and remove the wood benches in the gallery and the wood chairs in the jury box to refinish them. The Court is unaware of any local companies that would handle such a project. The JCC Facilities and Operations Supervisor also indicated it is extremely costly to remove the benches, take them off-site to refinish, and then re-install them. He indicated

replacing them with new seating with an easy-to-clean vinyl surface and provide more comfort would be less costly.

The Court has also considered having the clerks station desktop replaced with a laminate surface that is not susceptible to moisture and would stay dry and flat, however this does not address the current space limitations.

The Court will continue to reach out to those courts who are building new courthouses and inquire about gently used furniture as it is being replaced with new furniture.

Holding funding in the TCTF is the preferred alternative because it would give Sierra time to plan, prepare, and execute the project. This project cannot be funded by the court's annual budget and will require multiyear savings to implement.

SECTION IV: FINANCIAL INFORMATION

Please provide the following (*table template provided for each*):

A. Three-year history of year-end fund balances, revenues, and expenditures

N/A

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

N/A

C. Identification of all costs, by category and amount, needed to fully implement the project

N/A

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

See attachment Sec. IV.D

Application for TCTF Funds Held on Behalf of the Court

If a cost efficiency, please provide cost comparison


Status Quo		Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year
GL Account	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)							
900000	Salaries							
910000	Staff Benefits							
920001	General Expense							
924000	Printing							
925000	Telecommunications							
926000	Postage							
928000	Insurance							
929000	Travel in State							
931000	Travel Out of State							
933000	Training							
934000	Security							
935000	Facilities Operations							
936000	Utilities							
938000	Contracted Services							
940000	Consulting and Professional Services - County Provided							
943000	Information Technology (IT)							
945000	Major Equipment							
950000	Other Items of Expense							
972000	Other							
973000	Debt Service							
983000	Court Construction							
990000	Distributed Administration & Allocation							
Net Revenue (Expense)		-	-	-	-	-	-	-

Proposed Project		Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year
GL Account	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)							
900000	Salaries							
910000	Staff Benefits							
920001	General Expense							
924000	Printing							
925000	Telecommunications							
926000	Postage							
928000	Insurance							
929000	Travel in State							
931000	Travel Out of State							
933000	Training							
934000	Security							
935000	Facilities Operations							
936000	Utilities							
938000	Contracted Services							
940000	Consulting and Professional Services - County Provided							
943000	Information Technology (IT)							
945000	Major Equipment							
950000	Other Items of Expense							
972000	Other							
973000	Debt Service							
983000	Court Construction							
990000	Distributed Administration & Allocation							
Net Revenue (Expense)		-	-	-	-	-	-	-
Cumulative Cost Savings		-	-	-	-	-	-	-

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		-

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request: <input checked="" type="checkbox"/> X NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: Click here to enter court Stanislaus Superior Court	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Court Executive Officer CONTACT PERSON AND CONTACT INFO: Hugh K. Swift (209)530-3111	
DATE OF SUBMISSION: 8/3/2012	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY21/22- FY24/25	REQUESTED AMOUNT: \$739,168
REASON FOR REQUEST <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i> We are moving into a new courthouse and the estimated construction completion date is Dec 2024 with a move-in date in the Spring of 2025. We will incur relocation-related expenses for office and janitorial supplies, accessory furnishings and fixtures, and IT equipment needed to operate in the new building. These expenses are not included in the courthouse construction budget. In addition, we expect to incur additional expense for relocation services (physical move and planning) and disposal of surplus furniture and equipment.		
SECTION II: AMENDED REQUEST CHANGES		
A. Identify sections and answers amended. B. Provide a summary of the changes to the request.		
SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		
A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term. These are costs for goods and services directly related to our relocation to a new a new courthouse. They include office supplies, fixtures, and technology equipment. While replacement of some these items may be included in the annual budget process, we do not intend on relocating older equipment and fixtures that have reached the end of their useful life and will need to be replaced relatively soon after the move is completed. Therefore, the dollar amount of the items purchased will greatly exceed the amount we typically budget for replacement of equipment and supplies. Furthermore, due to the nature of the move-related goods and services, they are not amendable to purchase using the encumbrance process. Under JCC financial policies the Court must pay for these items at the time of delivery. We lack adequate space to store these items until we relocate in 2025. In addition, for most IT equipment, product support and warranty begins upon receipt of the equipment. Pre-purchase of IT equipment may result in vendor		

support and warranty obligations expiring before the equipment is put into service. This will be a large expenditure and holding funds will help us have the resources to purchase these items when the new courthouse is completed.

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

- B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

Our current facilities are old, lack required accessibility and present significant safety concerns due to security risks. Currently, court users with disabilities affecting their mobility, must use a separate staff entrance to access the Family Law Clerk's Office. Court staff and the public use the same paths of travel as defendants who are in custody. The new courthouse addresses these access and security issues. The funds we are requesting to set aside will fund our relocation and allow us to purchase the equipment and supplies necessary to serve the public both in the courtrooms and clerk's offices.

- C. If a cost efficiency, please provide cost comparison (table template provided).

- D. Describe the consequences to the court's operations if the court request is not approved.

As noted above, we plan to use the funds to purchase items and services, necessary to continue operations, but not included the new courthouse construction budget or the Court's annual operating budget. As an example, we are required us to retain the services of a relocation company to complete the physical move, an item of expense for which we do not have in a typical budget. If the request is not approved, we will need to use TCTF funding to pay for these services, which would likely result in a reduction in services or staff. IT infrastructure such as servers and data storage arrays are critical to our operations. Without funding for this IT equipment, we will be required to repurpose existing equipment, which will be at end of life and possibly incompatible with the design of the network architecture in the new building.

- E. Describe the consequences to the public and access to justice if the court request is not approved.

If we are required to fund these extra-ordinary expenses with our current year TCTF allocation, we would need to consider reducing services and staff. A reduction in either of these areas would directly impact the level of service the court is able to provide the public and adversely impact access to justice.

- F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

We can keep the office equipment items and old servers and move them to the new building. This is not ideal because these items will have been pushed past their useful life and would most likely cause issues and delays in services to the public.

SECTION IV: FINANCIAL INFORMATION

Please provide the following (*table template provided for each*):

A. Three-year history of year-end fund balances, revenues, and expenditures

See attached

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

See attached.

C. Identification of all costs, by category and amount, needed to fully implement the project

See attached

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

See attached

Application for TCTF Funds Held on Behalf of the Court

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year
GL Account	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)							
900000	Salaries							
910000	Staff Benefits							
920001	General Expense							
924000	Printing							
925000	Telecommunications							
926000	Postage							
928000	Insurance							
929000	Travel in State							
931000	Travel Out of State							
933000	Training							
934000	Security							
935000	Facilities Operations							
936000	Utilities							
938000	Contracted Services							
940000	Consulting and Professional Services - County Provided							
943000	Information Technology (IT)							
945000	Major Equipment							
950000	Other Items of Expense							
972000	Other							
973000	Debt Service							
983000	Court Construction							
990000	Distributed Administration & Allocation							
Net Revenue (Expense)		-	-	-	-	-	-	-

Proposed Project		Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year
GL Account	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)							
900000	Salaries							
910000	Staff Benefits							
920001	General Expense							
924000	Printing							
925000	Telecommunications							
926000	Postage							
928000	Insurance							
929000	Travel in State							
931000	Travel Out of State							
933000	Training							
934000	Security							
935000	Facilities Operations							
936000	Utilities							
938000	Contracted Services							
940000	Consulting and Professional Services - County Provided							
943000	Information Technology (IT)							
945000	Major Equipment							
950000	Other Items of Expense							
972000	Other							
973000	Debt Service							
983000	Court Construction							
990000	Distributed Administration & Allocation							
Net Revenue (Expense)		-	-	-	-	-	-	-
Cumulative Cost Savings		-	-	-	-	-	-	-

Application for TCTF Funds Held on Behalf of the Court

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2018-19	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	779,725							779,725
Revenues	28,840,975	1,217,331	1,299,858					31,358,163
Expenditures	28,371,329	899,348	1,389,886					30,660,563
Operating Transfers In (Out)	90,029		(90,029)					-
Ending Fund Balance	1,339,400	317,983	(180,058)	-	-	-	-	1,477,325

FY 2019-20	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	1,477,325							1,477,325
Revenues	29,366,004	1,208,792	1,257,525					31,832,321
Expenditures	28,608,926	1,106,221	1,335,578					31,050,725
Operating Transfers In (Out)	(253,261)	331,314	(78,053)					-
Ending Fund Balance	1,981,142	433,886	(156,107)	-	-	-	-	2,258,921

FY 2020-21	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	2,258,921							2,258,921
Revenues	29,418,677	679,116	1,118,079					31,215,872
Expenditures	28,946,598	633,988	1,325,766					30,906,352
Operating Transfers In (Out)	207,687		(207,687)					(0)
Ending Fund Balance	2,938,687	45,128	(415,374)	-	-	-	-	2,568,441

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	2,160,092
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	1,200,000
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		3,360,092

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.D

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2021-22 ▼	FY 2022-23 ▼	FY 2023-24 ▼	FY 2024-25 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	739,168	962,647							1,701,815
Expenditures				1,701,815					1,701,815
Cumulative Balance	739,168	1,701,815	1,701,815	-	-	-	-	-	-

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

NEW REQUEST *(Complete Section I, III, and IV only.)*

AMENDED REQUEST *(Complete Sections I through IV.)*



SECTION I: GENERAL INFORMATION

SUPERIOR COURT:
Sutter

PERSON AUTHORIZING REQUEST *(Presiding Judge or Court Executive Officer):*
Stephanie M. Hansel, Court Executive Officer

CONTACT PERSON AND CONTACT INFO:
Joe Azevedo, CFO; 530 822-3340

DATE OF SUBMISSION:
8/9/2022

**TIME PERIOD COVERED BY THE
REQUEST, INCLUDING CONTRIBUTION
AND EXPENDITURE: FY 22-23**

REQUESTED AMOUNT:
\$604,596.00

REASON FOR REQUEST *(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):*

The Court respectfully requests \$604,596.00 be held for additional technological enhancements and facilities modifications.

SECTION II: AMENDED REQUEST CHANGES

- A. Identify sections and answers amended.

- B. Provide a summary of the changes to the request.

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

- A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.

The Court has identified a need to enhance our public and private facing technologies and expand facilities due to staff growth and organizational needs. These needs include but are not limited to area buildouts for additional office and cubicle space, modernizing conference, jury assembly, courtroom, and training room AV systems, enhancing court resiliency and disaster recovery with infrastructure and backup solutions as well as end user devices.

The identified savings would pay for the above technological and facilities expenses that the Court would not be able to otherwise pay for within our operational budget.

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

- B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?**

Having the capability to effectively meet the needs of today's technology with our expanding court operations are a must for our Court. The Court needs additional office space and facilities modifications to continue improving our outward, inward, and public facing services. The modernization efforts of the technology along with the infrastructure enhancements will allow Court operations and functions to be carried out more efficiently with modern technology saving time and allowing for more potential services to be added in the future.

- C. If a cost efficiency, please provide cost comparison (table template provided).**

N/A

- D. Describe the consequences to the court's operations if the court request is not approved.**

The Court would have to absorb a reduction in funding of this amount above the 3% fund balance cap, negatively impacting the funding of essential Court operations.

- E. Describe the consequences to the public and access to justice if the court request is not approved.**

The Court would have to absorb a reduction in funding of this amount above the 3% fund balance cap, negatively impacting the funding of essential Court operations and delaying the public's access to justice.

- F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?**

The Court could not identify alternatives should the request not be approved. Holding funding in the TCTF is the only alternative.

SECTION IV: FINANCIAL INFORMATION

Please provide the following (*table template provided for each*):

A. Three-year history of year-end fund balances, revenues, and expenditures

N/A

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

N/A

C. Identification of all costs, by category and amount, needed to fully implement the project

See attachment.

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

See attachment.

Application for TCTF Funds Held on Behalf of the Court

If a cost efficiency, please provide cost comparison


Status Quo		Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year
GL Account	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)							
900000	Salaries							
910000	Staff Benefits							
920001	General Expense							
924000	Printing							
925000	Telecommunications							
926000	Postage							
928000	Insurance							
929000	Travel in State							
931000	Travel Out of State							
933000	Training							
934000	Security							
935000	Facilities Operations							
936000	Utilities							
938000	Contracted Services							
940000	Consulting and Professional Services - County Provided							
943000	Information Technology (IT)							
945000	Major Equipment							
950000	Other Items of Expense							
972000	Other							
973000	Debt Service							
983000	Court Construction							
990000	Distributed Administration & Allocation							
Net Revenue (Expense)		-	-	-	-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)							
900000	Salaries							
910000	Staff Benefits							
920001	General Expense							
924000	Printing							
925000	Telecommunications							
926000	Postage							
928000	Insurance							
929000	Travel in State							
931000	Travel Out of State							
933000	Training							
934000	Security							
935000	Facilities Operations							
936000	Utilities							
938000	Contracted Services							
940000	Consulting and Professional Services - County Provided							
943000	Information Technology (IT)							
945000	Major Equipment							
950000	Other Items of Expense							
972000	Other							
973000	Debt Service							
983000	Court Construction							
990000	Distributed Administration & Allocation							
Net Revenue (Expense)		-	-	-	-	-	-	-
Cumulative Cost Savings		-	-	-	-	-	-	-

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	200,000
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	404,596
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		604,596

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request: <input type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input checked="" type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>	
SECTION I: GENERAL INFORMATION	
SUPERIOR COURT: Tehama	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Kevin Harrigan, CEO
	CONTACT PERSON AND CONTACT INFO: Angie Kiefer, CFO (530) 527-7163
DATE OF SUBMISSION: 8/3/2022	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: JULY 1, 2018-JUNE 30, 2024
	REQUESTED AMOUNT: \$1,405,487
REASON FOR REQUEST <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i>	
<p>In support of Tehama Superior Court's long-term business objectives, cost savings measures, and technology goals, this application is submitted to have funds in the amount of \$1,405,487 held on its behalf. The contribution to these projects in fiscal year 21-22 is \$495,697. The total amount associated with the two projects listed below far exceed our 3% cap on fund balance (approximately \$209k). Those projects are:</p> <p><u>Case management system improvement</u> – Tehama Superior Court entered into a contract with Tyler Technologies, Inc. for Support Account Manager (SAM) services to enhance court operations through more effective and efficient use of the case management system. The project is now estimated to cost \$401,500 and is intended to deliver dedicated and customized services needed to expedite the implementation and utilization of various functionality and interfaces.</p> <p><u>Records destruction and scanning project</u> - The Court has accumulated a large volume of files over many years and would like to execute a plan to help modernize its records storage practices. This project will require some staff time, the use of a third-party vendor, and some new equipment in order to be fully completed. The total dollar amount associated with this endeavor is now estimated to be a total amount of \$1,003,987.</p>	
SECTION II: AMENDED REQUEST CHANGES	
<p>A. Identify sections and answers amended. The dollar amounts in Section I (above) have been increased by a total of \$495,697 when compared to the previously approved application. If approved, the increased amount will be added to the funds available for the case management system improvement and records destruction and modernization project.</p> <p>B. Provide a summary of the changes to the request. The overall dollar amount of the previously approved request was \$909,790. This application seeks to increase the total by \$495,697 at the end of FY21-22, for a total amount of \$1,405,487. Both projects are in need of additional funds to be completed. There are no other changes being requested as part of this amended application.</p>	
SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE	
<p>A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term. The costs associated with each of these projects initially only made possible through the use of one-time monies available at the end of FY17-18. It was previously determined that one-time monies would be available for the case management system improvement project which is why the Court entered into a contractual agreement and</p>	

encumbered the associated funds. Given that the project did not begin until October 2018, it has been determined that the utilization of this process (TCTF Funds Held On Behalf) would be the most appropriate way to account for, and set aside the monies.

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

More effective use of our case management system should provide enhanced functionality, allow for staff efficiencies, as well as more timely and enhanced access to case information for justice partners and court users.

The records destruction and scanning project will modernize records storage methods and allow for case files to be more accessible.

C. If a cost efficiency, please provide cost comparison (table template provided). Staff time saved as a result of the case management system efficiencies will allow us to direct them towards other workload that requires attention. The records destruction and scanning project will allow the Court to eliminate the need to lease storage units, reduce staff time required to retrieve files, and reduce wait times for the public to gain access to case files.

D. Describe the consequences to the court's operations if the court request is not approved.

Both projects are intended to better serve the public with more efficient operations through the better utilization of technology. That progress would be delayed and/or not possible as a result.

E. Describe the consequences to the public and access to justice if the court request is not approved.

See answer D above.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

The Court will always strive to provide and improve access to justice through efficient court operations. If the request is not approved, the Court will need to postpone the projects until sufficient funding is available. However, the current application to have funds held on our behalf is the most viable option to make these improvements to our operation.

SECTION IV: FINANCIAL INFORMATION

Please provide the following (*table template provided for each*):

A. Three-year history of year-end fund balances, revenues, and expenditures

See attached.

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

See attached. **Sec. IV.B has been amended to include FY 23-24.**

C. Identification of all costs, by category and amount, needed to fully implement the project

See attached. **Sec. IV.C has been amended to include the increase of \$495,697.**

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

See attached. **Sec. IV.D Amended Requests tab has been completed to increase the amount to be held by \$495,697, for a total amount of \$1,405,487.**

Application for TCTF Funds Held on Behalf of the Court

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year
GL Account	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)							
900000	Salaries							
910000	Staff Benefits							
920001	General Expense							
924000	Printing							
925000	Telecommunications							
926000	Postage							
928000	Insurance							
929000	Travel in State							
931000	Travel Out of State							
933000	Training							
934000	Security							
935000	Facilities Operations							
936000	Utilities							
938000	Contracted Services							
940000	Consulting and Professional Services - County Provided							
943000	Information Technology (IT)							
945000	Major Equipment							
950000	Other Items of Expense							
972000	Other							
973000	Debt Service							
983000	Court Construction							
990000	Distributed Administration & Allocation							
Net Revenue (Expense)		-	-	-	-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)							
900000	Salaries							
910000	Staff Benefits							
920001	General Expense							
924000	Printing							
925000	Telecommunications							
926000	Postage							
928000	Insurance							
929000	Travel in State							
931000	Travel Out of State							
933000	Training							
934000	Security							
935000	Facilities Operations							
936000	Utilities							
938000	Contracted Services							
940000	Consulting and Professional Services - County Provided							
943000	Information Technology (IT)							
945000	Major Equipment							
950000	Other Items of Expense							
972000	Other							
973000	Debt Service							
983000	Court Construction							
990000	Distributed Administration & Allocation							
Net Revenue (Expense)		-	-	-	-	-	-	-
Cumulative Cost Savings		-	-	-	-	-	-	-

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2015-16	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	657,417	82,237	-					739,655
Revenues	4,817,544	120,906	405,121					5,343,571
Expenditures	4,523,080	92,371	422,702					5,038,152
Operating Transfers In (Out)	(17,581)		17,581					-
Ending Fund Balance	934,301	110,772	0	-	-	-	-	1,045,073

FY 2016-17	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	934,301	110,772	-					1,045,073
Revenues	4,418,691	104,783	552,081					5,075,555
Expenditures	4,496,332	70,659	601,980					5,168,970
Operating Transfers In (Out)	(49,899)		49,899					-
Ending Fund Balance	806,762	144,897	-	-	-	-	-	951,659

FY 2017-18	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	806,762	144,897	-					951,659
Revenues	4,706,213	63,113	224,120					4,993,445
Expenditures	4,763,502	30,886	246,375					5,040,763
Operating Transfers In (Out)	(22,634)	379	22,256					-
Ending Fund Balance	726,838	177,503	-	-	-	-	-	904,341

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the cc

	FY 2017-18		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	4,544,027	30,320						4,574,347
Grants			224,120					224,120
Other Financing Sources	162,185	32,793						194,978
TOTAL REVENUES	4,706,212	63,113	224,120	-	-	-	-	4,993,445
EXPENDITURES								
Salaries	2,349,762	12,268	91,470					2,453,500
Staff Benefits	1,255,049	8,012	39,530					1,302,591
General Expense	118,983		342					119,325
Printing	6,692		53					6,745
Telecommunications	69,138							69,138
Postage	47,256							47,256
Insurance	6,607							6,607
Travel in State	6,786		3,462					10,248
Travel Out of State								-
Training	975		555					1,530
Security	490							490
Facilities Operations	112,341							112,341
Utilities								-
Contracted Services	644,483	5,500	86,867					736,850
Consulting and Professional Services - County Provided	26,439							26,439
Information Technology (IT)	114,790							114,790
Major Equipment	24,400							24,400
Other Items of Expense	1,339							1,339
Juror Costs	7,173							7,173
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(29,201)	5,105	24,096					(0)
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	4,763,502	30,885	246,375	-	-	-	-	5,040,762
Operating Transfers In (Out)	(22,634)	379	22,256					0
Fund Balance (Deficit)								
Beginning Balance (Deficit)	806,762	144,897	(1)					951,658
Ending Balance (Deficit)	726,838	177,503	-	-	-	-	-	904,341

Current detailed budget projection on court's behalf

	FY 2018-19		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	5,147,546	35,202						5,182,747
Grants			203,832					203,832
Other Financing Sources	163,790	30,719						194,509
TOTAL REVENUES	5,311,335	65,921	203,832	-	-	-	-	5,581,088
EXPENDITURES								
Salaries	2,530,736	11,991	87,716					2,630,443
Staff Benefits	1,425,965	8,883	48,504					1,483,352
General Expense	186,544		2,139					188,683
Printing	14,213		-					14,213
Telecommunications	43,636							43,636
Postage	18,979							18,979
Insurance	3,930							3,930
Travel in State	4,817		3,879					8,696
Travel Out of State	-							-
Training	3,143		670					3,813
Security	420							420
Facilities Operations	128,668							128,668
Utilities	-							-
Contracted Services	724,899	5,750	61,184					791,833
Consulting and Professional Services - County Provided	28,510							28,510
Information Technology (IT)	415,085							415,085
Major Equipment	90,570							90,570
Other Items of Expense	1,172							1,172
Juror Costs	2,603							2,603
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(33,139)	5,895	27,244					-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	5,590,751	32,518	231,336	-	-	-	-	5,854,606
Operating Transfers In (Out)	(29,303)	1,799	27,504					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	726,838	177,503	-	-	-	-	-	904,341
Ending Balance (Deficit)	418,119	212,705	-	-	-	-	-	630,824

Current detailed budget projection:

	FY 2019-20		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	5,628,123	33,084						5,661,207
Grants			199,535					199,535
Other Financing Sources	169,775	168,206						337,981
TOTAL REVENUES	5,797,897	201,290	199,535	-	-	-	-	6,198,722
EXPENDITURES								
Salaries	2,570,551	41,728	93,327					2,705,606
Staff Benefits	1,510,589	12,533	52,705					1,575,827
General Expense	114,343		429					114,772
Printing	8,934		145					9,079
Telecommunications	42,349							42,349
Postage	33,168							33,168
Insurance	6,560							6,560
Travel in State	1,753		3,341					5,094
Travel Out of State	-							-
Training	2,356		565					2,921
Security	350							350
Facilities Operations	125,861							125,861
Utilities	-							-
Contracted Services	700,620	106,674	50,172					857,466
Consulting and Professional Services - County Provided	27,780							27,780
Information Technology (IT)	259,958							259,958
Major Equipment	40,667							40,667
Other Items of Expense	827							827
Juror Costs	239							239
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(36,660)	7,454	29,206					0
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	5,410,245	168,388	229,892	-	-	-	-	5,808,525
Operating Transfers In (Out)	(32,778)	2,421	30,357					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	418,119	212,705	-	-	-	-	-	630,824
Ending Balance (Deficit)	772,993	248,028	-	-	-	-	-	1,021,021

Current detailed budget projection:

	FY 2020-21		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	5,340,726	30,573						5,371,299
Grants			175,378					175,378
Other Financing Sources	214,797	444,615						659,412
TOTAL REVENUES	5,555,523	475,188	175,378	-	-	-	-	6,206,089
EXPENDITURES								
Salaries	2,560,365	93,438	93,140					2,746,943
Staff Benefits	1,587,966	19,385	71,037					1,678,388
General Expense	113,168		1,730					114,898
Printing	7,348		-					7,348
Telecommunications	37,435							37,435
Postage	22,900							22,900
Insurance	9,329							9,329
Travel in State	-		-					-
Travel Out of State	-							-
Training	2,911		-					2,911
Security	420							420
Facilities Operations	294,104							294,104
Utilities								-
Contracted Services	684,270	321,301	52,909					1,058,480
Consulting and Professional Services - County Provided	29,252							29,252
Information Technology (IT)	249,915							249,915
Major Equipment	-							-
Other Items of Expense	1,076							1,076
Juror Costs	986							986
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(45,480)	12,645	32,835					-
Prior Year Expense Adjustment	3,838							3,838
TOTAL EXPENDITURES	5,559,803	446,769	251,651	-	-	-	-	6,258,223
Operating Transfers In (Out)	(79,857)	3,584	76,273					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	772,993	248,028	-	-	-	-	-	1,021,021
Ending Balance (Deficit)	688,856	280,031	-	-	-	-	-	968,887

Current detailed budget projection:

	FY 2021-22		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	6,088,840	224,624						6,313,464
Grants			199,262					199,262
Other Financing Sources	495,979	311,612						807,591
TOTAL REVENUES	6,584,819	536,236	199,262	-	-	-	-	7,320,317
EXPENDITURES								
Salaries	2,789,930	65,912	90,939					2,946,781
Staff Benefits	1,686,746	26,035	81,021					1,793,802
General Expense	185,728		4,341					190,069
Printing	5,460		120					5,580
Telecommunications	36,479							36,479
Postage	23,584							23,584
Insurance	13,301							13,301
Travel in State	7,758		-					7,758
Travel Out of State	-							-
Training	2,434		-					2,434
Security	1,811							1,811
Facilities Operations	151,938							151,938
Utilities								-
Contracted Services	857,976	398,215	52,346					1,308,537
Consulting and Professional Services - County Provided	42,164							42,164
Information Technology (IT)	368,528							368,528
Major Equipment	-							-
Other Items of Expense	4,953							4,953
Juror Costs	3,947							3,947
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(52,223)	17,831	34,392					-
Prior Year Expense Adjustment	53,410		(2,715)					50,695
TOTAL EXPENDITURES	6,183,924	507,993	260,444	-	-	-	-	6,952,361
Operating Transfers In (Out)	(64,819)	3,636	61,183					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	688,856	280,031	-	-	-	-	-	968,887
Ending Balance (Deficit)	1,024,932	311,910	1	-	-	-	-	1,336,843

Current detailed budget projection:

	FY 2022-23		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	6,459,721	30,573						6,490,294
Grants			200,000					200,000
Other Financing Sources	495,979	444,615						940,594
TOTAL REVENUES	6,955,700	475,188	200,000	-	-	-	-	7,630,888
EXPENDITURES								
Salaries	2,845,729	67,230	60,000					2,972,959
Staff Benefits	1,720,481	26,556	51,021					1,798,058
General Expense	190,000		4,341					194,341
Printing	7,755		-					7,755
Telecommunications	39,000							39,000
Postage	24,000							24,000
Insurance	11,500							11,500
Travel in State	-		-					-
Travel Out of State	-							-
Training	5,000		-					5,000
Security	2,500							2,500
Facilities Operations	165,000							165,000
Utilities								-
Contracted Services	1,234,270	415,000	55,000					1,704,270
Consulting and Professional Services - County Provided	45,000							45,000
Information Technology (IT)	535,000							535,000
Major Equipment	-							-
Other Items of Expense	5,000							5,000
Juror Costs	4,000							4,000
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(36,660)	7,454	29,206					-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	6,797,575	516,240	199,568	-	-	-	-	7,513,382
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,024,932	311,910	1	-	-	-	-	1,336,843
Ending Balance (Deficit)	1,183,057	270,858	433	-	-	-	-	1,454,348

Current detailed budget projection:

	FY 2023-24		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	6,459,721	30,573						6,490,294
Grants			200,000					200,000
Other Financing Sources	495,979	444,615						940,594
TOTAL REVENUES	6,955,700	475,188	200,000	-	-	-	-	7,630,888
EXPENDITURES								
Salaries	2,902,643	68,575	76,000					3,047,218
Staff Benefits	1,900,000	26,556	65,000					1,991,556
General Expense	195,000		4,341					199,341
Printing	7,800							7,800
Telecommunications	40,000							40,000
Postage	24,000							24,000
Insurance	13,000							13,000
Travel in State								-
Travel Out of State								-
Training	7,500							7,500
Security	2,500							2,500
Facilities Operations	170,000							170,000
Utilities								-
Contracted Services	1,112,500	425,000	55,000					1,592,500
Consulting and Professional Services - County Provided	46,000							46,000
Information Technology (IT)	545,000							545,000
Major Equipment								-
Other Items of Expense	5,000							5,000
Juror Costs	4,000							4,000
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	6,974,943	520,131	200,341	-	-	-	-	7,695,415
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,183,057	270,858	433	-	-	-	-	1,454,348
Ending Balance (Deficit)	1,163,814	225,915	92	-	-	-	-	1,389,821

Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,163,814	225,915	92	-	-	-	-	1,389,821
Ending Balance (Deficit)	1,163,814	225,915	92	-	-	-	-	1,389,821

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	Description	
900000	Salaries	162,315
910000	Staff Benefits	36,000
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	10,800
936000	Utilities	
938000	Contracted Services	1,185,751
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	10,621
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		1,405,487

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.D

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	326,538								326,538
Expenditures		175,000	151,538						326,538
Cumulative Balance	326,538	151,538	0	0	0	0	0	0	0

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Original Request:

Description	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	326,538								326,538
Expenditures		175,000	151,538						326,538
Cumulative Balance	326,538	151,538	-	-	-	-	-	-	-

Amended request

Description	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	FY 2023-24 ▼	Select Fiscal Year ▼	Total
Contribution	325,621	160,305	217,950	205,914	495,697				1,405,487
Expenditures		100,790	130,941	93,011	231,110	798,135	51,500		1,405,487
Cumulative Balance	325,621	385,136	472,145	585,048	849,635	51,500	-	-	-

Summary of Requests for Trial Court Trust Fund Funds to be Held on Behalf of the Court (Amended Requests)


Table 1: Amended Requests for Judicial Council Consideration at its November 18, 2022 Business Meeting

Court	Does Request Change \$	If Yes - \$ Change +/-	Current Approved Requests by Fiscal Year							Total Request	Amended Requests by Fiscal Year						Total Request	Category	High-Level Summary
			2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25		2019-20	2020-21	2021-22	2022-23	2023-24	2024-25			
Colusa	No	\$ -		\$ 195,000	\$ 100,000	\$ 85,169				\$ 380,169			\$ 195,000	\$ 100,000	\$ 85,169		\$ 380,169	IT	Records
Glenn	No	-				62,414				62,414			11,500	50,914			62,414	IT	Records
Imperial	No	-				55,000				55,000				55,000			55,000	Facility	AV Replacement
Imperial	No	-				48,003				48,003				48,003			48,003	Facility	Shade Structure
Imperial	No	-				45,137				45,137				45,137			45,137	Facility	Window Screen Replacement
Imperial	No	-				37,524				37,524				37,524			37,524	Facility	Flooring
Imperial	No	-				48,319				48,319			30,051	18,268			48,319	Facility	Painting
Imperial	No	-				30,000				30,000				30,000			30,000	Facility	Moving
Imperial	No	-				16,660				16,660				16,660			16,660	Facility	Air Quality
Imperial	No	-				42,000				42,000			12,763	29,237			42,000	Facility	Exterior, Signs, Lights
Imperial	No	-				198,916				198,916				198,916			198,916	Facility	Audio Visual
Lassen	No	-	75,925							75,925				75,925			75,925	IT	CMS
			\$ -	\$ 75,925	\$ 195,000	\$ 100,000	\$ 669,142	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 249,314	\$ 705,584	\$ 85,169	\$ -	\$ 1,040,067		
			\$1,040,067							\$1,040,067									

Difference Between Amended and Original Requests

\$0

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request: <input type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input checked="" type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>	
SECTION I: GENERAL INFORMATION	
SUPERIOR COURT: Colusa	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Court Executive Officer
	CONTACT PERSON AND CONTACT INFO: Erika F. Valencia, erika.valencia@colusa.courts.ca.gov, 530-458-0695
DATE OF SUBMISSION: 9/22/2020 AMENDED: 08/03/2022	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY19/20 – FY23/24
	REQUESTED AMOUNT: \$380,169.00
REASON FOR REQUEST <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i> <p>This amended request addresses the funds encumbered for our digitization project. Colusa Superior Court entered into a contract with MetaSource, LLC on September 13, 2021. The Court intended to outsource the scanning, data entry, and digitization of the court's archive of approximately 100,000 court case files to MetaSource, LLC. For reasons outside of the Court's control, the file indexing is now taking place in house for all of the court files. This is a major undertaking that will require additional personnel - the Court intends to hire two (2) limited-term full time employees to address this need. In addition to the personnel need, the time to complete this project will need to be extended. The Court anticipates completion of this project by the end of fiscal year 2023-2024.</p>	
SECTION II: AMENDED REQUEST CHANGES	
<p>A. Identify sections and answers amended. Section I. Reason For Request, Section II. B., Section IV.</p> <p>B. Provide a summary of the changes to the request. The changes in this amended request account for the need for additional personnel and time to expend the funds necessary to complete this project.</p>	
SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE	
<p>A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.</p> <p>The primary factor is the size of the expense relative to the size of the court's yearly budget and reserves. Colusa's yearly 3% reserves amounts to just over \$60,000 which will not be sufficient funds to cover the cost of such a vast project. Furthermore, due to the current statewide emergency, there has been a delay on projects such as Colusa's new case management system, Odyssey. In the event the statewide emergency causes a further strain on resources, Colusa is planning ahead to allow for a longer encumbrance term than that which is allowed by the 3-year encumbrance term. Colusa has obtained a project quote from Sofffile, a company whose competitive bid won a paper scanning contract for Lake County Court and allows for other courts to use the same competitive pricing under a public agency clause. A copy of the quote is attached hereto.</p>	

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

Currently, Colusa's archive is kept in multiple locations, in a variety of storage solutions. Digitizing the archive will expedite the fulfillment of records requests from judges, other agencies, and the public. In addition, the court's entire archive will be digitized on multiple hard drives stored in separate locations, thus protecting court records from the destruction of fires, floods, or other disasters. Finally, the digitization of the archive will also allow the court to prepare for and accommodate the transition to a paper-on-demand or paperless environment. The ability to locate records with the click of button will transition Colusa to a modern and efficient court operation.

C. If a cost efficiency, please provide cost comparison (table template provided).

Theoretically, it would eliminate the labor time spent locating and pulling files from various locations. The long term cost efficiency would be a result of the paperless environment as it would significantly reduce or eliminate the expenditures of printing paper, file folders, brackets and labels, and storage solutions such as shelves, cabinets, and banker's boxes.

D. Describe the consequences to the court's operations if the court request is not approved.

Colusa would continue operations with a fully paper archive, as Colusa would not have the means to fund the project. The archive would continue to be housed in multiple locations and would continue to require time consuming file searches and retrievals by staff. Currently, the archive is housed in a rental space in which the Court pays a monthly fee. There is no guarantee, especially if the archive continues to grow, that rental fees would not be increased. Finally, current, active case files would not be digitally accessible in Colusa's future case management system, Odyssey.

E. Describe the consequences to the public and access to justice if the court request is not approved.

The public would continue to request records and case files in a traditional manner and could be subjected to wait times, misplaced, or misfiled case files. In addition, often the public will request to review a case file but not have a proper case number causing staff to be unable to locate the requested file. The digitization of the archive will make all files searchable by multiple search fields including case numbers, party names, filing year, and case type. A public digital archive terminal would allow any member of the public to search through thousands of public court records at their leisure. A digitized archive is truly vital to Colusa's commitment to ease of access to justice.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

An alternative to the outsourcing of the project would be to complete the project in-house. Colusa could digitize only current, active files in-house, but would be restricted by limited available staff for such an undertaking and lacking equipment such as industrial scanners. Holding funding in the TCTF is the preferred alternative because it would allow Colusa the flexibility to complete the project over time with the man power, equipment, and attention to detail that such a project would require.

SECTION IV: FINANCIAL INFORMATION

Please provide the following (*table template provided for each*):

A. Three-year history of year-end fund balances, revenues, and expenditures

Please see attached.

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

Please see attached.

C. Identification of all costs, by category and amount, needed to fully implement the project

Please see attached.

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

Please see attached.

Application for TCTF Funds Held on Behalf of the Court

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year
GL Account	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)							
900000	Salaries							
910000	Staff Benefits							
920001	General Expense							
924000	Printing							
925000	Telecommunications							
926000	Postage							
928000	Insurance							
929000	Travel in State							
931000	Travel Out of State							
933000	Training							
934000	Security							
935000	Facilities Operations							
936000	Utilities							
938000	Contracted Services							
940000	Consulting and Professional Services - County Provided							
943000	Information Technology (IT)							
945000	Major Equipment							
950000	Other Items of Expense							
972000	Other							
973000	Debt Service							
983000	Court Construction							
990000	Distributed Administration & Allocation							
Net Revenue (Expense)		-	-	-	-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)							
900000	Salaries							
910000	Staff Benefits							
920001	General Expense							
924000	Printing							
925000	Telecommunications							
926000	Postage							
928000	Insurance							
929000	Travel in State							
931000	Travel Out of State							
933000	Training							
934000	Security							
935000	Facilities Operations							
936000	Utilities							
938000	Contracted Services							
940000	Consulting and Professional Services - County Provided							
943000	Information Technology (IT)							
945000	Major Equipment							
950000	Other Items of Expense							
972000	Other							
973000	Debt Service							
983000	Court Construction							
990000	Distributed Administration & Allocation							
Net Revenue (Expense)		-	-	-	-	-	-	-
Cumulative Cost Savings		-	-	-	-	-	-	-

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2019-20	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	533,473	211,031	-	53,152	-	-	-	797,657
Revenues	2,139,931	17,855	62,645	1,166				2,221,598
Expenditures	1,971,033		62,645					2,033,678
Operating Transfers In (Out)								-
Ending Fund Balance	702,372	228,887	-	54,318	-	-	-	985,576

FY 2020-21	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	702,372	228,887	-	54,318				985,576
Revenues	2,740,380	16,465	73,286	299				2,830,430
Expenditures	2,466,250		74,438					2,540,688
Operating Transfers In (Out)	(1,152)		1,152					-
Ending Fund Balance	975,349	245,351	0	54,617	-	-	-	1,275,318

FY 2021-22	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	975,349	245,351	-	54,617				1,275,318
Revenues	3,591,816	15,277	62,365	221				3,669,678
Expenditures	3,171,347		66,712					3,238,060
Operating Transfers In (Out)	(10,588)		4,347					(6,241)
Ending Fund Balance	1,385,230	260,628	-	54,838	-	-	-	1,700,696

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the cc

	FY 2019-20		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,100,973	13,141						2,114,114
Grants	-		62,645					62,645
Other Financing Sources	38,958	96,913		1,166				137,037
TOTAL REVENUES	2,139,931	110,054	62,645	1,166	-	-	-	2,313,796
EXPENDITURES								
Salaries	800,261	3,001	2,332					805,594
Staff Benefits	485,670	1,561	614					487,845
General Expense	75,929	1,883	2,432					80,244
Printing	-							-
Telecommunications	22,980							22,980
Postage	15,078							15,078
Insurance	703							703
Travel in State	1,179		66					1,245
Travel Out of State	-							-
Training	3,483		-					3,483
Security	10,258							10,258
Facilities Operations	38,178							38,178
Utilities								-
Contracted Services	310,508	84,899	57,201					452,608
Consulting and Professional Services - County Provided	3,106							3,106
Information Technology (IT)	194,105							194,105
Major Equipment	32,676							32,676
Other Items of Expense	349							349
Juror Costs	2,264							2,264
Other								-
Debt Service	-							-
Court Construction	-							-
Distributed Administration & Allocation	(854)	854						-
Prior Year Expense Adjustment	(24,840)							(24,840)
TOTAL EXPENDITURES	1,971,033	92,198	62,645	-	-	-	-	2,125,876
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	533,473	211,031	-	53,152	-	-	-	797,656
Ending Balance (Deficit)	702,371	228,887	-	54,318	-	-	-	985,576

Current detailed budget projection on court's behalf

	FY 2020-21		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,095,762							2,095,762
Grants			94,163					94,163
Other Financing Sources	17,000	97,190		200				114,390
TOTAL REVENUES	2,112,762	97,190	94,163	200	-	-	-	2,304,315
EXPENDITURES								
Salaries	843,149	3,123	2,920					849,192
Staff Benefits	681,476	1,796	706					683,978
General Expense	102,540	2,010	2,513					107,063
Printing	1,000							1,000
Telecommunications	42,850							42,850
Postage	18,900							18,900
Insurance	1,500							1,500
Travel in State	1,250							1,250
Travel Out of State								-
Training	3,200							3,200
Security								-
Facilities Operations	147,000							147,000
Utilities								-
Contracted Services	524,658	97,150						621,808
Consulting and Professional Services - County Provided	5,250							5,250
Information Technology (IT)	290,350							290,350
Major Equipment	36,450							36,450
Other Items of Expense	500							500
Juror Costs	4,500							4,500
Other	25,000							25,000
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	2,729,573	104,079	6,139	-	-	-	-	2,839,791
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	702,371	228,887	-	54,318	-	-	-	985,576
Ending Balance (Deficit)	85,560	221,998	88,024	54,518	-	-	-	450,100

Current detailed budget projection:

	FY 2021-22		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	3,396,816							3,396,816
Grants			62,365					62,365
Other Financing Sources	195,000	15,277		221				210,498
TOTAL REVENUES	3,591,816	15,277	62,365	221	-	-	-	3,669,679
EXPENDITURES								
Salaries	913,098							913,098
Staff Benefits	644,180							644,180
General Expense	341,307							341,307
Printing	72							72
Telecommunications	29,313							29,313
Postage	17,405							17,405
Insurance	1,339							1,339
Travel in State	495							495
Travel Out of State								-
Training	1,560							1,560
Security								-
Facilities Operations	39,670							39,670
Utilities								-
Contracted Services	328,274							328,274
Consulting and Professional Services - County Provided	2,354							2,354
Information Technology (IT)	776,100							776,100
Major Equipment	163,497							163,497
Other Items of Expense	1,371							1,371
Juror Costs	1,734							1,734
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	3,261,770	-	-	-	-	-	-	3,261,770
Operating Transfers In (Out)	10,588							10,588
Fund Balance (Deficit)								
Beginning Balance (Deficit)	85,560	221,998	88,024	54,518	-	-	-	450,100
Ending Balance (Deficit)	426,194	237,275	150,389	54,739	-	-	-	868,597

Current detailed budget projection:

	FY 2022-23		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,247,095							2,247,095
Grants			66,485					66,485
Other Financing Sources	258,796	14,152		201				273,149
TOTAL REVENUES	2,505,891	14,152	66,485	201	-	-	-	2,586,729
EXPENDITURES								
Salaries	986,848							986,848
Staff Benefits	695,430							695,430
General Expense	98,555							98,555
Printing	100							100
Telecommunications	33,413							33,413
Postage	18,000							18,000
Insurance	2,250							2,250
Travel in State	675							675
Travel Out of State								-
Training	2,325							2,325
Security								-
Facilities Operations	45,250							45,250
Utilities								-
Contracted Services	228,000							228,000
Consulting and Professional Services - County Provided	2,600							2,600
Information Technology (IT)	589,750							589,750
Major Equipment	160,000							160,000
Other Items of Expense								-
Juror Costs	2,200							2,200
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	2,865,396	-	-	-	-	-	-	2,865,396
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	426,194	237,275	150,389	54,739	-	-	-	868,597
Ending Balance (Deficit)	66,689	251,427	216,874	54,940	-	-	-	589,930

Current detailed budget projection:

	FY 2023-24		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,547,095							2,547,095
Grants			68,485					68,485
Other Financing Sources	210,169	14,000		201				224,370
TOTAL REVENUES	2,757,264	14,000	68,485	201	-	-	-	2,839,950
EXPENDITURES								
Salaries	992,848							992,848
Staff Benefits	746,680							746,680
General Expense	98,675							98,675
Printing	101							101
Telecommunications	34,413							34,413
Postage	18,500							18,500
Insurance	2,750							2,750
Travel in State	675							675
Travel Out of State								-
Training	2,325							2,325
Security								-
Facilities Operations	48,250							48,250
Utilities								-
Contracted Services	228,000							228,000
Consulting and Professional Services - County Provided	2,600							2,600
Information Technology (IT)	550,750							550,750
Major Equipment	25,000							25,000
Other Items of Expense								-
Juror Costs	2,500							2,500
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	2,754,067	-	-	-	-	-	-	2,754,067
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	66,689	251,427	216,874	54,940	-	-	-	589,930
Ending Balance (Deficit)	69,886	265,427	285,359	55,141	-	-	-	675,813

Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	69,886	265,427	285,359	55,141	-	-	-	675,813
Ending Balance (Deficit)	69,886	265,427	285,359	55,141	-	-	-	675,813

Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	69,886	265,427	285,359	55,141	-	-	-	675,813
Ending Balance (Deficit)	69,886	265,427	285,359	55,141	-	-	-	675,813

Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	69,886	265,427	285,359	55,141	-	-	-	675,813
Ending Balance (Deficit)	69,886	265,427	285,359	55,141	-	-	-	675,813

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	Description	
900000	Salaries	147,500
910000	Staff Benefits	102,500
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	4,800
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	3,000
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	113,085
945000	Major Equipment	9,284
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		380,169


Application for TCTF Funds Held on Behalf of the Court

Sec. IV.D

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	FY 2023-24 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	365,169	15,000	-						380,169
Expenditures			195,000	100,000	85,169				380,169
Cumulative Balance	365,169	380,169	185,169	85,169	-	-	-	-	760,338

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request: <input type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input checked="" type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: Glenn	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Diana Baca, CEO	
	CONTACT PERSON AND CONTACT INFO: Diana Baca, dbaca@glenncourt.ca.gov	
DATE OF SUBMISSION: 8/2/2022	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: 2022-23	REQUESTED AMOUNT: \$50,914
REASON FOR REQUEST <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i>		
<p>Glenn County Superior Court was approved for 2020-21 Funds Held on Behalf of \$62,414 to be used for digitization of archived files and payment for the use of the county fairgrounds facilities to house large jury trials. The court successfully used these funds to pay for the fairgrounds rent as planned, but the digitization project did not begin until late Spring 2022.</p> <p>The court is nearing the end of a long-term courthouse modernization project with re-occupation expected to begin in January 2023. The court is currently utilizing four off-site storage areas for archived files with one of them being leased. This does not provide for timely and accurate access to case records and is costly to the court.</p> <p>The court applied for, and received, the 2021-22 IT Modernization Grant through the Judicial Council, however the court does not anticipate this will provide sufficient financial resources to complete the necessary digitization efforts.</p> <p>The court therefore respectfully requests an extension to use the remaining 2020-21 Funds Held on Behalf for the digitization project.</p>		
SECTION II: AMENDED REQUEST CHANGES		
<p>A. Identify sections and answers amended. Section I has been amended.</p> <p>B. Provide a summary of the changes to the request. The court is requesting to extend the 2020-21 Funds Held on Behalf request through FY 2022-23.</p>		
SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		
<p>A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term. Since the original request, the court has received quotes for the digitization project and has determined the need to use these remaining funds-held-on-behalf toward the completion of this project. The court has identified the need to vacate the four storage facilities as a result of the re-occupancy of the new courthouse. For the first time in decades, all off-site court operations will be under one roof, including file storage. There are not sufficient funds available in the annual operational budget to fund the digitizing of archived files.</p>		

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

The digitization project will significantly enhance efficiency for the access to records by reducing staff travel time and loss of productivity in searching for and pulling files. Currently the court utilizes four separate file archive storage locations. Upon completion of the new courthouse, these file storage locations will need to be consolidated into one which will not be possible unless the court is able to digitize files.

C. If a cost efficiency, please provide cost comparison (table template provided).

D. Describe the consequences to the court's operations if the court request is not approved.

The court would be unable to spend the unspent FY 2020-21 fund balance towards the needed digitization project which would restrict the move from the four file storage locations into one.

E. Describe the consequences to the public and access to justice if the court request is not approved.

The public would continue to experience delays in access to files if off-site storage continues to be necessary due to the lack of funding for the digitization project.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

Holding funds in the TCTF is the preferred option at this time in order to utilize the unspent fund balance from FY 2020-21 for the digitization project which will support timely access to justice.

SECTION IV: FINANCIAL INFORMATION

Please provide the following (*table template provided for each*):

A. Three-year history of year-end fund balances, revenues, and expenditures

The Court made no changes to the previously submitted tab Sec. IV.A

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

The Court made no changes to the previously submitted tab Sec. IV.B

C. Identification of all costs, by category and amount, needed to fully implement the project

Please see tab Sec. IV.C

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

Please see tabs Sec. IV.D and Sec. IV.D Amended Requests

Application for TCTF Funds Held on Behalf of the Court

If a cost efficiency, please provide cost comparison

Status Quo								
GL Account	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)							
900000	Salaries							
910000	Staff Benefits							
920001	General Expense							
924000	Printing							
925000	Telecommunications							
926000	Postage							
928000	Insurance							
929000	Travel in State							
931000	Travel Out of State							
933000	Training							
934000	Security							
935000	Facilities Operations							
936000	Utilities							
938000	Contracted Services							
940000	Consulting and Professional Services - County Provided							
943000	Information Technology (IT)							
945000	Major Equipment							
950000	Other Items of Expense							
972000	Other							
973000	Debt Service							
983000	Court Construction							
990000	Distributed Administration & Allocation							
Net Revenue (Expense)		-	-	-	-	-	-	-

Proposed Project								
GL Account	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)							
900000	Salaries							
910000	Staff Benefits							
920001	General Expense							
924000	Printing							
925000	Telecommunications							
926000	Postage							
928000	Insurance							
929000	Travel in State							
931000	Travel Out of State							
933000	Training							
934000	Security							
935000	Facilities Operations							
936000	Utilities							
938000	Contracted Services							
940000	Consulting and Professional Services - County Provided							
943000	Information Technology (IT)							
945000	Major Equipment							
950000	Other Items of Expense							
972000	Other							
973000	Debt Service							
983000	Court Construction							
990000	Distributed Administration & Allocation							
Net Revenue (Expense)		-	-	-	-	-	-	-
Cumulative Cost Savings		-	-	-	-	-	-	-

Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2020-21 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	121,030	103,382	-	-	-	-	-	224,412
Revenues	2,872,387	325,552	171,824	125,892	-	-	-	3,495,655
Expenditures	2,797,818	305,706	172,871	125,892	-	-	-	3,402,287
Operating Transfers In (Out)	(1,047)	-	1,047	-	-	-	-	0
Ending Fund Balance	194,552	123,228	0	-	-	-	-	317,780

FY 2019-20 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	65,891	80,607	-	-	-	-	-	146,498
Revenues	2,734,961	292,698	154,640	132,509	-	-	-	3,314,808
Expenditures	2,597,247	327,085	180,053	132,509	-	-	-	3,236,894
Operating Transfers In (Out)	(82,576)	57,163	25,413	-	-	-	-	(0)
Ending Fund Balance	121,030	103,382	-	-	-	-	-	224,412

FY 2018-19 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	130,238	61,117	-	-	-	-	-	191,355
Revenues	2,591,357	326,132	229,618	112,123	-	-	-	3,259,230
Expenditures	2,645,229	306,643	240,093	112,123	-	-	-	3,304,088
Operating Transfers In (Out)	(10,475)	-	10,475	-	-	-	-	-
Ending Fund Balance	65,891	80,607	-	-	-	-	-	146,498

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the cc

	FY 2020-21		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,799,249	325,552		125,892				3,250,693
Grants			171,824					171,824
Other Financing Sources	73,138							73,138
TOTAL REVENUES	2,872,387	325,552	171,824	125,892	-	-	-	3,495,655
EXPENDITURES								
Salaries	1,060,702	118,421	15,458					1,194,581
Staff Benefits	821,177	114,394	8,270					943,841
General Expense	96,432	6,182						102,615
Printing	8,555							8,555
Telecommunications	39,958	2,304						42,262
Postage	1,635	704						2,339
Insurance	1,850							1,850
Travel in State	171							171
Travel Out of State								-
Training	458							458
Security	3,831	568						4,399
Facilities Operations	4,708			125,892				130,600
Utilities	13,601							13,601
Contracted Services	464,680	1,925	120,195					586,800
Consulting and Professional Services - County Provided	3,435		13,000					16,435
Information Technology (IT)	162,863	14,745						177,608
Major Equipment	5,600							5,600
Other Items of Expense	588							588
Juror Costs	1,441							1,441
Other								-
Debt Service								-
Court Construction	139,337							139,337
Distributed Administration & Allocation	(51,208)	46,462	4,746					(0)
Prior Year Expense Adjustment	18,005		11,202					29,207
TOTAL EXPENDITURES	2,797,818	305,706	172,871	125,892	-	-	-	3,402,288
Operating Transfers In (Out)	(1,047)		1,047					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	121,030	103,382	-	-	-	-	-	224,412
Ending Balance (Deficit)	194,552	123,228	0	-	-	-	-	317,779

Current detailed budget projection:

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	151,480	123,399	-	-	-	-	-	274,879
Ending Balance (Deficit)	151,480	123,399	-	-	-	-	-	274,879

Current detailed budget projection:

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	151,480	123,399	-	-	-	-	-	274,879
Ending Balance (Deficit)	151,480	123,399	-	-	-	-	-	274,879

Current detailed budget projection:

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	151,480	123,399	-	-	-	-	-	274,879
Ending Balance (Deficit)	151,480	123,399	-	-	-	-	-	274,879

Current detailed budget projection:

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	151,480	123,399	-	-	-	-	-	274,879
Ending Balance (Deficit)	151,480	123,399	-	-	-	-	-	274,879

Current detailed budget projection:

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	151,480	123,399	-	-	-	-	-	274,879
Ending Balance (Deficit)	151,480	123,399	-	-	-	-	-	274,879

Current detailed budget projection:

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	151,480	123,399	-	-	-	-	-	274,879
Ending Balance (Deficit)	151,480	123,399	-	-	-	-	-	274,879

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	50,914
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		50,914

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	▼	▼	▼	▼	▼	Total
Contribution	62,414								62,414
Expenditures	-	11,500	50,914						62,414
Cumulative Balance	62,414	50,914	-	-	-	-	-	-	-

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year


Original Request:

Description	FY 2021-22 ▼	FY 2022-23 ▼	FY 2018-19 ▼	▼	▼	▼	▼	▼	Total
Contribution									-
Expenditures									-
Cumulative Balance	-	-	-	-	-	-	-	-	-

Amended request

Description	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	▼	▼	▼	▼	▼	Total
Contribution	62,414								62,414
Expenditures		11,500	50,914						62,414
Cumulative Balance	62,414	50,914	-	-	-	-	-	-	-

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:		
<input type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input checked="" type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: Imperial	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Maria Rhinehart, Court Executive Officer	
	CONTACT PERSON AND CONTACT INFO: Rodolfo Quintero; rquinero@imperial.courts.ca.gov ; 760-336-3520	
DATE OF SUBMISSION: 7/27/2022	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: CONTRIBUTIONS- FY19/20 \$250,592 & FY20/21 \$228,153, EXPENDITURES- FY22/23 \$478,745.	REQUESTED AMOUNT: \$478,745 (no change on funds approved)
Reason For request (Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):		
<p>Due to COVID-19 and other major projects, the Court did not have the opportunity to complete all the projects assigned to FY 21/22.</p> <p>We would like to move the completion date for the following projects to FY 22/23</p> <p>Approved Projects on FY 19/20</p> <ul style="list-style-type: none"> • \$55,000.00 - AV Replacement for Current Courtrooms – We already issued a PO to Vendor. (PO#4300012499) • \$48,003.00 – Winterhaven Shade Structure – Waiting for the completion of another project on this location. Expected completion date – 12/2022. • \$45,137.00 - Window Screens Replacement- We already issued a PO to vendor (PO#4500132506) • \$37,524.00 – E.C. New Flooring -We already issued a contract to Company. (Agreement#R2122-06). • \$18,268.00 (Remaining Bal.) – E.C. Painting of Ceilings. We are working on the quotes to create the P.O. • \$30,000.00 - Brawley Courthouse Move – We will close this location until we receive the new building. The completion date of the new building was moved to October 2022. • \$16,660 - E.C. UV Air Quality Management- We are working on the quotes to create the P.O. <p>Approved Projects on FY 20/21</p> <ul style="list-style-type: none"> • \$198,916.00 -Audio Visual upgrades, data center appliances, networking equipment and software licenses – We already issued a PO to Vendor. (PO#4300012499) • \$21,000 - Concrete- Exterior Improvement- We are working on the RFP. • \$8,237.07 (Remaining Bal) - Signs and Light Fixture Replacement- We already issued a PO for the Signs. (PO#4500132490) <p>Thank you for your understanding. We will make sure to complete all the projects during this FY(22/23).</p>		
SECTION II: AMENDED REQUEST CHANGES		
A. Identify sections and answers amended.		

Section I, "Time Period Covered by the request".

B. Provide a summary of the changes to the request.

Due to COVID-19 and other major projects, the Court did not have the opportunity to complete all the projects assign to FY 21/22. We would like to move the completion date for the projects mentioned above to FY 22/23. We will make sure to complete all the projects during this FY (22/23).

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?

C. If a cost efficiency, please provide cost comparison (table template provided).

D. Describe the consequences to the court's operations if the court request is not approved.

E. Describe the consequences to the public and access to justice if the court request is not approved.

F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?

SECTION IV: FINANCIAL INFORMATION

Please provide the following (*table template provided for each*):

A. Three-year history of year-end fund balances, revenues, and expenditures

See attached TCTF Funds held on behalf tables Template – Sec. IV. A Tab

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

See attached TCTF Funds held on behalf tables Template – Sec. IV. B Tab

C. Identification of all costs, by category and amount, needed to fully implement the project

See attached TCTF Funds held on behalf tables Template – Sec. IV. C Tab

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

See attached TCTF Funds held on behalf tables Template – Sec. IV. D Tab

Application for TCTF Funds Held on Behalf of the Court

If a cost efficiency, please provide cost comparison


Status Quo		Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year
GL Account	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)							
900000	Salaries							
910000	Staff Benefits							
920001	General Expense							
924000	Printing							
925000	Telecommunications							
926000	Postage							
928000	Insurance							
929000	Travel in State							
931000	Travel Out of State							
933000	Training							
934000	Security							
935000	Facilities Operations							
936000	Utilities							
938000	Contracted Services							
940000	Consulting and Professional Services - County Provided							
943000	Information Technology (IT)							
945000	Major Equipment							
950000	Other Items of Expense							
972000	Other							
973000	Debt Service							
983000	Court Construction							
990000	Distributed Administration & Allocation							
Net Revenue (Expense)		-	-	-	-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)							
900000	Salaries							
910000	Staff Benefits							
920001	General Expense							
924000	Printing							
925000	Telecommunications							
926000	Postage							
928000	Insurance							
929000	Travel in State							
931000	Travel Out of State							
933000	Training							
934000	Security							
935000	Facilities Operations							
936000	Utilities							
938000	Contracted Services							
940000	Consulting and Professional Services - County Provided							
943000	Information Technology (IT)							
945000	Major Equipment							
950000	Other Items of Expense							
972000	Other							
973000	Debt Service							
983000	Court Construction							
990000	Distributed Administration & Allocation							
Net Revenue (Expense)		-	-	-	-	-	-	-
Cumulative Cost Savings		-	-	-	-	-	-	-

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		-

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:		
<input type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input checked="" type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: Lassen	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Teresa Stalter, Court Executive Officer	
	CONTACT PERSON AND CONTACT INFO: Teresa Stalter, teresa.stalter@lassencourt.ca.gov , 530-251-8205 x 114	
DATE OF SUBMISSION: 5/2/2022	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY 21-22 – FY 22-23	REQUESTED AMOUNT: \$75,925.00
REASON FOR REQUEST <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i> <p><i>The amount requested was the remaining balance from FY 13-14 to FY 15-16 left over from an attempt by the court to implement a new case management system with Tyler Odyssey. The project was part of a Northern California consortium which was delayed for many reasons from both the vendor's side and the courts' side, with a main factor being inadequate staffing with Tyler Odyssey and inability to realize roll-out timelines. The funds have been held on behalf of the courts since the close of FY 15-16. The Court is currently in the closing window of completing a BCP project onboarding a new CMS, Full Court Enterprise. We would like to repurpose the held funds to the new CMS project.</i></p>		
SECTION II: AMENDED REQUEST CHANGES		
<p>A. Identify sections and answers amended. n/a</p> <p>B. Provide a summary of the changes to the request. <i>Repurpose funds to current BCP CMS project.</i></p>		
SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		
<p>A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term. <i>Funds have been held on behalf of court for CMS that will not come to fruition. The Courts have confirmed with JCC Legal, and the court is not in litigation with Tyler Odyssey at this time. As we have now implemented a new case management system, we would like to repurpose the funds to be used for the current CMS project.</i></p>		

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)

SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

- B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?**

The court has now implemented a new case management system, Full Court Enterprise. The funds currently held will enable the court additional purchasing power to move forward with the creation of reports not currently available in the existing software and continue paying IBA authorized benefits and wages for employee time dedicated to the project. Additionally, we expect further IT contractor costs to be incurred.

- C. If a cost efficiency, please provide cost comparison (table template provided).**

- D. Describe the consequences to the court's operations if the court request is not approved.**

Funds necessary to complete the project and meet the objectives of improved court operations efficiency will be delayed or may not occur as a result of funds not being reallocated.

- E. Describe the consequences to the public and access to justice if the court request is not approved.**

The paperless and time of environment the court hopes to achieve in the adaptation of the new CMS program will be further delayed.

- F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?**

n/a

SECTION IV: FINANCIAL INFORMATION

Please provide the following (*table template provided for each*):

A. Three-year history of year-end fund balances, revenues, and expenditures

The funds have been held on the courts' behalf since the end of FY 15-16 untouched.

B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf

The funds in the current BCP CMS are nearly depleted with the remaining funds expected to be expended on future deliverables from the CMS vendor, employee salaries and benefits, and additional IT related costs. Without the additional funds, the court will exceed the BCP award due to each of these areas.

C. Identification of all costs, by category and amount, needed to fully implement the project

D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year

Application for TCTF Funds Held on Behalf of the Court

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year
GL Account	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)							
900000	Salaries							
910000	Staff Benefits							
920001	General Expense							
924000	Printing							
925000	Telecommunications							
926000	Postage							
928000	Insurance							
929000	Travel in State							
931000	Travel Out of State							
933000	Training							
934000	Security							
935000	Facilities Operations							
936000	Utilities							
938000	Contracted Services							
940000	Consulting and Professional Services - County Provided							
943000	Information Technology (IT)							
945000	Major Equipment							
950000	Other Items of Expense							
972000	Other							
973000	Debt Service							
983000	Court Construction							
990000	Distributed Administration & Allocation							
Net Revenue (Expense)		-	-	-	-	-	-	-

Proposed Project								
GL Account	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)							
900000	Salaries							
910000	Staff Benefits							
920001	General Expense							
924000	Printing							
925000	Telecommunications							
926000	Postage							
928000	Insurance							
929000	Travel in State							
931000	Travel Out of State							
933000	Training							
934000	Security							
935000	Facilities Operations							
936000	Utilities							
938000	Contracted Services							
940000	Consulting and Professional Services - County Provided							
943000	Information Technology (IT)							
945000	Major Equipment							
950000	Other Items of Expense							
972000	Other							
973000	Debt Service							
983000	Court Construction							
990000	Distributed Administration & Allocation							
Net Revenue (Expense)		-	-	-	-	-	-	-
Cumulative Cost Savings		-	-	-	-	-	-	-

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		-

Summary of Recommended Process, Criteria, and Required Information for Trial Court Trust Fund Fund Balance Held on Behalf of the Courts

Recommended Process for Trial Court Trust Fund Fund Balance Held on Behalf of the Courts

1. Trial Court Trust Fund fund balance will be held on behalf of trial courts only for expenditures or projects that cannot be funded by a court's annual budget or three-year encumbrance term and that require multiyear savings to implement.
 - a. Categories or activities include, but are not limited to:
 - i) Projects that extend beyond the original planned three-year term process such as expenses related to the delayed opening of new facilities or delayed deployment of new information systems;
 - ii) Technology improvements or infrastructure such as installing a local data center, data center equipment replacement, case management system deployment, converting to a VoIP telephone system, desktop computer replacement, and replacement of backup emergency power systems;
 - iii) Facilities maintenance and repair allowed under rule 10.810 of the California Rules of Court such as flooring replacement and renovation as well as professional facilities maintenance equipment;
 - iv) Court efficiencies projects such as online and smart forms for court users and RFID systems for tracking case files; and
 - v) Other court infrastructure projects such as vehicle replacement and copymachine replacement.
2. The submission, review, and approval process is as follows:
 - a. All requests will be submitted to the Judicial Council for consideration.
 - b. Requests will be submitted to the *director of Budget Services* by the court's presiding judge or court executive officer.
 - c. *Budget Services* staff will review the request, ask the court to provide any missing or incomplete information, draft a preliminary report, share the preliminary report with the court for its comments, revise as necessary, and issue the report to the *Fiscal Planning Subcommittee* of the Trial Court Budget Advisory Committee (TCBAC); the *subcommittee* will meet to review the request, hear any presentation of the court representative, and ask questions of the representative if one participates on behalf of the court; and *Budget Services* office staff will issue a final report on behalf of the *subcommittee* for the council.
 - d. The final report to the *subcommittee* and the Judicial Council will be provided to the requesting court before the report is made publicly available on the California Courts website.
 - e. The court may send a representative to the *subcommittee* and Judicial Council meetings to present its request and respond to questions.

3. To be considered at a scheduled Judicial Council business meeting, requests must be submitted to the *director of Budget Services* at least 40 business days (approximately eight weeks) before that business meeting.
4. The Judicial Council may consider including appropriate terms and conditions that courts must accept for the council to approve designating TCTF fund balance on the court's behalf.
 - a. Failure to comply with the terms and conditions would result in the immediate change in the designation of the related TCTF fund balance from restricted to unrestricted and no longer held on behalf of the court unless the council specifies an alternative action.
5. Approved requests that courts subsequently determine need to be revised to reflect a change (1) in the amounts by year to be distributed to the court for the planned annual expenditures and/or encumbrances, (2) in the total amount of the planned expenditures, or (3) of more than 10 percent of the total request among the categories of expense will need to be amended and resubmitted following the submission, review, and approval process discussed in 1–3 above.
 - a. Denied revised requests will result in the immediate change in the designation of the related TCTF fund balance from restricted to unrestricted and no longer held on behalf of the court unless the council specifies an alternative action.
6. Approved requests that courts subsequently determine have a change in purpose will need to be amended and resubmitted following the submission, review, and approval process discussed in 1–3 above, along with a request that the TCTF funds held on behalf of the court for the previously approved request continue to be held on behalf of the court for this new purpose.
 - a. Denied new requests tied to previously approved requests will result in the immediate change in the designation of the related TCTF fund balance from restricted to unrestricted and no longer held on behalf of the court unless the council specifies an alternative action.
7. On completion of the project or planned expenditure, courts are required to report to the Trial Court Budget Advisory Committee within 90 days on the project or planned expenditure and how the funds were expended.
8. As part of the courts' audits in the scope of the normal audit cycle, a review of any funds that were held on behalf of the courts will be made to confirm that they were used for their stated approved purpose.

Recommended Criteria for Eligibility for TCTF Fund Balance Held on Behalf of the Courts

TCTF fund balance will be held on behalf of the trial courts only for expenditures or projects that cannot be funded by the court's annual budget or three-year encumbrance term and that require multiyear savings to implement.

Recommended Information Required to Be Provided by Trial Courts for TCTF Fund Balance Held on Behalf of the Courts

Below is the information required to be provided by trial courts on the *Application for TCTF Funds Held on Behalf of the Court*:

SECTION I

General Information

- Superior court
- Date of submission
- Person authorizing the request
- Contact person and contact information
- Time period covered by the request (includes contribution and expenditure)
- Requested amount
- A description providing a brief summary of the request

SECTION II

Amended Request Changes

- Sections and answers amended
- A summary of changes to request

SECTION III

Trial Court Operations and Access to Justice

- An explanation as to why the request does not fit within the court's annual operational budget process and the three-year encumbrance term
- A description of how the request will enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs
- If a cost efficiency, cost comparison (*table template provided*)
- A description of the consequences to the court's operations if the court request is not approved
- A description of the consequences to the public and access to justice if the court request is not approved
- The alternatives that the court has identified if the request is not approved, and the reason why holding funding in the TCTF is the preferred alternative

SECTION IV

Financial Information

- Three-year history of year-end fund balances, revenues, and expenditures (*table template provided*)
- Current detailed budget projections for the fiscal years during which the trial court would either be contributing to the TCTF fund balance held on the court's behalf or receiving distributions from the TCTF fund balance held on the court's behalf (*table template provided*)
- Identification of all costs, by category and amount, needed to fully implement the project (*table template provided*)
- A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year (*table template provided*)