



JUDICIAL COUNCIL OF CALIFORNIA

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REPORT TO THE JUDICIAL COUNCIL

For business meeting on November 30, 2018

Title

Trial Courts: Trial Court Trust Fund Funds
Held on Behalf of the Trial Courts

Agenda Item Type

Action Required

Effective Date

November 30, 2018

Rules, Forms, Standards, or Statutes Affected

None

Date of Report

October 22, 2018

Recommended by

Fiscal Planning Subcommittee of the Trial
Court Budget Advisory Committee
Hon. Jonathan B. Conklin, Chair

Contact

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Executive Summary

The Trial Court Budget Advisory Committee's (TCBAC) Fiscal Planning Subcommittee recommends approving two new requests and three amended requests from five trial courts for Trial Court Trust Fund (TCTF) funds to be held on behalf of the trial courts. Under the Judicial Council-adopted process, courts may request reduced funding as a result of a court's exceeding the 1 percent fund balance cap, to be retained in the TCTF for the benefit of that court.

Recommendation

Based on actions taken at its meeting on October 3, 2018, the Fiscal Planning Subcommittee of the Trial Court Budget Advisory Committee recommends that the Judicial Council, effective November 30, 2018:

1. Approve the following new requests totaling \$372,854 (Attachment A):

- \$326,538 request of the Superior Court of Tehama County (Attachment B); and
- \$46,316 request of the Superior Court of Butte County (Attachment C); and

2. Approve the following amended requests totaling \$664,779 (Attachment D):
- \$420,000 request of the Superior Court of Colusa County, which increases its original request of \$350,000 by \$70,000 (Attachment E);
 - Request of the Superior Court of Sutter County to partially amend its request of \$60,840 to redirect Tyler funds for the purchase of peripherals in conjunction with Odyssey (Attachment F); and
 - \$183,939 request of the Superior Court of Mono County, which increases its original request of \$133,279 by \$50,660 (Attachment G).

Relevant Previous Council Action

On April 15, 2016, the council approved the TCBAC-recommended process, criteria, and required information for trial courts to request that TCTF-reduced allocations related to the 1 percent fund balance cap be retained in the TCTF as restricted fund balance for the benefit of those courts (Link A). This retention allows the courts to prudently plan for and fund necessary court infrastructure projects such as technology or infrastructure improvements; facilities maintenance and repair allowed under California Rules of Court, rule 10.810; court efficiencies projects; and other court infrastructure projects that would not be possible as an unintended consequence of the 1 percent 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 an amended or new request are intended to ensure that the council is aware of any modifications to an approved plan and has given its explicit approval. Postcompletion reporting and audit requirements provide final review of the plans and their adherence to the approved purpose.

In 2016, the Judicial Council approved 18 requests from 15 trial courts, totaling \$8.3 million, that fiscal year 2016–17 allocations reduced as a result of a court exceeding the 1 percent fund balance cap be retained in the Trial Court Trust Fund (TCTF) for the benefit of those courts. In 2017, the council approved 28 requests from 18 trial courts totaling \$8.1 million in anticipation of reductions from the 1 percent fund balance cap at the end of fiscal year 2017–18.

Analysis/Rationale

A TCTF fund balance held on behalf 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 efficiencies projects, and other court infrastructure projects whose work extends beyond the three-year term of the contract encumbrance.

Government Code section 77203 (Carry over funds) was added in 2012 as part of Senate Bill 1021 (Stats. 2012, ch. 41). SB 1021 authorized a trial court to carry over all unexpended funds from the court's operating budget from the prior fiscal year and, on and after that date, to carry over unexpended funds in an amount not to exceed 1 percent of the court's operating budget from the prior fiscal year.

Government Code section 68502.5, also amended as part of SB 1021, required the Judicial Council to set a preliminary allocation to trial courts in July of each fiscal year and to finalize those allocations in January. The bill also required the Judicial Council to set aside funds "for unforeseen emergencies, unanticipated expenses for existing programs, or unavoidable funding shortfalls." (Gov. Code, § 68502.5(c)(2)(B).)

Policy implications

None.

Comments

This item was not circulated for comment. Public comment was not received for this item.

Alternatives considered

Each court detailed specific alternatives in its attached application. Overall, if the requests aren't approved, the courts will either use other resources from their operating budgets, which in turn would cut into other resources; postpone implementation of the requested actions; or reduce services to the public to recover funding needs.

Fiscal and Operational Impacts

Allocating funds beyond the amount requested incurs no additional cost, and operational impacts are absorbed in Judicial Council staff workload. The consequences of not approving the requests would negatively affect court budgets and ability to adequately and efficiently serve the public.

Attachments and Links


1. Attachment A: Summary of New Requests, at page 1
2. Attachment B: Application from the Superior Court of Tehama County, at page 2
3. Attachment C: Application from the Superior Court of Butte County, at page 16
4. Attachment D: Summary of Amended Requests, at page 23
5. Attachment E: Application from the Superior Court of Colusa County, at page 24
6. Attachment F: Application from the Superior Court of Sutter County, at page 38
7. Attachment G: Application from the Superior Court of Mono County, at page 41
8. Attachment H: *Judicial Council–Approved Process, Criteria, and Required Information for Trial Court Trust Fund Fund Balance Held on Behalf of the Courts*, at page 51
9. Link A: *Trial Court Allocations: Trial Court Reserves Held in the Trial Court Trust Fund*, <https://jcc.legistar.com/View.ashx?M=F&ID=4378277&GUID=57D6B686-EA95-497E-9A07-226CA724ADCB>

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 29—30, 2018 Judicial Council Meeting**

Court	Request Number	Amount Requested	Category	High Level Summary
Tehama	52-18-01-00	326,538	CMS	Case Management System improvement
Butte	06-18-01-00	46,316	Microsoft 365	Software updates

372,854

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: Tehama	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Kevin Harrigan CONTACT PERSON AND CONTACT INFO: Angie Kiefer, CFO (530) 527-7163	
DATE OF SUBMISSION: 8/27/2018	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: JULY 1, 2018-JUNE 30, 2020	REQUESTED AMOUNT: \$326,538.12
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 \$326,538.12 held on its behalf. The total amount associated with the two projects listed below far exceed our 1% cap on fund balance (approximately \$48k). 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 two-year project will cost \$200,000 and is intended to deliver dedicated and customized services needed to expedite the implementation and utilization of various functionality and interfaces. Despite signing this agreement in June 2018, it has now been determined that Tyler will not be able to deliver a dedicated resource for Tehama until October 2018 at the soonest.</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 \$126,538.12.</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 costs associated with each of these projects is 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 encumbered the associated funds. Given that the project will not begin until October 2018 at the soonest, it has</p>		

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.

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

Sec. IV.A

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

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.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

	FY 2017-18		FUNDS						FY 2018-19
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
REVENUES									
State Financing Sources	4,544,027	30,320						4,574,347	5,195,681
Grants			224,120					224,120	
Other Financing Sources	162,185	32,793						194,978	162,185
TOTAL REVENUES	4,706,212	63,113	224,120	-	-	-	-	4,993,445	5,357,866
EXPENDITURES									
Salaries	2,349,762	12,268	91,470					2,453,500	2,738,989
Staff Benefits	1,255,049	8,012	39,530					1,302,591	1,305,319
General Expense	118,983		342					119,325	122,552
Printing	6,692		53					6,745	6,893
Telecommunications	69,138							69,138	71,212
Postage	47,256							47,256	48,674
Insurance	6,607							6,607	6,805
Travel in State	6,786		3,462					10,248	6,990
Travel Out of State								-	-
Training	975		555					1,530	1,004
Security	490							490	505
Facilities Operations	112,341							112,341	115,711
Utilities								-	-
Contracted Services	644,483	5,500	86,867					736,850	798,817
Consulting and Professional Services - County Provided	26,439							26,439	27,232
Information Technology (IT)	114,790							114,790	170,378
Major Equipment	24,400							24,400	109,584
Other Items of Expense	1,339							1,339	1,379
Juror Costs	7,173							7,173	7,388
Other								-	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation	(29,201)	5,105	24,096					(0)	(29,201)
Prior Year Expense Adjustment								-	
TOTAL EXPENDITURES	4,763,502	30,885	246,375	-	-	-	-	5,040,762	5,510,232
Operating Transfers In (Out)	(22,634)	379	22,256					0	(22,634)
Fund Balance (Deficit)									
Beginning Balance (Deficit)	806,762	144,897	(1)					951,658	726,838
Ending Balance (Deficit)	726,838	177,503	-	-	-	-	-	904,341	551,838

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.B

Current detailed budget projection

			FUNDS					FY 2019-20	
Description	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant
REVENUES									
State Financing Sources	30,320						5,226,001	5,124,224	30,320
Grants		224,120					224,120		
Other Financing Sources	32,793						194,978	162,185	
TOTAL REVENUES	63,113	224,120	-	-	-	-	5,645,099	5,286,409	30,320
EXPENDITURES									
Salaries	12,268	91,470					2,842,727	2,738,989	12,268
Staff Benefits	8,012	39,530					1,352,861	1,305,319	8,012
General Expense		342					122,894	125,004	
Printing		53					6,946	7,031	
Telecommunications							71,212	72,636	
Postage							48,674	49,647	
Insurance							6,805	6,941	
Travel in State		3,462					10,452	7,129	
Travel Out of State							-	-	
Training		555					1,559	1,024	
Security							505	515	
Facilities Operations							115,711	118,025	
Utilities							-	-	
Contracted Services		86,867					885,684	814,794	
Consulting and Professional Services - County Provided							27,232	27,777	
Information Technology (IT)							170,378	120,964	
Major Equipment							109,584	39,776	
Other Items of Expense							1,379	1,407	
Juror Costs							7,388	7,536	
Other							-		
Debt Service							-		
Court Construction							-		
Distributed Administration & Allocation	5,105	24,096					-	(29,201)	5,105
Prior Year Expense Adjustment							-		
TOTAL EXPENDITURES	25,385	246,375	-	-	-	-	5,781,992	5,415,313	25,385
Operating Transfers In (Out)	379	22,256					1	(22,634)	379
Fund Balance (Deficit)									
Beginning Balance (Deficit)	177,503	-	-	-	-	-	904,341	551,838	215,610
Ending Balance (Deficit)	215,610	1	-	-	-	-	767,450	400,300	220,924

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.B

Current detailed budget projection

	FUNDS						Select Fiscal Year		
Description	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant
REVENUES									
State Financing Sources						5,154,544			
Grants	224,120					224,120			
Other Financing Sources						162,185			
TOTAL REVENUES	224,120	-	-	-	-	5,540,849	-	-	-
EXPENDITURES									
Salaries	91,470					2,842,727			
Staff Benefits	39,530					1,352,861			
General Expense	342					125,346			
Printing	55					7,086			
Telecommunications						72,636			
Postage						49,647			
Insurance						6,941			
Travel in State	3,462					10,591			
Travel Out of State						-			
Training	555					1,579			
Security						515			
Facilities Operations						118,025			
Utilities						-			
Contracted Services	86,867					901,661			
Consulting and Professional Services - County Provided						27,777			
Information Technology (IT)						120,964			
Major Equipment						39,776			
Other Items of Expense						1,407			
Juror Costs						7,536			
Other						-			
Debt Service						-			
Court Construction						-			
Distributed Administration & Allocation	24,096					-			
Prior Year Expense Adjustment						-			
TOTAL EXPENDITURES	246,377	-	-	-	-	5,687,075	-	-	-
Operating Transfers In (Out)	22,256					1			
Fund Balance (Deficit)									
Beginning Balance (Deficit)	1	-	-	-	-	767,450	400,300	220,924	-
Ending Balance (Deficit)	-	-	-	-	-	621,225	400,300	220,924	-

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.B

Current detailed budget projection

	FUNDS					Select Fiscal Year	FUNDS		
Description	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
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)	-	-	-	-	621,225	400,300	220,924	-	-
Ending Balance (Deficit)	-	-	-	-	621,225	400,300	220,924	-	-

Application for TCTF Funds Held on Behalf of the Court

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Current detailed budget projection

					Select Fiscal Year	FUNDS			
Description	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
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)	-	-	-	621,225	400,300	220,924	-	-	-
Ending Balance (Deficit)	-	-	-	621,225	400,300	220,924	-	-	-

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.B

Current detailed budget projection

				Select Fiscal Year	FUNDS				
Description	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
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)	-	-	621,225	400,300	220,924	-	-	-	-
Ending Balance (Deficit)	-	-	621,225	400,300	220,924	-	-	-	-

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.B

Current detailed budget projection

			Select Fiscal Year	FUNDS					
Description	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
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)	-	621,225	400,300	220,924	-	-	-	-	-
Ending Balance (Deficit)	-	621,225	400,300	220,924	-	-	-	-	-

Application for TCTF Funds Held on Behalf of the Court

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Current detailed budget projection

Description	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)	621,225
Ending Balance (Deficit)	621,225

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.C

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	20,000
910000	Staff Benefits	10,000
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	
936000	Utilities	
938000	Contracted Services	285,000
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	11,538
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		326,538

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	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	0	0	0	0	0	0	0

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:
Butte

PERSON AUTHORIZING REQUEST *(Presiding Judge or Court Executive Officer):*
Kimberly Flener, Court Executive Officer

CONTACT PERSON AND CONTACT INFO:
Jarrod Orr, Deputy Court Executive Officer (530) 532 - 7013

DATE OF SUBMISSION:
9/28/2018

TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: USE OF FY 2017-18 MONIES IN THE AMOUNT OF \$46,315.50 FOR PAYMENT OF USER SUBSCRIPTION LICENSES PAID FOR IN SEPTEMBER OF 2018

REQUESTED AMOUNT:
\$46,315.50

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 had set aside monies in its FY 2017-18 budget to procure Microsoft 365 user subscriptions. These annual subscriptions cost \$46,315.50 which is a sizeable amount for Butte. The Court had attempted to execute a contract for Microsoft 365 Enterprise prior to the fiscal year end close of June 30, 2018, but unfortunately encountered several obstacles which prevented the execution of the agreement. The agreement was not fully executed until July 2018 with the corresponding payment for the licenses occurring in September 2018. Due to the circumstances surrounding this procurement, the Court requests the use of the FY 2017-18 monies to cover these expenses.

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 had intended on executing an agreement in FY 2017-18 to pay for the licenses using FY 2017-18 monies. The Court is currently in the process of finalizing its FY 2018-19 budget and does not have this expense programmed into its budget to be funded by FY 2018-19 monies due to other needs.

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 subscription provides access to the latest operating systems and products which allows the Court to take advantage of the efficiencies built into the new products. It also allows the Court to take advantage of future case management system updates and helps with electronic disaster recovery.

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 will have to cut planned expenses in another area of its FY 2018-19 budget, likely the hiring of an additional Court Clerk position.

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

The Court may have to cut a planned hiring of a Court Clerk that was anticipated to help facilitate needed case processing. The consequences of not hiring this position could yield slower case processing, thereby affecting 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 holding of the TCTF amount is preferred because the intention was to use FY 2017-18 monies for the payment of user subscriptions as planned and budgeted. It is only because difficulties arose during the execution of the agreement that the execution didn't occur until a month into the new fiscal year. The Court does not desire to alter its plans of hiring an additional Court Clerk to assist with case processing if this request is not authorized.

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
- 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
- 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

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

FUND							
FY 2015-16							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
Beginning Balance	1,014,680	329,866	-				
Revenues	11,577,854	523,380	743,430				
Expenditures	12,403,680	534,394	755,464				
Operating Transfers In (Out)	(12,034)		12,034				
Ending Fund Balance	176,820	318,852	-	-	-	-	-
TOTAL							1,344,546
							12,844,664
							13,693,538
							-
							495,672

FUND							
FY 2016-17							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
Beginning Balance	176,821	318,852	-				
Revenues	12,110,521	564,351	687,376				
Expenditures	11,840,660	598,511	703,503				
Operating Transfers In (Out)	(51,255)	35,128	16,127				
Ending Fund Balance	395,427	319,820	-	-	-	-	-
TOTAL							495,673
							13,362,248
							13,142,674
							-
							715,247

FUND							
FY 2017-18							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
Beginning Balance	395,426	319,820					
Revenues	12,228,958	573,361	901,151				
Expenditures	12,094,173	534,501	907,709				
Operating Transfers In (Out)	(44,048)	37,490	6,558				
Ending Fund Balance	486,163	396,170	-	-	-	-	-
TOTAL							715,246
							13,703,470
							13,536,383
							-
							882,333

Application for TCTF Funds Held on Behalf of the Court

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 2018-19		FUNDS						
		▼							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	
REVENUES									
State Financing Sources	13,680,968	45,820	-					13,726,788	
Grants	-	-	968,355					968,355	
Other Financing Sources	394,207	489,950	-					884,157	
TOTAL REVENUES	14,075,175	535,770	968,355	-	-	-	-	15,579,300	
EXPENDITURES									
Salaries	6,420,474	309,965	482,892					7,213,331	
Staff Benefits	3,879,568	175,406	215,384					4,270,358	
General Expense	553,206	-	35,923					589,129	
Printing	14,250	2,500	-					16,750	
Telecommunications	127,251	-	11,180					138,431	
Postage	97,600	-	270					97,870	
Insurance	5,925	-	-					5,925	
Travel in State	61,032	-	15,221					76,253	
Travel Out of State	5,000	-	-					5,000	
Training	35,490	-	2,500					37,990	
Security	481,445	-	-					481,445	
Facilities Operations	334,000	-	-					334,000	
Utilities	-	-	-					-	
Contracted Services	1,485,047	148,450	102,905					1,736,402	
Consulting and Professional Services									
- County Provided	20,384	-	-					20,384	
Information Technology (IT)	245,527	67,339	2,009					314,875	
Major Equipment	375,984							375,984	
Other Items of Expense								-	
Juror Costs	71,135							71,135	
Other	244,110							244,110	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation	(116,198)		116,198					-	
Prior Year Expense Adjustment								-	
TOTAL EXPENDITURES	14,341,230	703,660	984,482	-	-	-	-	16,029,372	
Operating Transfers In (Out)	(64,577)	48,450	16,127					-	
Fund Balance (Deficit)									
Beginning Balance (Deficit)	486,164	396,170						882,334	
Ending Balance (Deficit)	155,532	276,730	-	-	-	-	-	432,262	

Application for TCTF Funds Held on Behalf of the Court

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

GL Account	Expenses Category		Amount
	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		46,316
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			46,316

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	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	46,316								46,316
Expenditures		46,316							46,316
Cumulative Balance	46,316	-	-	-	-	-	-	-	-

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

Table 2: Amended Requests for November 29—30, 2018 Judicial Council Meeting

Court	Request Number	Does Request Change \$\$ Amount?	If Yes - \$\$ Change +/-	Current Approved Requests by Fiscal Year				Amended Requests by Fiscal Year				Category	High-Level Summary
				2015-16	2016-17	2017-18	2018-19	2015-16	2016-17	2017-18	2018-19		
Colusa	06-16-01-A2	Yes	70,000		350,000						420,000	Equipment	Case Management System
Sutter*	54-18-01-A2	No	-			60,840					60,840	Equipment	Partial redirection of Tyler funds for purchase of peripherals in conjunction with Odyssey
Mono	26-17-01-A2	Yes	50,660			133,279					183,939	Equipment	Case Management System
120,660				-	350,000	194,119	-	-	-	-	664,779		
				544,119				664,779					

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: Colusa	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Court Executive Officer	
	CONTACT PERSON AND CONTACT INFO: Jason B. Galkin, Jason.Galkin@colusa.courts.ca.gov; 530-458-5149 x9	
DATE OF SUBMISSION: 3/22/2017 AMENDED: 7/20/2018	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: THROUGH FY20/21	REQUESTED AMOUNT: \$420,000.00

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.):*

Colusa Superior Court is in the beginning stages of research and procurement for a new Case Management System to replace its legacy system. Given the simultaneous need for funding and risk that such an undertaking will not be funded directly by the State through a BCP (or that ancillary costs and expenditures will not be covered in such a BCP), the court must start setting aside funds today to afford such a purchase. Case management systems involve a significant one-time expenditure in implementation which far exceeds Colusa's 1% reserve or yearly available funds for such a project. Therefore, the court is proposing in this application that funds be budgeted and set aside on a yearly basis to accumulate sufficient capital to fully or partially fund (in the event of matching or supplemental funding from the State) the implementation of a new case management system.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

Section I. Time Period and Requested Amount, Section III. E. and F., Section IV.

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

The changes in this amended request account for an increase in the total value of the request based on updated information available as a result of the JCC CMS RFP and BCP effort. Of note, the Department of Finance has deferred a BCP for Legacy CMS systems until at least Fiscal Year 19/20's budget. Additionally, the total requested BCP amount for Colusa (based on RFP information and costs of implementation in staffing) is nearly \$1.7million over the course of three fiscal years (solely for the CMS implementation). This amount represents the costs projected as necessary for an optimally effective implementation and transition. While this amendment increases the amount requested for funds held, it represents what the Court believes it will be able to contribute to the CMS transition and ancillary projects given its current budgetary situation. Even if a BCP is granted, there are ancillary costs and expenditures related to the transition that will not be covered. Therefore, this amendment is needed regardless of whether the BCP request is eventually granted. If the BCP request is not granted, these funds still represent a bare minimum starting point that would need to be supplemented in future fiscal years (or future amendments) to account for other costs associated with this large undertaking.

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 primary factor in this situation is the size of the expense relative to the size of the court's yearly budget and reserves. Many vendors require significant payment to be made within the first fiscal year of

contracting to secure licensing and pay implementation costs. Colusa's yearly 1% reserves amount to between \$20,000 and \$25,000 which will not be sufficient to pay for the initial costs of a new CMS. Additionally, given the difficulties many other courts have faced with CMS transitions, Colusa is planning on a longer transition period which may cause fundamental incompatibilities with the standard three year encumbrance term. This may result in the Court facing a choice between a rushed and problematic implementation, or having financial liabilities in a given fiscal year of transition without finances to cover them.

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?

A new case management system will allow the court to prepare for and accommodate the transition to a paper-on-demand or paperless environment, accommodate e-filing, significantly increase reporting and caseflow management capabilities, and automate processes. Additionally, it will allow Colusa to transition to a modern system that allows improved stakeholder integration and coordination on a state wide basis.

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

N/A. This may result in cost savings, but that is contingent on upkeep costs for a new CMS and salary savings resulting from new processes made possible by a new CMS. Therefore, these cost efficiencies are currently only hypothetical. More detail will be available in the future as more information is available.

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

If the request is not approved, the court will be wholly dependent on an approved BCP or other source of funding to fully fund the cost of transitioning to a modern CMS from its legacy CMS. In the current uncertain fiscal landscape, this could potentially leave Colusa with one of the oldest case management systems in the state. Colusa will soon be the only court in the state using the Ciber CMS, as all other courts in California have transitioned or are in the process of transitioning from Ciber. This places Colusa at a significant risk if Ciber makes the business decision to cease support operations for California courts. In the event Ciber does cease support operations for California courts, Colusa would be at risk of CMS failure resulting in a completely paper-based environment. Further Colusa would not have the financial ability or time to adequately prepare for and conduct a transition to an eventual replacement, as such a transition would inevitably be rushed to ensure continued CMS availability (from any vendor).

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

If this request is not approved, Colusa will remain on its current case management system: Ciber. However, because the other courts in California using this case management system have either migrated to a new system or are in the process of migrating, Colusa is likely to be the sole California court still using Ciber sometime in FY 18/19. This raises issues and concerns regarding the economic feasibility of long term continued support from Ciber. Should support cease at any time, Colusa will have no means of performing the necessary updates to the Case Management System to remain compliant with laws and rules of court without resorting to processing things by hand. Such a change in process would yield drastic consequences in case processing time and the ability for the court to perform its duties in service 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?

A BCP which provides for State funding may be a superior alternative to holding funds in the TCTF. However, Colusa has always been keenly interested in wise and forward looking fiscal management. In the current uncertain fiscal landscape, it seems most appropriate that the Court at least begin making contributions towards investment into a new CMS and not be wholly dependent on a BCP. While a BCP will be sought for funding, it is the court's opinion that showing its own willingness to contribute will increase the likelihood of funding being provided eventually.

In addition, Colusa would plan on leveraging funds from, and prioritizing the use of, its 2% Automation Fund to supplement funds set aside in the TCTF held on behalf process and any BCP. Given the current projected costs of the CMS software, integration, and deployment, it is expected that the current \$184,236 balance in the 2% Automation Fund will be insufficient to account for the costs of such an undertaking (currently projected at nearly \$1,700,000 including associated labor, training, and equipment costs). Colusa's ability to contribute may be limited in subsequent fiscal years based on branch funding and WAFM. Use of potential BCP funding, available 2% automation funds, and the TCTF funds held on behalf program in tandem will improve the timeline for acquisition, implementation, and transition to a new CMS. However, without the TCTF funds held on behalf program, Colusa would be solely dependent on BCP funding to acquire a CMS anytime in the near future even if the Court fully depleted its 2% Automation Fund balance. This assessment is based on current growth rates of the 2% automation fund, WAFM impact of filing reductions, branch funding changes (or stagnation), and increasing operational and staff 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.

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

Sec. IV.A

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	21,158	143,350	-	48,885	-	-	-	213,393
Revenues	2,033,260	165,426	128,449	1,748				2,328,883
Expenditures	2,013,749	149,415	146,027					2,309,191
Operating Transfers In (Out)	(17,578)		17,578					-
Ending Fund Balance	23,091	159,361	-	50,633	-	-	-	233,085

FY 2016-17 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	23,091	159,361	-	50,633				233,085
Revenues	2,174,301	152,863	116,554	383				2,444,101
Expenditures	2,003,299	139,802	125,558					2,268,659
Operating Transfers In (Out)	(9,004)		9,004					-
Ending Fund Balance	185,090	172,421	0	51,016	-	-	-	408,527

FY 2017-18 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	185,090	172,421	-	51,016				408,527
Revenues	2,047,707	139,399	87,464	785				2,275,355
Expenditures	2,016,940	120,271	99,290					2,236,501
Operating Transfers In (Out)	(11,827)		11,827					-
Ending Fund Balance	204,030	191,550	-	51,801	-	-	-	447,381

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.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

	FY 2016-17		FUNDS						FY 2017-18
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
REVENUES									
State Financing Sources	2,139,486	11,824						2,151,310	2,015,873
Grants	-		116,554					116,554	
Other Financing Sources	34,815	141,039		383				176,237	31,834
TOTAL REVENUES	2,174,301	152,863	116,554	383	-	-	-	2,444,101	2,047,707
EXPENDITURES									
Salaries	734,405	2,958						737,363	761,964
Staff Benefits	414,884	1,045						415,929	551,381
General Expense	57,058	2,518	534					60,110	62,227
Printing	4,625							4,625	1,272
Telecommunications	44,903							44,903	45,290
Postage	14,201							14,201	16,079
Insurance	430							430	435
Travel in State	4,605		277					4,882	4,083
Travel Out of State	-							-	
Training	1,106		360					1,466	667
Security	-							-	
Facilities Operations	37,500							37,500	37,500
Utilities								-	
Contracted Services	363,835	132,235	124,387					620,457	391,087
Consulting and Professional Services - County Provided	2,571							2,571	2,512
Information Technology (IT)	136,865							136,865	141,152
Major Equipment	-							-	
Other Items of Expense								-	
Juror Costs	2,358							2,358	2,280
Other	185,000							185,000	
Debt Service	-							-	
Court Construction	-							-	
Distributed Administration & Allocation	(1,047)	1,047						-	(989)
Prior Year Expense Adjustment								-	
TOTAL EXPENDITURES	2,003,299	139,803	125,558	-	-	-	-	2,268,660	2,016,940
Operating Transfers In (Out)	(9,004)		9,004					-	(11,827)
Fund Balance (Deficit)									
Beginning Balance (Deficit)	23,091	159,362	-	50,632				233,085	185,089
Ending Balance (Deficit)	185,089	172,422	-	51,015	-	-	-	408,526	204,029

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.B

Current detailed budget projection

		FUNDS						FY 2018-19	
Description	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant
REVENUES									
State Financing Sources	16,363						2,032,236	2,080,873	18,000
Grants		87,464					87,464		
Other Financing Sources	123,036		785				155,655	31,725	118,000
TOTAL REVENUES	139,399	87,464	785	-	-	-	2,275,355	2,112,598	136,000
EXPENDITURES									
Salaries	2,927						764,891	768,000	3,000
Staff Benefits	1,507						552,888	551,000	1,800
General Expense	2,022						64,249	82,000	3,500
Printing							1,272	1,000	
Telecommunications							45,290	48,000	
Postage							16,079	18,500	
Insurance							435	500	
Travel in State		1,194					5,277	7,500	
Travel Out of State							-		
Training		555					1,222	5,600	
Security							-		
Facilities Operations							37,500	42,000	
Utilities							-		
Contracted Services	112,826	97,542					601,455	398,000	124,000
Consulting and Professional Services - County Provided							2,512	2,800	
Information Technology (IT)							141,152	200,000	
Major Equipment							-		
Other Items of Expense							-		
Juror Costs							2,280	5,000	
Other							-	40,000	
Debt Service							-		
Court Construction							-		
Distributed Administration & Allocation	989						-	(1,600)	1,600
Prior Year Expense Adjustment							-	17,430	
TOTAL EXPENDITURES	120,271	99,291	-	-	-	-	2,236,502	2,185,730	133,900
Operating Transfers In (Out)		11,827					-	(5,101)	
Fund Balance (Deficit)									
Beginning Balance (Deficit)	172,422	-	51,015	-	-	-	408,526	204,029	191,550
Ending Balance (Deficit)	191,550	-	51,800	-	-	-	447,379	125,796	193,650

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.B

Current detailed budget projection

	FUNDS						FY 2019-20		
Description	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant
REVENUES									
State Financing Sources						2,098,873	2,110,873	18,000	
Grants	100,899					100,899			101,000
Other Financing Sources		195				149,920	31,950	118,000	
TOTAL REVENUES	100,899	195	-	-	-	2,349,692	2,142,823	136,000	101,000
EXPENDITURES									
Salaries						771,000	770,000	5,000	
Staff Benefits						552,800	560,000	1,875	
General Expense						85,500	108,000	3,800	
Printing						1,000	1,200		
Telecommunications						48,000	55,000		
Postage						18,500	18,500		
Insurance						500	500		
Travel in State	500					8,000	7,500		600
Travel Out of State						-			
Training	500					6,100	5,675		500
Security						-			
Facilities Operations						42,000	42,000		
Utilities						-			
Contracted Services	105,000					627,000	408,000	124,000	110,000
Consulting and Professional Services - County Provided						2,800	3,200		
Information Technology (IT)						200,000	210,000		
Major Equipment						-	10,000		
Other Items of Expense						-			
Juror Costs						5,000	5,000		
Other						40,000	30,000		
Debt Service						-			
Court Construction						-			
Distributed Administration & Allocation						-			
Prior Year Expense Adjustment						17,430			
TOTAL EXPENDITURES	106,000	-	-	-	-	2,425,630	2,234,575	134,675	111,100
Operating Transfers In (Out)	5,101	195				195	(10,100)		10,100
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	51,800	-	-	-	447,379	125,796	193,650	-
Ending Balance (Deficit)	-	52,190	-	-	-	371,636	23,944	194,975	-

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.B

Current detailed budget projectior

	FUNDS					FY 2020-21	▼	FUNDS	
Description	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
REVENUES									
State Financing Sources					2,128,873	2,215,873	18,000		
Grants					101,000			103,875	
Other Financing Sources	195				150,145	33,545	118,000		195
TOTAL REVENUES	195	-	-	-	2,380,018	2,249,418	136,000	103,875	195
EXPENDITURES									
Salaries					775,000	772,000	5,100		
Staff Benefits					561,875	562,000	1,900		
General Expense					111,800	130,000	3,800		
Printing					1,200	750			
Telecommunications					55,000	56,000			
Postage					18,500	18,500			
Insurance					500	500			
Travel in State					8,100	7,500		600	
Travel Out of State					-				
Training					6,175	5,675		500	
Security					-				
Facilities Operations					42,000	52,000			
Utilities					-				
Contracted Services					642,000	408,000	125,000	110,000	
Consulting and Professional Services - County Provided					3,200	3,200			
Information Technology (IT)					210,000	225,000			
Major Equipment					10,000				
Other Items of Expense					-				
Juror Costs					5,000	5,000			
Other					30,000				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-				
Prior Year Expense Adjustment					-				
TOTAL EXPENDITURES	-	-	-	-	2,480,350	2,246,125	135,800	111,100	-
Operating Transfers In (Out)	195				195	(7,225)		7,225	195
Fund Balance (Deficit)									
Beginning Balance (Deficit)	52,190	-	-	-	371,636	23,944	194,975	-	52,580
Ending Balance (Deficit)	52,580	-	-	-	271,499	20,012	195,175	-	52,970

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.B

Current detailed budget projection

					Select Fiscal Year	FUNDS			
Description	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
REVENUES									
State Financing Sources				2,233,873					
Grants				103,875					
Other Financing Sources				151,740					
TOTAL REVENUES	-	-	-	2,489,488	-	-	-	-	-
EXPENDITURES									
Salaries				777,100					
Staff Benefits				563,900					
General Expense				133,800					
Printing				750					
Telecommunications				56,000					
Postage				18,500					
Insurance				500					
Travel in State				8,100					
Travel Out of State				-					
Training				6,175					
Security				-					
Facilities Operations				52,000					
Utilities				-					
Contracted Services				643,000					
Consulting and Professional Services - County Provided				3,200					
Information Technology (IT)				225,000					
Major Equipment				-					
Other Items of Expense				-					
Juror Costs				5,000					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-					
Prior Year Expense Adjustment				-					
TOTAL EXPENDITURES	-	-	-	2,493,025	-	-	-	-	-
Operating Transfers In (Out)				195					
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	-	271,499	20,012	195,175	-	52,970	-
Ending Balance (Deficit)	-	-	-	268,157	20,012	195,175	-	52,970	-

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.B

Current detailed budget projectior

				Select Fiscal Year	FUNDS				
Description	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
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)	-	-	268,157	20,012	195,175	-	52,970	-	-
Ending Balance (Deficit)	-	-	268,157	20,012	195,175	-	52,970	-	-

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.B

Current detailed budget projection

			Select Fiscal Year	FUNDS					
Description	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
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)	-	268,157	20,012	195,175	-	52,970	-	-	-
Ending Balance (Deficit)	-	268,157	20,012	195,175	-	52,970	-	-	-

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.B

Current detailed budget projection

Description	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)	268,157
Ending Balance (Deficit)	268,157

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.C

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	228,285
910000	Staff Benefits	102,728
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	5,000
931000	Travel Out of State	
933000	Training	20,000
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	1,133,600
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	148,200
945000	Major Equipment	66,500
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		1,704,313

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 2016-17 ▼	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	150,000	170,000	100,000						420,000
Expenditures			-	300,000	120,000				420,000
Cumulative Balance	150,000	320,000	420,000	120,000	-	-	-	-	840,000

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 <i>(Presiding Judge or Court Executive Officer):</i> Stephanie M. Hansel, Court Executive Officer	
	CONTACT PERSON AND CONTACT INFO: Joe Azevedo, Court Fiscal Manager, (530) 822-3340; jazevedo@suttercourts.com	
DATE OF SUBMISSION: 9/7/2018	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FISCAL YEAR 2018-2019	REQUESTED AMOUNT: \$60,839.69

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.):*

JSI: Professional services and deliverables on jury management system that is partially implemented (\$13,948.76).

Tyler: Professional services and deliverables on new case management system that is partially implemented (\$33,000.00).

Ricoh: Final term of purchase agreement for copiers (\$12,364.73).

Purchase computer peripherals to use in the courtroom in conjunction with Odyssey (\$1,526.20)

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

Section I and Section III.B.

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

Tyler: The Court does not need the additional card terminals that were part of the original Tyler funds held request of \$34,526.20. Instead, we are requesting that the \$1,526.20 related to the purchase of the card terminals be used to purchase computer peripherals that will be used in our courtrooms in conjunction with Odyssey. These computer peripherals will increase efficiency in the courtrooms and will enable the Court to continue being paperless. The remaining \$33,000.00 will still be used for the implementation of the Odyssey Clerk's Edition component.

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 JSI funds encumbered in 2014 were impacted by the delay of our new courthouse completion for one year and the delay of our new case management system implementation by 8 months. The kiosks have been installed, however configuration of the programming that is utilized by the public is in progress but

not completed and we expect that configuration to be completed in fiscal year 18-19.

The Tyler funds encumbered in 2014 are the remaining project of our Odyssey case management system. The clerk's edition component requires four months of configuration. The multiple delays of our implementation date and substantial staff resources devoted to ongoing issues with functionality have delayed our ability to implement the next phase until a date outside of the three year encumbrance period. The project will be completed in fiscal year 18-19.

The copier lease to purchase agreement covered a term that extends beyond the original three year encumbrance period. The structure of the encumbrance and cap process has changed substantially over this time period and extending this encumbrance into fiscal year 18-19 will allow the current administration to satisfy the contractual obligation entered into at the time of the encumbrance.

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 JSI project will provide additional services and resources to jurors through our web portal as opposed to a phone call or visit to the courthouse during business hours.

The Tyler project will increase efficiency for courtroom clerks and assist in reducing backlog.

The purchase of the computer peripherals will increase efficiency in the courtroom and enable the Court to continue being paperless.

The Ricoh project will allow us to complete the purchase of the court's copiers, an important piece of our infrastructure.

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.

If the request is not approved it will impact the court's budget in fiscal year 18-19 as the amount requested would be liquidated and reduce the court's allocation for fiscal year 18-19. Further, it puts the court in a position of defaulting on the previously entered into contracts that we were unable to fully implement.

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

Not approving the request would affect the ability to serve the public as court resources, specifically staffing would be affected.

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

Work to be completed in fiscal year 18-19.

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

Work to be completed in fiscal year 18-19.

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

Work to be completed in fiscal year 18-19.

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

Work to be completed in fiscal year 18-19.

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: Click here to enter court MONO	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Hector Gonzalez	
	CONTACT PERSON AND CONTACT INFO: Tammy Laframboise 760-923-2304	
DATE OF SUBMISSION: 9/28/2018	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY 16-17 – FY 20-21	REQUESTED AMOUNT: \$183,939

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.):*

Mono Court needs to replace the current case management system that is over 15 years old. It is being phased out by our current vendor who will no longer offer technical support.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

Section I, Time Period Covered & Requested Amount, Section II, Section IV.B tab & Section IV.D tab

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

Now that FY 17-18 has been finalized, the FY 17-18 contribution amount changed from \$20,000 to \$70,210 and the BCP funding was reduced by the \$50,210 increase.

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 preliminary estimate for a new Case Management System is approximately \$500,000 including all hardware, software and staff training. This is nearly one fourth of our annual budget so it would be very difficult to cover that expenditure as well as the operating expenses without assistance.

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?**
 Funding is needed to replace our case management system that provides the foundation of important operational functions such as maintenance of case information, defendant information, party information and attorney information. Current case management system is antiquated and is still a DOS based system. It is difficult to use since it requires keyboard stroke commands and is highly inefficient given the amount of staff time necessary to use the system. Replacing it with a graphic user interface Windows based system will increase staff productivity.
- C. If a cost efficiency, please provide cost comparison (table template provided).**
 Cost efficiency is not the main benefit. Replacement of the current case management system with a reliable system that will be supported is the main benefit and increased staff productivity is a secondary benefit.
- D. Describe the consequences to the court's operations if the court request is not approved.**
 Current case management system is operating; however, it needs frequent technical support. Our current case management vendor is creating a new case management system platform that will replace the current system and has indicated that at some point in the future, technical support will not be provided for the old system. Failure to replace our current case management system will leave us vulnerable to system failures which could lead to the inability to do our basic court operations and the potential loss of irreplaceable court case data.
- E. Describe the consequences to the public and access to justice if the court request is not approved.**
 Court customer service to the public would be substantially impaired and significantly delayed if our case management system is not replaced and becomes unreliable. We may not be able to fulfill the public's request for case information or for search requests. We will have difficulty providing necessary information for our justice partners which will also negatively impact the flow of cases.
- F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?**
 If necessary, our court will seek supplemental funding from the Judicial Council. However, we believe that use of our own funding to reduce the amount of supplemental funding needed from the Judicial Council will place us in a stronger position to be approved for supplemental funding. Rather than expend all our surplus funds on vitally important materials supplies and equipment, we decided it would be a better long-term investment to place the money in the Judicial Council holding fund.

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 – Final, 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 – Final, Sec. IV. D 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 – Final, 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 – Final, Sec. IV. B tab

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.A

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

FY 2017-18 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	160,210	25,024						185,234
Revenues								-
Expenditures								-
Operating Transfers In (Out)								-
Ending Fund Balance	160,210	25,024	-	-	-	-	-	185,234

FY 2016-17 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	31,473	12,461	-					43,934
Revenues	1,972,136	58,145	144,531					2,174,812
Expenditures	1,839,786	46,036	145,596					2,031,418
Operating Transfers In (Out)	(1,519)	454	1,065					-
Ending Fund Balance	162,304	25,024	-	-	-	-	-	187,328

FY 2015-16 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	-	-	-					-
Revenues	1,942,902	49,060	132,957					2,124,919
Expenditures	1,904,795	36,599	139,591					2,080,985
Operating Transfers In (Out)	(6,634)		6,634					-
Ending Fund Balance	31,473	12,461	-	-	-	-	-	43,934

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.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

	FY 2016-17		FUNDS						FY 2017-18
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
REVENUES									
State Financing Sources	1,936,627	12,694						1,949,321	2,124,714
Grants			145,596					145,596	
Other Financing Sources	33,990	45,905						79,895	37,455
TOTAL REVENUES	1,970,617	58,599	145,596	-	-	-	-	2,174,812	2,162,169
EXPENDITURES									
Salaries	732,060	23,985	17,371					773,417	832,654
Staff Benefits	589,045	4,059	10,746					603,849	610,596
General Expense	141,467	1,746	11,451					154,664	106,836
Printing	1,449	112	186					1,747	1,454
Telecommunications	18,251	1,065	4,269					23,586	23,218
Postage	10,180	784	79					11,043	11,863
Insurance	1,813	-	-					1,813	1,582
Travel in State	1,193	-	1,000					2,193	4,187
Travel Out of State	-	-	-					-	-
Training	495	-	115					610	545
Security	900	-	230					1,131	474
Facilities Operations	28,556	3	10,050					38,609	13,048
Utilities	-	-	-					-	-
Contracted Services	196,381	4,677	89,272					290,330	248,672
Consulting and Professional Services - County Provided	4,353	-	-					4,353	-
Information Technology (IT)	114,666	7,350	2,838					124,853	155,373
Major Equipment	42,480	-	-					42,480	6,545
Other Items of Expense	4,802	-	724					5,527	2,876
Juror Costs	589							589	
Other		290						290	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation								-	
Prior Year Expense Adjustment								-	
TOTAL EXPENDITURES	1,888,680	44,071	148,332	-	-	-	-	2,081,084	2,019,921
Operating Transfers In (Out)								-	
Fund Balance (Deficit)									
Beginning Balance (Deficit)								-	81,937
Ending Balance (Deficit)	81,937	14,528	(2,736)	-	-	-	-	93,729	224,185

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.B

Current detailed budget projection

			FUNDS					FY 2018-19	
Description	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant
REVENUES									
State Financing Sources	12,596						2,137,310	1,998,953	11,757
Grants		159,835					159,835		
Other Financing Sources	46,496						83,951	35,915	40,248
TOTAL REVENUES	59,092	159,835	-	-	-	-	2,381,096	2,034,868	52,005
EXPENDITURES									
Salaries	24,081	10,539					867,274	831,491	16,481
Staff Benefits	1,300	7,103					618,998	662,464	11,980
General Expense	944	22,072					129,852	90,812	1,545
Printing	42	-					1,496	1,811	100
Telecommunications	1,280	8,101					32,599	22,504	921
Postage	900	292					13,055	11,604	547
Insurance	-	-					1,582	2,394	-
Travel in State	60	1,182					5,429	3,504	-
Travel Out of State	-	-					-	-	-
Training	-	163					708	283	-
Security	-	414					888	684	-
Facilities Operations	-	10,084					23,132	35,640	3
Utilities	-	-					-	-	-
Contracted Services	6,418	94,459					349,549	181,639	3,800
Consulting and Professional Services - County Provided	-	-					-	4,405	-
Information Technology (IT)	8,194	3,337					166,904	132,155	17,425
Major Equipment	-	-					6,545	47,588	-
Other Items of Expense	-	-					2,876	5,636	-
Juror Costs							-		
Other							-		
Debt Service							-		
Court Construction							-		
Distributed Administration & Allocation							-		
Prior Year Expense Adjustment							-		
TOTAL EXPENDITURES	43,219	157,746	-	-	-	-	2,220,886	2,034,612	52,802
Operating Transfers In (Out)							-		
Fund Balance (Deficit)									
Beginning Balance (Deficit)	14,528	(2,736)	-	-	-	-	93,729	224,185	30,402
Ending Balance (Deficit)	30,402	(647)	-	-	-	-	253,939	224,441	29,604

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.B

Current detailed budget projection

	FUNDS						FY 2019-20		
Description	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant
REVENUES									
State Financing Sources						2,010,710	2,385,014	11,757	
Grants	111,738					111,738			111,738
Other Financing Sources						76,163	35,915	40,248	
TOTAL REVENUES	111,738	-	-	-	-	2,198,610	2,420,929	52,005	111,738
EXPENDITURES									
Salaries	13,299					861,271	841,490	16,481	13,299
Staff Benefits	6,509					680,953	662,465	11,980	6,509
General Expense	8,612					100,969	90,812	1,545	8,612
Printing	-					1,911	1,811	100	-
Telecommunications	3,853					27,277	22,504	921	3,853
Postage	43					12,193	11,604	547	43
Insurance	-					2,394	2,394	-	-
Travel in State	536					4,040	3,504	-	536
Travel Out of State	-					-	-	-	-
Training	127					409	283	-	127
Security	101					786	684	-	101
Facilities Operations	3,310					38,953	35,640	3	3,310
Utilities	-					-	-	-	-
Contracted Services	71,561					257,000	281,639	3,800	71,561
Consulting and Professional Services - County Provided	-					4,405	4,405	-	-
Information Technology (IT)	2,449					152,029	127,155	17,425	2,449
Major Equipment	-					47,588	47,588	-	-
Other Items of Expense	797					6,432	5,636	-	797
Juror Costs						-			
Other						-			
Debt Service						-			
Court Construction						-			
Distributed Administration & Allocation						-			
Prior Year Expense Adjustment						-			
TOTAL EXPENDITURES	111,197	-	-	-	-	2,198,611	2,139,612	52,802	111,197
Operating Transfers In (Out)						-			
Fund Balance (Deficit)									
Beginning Balance (Deficit)	(647)	-	-	-	-	253,939	224,441	29,604	(106)
Ending Balance (Deficit)	(106)	-	-	-	-	253,939	505,759	28,806	435

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.B

Current detailed budget projection

	FUNDS				
Description	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES					
State Financing Sources					2,396,771
Grants					111,738
Other Financing Sources					76,163
TOTAL REVENUES	-	-	-	-	2,584,671
EXPENDITURES					
Salaries					871,270
Staff Benefits					680,953
General Expense					100,969
Printing					1,911
Telecommunications					27,277
Postage					12,193
Insurance					2,394
Travel in State					4,040
Travel Out of State					-
Training					409
Security					786
Facilities Operations					38,953
Utilities					-
Contracted Services					357,000
Consulting and Professional Services - County Provided					4,405
Information Technology (IT)					147,029
Major Equipment					47,588
Other Items of Expense					6,432
Juror Costs					-
Other					-
Debt Service					-
Court Construction					-
Distributed Administration & Allocation					-
Prior Year Expense Adjustment					-
TOTAL EXPENDITURES	-	-	-	-	2,303,611
Operating Transfers In (Out)					-
Fund Balance (Deficit)					
Beginning Balance (Deficit)	-	-	-	-	253,939
Ending Balance (Deficit)	-	-	-	-	535,000

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	100,000
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	400,000
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		500,000

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 2016-17 ▼	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	93,729	70,210	20,000						183,939
BCP Funding				316,061					316,061
Expenditures					500,000				500,000
Cumulative Balance	93,729	163,939	183,939	500,000	-	-	-	-	-

Note: Mono Court is included in the next consortium of courts to receive additional funding to assist with the purchase of a new case management system when the BCP is approved. We anticipate that may happen in FY19-20 so included in the budget for that year is an additional \$316,061 to add to the \$183,939 that the court will have saved by using the TCTF Funds Held on Beheld of the Court process. The purchase will be paid in

Judicial Council–Approved Process, Criteria, and Required Information for Trial Court Trust Fund Fund Balance Held on Behalf of the Courts

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 copy machine 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 Administrative Director by the court’s presiding judge or court executive officer.
 - c. The Administrative Director will forward the request to the Judicial Council director of Finance.
 - d. Finance budget 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 a formal review body consisting of members from the Trial Court Budget Advisory Committee (TCBAC); the TCBAC subgroup 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 Finance office budget staff will issue a final report on behalf of the TCBAC subgroup for the council.
 - e. The final report to the TCBAC review subgroup and the Judicial Council will be provided to the requesting court before the report is made publicly available on the California Courts website.
 - f. The court may send a representative to the TCBAC review subgroup 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 Administrative Director 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.

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.

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*)