



## JUDICIAL COUNCIL OF CALIFORNIA

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# REPORT TO THE JUDICIAL COUNCIL

For business meeting on: September 23–24, 2019

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**Title**

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

**Rules, Forms, Standards, or Statutes Affected**

None

**Recommended by**

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

**Agenda Item Type**

Action Required

**Effective Date**

September 24, 2019

**Date of Report**

August 9, 2019

**Contact**

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### Executive Summary

The Fiscal Planning Subcommittee of the Trial Court Budget Advisory Committee (TCBAC) recommends approving six new requests and seven amended requests from nine 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 July 25, 2019, the Fiscal Planning Subcommittee of the Trial Court Budget Advisory Committee recommends that the Judicial Council, effective September 24, 2019:

1. Approve the following new requests totaling \$3,228,801 (Attachment A):

- \$40,000 request of the Superior Court of Sutter County (Attachment B)
- \$110,000 request of the Superior Court of Placer County (Attachment C)
- \$777,000 request of the Superior Court of Mendocino County (Attachment D)
- \$110,000 request of the Superior Court of Orange County (Attachment E)

- \$1,776,000 request of the Superior Court of Sacramento County (Attachment F)
- \$415,801 request of the Superior Court of San Benito County (Attachment G)

2. Approve the following amended requests totaling \$3,572,591 (Attachment H):

- \$175,000 request of the Superior Court of Sutter County, which increases its original request of \$50,000 by \$125,000 (Attachment I);
- \$645,000 request of the Superior Court of Colusa County, to expend \$400,000 in 2019–20 and \$245,000 in 2020–21 (Attachment J)
- \$465,234 request of the Superior Court of Orange County, to amend the fiscal year to expend \$465,234 from 2018–19 to 2019–20 (Attachment K)
- \$50,000 request of the Superior Court of Placer County, to amend the fiscal year to expend \$50,000 from 2018–19 to 2019–20 (Attachment L)
- \$1,412,664 request of the Superior Court of Sacramento County, to amend the fiscal year to expend \$1,412,664 from 2018–19 to \$784,800 in 2019–20 and \$627,864 in 2020–21 (Attachment M)
- \$385,693 request of the Superior Court of San Francisco County, to expend \$100,000 in 2019–20 and \$285,693 in 2020–21 (Attachment N)
- \$439,000 request of the Superior Court of Tehama County, to expend \$100,000 in 2018–19; \$225,621 in 2019–20; and \$113,379 in 2020–21 (Attachment O)

### **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. Post completion reporting, and audit requirements provide final review of the plans and their adherence to the approved purpose.

In 2016-17, the Judicial Council approved 32 requests from 14 trial courts, totaling \$7.2 million. In 2017-18, the council approved 13 requests from 11 trial courts totaling \$2.08 million.

## **Analysis/Rationale**

Government Code section 77203(b) authorizes a trial court, from June 30, 2014 to June 30, 2019 to 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.

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 that cannot be financed within a court's annual budget or whose work extends beyond the three-year term of the contract encumbrance, and that require multiyear savings to implement. The consequences of not approving the requests would negatively affect court budgets and ability to adequately and efficiently serve the public.

## **Policy implications**

None

## **Comments**

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

## **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**

Approved funds held on behalf of trial courts are designated as restricted in the TCTF. Allocating funds held on behalf of trial courts incurs no additional cost, and operational impacts are absorbed in Judicial Council staff workload.

## **Attachments and Links**

1. Attachment A: Summary of New Requests, at page 1
2. Attachment B: Application from the Superior Court of Sutter County, at page 2
3. Attachment C: Application from the Superior Court of Placer County, at page 18
4. Attachment D: Application from the Superior Court of Mendocino County, at page 35
5. Attachment E: Application from the Superior Court of Orange County, at page 50
6. Attachment F: Application from the Superior Court of Sacramento County, at page 66
7. Attachment G: Application from the Superior Court of San Benito County, at page 70
8. Attachment H: Summary of Amended Requests, at page 90
9. Attachment I: Application from the Superior Court of Sutter County, at page 91
10. Attachment J: Application from the Superior Court of Colusa County, at page 108

11. Attachment K: Application from the Superior Court of Orange County, at page 124
12. Attachment L: Application from the Superior Court of Placer County, at page 140
13. Attachment M: Application from the Superior Court of Sacramento County, at page 143
14. Attachment N: Application from the Superior Court of San Francisco County, at page 147
15. Attachment O: Application from the Superior Court of Tehama County, at page 162
16. Attachment P: *Judicial Council–Approved Process, Criteria, and Required Information for Trial Court Trust Fund Fund Balance Held on Behalf of the Courts*
17. 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 Request for September 23—24, 2019 Judicial Council Meeting**

Court	Request Number	Amount Requested	Category	High Level Summary
Sutter	51-19-01-00	40,000	IT	Digitization of court files and records.
Placer	31-19-01-00	110,000	IT	ITAC Disaster Recovery Workstream
Mendocino	23-19-01-00	777,000	IT	Case Management System
Orange	30-19-02-00	110,000	IT	Multi-Case Processing (MCP) project
Sacramento	34-19-01-00	1,776,000	IT	Case Management System
San Benito	35-19-01-00	415,801	IT	Technology
		<b>3,228,801</b>		

## APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:  <input checked="checked" type="checkbox"/> <b>NEW REQUEST</b> <i>(Complete Section I, III, and IV only.)</i>  <input type="checkbox"/> <b>AMENDED REQUEST</b> <i>(Complete Sections I through IV.)</i>		
<b>SECTION I: GENERAL INFORMATION</b>		
<b>SUPERIOR COURT:</b> Sutter	<b>PERSON AUTHORIZING REQUEST</b> <i>(Presiding Judge or Court Executive Officer):</i> Stephanie M. Hansel, Court Executive Officer <span style="float: right;"><i>[Signature]</i></span> <b>CONTACT PERSON AND CONTACT INFO:</b> Joe Azevedo, Court Fiscal Manager, (530) 822-3340; jazevedo@suttercourts.com	
<b>DATE OF SUBMISSION:</b> 6/19/2019	<b>TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FISCAL YEARS</b> 2018-2019 THROUGH 2019-2020	<b>REQUESTED AMOUNT:</b> \$40,000.00
<b>REASON FOR REQUEST</b> <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 requesting that \$40,000 be held for digitization of court files and records.		
<b>SECTION II: AMENDED REQUEST CHANGES</b>		
<b>A. Identify sections and answers amended.</b>  N/A		
<b>B. Provide a summary of the changes to the request.</b>  N/A		
<b>SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE</b>		
<b>A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.</b>  The Court's FY 18-19 budget included funds for the digitization of old court files and records. However, completing the inventory of the court files and records has taken longer than expected due to staffing shortages. Holding these funds will enable the Court to complete the inventory and initiate the RFP process.		

## 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 requested funds will enable the Court to digitize old court files and records, making it more efficient for clerks to locate requested information rather than having to look through hard copy files and records.

- 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, the Court's FY 18-19 budget would be impacted as the amount requested would have an impact on the Court's 1% Fund Balance Cap calculation, which would affect the ability to hire additional staff.

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

Not approving the request would negatively impact public service as longer wait times would occur while clerks look through old case files and records for requested information.

- 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**

See attachment.

- 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 attachment.

- 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.

If a cost efficiency, please provide cost comparison

Status Quo		▼	▼	▼	▼
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				
<b>Net Revenue (Expense)</b>		-	-	-	-

Proposed Project					
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				
<b>Net Revenue (Expense)</b>		-	-	-	-

<b>Cumulative Cost Savings</b>		-	-	-	-
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If a cost efficiency, please provide cost comparison

Status Quo				
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			
<b>Net Revenue (Expense)</b>		-	-	-

Proposed Project				
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			
<b>Net Revenue (Expense)</b>		-	-	-

<b>Cumulative Cost Savings</b>		-	-	-
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## 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
<b>Beginning Balance</b>	<b>977,253</b>	<b>334,707</b>						<b>1,311,960</b>
Revenues	5,723,681	323,995	429,965					<b>6,477,641</b>
Expenditures	5,565,616	283,564	493,303					<b>6,342,483</b>
Operating Transfers In (Out)	(63,338)		63,338					-
<b>Ending Fund Balance</b>	<b>1,071,980</b>	<b>375,138</b>	-	-	-	-	-	<b>1,447,118</b>

FY 2016-17 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>1,071,980</b>	<b>375,138</b>						<b>1,447,118</b>
Revenues	5,618,206	333,642	394,278					<b>6,346,126</b>
Expenditures	6,146,961	446,518	420,723					<b>7,014,202</b>
Operating Transfers In (Out)	(26,445)		26,445					-
<b>Ending Fund Balance</b>	<b>516,780</b>	<b>262,262</b>	-	-	-	-	-	<b>779,042</b>

FY 2017-18 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>516,780</b>	<b>262,262</b>						<b>779,042</b>
Revenues	5,827,185	337,881	375,146					<b>6,540,212</b>
Expenditures	5,871,311	337,297	421,075					<b>6,629,683</b>
Operating Transfers In (Out)	(82,139)	36,210	45,929					-
<b>Ending Fund Balance</b>	<b>390,515</b>	<b>299,056</b>	-	-	-	-	-	<b>689,571</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 cc

	FY 2018-19		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources	6,537,652	39,882						6,577,534
Grants			426,621					426,621
Other Financing Sources	67,000	268,537						335,537
<b>TOTAL REVENUES</b>	<b>6,604,652</b>	<b>308,419</b>	<b>426,621</b>	-	-	-	-	<b>7,339,692</b>
<b>EXPENDITURES</b>								
Salaries	2,979,374	126,698	167,653					3,273,725
Staff Benefits	2,071,210	98,489	122,133					2,291,832
General Expense	153,788	12,900	600					167,288
Printing	6,140	5,300						11,440
Telecommunications	55,081							55,081
Postage	31,670	15,250						46,920
Insurance	3,600							3,600
Travel in State	2,811		3,381					6,192
Travel Out of State								-
Training	3,560		880					4,440
Security	198,967							198,967
Facilities Operations	29,653							29,653
Utilities								-
Contracted Services	811,542	19,500	99,432					930,474
Consulting and Professional Services - County Provided	9,800							9,800
Information Technology (IT)	265,303							265,303
Major Equipment								-
Other Items of Expense	700							700
Juror Costs	14,300							14,300
Other	50,000							50,000
Debt Service								-
Court Construction								-
Distributed Administration & Allocation			51,434					51,434
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	<b>6,687,499</b>	<b>278,137</b>	<b>445,513</b>	-	-	-	-	<b>7,411,149</b>
Operating Transfers In (Out)	(18,892)		18,892					-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	<b>390,515</b>	<b>299,056</b>						<b>689,571</b>
<b>Ending Balance (Deficit)</b>	<b>288,776</b>	<b>329,338</b>	-	-	-	-	-	<b>618,114</b>

## Current detailed budget projection on court's behalf

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114
<b>Ending Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114



## Current detailed budget projection:

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114
<b>Ending Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114

## Current detailed budget projection:

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114
<b>Ending Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114

## Current detailed budget projection:

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114
<b>Ending Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114

## Current detailed budget projection:

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114
<b>Ending Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114

## Current detailed budget projection:

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114
<b>Ending Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114

## Current detailed budget projection:

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114
<b>Ending Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114

## 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	40,000
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	
<b>Total</b>		<b>40,000</b>

## ATTACHMENT B

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

Description	FY 2018-19 ▼	FY 2019-20 ▼	▼	▼	▼	▼	▼	▼	Total
Contribution	40,000								40,000
Expenditures		40,000							40,000
Cumulative Balance	40,000	-	-	-	-	-	-	-	-



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 ▼	▼	▼	▼	▼	▼	Total
Contribution									-
Expenditures									-
Cumulative Balance	-	-	-	-	-	-	-	-	-

Amended request

Description	▼	▼	▼	▼	▼	▼	▼	▼	Total
Contribution									-
Expenditures									-
Cumulative Balance	-	-	-	-	-	-	-	-	-

## 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:**

Placer

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

Jake Chatters

**CONTACT PERSON AND CONTACT INFO:**

Julie Kelly jkelly@placer.courts.ca.gov

**DATE OF SUBMISSION:**

7/8/2019

**TIME PERIOD COVERED BY THE  
REQUEST, INCLUDING CONTRIBUTION  
AND EXPENDITURE:**  
FY18/19-FY21/22
**REQUESTED AMOUNT:**

\$110,000.00

**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.):

To analyze, plan and implement an information technology disaster recovery solution. The court intends to contract, following competitive procurement, for the transition to a cloud-based disaster recovery system consistent with the work of the ITAC Disaster Recovery Workstream. This effort is critical to ensure the court's ability to recover from natural or other disasters that impact the court's physical locations or technology network. This effort is consistent with the 2019/2020 goal three California Judicial Branch Tactical Plan for technology.

**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.**

Critical information for the proposed project was not readily available until June, prohibiting the Court from participating in a formal solicitation process prior to the year-end deadline. The initial implementation cost of the project is beyond the feasibility of the Court's annual operational budget, however ongoing costs for the program are sustainable.

## 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 would significantly reduce the impacts of a large scale physical or network disruption. Without the cloud based recovery solution, the Court will be unable to retrieve lost data and quickly restore technology services in the event of a disaster. The Court's current recovery system does not prevent a service interruption in the event of a disaster.

**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.**

This project would significantly reduce the impacts of a large scale physical or network disruption. Without the cloud based recovery solution, the Court will be unable to retrieve lost data and quickly restore technology services in the event of a disaster. The Court's current recovery system does not prevent a service interruption in the event of a disaster, making it extremely difficult to resume any basic operational functions.

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

Without a disaster recovery solution in place, court information systems would be impacted for an undetermined amount of time, which would significantly impede 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?**

Holding funds in the TCTF is the preferred option at this time in order to utilize unspent fund balance from the 2018/2019 fiscal year. The alternative would be to wait for an indeterminate amount of time where the Court is once again in a position to allocate unspent fund balance 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
- 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

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				
<b>Net Revenue (Expense)</b>		-	-	-	-

Proposed Project					
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				
<b>Net Revenue (Expense)</b>		-	-	-	-

<b>Cumulative Cost Savings</b>	-	-	-	-
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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			
<b>Net Revenue (Expense)</b>		-	-	-

Proposed Project				
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			
<b>Net Revenue (Expense)</b>		-	-	-

<b>Cumulative Cost Savings</b>	-	-	-
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## Prior three-year history of year-end fund balances, revenues, and expenditures

Select Fiscal Year ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance								-
Revenues								-
Expenditures								-
Operating Transfers In (Out)								-
Ending Fund Balance	-	-	-	-	-	-	-	-

Select Fiscal Year ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance								-
Revenues								-
Expenditures								-
Operating Transfers In (Out)								-
Ending Fund Balance	-	-	-	-	-	-	-	-

Select Fiscal Year ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance								-
Revenues								-
Expenditures								-
Operating Transfers In (Out)								-
Ending Fund Balance	-	-	-	-	-	-	-	-

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

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>								-
<b>Ending Balance (Deficit)</b>	-	-	-	-	-	-	-	-



## 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
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	-	-	-	-	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	-	-	-	-

## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	-	-	-	-	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	-	-	-	-

## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	-	-	-	-	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	-	-	-	-

## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	-	-	-	-	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	-	-	-	-

## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	-	-	-	-	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	-	-	-	-

## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	-	-	-	-	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	-	-	-	-

## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	-	-	-	-	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	-	-	-	-

## 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	200,000
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	
<b>Total</b>		<b>200,000</b>



## ATTACHMENT C

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

Description	FY 2018-19 ▼	FY 2019-20 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	110,000								110,000
Expenditures		110,000							110,000
Cumulative Balance	110,000	-	-	-	-	-	-	-	-

## 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 2018-19 ▼	FY 2019-20 ▼	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	-	-	-	-	-	-	-	-	-

## 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:**

Mendocino

**PERSON AUTHORIZING REQUEST** (Presiding Judge or Court Executive Officer):  
Kim Turner, Court Executive Officer**CONTACT PERSON AND CONTACT INFO:**

Kim Turner, Court Executive Officer

**DATE OF SUBMISSION:**

5/21/2019

**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY 18/19 (CONTRIBUTION) AND FY 19/20 (EXPENDITURE)****REQUESTED AMOUNT:**

\$777,000.00

**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.):

The court plans to replace its sub-standard case management system (CMS) with a new CMS that includes functionality that will enable e-filing and will facilitate the court's transition to paperless files and business processes that use modern workflow technology. In order for this to occur, the court must first upgrade and stabilize its network and Wi-Fi capabilities, including replacement of some routing and switching equipment and implementation of greater external bandwidth. The court must also upgrade hardware at each user desktop to ensure adequate responsiveness and speed for data transmission.

Accordingly the request for the Judicial Council to hold funds on behalf of the court will be for these three discrete projects: 1) analyze, upgrade and stabilize network and Wi-Fi technology, including stress testing and load balancing; 2) replace hardware devices to optimize performance for each court user; and 3) purchase and install a new California-certified CMS with e-filing capabilities, workflow functionality and fully developed interfaces to external justice partners.

**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.**

- A. The court has only recently identified an urgent need to decommission its current CMS and does not have adequate time remaining in this fiscal year to undertake the due diligence review required to procure a technology consultant to evaluate the court's current network design and hardware and to review available CMS options and negotiate a contract with a vendor for system development, data conversion, configuration and implementation of a new system.

## 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 currently uses a CMS that has a number of shortcomings, including a lack of e-filing capability, limited JBSIS configurability, and numerous data and transactional issues that can only be accomplished with manual intervention. The court is still using paper files for nearly all case types except infractions and the current CMS is not designed to facilitate paperless files except in cases with very few documents (e.g. traffic citations, name changes, small claims, etc.). The CMS is not easily configurable and has limited core-processing workflows.

Mendocino County is rural with many small towns. The county seat, Ukiah, is the largest population center in the county with 16,000 residents. The remaining 70,000 county residents live in small population centers across the county. Mendocino County is approximately 100 miles from the southern to the northern border and some areas are impassable in inclement weather. Public transportation is available but on a limited basis, with some routes only traveled once a day. Many county residents find it difficult to travel to Ukiah to transact court business, such as file documents, research court records or attend court proceedings.

Implementation of a modern CMS will vastly improve the efficiency of court operations and will make it possible for court users living in outlying areas of the county to transact their business using e-filing and other web-based services. Reaching these remote areas of the county has long been a goal of the court, including the outreach to many Native American communities living on federally-designated tribal lands. A new CMS will ensure improved service to these remote populations.

Court operations will also be greatly improved. A new CMS with e-filing capabilities will eliminate the creation of paper files altogether, which is proven to be more efficient for judges and court staff alike. Moreover, the myriad manual processes currently performed as 'work-arounds' because the current CMS has limited functionality will be performed automatically in a new system. Finally, JBSIS reporting will be integrated into the CMS, eliminating the manual review and uploading of data through the JBSIS portal. Management reporting, nearly non-existent in the current CMS, will be enhanced, thereby giving court managers more tools to deploy court operations resources effectively.

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

**Not applicable.**

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

If this request is not approved, the court's operational stability will become precarious. There is reasonable to high likelihood that the vendor supporting the court's current CMS may stop supporting this product altogether, as this vendor is not state-certified and has indicated that it does not intend to develop the CMS further by adding features such as e-filing or a workable JBSIS module. The vendor that originally developed the CMS has been acquired three times since the court's implementation of the CMS in 2016, each time by a larger technology company, with the current parent company located in Florida. Currently only five small courts use the CMS, with the largest of these courts already announcing its departure to a new CMS. With such a small market share of California's court business, the vendor has made clear that it plans to make no further investment in California courts and it is only planning to provide minimal maintenance and support to the four remaining small courts that will be using the system. Moreover, the vendor's support team members for the CMS, who were part of the original development of the CMS, have indicated that they will not relocate to Florida and will be phased out of their jobs in the near future. The loss of this institutional knowledge of the structure of the database and system source code will make it nearly impossible to achieve even nominal support for bug fixes and required implementation of changes in California law. Soon, Mendocino, with its eight judicial officers, will be the largest court using this CMS. Therefore, it is imperative that the court transition to a system that is well-supported, owned by a company that is investing long-term in California courts. Without a well-functioning

CMS, the court will be unable to perform many of its core functions and will certainly be ill-equipped to improve the level of service to the public and other justice partners.

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

If the court does not deploy a new CMS, Mendocino court users will never see the benefits of e-filing or searchable court records on-line. Remote communities will continue to have to travel many hours to the courthouse to file documents, research court records and take care of ministerial and financial transactions. As Mendocino is one of the most under-resourced courts in the branch, a modern CMS is the most effective way to optimize service and reduce delays and public frustration.

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

There are no acceptable alternatives to this request to hold funds on behalf of the court. If this request is not approved, in a fiscal year where the court has identified and saved significant funds for a CMS, the court will likely forfeit these funds because they will exceed the 1% reserve cap. Holding these funds, even though it should only be for a relatively short time, will position the court to move forward early in fiscal year 2019-2020 with execution of a contract for a new CMS and concurrent review and upgrade of the network and telecommunications functionality of the court.

#### **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**

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					
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			
<b>Net Revenue (Expense)</b>		-	-	-

Proposed Project				
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			
<b>Net Revenue (Expense)</b>		-	-	-

<b>Cumulative Cost Savings</b>	-	-	-
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## 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
<b>Beginning Balance</b>	<b>319,528</b>	<b>137,719</b>	-					<b>457,247</b>
Revenues	6,588,668	90,025	476,466					<b>7,155,159</b>
Expenditures	6,424,861	50,368	508,342					<b>6,983,571</b>
Operating Transfers In (Out)	(31,877)		31,877					-
<b>Ending Fund Balance</b>	<b>451,459</b>	<b>177,376</b>	-	-	-	-	-	<b>628,835</b>

FY 2016-17 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>91,067</b>	<b>103,083</b>						<b>194,150</b>
Revenues	6,388,887	74,338	545,114					<b>7,008,339</b>
Expenditures	6,127,535	39,703	578,005					<b>6,745,243</b>
Operating Transfers In (Out)	(32,891)		32,892					<b>1</b>
<b>Ending Fund Balance</b>	<b>319,528</b>	<b>137,718</b>	<b>1</b>	-	-	-	-	<b>457,247</b>

FY 2015-16 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>236,724</b>	<b>71,288</b>						<b>308,012</b>
Revenues	6,070,973	31,796	562,112					<b>6,664,881</b>
Expenditures	6,179,053		599,689					<b>6,778,742</b>
Operating Transfers In (Out)	(37,578)		37,577					<b>(1)</b>
<b>Ending Fund Balance</b>	<b>91,067</b>	<b>103,084</b>	-	-	-	-	-	<b>194,150</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 2018-19		FUNDS						Select Fiscal Year		
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant
REVENUES											
State Financing Sources	7,462,945	177,376						7,640,321			
Grants			668,491					668,491			
Other Financing Sources	325,973	230,061						556,034			
TOTAL REVENUES	7,788,918	407,437	668,491	-	-	-	-	8,864,846	-	-	-
EXPENDITURES											
Salaries	3,472,850		276,254					3,749,104			
Staff Benefits	2,190,814		80,249					2,271,063			
General Expense	29,238	146,739	7,166					183,143			
Printing	26,987							26,987			
Telecommunications	46,766							46,766			
Postage	4,766		207					4,973			
Insurance	2,217							2,217			
Travel in State	13,732		3,823					17,555			
Travel Out of State								-			
Training	2,257		670					2,927			
Security								-			
Facilities Operations	958							958			
Utilities								-			
Contracted Services	970,532		7,936					978,468			
Consulting and Professional Services - County Provided								-			
Information Technology (IT)	326,602							326,602			
Major Equipment	72,105							72,105			
Other Items of Expense	54,801							54,801			
Juror Costs	30,674							30,674			
Other	61,765							61,765			
Debt Service								-			
Court Construction								-			
Distributed Administration & Allocation								-			
Prior Year Expense Adjustment								-			
TOTAL EXPENDITURES	7,307,063	146,739	376,305	-	-	-	-	7,830,107	-	-	-
Operating Transfers In (Out)								-			
Fund Balance (Deficit)											
Beginning Balance (Deficit)								-	481,855	260,698	292,186
Ending Balance (Deficit)	481,855	260,698	292,186	-	-	-	-	1,034,739	481,855	260,698	292,186

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	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)	-	-	-	-	1,034,739	481,855	260,698	292,186	-	-	-	-
Ending Balance (Deficit)	-	-	-	-	1,034,739	481,855	260,698	292,186	-	-	-	-

Current detailed budget projection:

		Select Fiscal Year	FUNDS							Select Fiscal Year	
Description	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant
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)	1,034,739	481,855	260,698	292,186	-	-	-	-	1,034,739	481,855	260,698
Ending Balance (Deficit)	1,034,739	481,855	260,698	292,186	-	-	-	-	1,034,739	481,855	260,698

Current detailed budget projection:

	FUNDS						Select Fiscal Year		FUNDS			
Description	Special Revenue Grant	Capital Projects	Debt Service	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)	292,186	-	-	-	-	1,034,739	481,855	260,698	292,186	-	-	-
Ending Balance (Deficit)	292,186	-	-	-	-	1,034,739	481,855	260,698	292,186	-	-	-

Current detailed budget projection:

			Select Fiscal Year	FUNDS							Select Fiscal Year	
Description	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant
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)	-	1,034,739	481,855	260,698	292,186	-	-	-	-	1,034,739	481,855	260,698
Ending Balance (Deficit)	-	1,034,739	481,855	260,698	292,186	-	-	-	-	1,034,739	481,855	260,698

Current detailed budget projection:

	FUNDS					
Description	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)	292,186	-	-	-	-	1,034,739
Ending Balance (Deficit)	292,186	-	-	-	-	1,034,739

## 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)	582,000
945000	Major Equipment	95,000
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>777,000</b>

## ATTACHMENT D

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

Description	FY 2018-19 ▼	FY 2019-20 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	777,000								777,000
Expenditures		777,000							777,000
Cumulative Balance	777,000	-	-	-	-	-	-	-	-



## 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	-	-	-	-	-	-	-	-	-

## 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:**

Orange

**PERSON AUTHORIZING REQUEST** (Presiding Judge or Court Executive Officer):  
David Yamasaki, Court Executive Officer**CONTACT PERSON AND CONTACT INFO:**John Leocadio; [jleocadio@occourts.org](mailto:jleocadio@occourts.org); 657-622-7669 (Project Manager)  
Katrina Coreces; [kcoreces@occourts.org](mailto:kcoreces@occourts.org); 657-622-7739 (Financial Planning)**DATE OF SUBMISSION:**

7/3/2019

**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: 7/1/2019 – 6/30/2020****REQUESTED AMOUNT:**

\$110,000

**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.):

In FY 2016-17, Orange County, in conjunction with the Los Angeles, Butte and San Bernardino courts entered into agreement with Tyler to develop the Juvenile Delinquency Multi-Case Processing (MCP) project. The intention of this project was to address the needs of the participating courts in the area of Juvenile Delinquency courtroom processing, by providing the ability to update a minor's case activity and view their comprehensive case record. Changes would be made to both Tyler's Case Manager and Clerk Edition applications.

At the time Tyler was to deliver the MCP project, the Orange County project team did an extensive review of the product and determined that it would not meet the Court's business needs citing that, in order to meet the needs of Family Law and Juvenile Operations, Clerk Edition and Odyssey would require extensive rework and architectural modification.

Orange County proposes to use these funds to work with Tyler on Clerk Edition and Odyssey customization to support MCP functionality that would work for Orange County.

This request therefore asks that the Judicial Council hold \$110,000 in funds on the Court's behalf beyond June 30, 2019, to allow the Court to continue work on MCP implementation by June 30, 2020.

**SECTION II: AMENDED REQUEST CHANGES****A. Identify sections and answers amended.**

Not applicable

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

Not applicable

**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.**

Due to the size of the project, the complexity of the case types implemented, and Tyler's limited resources, Tyler is unable to deliver the custom development needed for improved efficiencies and cost savings solutions by June 30, 2019. Due to severe funding restrictions, the Court cannot afford an allocation reduction in FY 2019-20 and spend an additional \$110,000 in FY 2019-20 funds to complete the implementation.

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

Allowing the Court to hold these funds beyond FY 2018-19 will allow Tyler to continue development work to improve critical court operations including functionality to support juvenile delinquency courtroom operations. Today, with no method of sentencing on a minor, clerks must do redundant data entry and enter sentencing on all of a minor's cases. When this occurs, justice partners are left to determine whether or not the sentence stands alone or should be aggregated across all of the cases on which the sentence is entered.

Additionally, with no way to sentence on a minor, the Court must find a way to designate a lead case. While Tyler does provide a method to designate a lead case, there is no accompanying functionality with this designation and therefore could be problematic when the lead case is disposed. By improving the Case Manager and Clerk Edition applications, Juvenile operations will no longer be subject to doing redundant data entry,

**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 also require additional resources to modify Clerk Edition and Case Manager to process juvenile cases. Currently, Clerk Edition provides for a method of multi-case data entry of juvenile case events/activities. However, the Court struggles with updating the court record sentencing at the minor-level. The Court requires additional development to assist with sentencing at the minor-level, a holistic 'minor view' in Odyssey and a user-friendly, configurable Register of Actions. Without this development in place, the Court clerks are required to make their own assessment about which case to enter sentencing information on when the judicial officers sentence the minor rather than a specific case. Without a 'minor view', clerks are subject to pouring through all minor's cases to find specific information which exposes some liability if the information could not be found. A minor view would enable the Court to have an all-encompassing view of a minor's Court record.

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

Online/Public kiosk access for justice partners and case parties is affected. Without the ability to sentence on a minor, sentences appear on every case. Therefore, when the court record is accessed, the partner/party is unsure if the sentence is aggregated or stands alone.

Electronic data exchanges are also at risk. Without the ability to sentence on a minor, incoming data from probation will not have a single place to update in the Odyssey database as probation filings are submitted on a minor, not a case.

**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 is not in a financial situation that would support an alternative option. The Court's FY 2019-20 operating budget cannot accommodate an additional \$110,000 in expenditures; it does not have a reserve from which to draw funds as it still cannot carryover more than 1% of its operating budget (which amounts to less than \$2 million or three days of payroll); and 2% Automation Fund reserves have already been earmarked for case management system replacements (for both Civil and Criminal case types). Additionally, should this request not be approved, the Court would suffer a reduction to funding in FY 2019-20, a reduction that the Court cannot afford.

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**

Attached

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

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				
<b>Net Revenue (Expense)</b>		-	-	-	-

Proposed Project					
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				
<b>Net Revenue (Expense)</b>		-	-	-	-

<b>Cumulative Cost Savings</b>	-	-	-	-
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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			
<b>Net Revenue (Expense)</b>		-	-	-

Proposed Project				
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			
<b>Net Revenue (Expense)</b>		-	-	-

<b>Cumulative Cost Savings</b>	-	-	-
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## 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	4,607,940	4,333,210	-					8,941,150
Revenues	178,010,314	17,048,394	2,955,220					198,013,928
Expenditures	176,405,890	15,589,350	3,040,362					195,035,602
Operating Transfers In (Out)	-	-	-					-
Ending Fund Balance	6,212,364	5,792,254	(85,142)	-	-	-	-	11,919,476

FY 2016-17 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	6,127,222	5,792,254	-					11,919,476
Revenues	175,367,311	17,378,898	2,881,468					195,627,676
Expenditures	178,177,267	17,282,492	2,881,468					198,341,227
Operating Transfers In (Out)	-	-	-					-
Ending Fund Balance	3,317,266	5,888,660	-	-	-	-	-	9,205,925

FY 2017-18 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	3,317,266	5,888,660	-					9,205,925
Revenues	172,150,336	18,257,499	3,013,595					193,421,430
Expenditures	171,089,973	17,959,008	3,002,456					192,051,437
Operating Transfers In (Out)	-	-	-					-
Ending Fund Balance	4,377,629	6,187,150	11,139	-	-	-	-	10,575,918

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 2018-19		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources	180,340,394							180,340,394
Grants			4,712,771					4,712,771
Other Financing Sources		17,668,156						17,668,156
<b>TOTAL REVENUES</b>	<b>180,340,394</b>	<b>17,668,156</b>	<b>4,712,771</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>202,721,321</b>
<b>EXPENDITURES</b>								
Salaries	97,936,756	5,431,613	1,295,529					104,663,898
Staff Benefits	52,312,917	2,735,676	813,361					55,861,954
General Expense	5,872,797	122,720	39,870					6,035,387
Printing	208,872	69,750	3,000					281,622
Telecommunications	1,047,767	9,382	11,250					1,068,399
Postage	593,170	261,000						854,170
Insurance	53,600							53,600
Travel in State	205,275	22,579	10,107					237,960
Travel Out of State	51,348	8,251	33,933					93,533
Training	330,646	10,727	33,518					374,891
Security	7,049	5,150						12,199
Facilities Operations	2,647,799	1,412,639						4,060,438
Utilities								-
Contracted Services	11,078,222	6,181,961	755,140					18,015,322
Consulting and Professional Services - County Provided	638,075							638,075
Information Technology (IT)	5,714,589	131,580	1,315,855					7,162,025
Major Equipment	2,913,298	733	92,639					3,006,670
Other Items of Expense	38,750							38,750
Juror Costs	888,200							888,200
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(1,500,899)	844,222	454,677					(202,000)
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	<b>181,038,231</b>	<b>17,247,984</b>	<b>4,858,879</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>203,145,094</b>
Operating Transfers In (Out)	(146,108)		146,108					-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	<b>10,575,918</b>							<b>10,575,918</b>
<b>Ending Balance (Deficit)</b>	<b>9,731,973</b>	<b>420,172</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,152,145</b>



## Current detailed budget projection on court's behalf

	FY 2019-20		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources	184,422,705							184,422,705
Grants			3,670,190					3,670,190
Other Financing Sources		17,773,278						17,773,278
<b>TOTAL REVENUES</b>	<b>184,422,705</b>	<b>17,773,278</b>	<b>3,670,190</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>205,866,173</b>
<b>EXPENDITURES</b>								
Salaries	102,591,601	5,427,015	1,672,115					109,690,731
Staff Benefits	57,706,515	2,629,278	894,610					61,230,403
General Expense	3,381,829	98,686	5,300					3,485,815
Printing	222,190	70,250	3,000					295,440
Telecommunications	960,500							960,500
Postage	629,400	251,000						880,400
Insurance	60,045							60,045
Travel in State	272,104	18,195	4,705					295,004
Travel Out of State	40,000	12,320	7,800					60,120
Training	284,448	8,600	42,648					335,696
Security	10,055							10,055
Facilities Operations	2,912,666							2,912,666
Utilities								-
Contracted Services	11,803,411	5,900,545	426,123					18,130,079
Consulting and Professional Services - County Provided	923,430							923,430
Information Technology (IT)	5,952,751	63,495	992,985					7,009,231
Major Equipment	613,000	5,000	76,500					694,500
Other Items of Expense	24,700							24,700
Juror Costs	960,000							960,000
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(948,195)	948,195						-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	<b>188,400,450</b>	<b>15,432,579</b>	<b>4,125,786</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>207,958,815</b>
Operating Transfers In (Out)	(455,596)		455,596					-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	<b>9,731,973</b>	<b>420,172</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,152,145</b>
<b>Ending Balance (Deficit)</b>	<b>5,298,632</b>	<b>2,760,871</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,059,503</b>

## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	5,298,632	2,760,871	-	-	-	-	-	8,059,503
<b>Ending Balance (Deficit)</b>	5,298,632	2,760,871	-	-	-	-	-	8,059,503

## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	5,298,632	2,760,871	-	-	-	-	-	8,059,503
<b>Ending Balance (Deficit)</b>	5,298,632	2,760,871	-	-	-	-	-	8,059,503

## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	5,298,632	2,760,871	-	-	-	-	-	8,059,503
<b>Ending Balance (Deficit)</b>	5,298,632	2,760,871	-	-	-	-	-	8,059,503

## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	5,298,632	2,760,871	-	-	-	-	-	8,059,503
<b>Ending Balance (Deficit)</b>	5,298,632	2,760,871	-	-	-	-	-	8,059,503

## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	5,298,632	2,760,871	-	-	-	-	-	8,059,503
<b>Ending Balance (Deficit)</b>	5,298,632	2,760,871	-	-	-	-	-	8,059,503

## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	5,298,632	2,760,871	-	-	-	-	-	8,059,503
<b>Ending Balance (Deficit)</b>	5,298,632	2,760,871	-	-	-	-	-	8,059,503

## 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)	253,070
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>253,070</b>



## ATTACHMENT E

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 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Encumbered Amount	166,525	156,545							323,070
Contribution									-
Expenditures	51,220	18,780		253,070					323,070
Cumulative Balance	115,305	253,070	253,070	-	-	-	-	-	-

Amended 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
Encumbered Amount									-
Contribution									-
Expenditures									-
Cumulative Balance	-	-	-	-	-	-	-	-	-

Amended request - CURRENT

Description	FY 2016-17 ▼	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Encumbered Amount									-
Contribution									-
Expenditures									-
Cumulative Balance	-	-	-	-	-	-	-	-	-

## 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:**  
Sacramento**PERSON AUTHORIZING REQUEST** (Presiding Judge or Court Executive Officer):  
Lloyd G. Connelly, Court Executive Officer**CONTACT PERSON AND CONTACT INFO:**  
Gabe Tiffany, Chief Financial Officer (916-874-8133)**DATE OF SUBMISSION:**  
6/25/2019**TIME PERIOD COVERED BY THE  
REQUEST, INCLUDING CONTRIBUTION  
AND EXPENDITURE:**  
FY14/15 – FY20/21**REQUESTED AMOUNT:**  
  
\$1,776,000**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 requests funds held on behalf of the court to implement new case management systems (CMS) in all divisions court-wide in FY19/20 and FY20/21. Implementation of CMS in the Criminal, Family Law and Traffic divisions is currently underway to replace antiquated systems that do not provide for e-filing and other functions to better serve the public and improve access to justice. Additional projects to institute a new CMS system for the Juvenile Division and to replace the California Courts Case Management System (CCMS-V3), which is used for Civil, Probate and Mental Health, are scheduled for FY19/20 and FY20/21.

**SECTION II: AMENDED REQUEST CHANGES****A. Identify sections and answers amended.****B. Provide a summary of the changes to the request.**

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

The CMS projects require a greater amount of time to complete than allowed in a normal encumbrance period. These are capital-level projects due to their complexity and the time and resources required to carefully examine and convert business rules, processes, and data into the new systems. The requested funds will be used for the following tasks:

- Continued CMS implementation for the Criminal, Family Law and Traffic divisions
- CCMS-V3 replacement for Civil, Probate and Mental Health
- New CMS system for the Juvenile Division
- Independent verification and validation services
- Project management and support for CMS implementation

**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 CMS Projects all touch on various goals in the Judicial Council's Strategic Plan including:

- Goal I – Access, Fairness, and Diversity
- Goal II – Independence and Accountability
- Goal III – Modernization of Management and Administration
- Goal IV – Quality of Justice and Service to the Public
- Goal VI – Branchwide Infrastructure for Service Excellence

Specific areas where these goals are met by the CMS Projects include:

- *Electronic Case Files:* The court will implement electronic case files in Criminal and Family Law as part of the new CMS implementations. Electronic files eliminate the need for storing, printing, and/or copying case files and thus expedite in-court processing. The case file and documents will be available through an online portal to government agencies, attorneys and/or parties (where appropriate and with secure access), and in the courthouse kiosk for general public. In Traffic, where case files are already electronic, there will be a reduction in the need for document printing and scanning and electronic signatures will be enabled. *(Goals III & VI)*
- *Electronic Filing and Data Exchanges with Justice Agencies:* Electronically filing cases directly into the new CMS means the filing agencies will have more time to file a case. Cases can be filed on a 24/7 basis. Case filing and verification will only take a few minutes, compared to manual filing. Government agencies can exchange data with the court, at any time of the day. *(Goals III & VI)*
- *Case Processing:* Automating current manual processes, where feasible, will add efficiencies for staff by saving time spent on tasks needing a clerk's review and data entry. For those cases that must still be manually entered, data entry will be streamlined through more efficient system configuration. Many workarounds currently in place due to system limitations will be eliminated. *(Goals III & IV)*
- *Government Agency and Public Access to Case Data:* Case files and case data will be made available, on-line, on 24/7 basis for government agencies, attorneys and/or parties (where appropriate and with secure access), and in the courthouse kiosk for general public. This should reduce case-related phone queries and foot-traffic to the courthouse. For Traffic, public kiosks and online access will increase payment/appearance options and reduce wait times. *(Goals I, III, & IV)*
- *Accurate Reporting:* The new CMS will improve reporting for JBSIS, and DMV which suffer in accuracy and data collection due to limitations in the existing systems. *(Goals II & III)*
-

- *System Integration:* New system will integrate with external court systems like SAP, and also share data with other case categories, like Traffic and eventually Juvenile as well as other areas of the court. Existing integrations with the county and third-party collections will be improved, reducing the need for manual intervention by court staff. Furthermore, the new system will integrate with the court's Electronic Document System (EDS) and Public Case Access site (PCA). Notices, Minute, and Orders would be available to the parties soon after the documents are completed. (Goals IV & VI)

**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.**

- *Reliance on Old Case Management Systems:*
  - Family Law: The CMS in Family Law is failing and must be replaced. The court is at extreme risk of losing data.
  - Traffic: the Traffic system is old and no longer supported by the vendor. What support there is expensive and the maintenance requirements for this system are steep.
  - Technology: continued reliance on the old systems is becoming increasingly difficult as current operating systems and database systems no longer support these systems. The court is required to continue operating old versions of software that are no longer supported by the vendors. Finally, this puts the court out of compliance with various cyber-security requirements.
- *No Electronic Case files:* the court cannot implement electronic files for Family Law cases as the current systems cannot support them. The court will need space to continue to store and process paper files.
- *Business Process Workarounds:* operations staff will continue to apply inefficient workarounds in their business processes due to system limitations.
- *Severely Limits Adoption of Electronic Filing:* current systems do not support e-filing. As a result, the court will be unable to realize any improvement in efficiencies or the ability to improve access to case information.
- *Manual Reporting:* Court will continue to manually collect and report data in various areas such as JBSIS and Title IV-D.
- *No Data Sharing:* no ability to share data among the various case categories due to continued use of disparate systems.
- *Continued phone and foot traffic:* No reduction in foot traffic or case-related phone calls to the courthouse.

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

- *Access to Case Files:* access to Family Law case files will continue to be limited to the courthouse and its working hours. Very limited case data will be available online. Parties will have to call the courthouse to get information on the hearing time and status.
- *Strict Filing Deadlines:* the existing strictures for filing deadlines will have to be maintained in order to allow for the time needed to manually review, stamp, and file documents as they are presented to the court for filing. The impact of this is more keenly felt when filing a case for a same-day or next-day calendar.

**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**

*Left blank per instructions received from Judicial Council Staff.*

**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**

*Left blank per instructions received from Judicial Council Staff.*

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

*Left blank per instructions received from Judicial Council Staff.*

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

Description	FY18/19	FY19/20	FY20/21
Contribution	\$1,776,000		
Expenditures		\$1,106,278	\$669,722



# Superior Court of the State of California County of San Benito

Gil Solorio

Court Executive Officer

450 Fourth Street, Hollister, CA 95023

[www.sanbenito.courts.ca.gov](http://www.sanbenito.courts.ca.gov)

July 2, 2019

Mr. Martin Hoshino  
Administrative Director  
Judicial Council of California  
455 Golden Gate Avenue  
San Francisco, CA 94102-3688

Dear Mr. Hoshino,

The Superior Court of California, County of San Benito respectfully submits for the Judicial Council's consideration the enclosed "Application for TCTF Funds Held on Behalf of the Court."

Thank you for your consideration and assistance with this application. Please let me know if you have any questions or require additional information.

Sincerely,

A handwritten signature in blue ink that reads "Gil Solorio".

Gil Solorio

Court Executive Officer

Superior Court of California, San Benito County

cc: Hon. Steven R. Sanders, Presiding Judge

# 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

<b>SUPERIOR COURT:</b> San Benito	<b>PERSON AUTHORIZING REQUEST</b> <i>(Presiding Judge or Court Executive Officer):</i> Gil Solorio, Court Executive Officer	
	<b>CONTACT PERSON AND CONTACT INFO:</b> Gil Solorio (831) 636-4057 ext 211	
<b>DATE OF SUBMISSION:</b> 7/2/2019	<b>TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:</b> FY18-19 THROUGH FY 21-22	<b>REQUESTED AMOUNT:</b> \$415,801

**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.):*

In support of the technology goals of the Superior Court of California, County of San Benito ("Court"), the Court respectfully requests that the Judicial Council hold the requested amount on the Court's behalf. The requested amount will be used to make certain information technology upgrades, as further described below.

### Additional Expenses related to Case Management System

The Court has received funding to replace its case management system ("CMS"), but anticipates that implementation costs will exceed the amount of the funding received. Through an Intra-branch Agreement ("IBA") signed in December 2017, and subsequently amended, the JCC agreed to fund approximately \$395,000 of implementation costs for the CMS. The Court would like to use multiyear savings to pay for one-time costs that remain after the IBA funds are fully depleted, as well as costs not allowed under the IBA. By way of example, multiyear savings could be used to pay for the creation of certain CMS interfaces to be used to communicate with judicial partners.

### Computers

The Court is in the process of replacing outdated desktop computers and associated peripheral devices. According to technology experts, the typical lifespan of a business desktop computer is between three and five years. The Court's computers are, on average, significantly older.

### Voice over Internet Protocol Telephone System

The Court is in the process of upgrading or replacing its Court current voice over Internet Protocol ("VoIP") phone system.

### Digitization

The Court is in the process of initiating the digitization of physical case files held at an off-site storage facility. As part of the project, the Court will identify and digitize case files that must be retained. In addition, any case files that are beyond their retention period will be destroyed as part of the project. This project will reduce the Court's storage costs, and make the remaining case files more easily accessible to the Court and the public.

### Courtroom Visual Displays

The Court is in the process of upgrading or replacing the visual display technology in the courtrooms, including the overflow courtroom. The projectors currently installed in the courtrooms are prone to mechanical failures, and require frequent repair and replacement of parts. The projectors are mounted to the ceiling with a housing that limits access, making repairs especially time consuming and expensive. As a consequence, the projectors are often unavailable for

**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.**

**All technology upgrades.** Because of the time required to establish the specifications for the IT goods and services to be purchased, and the complexity of procuring the IT goods and services in compliance with the Judicial Branch Contracting Manual, the procurement process for the IT goods and services will extend past the end of the current fiscal year. Each of the technology upgrades involve significant one-time expenses that are not part of the Court's annual operational budget. The purchase price of the technology upgrades could not be met out of the Court's annual operational budget without making significant cuts that would result in diminished service to the public. In order to complete the technology upgrades, the Court must use multiyear savings.

**Additional Expenses related to CMS.** The Court anticipates that the implementation will extend beyond the three-year encumbrance term. In October 2017, the Superior Court of California, County of Plumas signed a Master Agreement with Journal Technologies, Inc. ("JTI") for case management software licensing, implementation, support, and maintenance. The Master Agreement provides for the participation of other California courts, allowing the courts to share expertise, create greater uniformity, and reduce costs. In September 2018, the Court signed a Participation Agreement under this Master Agreement. Pursuant to the Master Agreement, JTI will implement new case management systems for six California Superior Courts: Humboldt, Modoc, Plumas, Lake, Madera, and San Benito. Because of staffing issues, JTI is unable to implement case management systems at multiple courts simultaneously. Instead, JTI will launch the case management systems one court at a time. San Benito's implementation is scheduled to be the last of the six. San Benito's implementation was originally scheduled to be completed by April 2020, but the implementations at the other courts are already running behind schedule.

**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?**

**Additional Expenses related to CMS.** The request will allow the Court to ensure the full implementation of a case management system that is up-to-date, is uniform with numerous other courts, and provides improved access to court services. The CMS interfaces will allow the Court to more efficiently communicate with justice partners such as law enforcement agencies and the Franchise Tax Board. The new case management system will, as a whole, improve Court staff's overall efficiency, and allow the Court to meet the needs of the public more effectively.

**Computers, VoIP.** Replacing the Court's computers, and upgrading or replacing the Court's VoIP phone system, will ensure that court operations continue without interruptions and delays.



**Digitization.** Currently, when a Court employee or member of the public wishes to access a case file held at the off-site storage facility, a retrieval process occurs. The Court must send a request to the storage facility, and a storage facility employee must find the relevant box in the warehouse, pull the relevant file, and send it to the Court. This process can take several days, and the storage facility charges a fee for each file located and sent. If the case files are digitized, Court employees and members of the public will be able to access the files much more quickly. This will improve the efficiency of court operations. To the extent that the project identifies files that may be destroyed, the project will allow the Court to save on storage fees and use those savings to provide services to the public.

**Visual Displays.** Currently, the projectors in the courtrooms are often out of service. As a result, counsel who wish to display visual or multimedia presentations as part of their cases must bring their own projectors into the courtroom. Court time is wasted as counsel sets up and trouble-shoots their projectors. The personal projectors used by counsel are not designed for use in a courtroom, and the presentations made using these personal projectors can be difficult to see from different parts of the courtroom. Upgrading or installing new visual displays will save Court time, and ensure that the presentations are visible to the judge, parties, counsel, jury, and the public present in the courtroom.

**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.**

**Additional Expenses related to CMS.** If the Court's request is not approved, the Court would have to shift funding to pay for implementation costs in excess of the IBA amount, or costs not allowed under the IBA. Any shift in funding will negatively affect court operations in the affected areas. The Court may be unable to implement the CMS interfaces, which will negatively affect the Court's ability to exchange information with key justice partners.

**Computers.** If the request is not approved, the Court will be unable to replace the computers. The existing computers will continue to degrade in performance and eventually fail, or become so outdated that they are unable to run the software required for use in the Court. This will cause interruptions and delays for Court employees, and disrupt court operations.

**VoIP.** If the request is not approved, the Court will be unable to upgrade or replace the VoIP phone system. As the existing phone system continues to age, the Court anticipates failures that could cause interruptions and delays for Court employees. These interruptions and delays could disrupt court operations.

**Digitization.** If the Court's request is not approved, the digitization project will not be completed. Court employees will not have improved access to the case files. In addition, the Court will continue to incur storage fees for the case files, both those that must be retained and those that could have been destroyed.

**Visual Displays.** If the Court's request is not approved, the projectors will not be upgraded or replaced with new visual displays. When the currently-installed projectors are out of service, as frequently occurs, Court time will continue to be wasted as counsel set up and troubleshoot their own personal projectors.

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

**Additional Expenses related to CMS.** If the Court's request is not approved, the Court will be forced to shift funding as described in section III.D above. As a result, service to the public would be reduced, and access to justice would be negatively affected.

**Computers, VoIP.** If the request is not approved, the provision of services to the public could be subject to interruption and delay.

**Digitization.** If the Court's request is not approved, the public will still have access to the case files, but the retrieval process will remain slow, and the case files will not be easily searchable.

**Visual Displays.** If the Court's request is not approved, the currently-installed projectors will not be upgraded or replaced with new visual displays. When the currently-installed projectors are out of service, as frequently occurs, the visual and multimedia presentations made by counsel will continue to be difficult to see for some occupants of

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

**All technology upgrades.** Holding funding in the TCTF is the preferred alternative because the Court will be able to implement the technology upgrades and continue to provide a high level of service to the public.

**Additional Expenses related to CMS.** If the Court's request is not approved, the Court could (i) shift funding, as discussed in section III.D above, or (ii) forgo certain functionality, for example, by not implementing the CMS interfaces. Shifting funding would result in the negative consequences discussed in section III.E above. If the interfaces are not implemented, the Court's ability to communicate with key justice partners will be negatively affected.

**Computers.** If the request is not approved, the Court would have to replace the computers piecemeal, as they fail. This approach would require the Court to conduct multiple small procurements, consuming significantly more employee time. In addition, it is likely that the Court will have to pay a higher price per computer if the computers are replaced piecemeal, as the Court will be ineligible for any bulk discount. Funds would have to be moved from the Court's future operating budget, potentially resulting in diminished public service.

**VoIP.** If the request is not approved, the Court would have to defer upgrading or replacing the existing VoIP phone system, possibly until the existing phone system fails. In that case, the Court would likely have to shift funding from other Court priorities. In addition, if the procurement is delayed until the current VoIP system fails, the procurement process may be shortened, resulting in higher costs for the Court.

**Digitization.** If the Court's request is not approved, the Court will continue to store the physical files in the storage facility. The Court will continue to pay storage fees for all files, and one-time fees each time a file is retrieved.

**Visual Displays.** If the Court's request is not approved, the Court will not upgrade the projectors or replace them with new visual displays. As noted in sections III.D and III.E above, Court time will continue to be wasted as counsel set up and troubleshoot their own personal projectors, and the visual and multimedia presentations made by counsel will continue to be difficult to see for some occupants of the 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
- 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

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				
<b>Net Revenue (Expense)</b>		-	-	-	-

Proposed Project					
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				
<b>Net Revenue (Expense)</b>		-	-	-	-

<b>Cumulative Cost Savings</b>	-	-	-	-
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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			
<b>Net Revenue (Expense)</b>		-	-	-

Proposed Project				
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			
<b>Net Revenue (Expense)</b>		-	-	-

<b>Cumulative Cost Savings</b>	-	-	-
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## 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
<b>Beginning Balance</b>	<b>211,923</b>	<b>45,761</b>	-					<b>257,685</b>
Revenues	2,872,757	16,902	233,607					<b>3,123,267</b>
Expenditures	2,848,022	2,800	296,583					<b>3,147,404</b>
Operating Transfers In (Out)	(67,584)	2,173	65,411					-
<b>Ending Fund Balance</b>	<b>169,075</b>	<b>62,036</b>	<b>2,436</b>	-	-	-	-	<b>233,547</b>

FY 2016-17 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>169,075</b>	<b>62,036</b>	<b>2,436</b>					<b>233,547</b>
Revenues	2,778,181	17,048	237,818					<b>3,033,047</b>
Expenditures	2,735,305	27,345	292,348					<b>3,054,997</b>
Operating Transfers In (Out)	(54,277)	2,182	52,095					-
<b>Ending Fund Balance</b>	<b>157,675</b>	<b>53,921</b>	-	-	-	-	-	<b>211,596</b>

FY 2017-18 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>157,675</b>	<b>53,921</b>	-					<b>211,596</b>
Revenues	2,813,695	17,068	228,376					<b>3,059,139</b>
Expenditures	2,742,397	64,364	240,673					<b>3,047,434</b>
Operating Transfers In (Out)	(12,297)		12,297					-
<b>Ending Fund Balance</b>	<b>216,676</b>	<b>6,625</b>	-	-	-	-	-	<b>223,301</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 cc

	FY 2018-19		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources	3,589,920	13,525						3,603,445
Grants			187,474					187,474
Other Financing Sources	55,625	584						56,209
<b>TOTAL REVENUES</b>	<b>3,645,545</b>	<b>14,109</b>	<b>187,474</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,847,128</b>
<b>EXPENDITURES</b>								
Salaries	1,602,648		112,113					1,714,761
Staff Benefits	747,800		93,189					840,989
General Expense	99,425							99,425
Printing	30,716							30,716
Telecommunications	11,449							11,449
Postage	19,269							19,269
Insurance	2,811							2,811
Travel in State	7,324		1,257					8,581
Travel Out of State	-							-
Training	338							338
Security	150							150
Facilities Operations	42,040							42,040
Utilities	-							-
Contracted Services	715,045	462	-					715,507
Consulting and Professional Services - County Provided	150							150
Information Technology (IT)	71,716							71,716
Major Equipment	-							-
Other Items of Expense	25							25
Juror Costs	3,150							3,150
Other	-							-
Debt Service	-							-
Court Construction	-							-
Distributed Administration & Allocation	-							-
Prior Year Expense Adjustment	-							-
<b>TOTAL EXPENDITURES</b>	<b>3,354,055</b>	<b>462</b>	<b>206,559</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,561,076</b>
Operating Transfers In (Out)	(4,219)		4,219					-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	<b>216,676</b>	<b>6,625</b>	<b>-</b>					<b>223,301</b>
<b>Ending Balance (Deficit)</b>	<b>503,947</b>	<b>20,272</b>	<b>(14,866)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>509,353</b>

## Current detailed budget projection on court's behalf

	FY 2019-20		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources	3,589,920	13,525	-					3,603,445
Grants	-	-	187,474					187,474
Other Financing Sources	55,625	584	-					56,209
<b>TOTAL REVENUES</b>	<b>3,645,545</b>	<b>14,109</b>	<b>187,474</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,847,128</b>
<b>EXPENDITURES</b>								
Salaries	1,762,912		123,324					1,886,237
Staff Benefits	822,580		102,508					925,088
General Expense	109,368							109,368
Printing	33,788							33,788
Telecommunications	12,594							12,594
Postage	21,196							21,196
Insurance	3,092							3,092
Travel in State	8,056		1,383					9,439
Travel Out of State	-							-
Training	371							371
Security	165							165
Facilities Operations	46,244							46,244
Utilities	-							-
Contracted Services	786,550							786,550
Consulting and Professional Services - County Provided	165							165
Information Technology (IT)	78,888							78,888
Major Equipment	-							-
Other Items of Expense	28							28
Juror Costs	3,465							3,465
Other	-							-
Debt Service	-							-
Court Construction	-							-
Distributed Administration & Allocation	-							-
Prior Year Expense Adjustment	-							-
<b>TOTAL EXPENDITURES</b>	<b>3,689,461</b>	<b>-</b>	<b>227,215</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,916,675</b>
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
Beginning Balance (Deficit)	503,947	20,272	(14,866)	-	-	-	-	509,353
Ending Balance (Deficit)	460,032	34,381	(54,607)	-	-	-	-	439,806



## Current detailed budget projection:

	FY 2020-21		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources	3,589,920	13,525	-					3,603,445
Grants	-	-	187,474					187,474
Other Financing Sources	55,625	584	-					56,209
<b>TOTAL REVENUES</b>	<b>3,645,545</b>	<b>14,109</b>	<b>187,474</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,847,128</b>
<b>EXPENDITURES</b>								
Salaries	1,851,058		129,491					1,980,548
Staff Benefits	863,709		107,633					971,342
General Expense	114,836							114,836
Printing	35,477							35,477
Telecommunications	13,223							13,223
Postage	22,255							22,255
Insurance	3,247							3,247
Travel in State	8,459		1,452					9,911
Travel Out of State	-							-
Training	390							390
Security	173							173
Facilities Operations	48,556							48,556
Utilities	-							-
Contracted Services	825,877							825,877
Consulting and Professional Services - County Provided	173							173
Information Technology (IT)	82,832							82,832
Major Equipment	-							-
Other Items of Expense	29							29
Juror Costs	3,638							3,638
Other	-							-
Debt Service	-							-
Court Construction	-							-
Distributed Administration & Allocation	-							-
Prior Year Expense Adjustment	-							-
<b>TOTAL EXPENDITURES</b>	<b>3,873,934</b>	<b>-</b>	<b>238,576</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,112,509</b>
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	<b>460,032</b>	<b>34,381</b>	<b>(54,607)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>439,806</b>
<b>Ending Balance (Deficit)</b>	<b>231,643</b>	<b>48,490</b>	<b>(105,709)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>174,424</b>

## Current detailed budget projection:

	FY 2021-22		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources	3,769,416	14,201	-					3,783,617
Grants	-	-	196,848					196,848
Other Financing Sources	58,406	613	-					59,019
<b>TOTAL REVENUES</b>	<b>3,827,822</b>	<b>14,814</b>	<b>196,848</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,039,484</b>
<b>EXPENDITURES</b>								
Salaries	1,999,142		139,850					2,138,992
Staff Benefits	932,806		116,244					1,049,050
General Expense	124,023							124,023
Printing	38,315							38,315
Telecommunications	14,281							14,281
Postage	24,036							24,036
Insurance	3,507							3,507
Travel in State	9,136		1,568					10,704
Travel Out of State	-							-
Training	421							421
Security	187							187
Facilities Operations	52,441							52,441
Utilities	-							-
Contracted Services	891,947							891,947
Consulting and Professional Services - County Provided	187							187
Information Technology (IT)	89,459							89,459
Major Equipment	-							-
Other Items of Expense	31							31
Juror Costs	3,929							3,929
Other	-							-
Debt Service	-							-
Court Construction	-							-
Distributed Administration & Allocation	-							-
Prior Year Expense Adjustment	-							-
<b>TOTAL EXPENDITURES</b>	<b>4,183,848</b>	<b>-</b>	<b>257,662</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,441,510</b>
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	<b>231,643</b>	<b>48,490</b>	<b>(105,709)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>174,424</b>
<b>Ending Balance (Deficit)</b>	<b>(124,383)</b>	<b>63,304</b>	<b>(166,523)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(227,601)</b>

## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	(124,383)	63,304	(166,523)	-	-	-	-	(227,601)
<b>Ending Balance (Deficit)</b>	(124,383)	63,304	(166,523)	-	-	-	-	(227,601)

## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	(124,383)	63,304	(166,523)	-	-	-	-	(227,601)
<b>Ending Balance (Deficit)</b>	(124,383)	63,304	(166,523)	-	-	-	-	(227,601)

## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	(124,383)	63,304	(166,523)	-	-	-	-	(227,601)
<b>Ending Balance (Deficit)</b>	(124,383)	63,304	(166,523)	-	-	-	-	(227,601)

## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	(124,383)	63,304	(166,523)	-	-	-	-	(227,601)
<b>Ending Balance (Deficit)</b>	(124,383)	63,304	(166,523)	-	-	-	-	(227,601)

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	124,740
910000	Staff Benefits	41,580
920001	General Expense	83,160
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	83,160
940000	Consulting and Professional Services - County Provided	-
943000	Information Technology (IT)	83,160
945000	Major Equipment	-
950000	Other Items of Expense	-
972000	Other	-
973000	Debt Service	-
983000	Court Construction	-
990000	Distributed Administration & Allocation	-
<b>Total</b>		<b>415,801</b>

## ATTACHMENT G

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

Description	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	415,801	-							415,801
Expenditures	-	166,320	124,740	124,740					415,801
Cumulative Balance	415,801	249,481	124,740	-	-	-	-	-	-



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	-	-	-	-	-	-	-	-	-

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

Table 2: Amended Requests for September 23—24, 2019 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
				2016-17	2017-18	2018-19	2019-20	2020-21	2016-17	2017-18	2018-19	2019-20	2020-21		
Sutter	51-19-01-A1	Yes	125,000					50,000					175,000	IT	Technological enhancements
Colusa*	06-16-01-A2	No	-	150,000	170,000	325,000						400,000	245,000	IT	Case Management System
Orange*	30-16-02-A2	No	-			465,234						465,234		IT	Case Management System
Placer	31-18-01-A1	No	-			50,000						50,000		IT	Case Management System
Sacramento*	34-16-01-A4	No	-			1,412,664						784,800	627,864	IT	Case Management System
San Francisco*	38-17-01-A2	No	-		100,000	285,693						100,000	285,693	IT	Case Management System
Tehama	52-18-01-A1	Yes	113,379		175,000	150,621					100,000	225,621	113,379	IT	Technology
238,379				150,000	445,000	2,689,212	-	50,000	-	-	100,000	2,025,655	1,446,936		
				3,334,212					3,572,591						

\* Multiple amended requests have been submitted

## 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 *SMH***CONTACT PERSON AND CONTACT INFO:** Joe Azevedo, Court Fiscal Manager,  
(530) 822-3340; jazevedo@suttercourts.com**DATE OF SUBMISSION:**

7/3/2019

**TIME PERIOD COVERED BY THE  
REQUEST, INCLUDING CONTRIBUTION  
AND EXPENDITURE: FISCAL YEARS  
2018-2019 THROUGH 2020-21****REQUESTED AMOUNT:**

\$175,000.00

**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.):

The Court is requesting that an additional \$125,000, for a total of \$175,000, be held on behalf of the Court, to stagger identified savings to replace our aging IT infrastructure and implement other technological enhancements.

**SECTION II: AMENDED REQUEST CHANGES****A. Identify sections and answers amended.**

Sections 1, 3, and 4.

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

The Court has identified additional savings that it would like to use to replace our aging IT infrastructure. The projected expense of replacing the current infrastructure is likely to be between \$150,000 and \$200,000.

**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.**

Initial projections show that replacing our IT infrastructure, including servers and the software and licenses needed to operate them, will cost the Court a minimum of \$150,000 and likely closer to \$200,000. The Court does not have the funding necessary to replace our IT infrastructure in one fiscal year. Holding any identified savings this fiscal year will help the Court save money for the anticipated purchases in 1-2 years.

## 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 requested funds will be used in conjunction with future monies to purchase IT hardware required to sustain all court services, including juror services and applications, our public website, security applications to protect from and detect information security breaches, our AD domain infrastructure, file servers, backup servers, eWarrant services, print services, building system control servers, management and workflow automation applications, email, and so on. This allows the Court to save over multiple fiscal years for a known expense as opposed to impacting a single budget year with a high-dollar expenditure.

- 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, the Court would be forced to rely on aging infrastructure that will eventually fail, at which time all court operations would be negatively impacted. An expenditure this large in a single budget year would impact hiring and negotiations and could potentially result in employee lay-offs depending on budget conditions.

- 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 longer wait times would occur due to computer delays and downtime as all information, including case files, are now electronic.

- 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**

See attachment.

**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 attachment.

**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.

If a cost efficiency, please provide cost comparison

Status Quo					
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					
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				
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			
<b>Net Revenue (Expense)</b>		-	-	-

Proposed Project				
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			
<b>Net Revenue (Expense)</b>		-	-	-

<b>Cumulative Cost Savings</b>		-	-	-
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## 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
<b>Beginning Balance</b>	<b>977,253</b>	<b>334,707</b>	-					<b>1,311,960</b>
Revenues	5,723,681	323,995	429,965					<b>6,477,641</b>
Expenditures	5,565,616	283,564	493,303					<b>6,342,483</b>
Operating Transfers In (Out)	(63,338)	-	63,338					-
<b>Ending Fund Balance</b>	<b>1,071,980</b>	<b>375,138</b>	-	-	-	-	-	<b>1,447,118</b>

FY 2016-17 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>1,071,980</b>	<b>375,138</b>	-					<b>1,447,118</b>
Revenues	5,618,206	333,642	394,278					<b>6,346,126</b>
Expenditures	6,146,961	446,518	420,723					<b>7,014,202</b>
Operating Transfers In (Out)	(26,445)	-	26,445					-
<b>Ending Fund Balance</b>	<b>516,780</b>	<b>262,262</b>	-	-	-	-	-	<b>779,042</b>

FY 2017-18 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>516,780</b>	<b>262,262</b>	-					<b>779,042</b>
Revenues	5,827,185	337,881	375,146					<b>6,540,212</b>
Expenditures	5,871,311	337,297	421,075					<b>6,629,683</b>
Operating Transfers In (Out)	(82,139)	36,210	45,929					-
<b>Ending Fund Balance</b>	<b>390,515</b>	<b>299,056</b>	-	-	-	-	-	<b>689,571</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 cc

	FY 2018-19		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources	6,537,652	39,882						6,577,534
Grants			426,621					426,621
Other Financing Sources	67,000	268,537						335,537
<b>TOTAL REVENUES</b>	<b>6,604,652</b>	<b>308,419</b>	<b>426,621</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,339,692</b>
<b>EXPENDITURES</b>								
Salaries	2,979,374	126,698	167,653					3,273,725
Staff Benefits	2,071,210	98,489	122,133					2,291,832
General Expense	153,788	12,900	600					167,288
Printing	6,140	5,300						11,440
Telecommunications	55,081							55,081
Postage	31,670	15,250						46,920
Insurance	3,600							3,600
Travel in State	2,811		3,381					6,192
Travel Out of State								-
Training	3,560		880					4,440
Security	198,967							198,967
Facilities Operations	29,653							29,653
Utilities								-
Contracted Services	811,542	19,500	99,432					930,474
Consulting and Professional Services - County Provided	9,800							9,800
Information Technology (IT)	265,303							265,303
Major Equipment								-
Other Items of Expense	700							700
Juror Costs	14,300							14,300
Other	50,000							50,000
Debt Service								-
Court Construction								-
Distributed Administration & Allocation			51,434					51,434
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	<b>6,687,499</b>	<b>278,137</b>	<b>445,513</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,411,149</b>
Operating Transfers In (Out)	(18,892)		18,892					-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	<b>390,515</b>	<b>299,056</b>	<b>-</b>					<b>689,571</b>
<b>Ending Balance (Deficit)</b>	<b>288,776</b>	<b>329,338</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>618,114</b>

## Current detailed budget projection on court's behalf

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114
<b>Ending Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114

## Current detailed budget projection:

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114
<b>Ending Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114

## Current detailed budget projection:

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114
<b>Ending Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114

## Current detailed budget projection:

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114
<b>Ending Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114

## Current detailed budget projection:

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114
<b>Ending Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114

## Current detailed budget projection:

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114
<b>Ending Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114

## Current detailed budget projection:

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114
<b>Ending Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114



## 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)	55,000
945000	Major Equipment	200,000
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>255,000</b>

## ATTACHMENT I

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

Description	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	▼	▼	▼	▼	▼	Total
Contribution	50,000								50,000
Expenditures			50,000						50,000
Cumulative Balance	50,000	50,000	-	-	-	-	-	-	-

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 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	▼	▼	▼	▼	▼	Total
Contribution	50,000								50,000
Expenditures			50,000						50,000
Cumulative Balance	50,000	50,000	-	-	-	-	-	-	-

Amended request

Description	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	▼	▼	▼	▼	▼	Total
Contribution	175,000								175,000
Expenditures			175,000						175,000
Cumulative Balance	175,000	175,000	-	-	-	-	-	-	-

# 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

<b>SUPERIOR COURT:</b> Colusa	<b>PERSON AUTHORIZING REQUEST</b> <i>(Presiding Judge or Court Executive Officer):</i> Court Executive Officer	
	<b>CONTACT PERSON AND CONTACT INFO:</b> Erika F. Valencia, <a href="mailto:erika.valencia@colusa.courts.ca.gov">erika.valencia@colusa.courts.ca.gov</a> ; 530-458-5149 x9	
<b>DATE OF SUBMISSION:</b> 3/22/2017 <b>AMENDED:</b> 6/27/2019	<b>TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:</b> THROUGH FY20/21	<b>REQUESTED AMOUNT:</b> \$645,000.00

**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. Requested Amount, Section II. B, Section III. A., D., 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 approved the BCP for Legacy CMS systems; nevertheless, the Department of Finance has not finalized the Fiscal Year 19/20's budget. Additionally, the total requested BCP amount for Colusa (based on RFP information and costs of implementation in staffing) was 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. However, the Department of Finance has reduced the projected BCP award amount by \$159,997. This reduction eliminated essential staff that would be assigned to this project as well as consolidated the implementation timeline to two years, creating even further necessity for dedicated staff. 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. Although the BCP is expected to be 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 in fact 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 was planning on a longer transition period, yet the Department of Finance reduced the implementation period to two years. Reducing the implementation period would necessitate dedicated staff in order to achieve this timeline and additional funds would be required to carry the burden of ongoing costs beyond the funding period. 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).

Additionally, if the forecasted budget reduction to the BCP is accurate, the Court will be forced to cover this deficit in order to avoid significant impacts in Court operations. Without dedicated staff to implement the new CMS, the responsibility will fall on Management and employees who are already maximizing their efforts in completing the necessary tasks to keep the Court function and provide access to justice to the public.

**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 19/20. 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 tasks 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 and 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?**

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.

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 \$201,650 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). 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 any time 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.

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				
<b>Net Revenue (Expense)</b>		-	-	-	-

Proposed Project					
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				
<b>Net Revenue (Expense)</b>		-	-	-	-

<b>Cumulative Cost Savings</b>	-	-	-	-
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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			
<b>Net Revenue (Expense)</b>		-	-	-

Proposed Project				
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			
<b>Net Revenue (Expense)</b>		-	-	-

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

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

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

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

## Current detailed budget projection on court's behalf

	FY 2017-18		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources	2,015,873	16,363						2,032,236
Grants			87,464					87,464
Other Financing Sources	31,834	123,036		785				155,655
<b>TOTAL REVENUES</b>	<b>2,047,707</b>	<b>139,399</b>	<b>87,464</b>	<b>785</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,275,355</b>
<b>EXPENDITURES</b>								
Salaries	761,964	2,927						764,891
Staff Benefits	551,381	1,507						552,888
General Expense	62,227	2,022						64,249
Printing	1,272							1,272
Telecommunications	45,290							45,290
Postage	16,079							16,079
Insurance	435							435
Travel in State	4,083		1,194					5,277
Travel Out of State								-
Training	667		555					1,222
Security								-
Facilities Operations	37,500							37,500
Utilities								-
Contracted Services	391,087	112,826	97,542					601,455
Consulting and Professional Services - County Provided	2,512							2,512
Information Technology (IT)	141,152							141,152
Major Equipment								-
Other Items of Expense								-
Juror Costs	2,280							2,280
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(989)	989						-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	<b>2,016,940</b>	<b>120,271</b>	<b>99,291</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,236,502</b>
Operating Transfers In (Out)	(11,827)		11,827					-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	<b>185,089</b>	<b>172,422</b>	<b>-</b>	<b>51,015</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>408,526</b>
<b>Ending Balance (Deficit)</b>	<b>204,029</b>	<b>191,550</b>	<b>-</b>	<b>51,800</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>447,379</b>

## Current detailed budget projection:

	FY 2018-19		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources	2,044,861	12,049						2,056,910
Grants			49,606					49,606
Other Financing Sources	31,418	91,604		1,026				124,048
<b>TOTAL REVENUES</b>	<b>2,076,279</b>	<b>103,653</b>	<b>49,606</b>	<b>1,026</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,230,564</b>
<b>EXPENDITURES</b>								
Salaries	696,967	2,747						699,714
Staff Benefits	496,312	1,210						497,522
General Expense	76,510	1,869						78,379
Printing	3,731							3,731
Telecommunications	33,093							33,093
Postage	16,359							16,359
Insurance	603							603
Travel in State	3,548		805					4,353
Travel Out of State								-
Training	1,217		325					1,542
Security								-
Facilities Operations	33,320							33,320
Utilities								-
Contracted Services	342,118	91,806	60,503					494,427
Consulting and Professional Services - County Provided	7,707							7,707
Information Technology (IT)	157,242							157,242
Major Equipment								-
Other Items of Expense	1							1
Juror Costs	776							776
Other	-							-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(1,600)	1,600						-
Prior Year Expense Adjustment	-							-
<b>TOTAL EXPENDITURES</b>	<b>1,867,904</b>	<b>99,232</b>	<b>61,633</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,028,769</b>
Operating Transfers In (Out)	(4,843)		4,843					-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	<b>204,029</b>	<b>191,550</b>	<b>-</b>	<b>51,800</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>447,379</b>
<b>Ending Balance (Deficit)</b>	<b>407,561</b>	<b>195,971</b>	<b>(7,184)</b>	<b>52,826</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>649,174</b>

## Current detailed budget projection:

	FY 2019-20		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources	2,110,873	18,000						2,128,873
Grants			101,000					101,000
Other Financing Sources	31,950	118,000		195				150,145
<b>TOTAL REVENUES</b>	<b>2,142,823</b>	<b>136,000</b>	<b>101,000</b>	<b>195</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,380,018</b>
<b>EXPENDITURES</b>								
Salaries	800,000	5,000						805,000
Staff Benefits	575,000	1,875						576,875
General Expense	105,000	3,800						108,800
Printing	1,200							1,200
Telecommunications	40,000							40,000
Postage	18,500							18,500
Insurance	500							500
Travel in State	7,500		600					8,100
Travel Out of State								-
Training	5,675		500					6,175
Security								-
Facilities Operations	42,000							42,000
Utilities								-
Contracted Services	505,000	124,000	110,000					739,000
Consulting and Professional Services - County Provided	3,200							3,200
Information Technology (IT)	307,500							307,500
Major Equipment	73,000							73,000
Other Items of Expense								-
Juror Costs	5,000							5,000
Other	30,000							30,000
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	<b>2,519,075</b>	<b>134,675</b>	<b>111,100</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,764,850</b>
Operating Transfers In (Out)	(10,100)		10,100	195				195
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	<b>407,561</b>	<b>195,971</b>	<b>(7,184)</b>	<b>52,826</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>649,174</b>
<b>Ending Balance (Deficit)</b>	<b>21,209</b>	<b>197,296</b>	<b>(7,184)</b>	<b>53,216</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>264,537</b>

## Current detailed budget projection:

	FY 2020-21		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources	2,215,873	18,000						2,233,873
Grants			103,875					103,875
Other Financing Sources	33,545	118,000		195				151,740
<b>TOTAL REVENUES</b>	<b>2,249,418</b>	<b>136,000</b>	<b>103,875</b>	<b>195</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,489,488</b>
<b>EXPENDITURES</b>								
Salaries	772,000	5,100						777,100
Staff Benefits	562,000	1,900						563,900
General Expense	130,000	3,800						133,800
Printing	750							750
Telecommunications	56,000							56,000
Postage	18,500							18,500
Insurance	500							500
Travel in State	7,500		600					8,100
Travel Out of State								-
Training	5,675		500					6,175
Security								-
Facilities Operations	52,000							52,000
Utilities								-
Contracted Services	405,000	125,000	110,000					640,000
Consulting and Professional Services - County Provided	3,200							3,200
Information Technology (IT)	225,000							225,000
Major Equipment								-
Other Items of Expense								-
Juror Costs	5,000							5,000
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	<b>2,243,125</b>	<b>135,800</b>	<b>111,100</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,490,025</b>
Operating Transfers In (Out)	(7,225)		7,225	195				195
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	<b>21,209</b>	<b>197,296</b>	<b>(7,184)</b>	<b>53,216</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>264,537</b>
<b>Ending Balance (Deficit)</b>	<b>20,277</b>	<b>197,496</b>	<b>(7,184)</b>	<b>53,606</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>264,195</b>

## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	20,277	197,496	(7,184)	53,606	-	-	-	264,195
<b>Ending Balance (Deficit)</b>	20,277	197,496	(7,184)	53,606	-	-	-	264,195

## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	20,277	197,496	(7,184)	53,606	-	-	-	264,195
<b>Ending Balance (Deficit)</b>	20,277	197,496	(7,184)	53,606	-	-	-	264,195



## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	20,277	197,496	(7,184)	53,606	-	-	-	264,195
<b>Ending Balance (Deficit)</b>	20,277	197,496	(7,184)	53,606	-	-	-	264,195

## 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	
<b>Total</b>		<b>1,704,313</b>

## ATTACHMENT J

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	325,000						645,000
Expenditures			-	400,000	245,000				645,000
Cumulative Balance	150,000	320,000	645,000	245,000	-	-	-	-	1,290,000

## 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:**

Orange

**PERSON AUTHORIZING REQUEST** (Presiding Judge or Court Executive Officer):  
David Yamasaki, Court Executive Officer

**CONTACT PERSON AND CONTACT INFO:**

John Leocadio; [jleocadio@occourts.org](mailto:jleocadio@occourts.org); 657-622-7669 (Project Manager)  
Katrina Coreces; [kcoreces@occourts.org](mailto:kcoreces@occourts.org); 657-622-7739 (Financial Planning)

**DATE OF SUBMISSION:**

6/26/2019

**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:** 7/1/2013 – 6/30/2020

**REQUESTED AMOUNT:**

\$465,234

**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.):

In support of the Court's long-term business objectives, cost savings measures, and technology goals, the Court's leadership initiated the implementation of a new Case Management System ("CMS") from Tyler Technologies ("Tyler") to replace the Court's outdated Banner CMS, which supports Family Law and Juvenile case types. The implementation plan also included the conversion of the Civil Cashiering System ("CCS"). As such, the Court required professional and consulting services to assist with a gap analysis, configuration, data conversion, testing, and implementation. Services included technical project management support; inventory, assessment, and recommendations for Family Law, Juvenile Dependency, Juvenile Delinquency, and CCS data conversion; programming; and other services to ensure the Court's successful conversion to Tyler's Odyssey CMS.

In FY 2013-14, the Court encumbered \$2,807,540 in professional and consulting services to implement the new CMS with the understanding that all deliverables would be completed before June 30, 2016. On December 7, 2015, despite lacking some functionalities, the new CMS for Family Law and Juvenile went live. On June 30, 2016, the three-year encumbrance period ended with significant deliverables still outstanding. As a result, the Court requested that \$775,384 in encumbered funds be held in the TCTF for two additional fiscal years. The Judicial Council approved this request. The Court submitted a similar request when the funds were not expended by June 30, 2017. That request was also approved.

Despite the Court's best efforts, as of June 30, 2019, Tyler still has not completed all deliverables. This request therefore asks that the Judicial Council hold \$465,234 in encumbered funds on the Court's behalf beyond June 30, 2019, to allow the Court to complete the CMS implementation by June 30, 2020.

**SECTION II: AMENDED REQUEST CHANGES****A. Identify sections and answers amended.**

Section IV.

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

Amendment 1: On May 10, 2017, the Court requested the JCC to hold \$642,384 in the TCTF, with the expectation that all funds would be expended by June 30, 2018. This request was approved. However, the Court only expended \$177,150 by June 30, 2018, leaving a balance of \$465,234.

Amendment 2: On July 20, 2018, the Court requested the JCC to hold \$465,234 through June 30, 2019. This request was also approved. However, the Court has not paid for any additional deliverables as of June 30, 2019.

Amendment 3: This request now asks that \$465,234 be held in the TCTF until June 30, 2020.

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

Due to the size of the project, the complexity of the case types implemented, and Tyler's limited resources, Tyler is unable to deliver the custom development needed for improved efficiencies and cost savings solutions by June 30, 2019. Due to severe funding restrictions, the Court cannot afford an allocation reduction of \$465,234 in FY 2019-20 and spend an additional \$465,234 in FY 2019-20 funds to complete the implementation.

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

Allowing the Court to hold these funds beyond FY 2018-19 will allow Tyler to continue development work to improve critical court operations such as generating minute orders effectively, accurately, and timely. Additionally, the Court is awaiting delivery of new features for Case Manager and Clerk Edition including customization projects which will allow the Court to display Causes of Action on the Case Information Summary Sheet (CISS) and provide updates to tokens for AB953.

**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 backlog of minute orders continues to grow, significantly impacting court operations. Issues include: judges and attorneys not having up-to-date information; delayed attorney payments; more calls from the public wanting to get the status of their cases; disturbance of courtroom proceedings; blank minute orders being printed; incomplete minute orders being uploaded to the case record; and incorrect party extensions. All of these require court resources to correct, validate, and report. If this request is not approved, the Court will be unable to continue to work with Tyler to get to the point where the minute orders and Odyssey in general are dependable and reliable.

The Court will also require additional resources to modify Clerk Edition and Case Manager to process juvenile cases. Currently, Clerk Edition provides for a method of multi-case data entry of juvenile case events/activities. However, the Court struggles with updating the court record sentencing at the minor-level. The Court requires additional development to assist with sentencing at the minor-level, a holistic 'minor view' in Odyssey and a user-friendly, configurable Register of Actions. Without this development in place, the Court clerks are required to make their own assessment about which case to enter sentencing information on when the judicial officers sentence the minor rather than a specific case. Without a 'minor view', clerks are subject to pouring through all minor's cases to find specific information which exposes some liability if the information could not be found. A minor view would enable the Court to have an all-encompassing view of a minor's Court record.

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

The backlogs of minute orders are impacting services to children and families as well as reimbursements for services. Families or children cannot get into programs without a minute order. Public access to justice is compromised as the public is not able to move forward with their orders because the minute order is the official order. In other cases, due to the backlogs, hearings are not scheduled in the system and the public shows up, resulting in the Court not being prepared to call their case.

**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 is not in a financial situation that would support an alternative option. The Court's FY 2019-20 operating budget cannot accommodate an additional \$465,234 in expenditures; it does not have a reserve from which to draw funds as it still cannot carryover more than 1% of its operating budget (which amounts to less than \$2 million or three days of payroll); and 2% Automation Fund reserves have already been earmarked for case management system replacements (for both Civil and Criminal case types). Additionally, should this request not be approved, the Court would suffer a reduction to funding in FY 2019-20, a reduction that the Court cannot afford.

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**

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					
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			
<b>Net Revenue (Expense)</b>		-	-	-

Proposed Project				
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			
<b>Net Revenue (Expense)</b>		-	-	-

<b>Cumulative Cost Savings</b>	-	-	-
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## 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	4,607,940	4,333,210	-					8,941,150
Revenues	178,010,314	17,048,394	2,955,220					198,013,928
Expenditures	176,405,890	15,589,350	3,040,362					195,035,602
Operating Transfers In (Out)	-	-	-					-
Ending Fund Balance	6,212,364	5,792,254	(85,142)	-	-	-	-	11,919,476

FY 2016-17 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	6,127,222	5,792,254	-					11,919,476
Revenues	175,367,311	17,378,898	2,881,468					195,627,676
Expenditures	178,177,267	17,282,492	2,881,468					198,341,227
Operating Transfers In (Out)	-	-	-					-
Ending Fund Balance	3,317,266	5,888,660	-	-	-	-	-	9,205,925

FY 2017-18 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	3,317,266	5,888,660	-					9,205,925
Revenues	172,150,336	18,257,499	3,013,595					193,421,430
Expenditures	171,089,973	17,959,008	3,002,456					192,051,437
Operating Transfers In (Out)	-	-	-					-
Ending Fund Balance	4,377,629	6,187,150	11,139	-	-	-	-	10,575,918

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 2018-19		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources	180,340,394							180,340,394
Grants			4,712,771					4,712,771
Other Financing Sources		17,668,156						17,668,156
<b>TOTAL REVENUES</b>	<b>180,340,394</b>	<b>17,668,156</b>	<b>4,712,771</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>202,721,321</b>
<b>EXPENDITURES</b>								
Salaries	97,936,756	5,431,613	1,295,529					104,663,898
Staff Benefits	52,312,917	2,735,676	813,361					55,861,954
General Expense	5,872,797	122,720	39,870					6,035,387
Printing	208,872	69,750	3,000					281,622
Telecommunications	1,047,767	9,382	11,250					1,068,399
Postage	593,170	261,000						854,170
Insurance	53,600							53,600
Travel in State	205,275	22,579	10,107					237,960
Travel Out of State	51,348	8,251	33,933					93,533
Training	330,646	10,727	33,518					374,891
Security	7,049	5,150						12,199
Facilities Operations	2,647,799	1,412,639						4,060,438
Utilities								-
Contracted Services	11,078,222	6,181,961	755,140					18,015,322
Consulting and Professional Services - County Provided	638,075							638,075
Information Technology (IT)	5,714,589	131,580	1,315,855					7,162,025
Major Equipment	2,913,298	733	92,639					3,006,670
Other Items of Expense	38,750							38,750
Juror Costs	888,200							888,200
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(1,500,899)	844,222	454,677					(202,000)
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	<b>181,038,231</b>	<b>17,247,984</b>	<b>4,858,879</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>203,145,094</b>
Operating Transfers In (Out)	(146,108)		146,108					-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	<b>10,575,918</b>							<b>10,575,918</b>
<b>Ending Balance (Deficit)</b>	<b>9,731,973</b>	<b>420,172</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,152,145</b>

## Current detailed budget projection on court's behalf

	FY 2019-20		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources	184,422,705							184,422,705
Grants			3,670,190					3,670,190
Other Financing Sources		17,773,278						17,773,278
<b>TOTAL REVENUES</b>	<b>184,422,705</b>	<b>17,773,278</b>	<b>3,670,190</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>205,866,173</b>
<b>EXPENDITURES</b>								
Salaries	102,591,601	5,427,015	1,672,115					109,690,731
Staff Benefits	57,706,515	2,629,278	894,610					61,230,403
General Expense	3,381,829	98,686	5,300					3,485,815
Printing	222,190	70,250	3,000					295,440
Telecommunications	960,500							960,500
Postage	629,400	251,000						880,400
Insurance	60,045							60,045
Travel in State	272,104	18,195	4,705					295,004
Travel Out of State	40,000	12,320	7,800					60,120
Training	284,448	8,600	42,648					335,696
Security	10,055							10,055
Facilities Operations	2,912,666							2,912,666
Utilities								-
Contracted Services	11,803,411	5,900,545	426,123					18,130,079
Consulting and Professional Services - County Provided	923,430							923,430
Information Technology (IT)	5,952,751	63,495	992,985					7,009,231
Major Equipment	613,000	5,000	76,500					694,500
Other Items of Expense	24,700							24,700
Juror Costs	960,000							960,000
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(948,195)	948,195						-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	<b>188,400,450</b>	<b>15,432,579</b>	<b>4,125,786</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>207,958,815</b>
Operating Transfers In (Out)	(455,596)		455,596					-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	<b>9,731,973</b>	<b>420,172</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,152,145</b>
<b>Ending Balance (Deficit)</b>	<b>5,298,632</b>	<b>2,760,871</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,059,503</b>

## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	5,298,632	2,760,871	-	-	-	-	-	8,059,503
<b>Ending Balance (Deficit)</b>	5,298,632	2,760,871	-	-	-	-	-	8,059,503

## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	5,298,632	2,760,871	-	-	-	-	-	8,059,503
<b>Ending Balance (Deficit)</b>	5,298,632	2,760,871	-	-	-	-	-	8,059,503

## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	5,298,632	2,760,871	-	-	-	-	-	8,059,503
<b>Ending Balance (Deficit)</b>	5,298,632	2,760,871	-	-	-	-	-	8,059,503

## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	5,298,632	2,760,871	-	-	-	-	-	8,059,503
<b>Ending Balance (Deficit)</b>	5,298,632	2,760,871	-	-	-	-	-	8,059,503

## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	5,298,632	2,760,871	-	-	-	-	-	8,059,503
<b>Ending Balance (Deficit)</b>	5,298,632	2,760,871	-	-	-	-	-	8,059,503



## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	5,298,632	2,760,871	-	-	-	-	-	8,059,503
<b>Ending Balance (Deficit)</b>	5,298,632	2,760,871	-	-	-	-	-	8,059,503

## 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)	465,234
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>465,234</b>

## ATTACHMENT K

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 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Encumbered Amount	775,384								775,384
Contribution									-
Expenditures	775,384								775,384
Cumulative Balance	-	-	-	-	-	-	-	-	-

Amended 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
Encumbered Amount	775,384								775,384
Contribution									-
Expenditures	133,000	177,150	465,234						775,384
Cumulative Balance	642,384	465,234	-	-	-	-	-	-	-

Amended request - CURRENT

Description	FY 2016-17 ▼	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Encumbered Amount	775,384								775,384
Contribution									-
Expenditures	133,000	177,150	-	465,234					775,384
Cumulative Balance	642,384	465,234	465,234	-	-	-	-	-	-

# 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

<b>SUPERIOR COURT:</b> Placer	<b>PERSON AUTHORIZING REQUEST</b> <i>(Presiding Judge or Court Executive Officer):</i> Jake Chatters, Court Executive Order	
	<b>CONTACT PERSON AND CONTACT INFO:</b> Julie Kelly jkelly@placer.courts.ca.gov	
<b>DATE OF SUBMISSION:</b> 6/19/2019	<b>TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:</b> FY18/19	<b>REQUESTED AMOUNT:</b> \$50,000.00

**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.):*

In FY13/14 the court encumbered \$250,000 for the development and installation of a new case management system. Because of project delays, the court received an approved request last fiscal year for funds held on behalf in the amount of \$211,350. To date, \$161,350 has been expensed leaving a remaining balance of \$50,000. The final component of this project has been delayed beyond FY18/19, but is expected to be expensed during FY19/20. The court requests an amended amount of \$50,000 be held on behalf of the court in the Trial Court Trust Fund by the Judicial Council for an overage of the 1% fund balance.

## SECTION II: AMENDED REQUEST CHANGES

**A. Identify sections and answers amended.**

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

The prior request dated 7/6/17 indicated \$211,350 would be expensed during FY18/19. Although the case management system has been deployed, there are some remediation issues still left to be addressed by the vendor, causing a delay in the final payment of \$50,000 past FY18/19. Therefore, the Court requests to amend the prior submission to designate the total expenditure amount for FY 18/19 to \$161,350 and further designate the remaining expenditure for FY19/20 to \$50,000 to be held by the Judicial Council.

## 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 continued its effort to replace an aged case management system. The court began deployment of the first case type in June 2014 with final case type deployments in May 2018. Although all case types have been implemented, system issues have prevented the Court from signing off on the completion of the project and thus remitting the final payment.

### 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 new case management system provides the public and justice partners with a public portal or website to access case related information such as documents, court dates, and payment information. The new system will also include automated workflows, automatic generation of documents, time standard expiration which will result in staff operational efficiencies. The new system will also enable the capture and use of a fully electronic case record, including e-filing, significantly reducing staff time and improving access to the court system.

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

As a result of the recession earlier this decade, the court has reduced from 186 filled positions to roughly 110 positions. Efficiencies gained from the new system are expected to support the remaining staff's ability to timely process incoming work and more effectively meet the needs of the public.

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

Deployment of future case types may be significantly delayed or cancelled. The court will need to run two case management systems leading to additional costs for licenses and maintenance.

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

The current case management system will not allow for e-filing nor a public website for public and justice partner access to case related information. The system is built on three-decade old programming language that also severely limits or precludes electronic integration with local and state justice partners.

**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 any alternatives. The court plans on completing the projects and liquidating the encumbrances within the next two fiscal years, so it is the court's preference that these funds be held in the TCTF to avoid further delay in improving court efficiency and public access.

#### 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 attached spreadsheet. The court does not expect any changes to these amounts.

# 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

<b>SUPERIOR COURT:</b> Sacramento	<b>PERSON AUTHORIZING REQUEST</b> <i>(Presiding Judge or Court Executive Officer):</i> Lloyd G. Connelly, Court Executive Officer	
	<b>CONTACT PERSON AND CONTACT INFO:</b> Gabe Tiffany, Chief Financial Officer (916-874-8133)	
<b>DATE OF SUBMISSION:</b> 6/26/2019	<b>TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:</b> FY14/15 – FY20/21	<b>REQUESTED AMOUNT:</b> \$ 1,412,664

**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 is replacing two of its oldest case management systems (CMS) projects in the Criminal and Family Law Divisions, and is starting the Phase II upgrade of its Traffic division C-Track implementation.

- Criminal CMS Project: replaces a county-owned mainframe system that is being phased out by the county. Includes real-time exchange of criminal case data between the court and the county.
- Family Law CMS Project replaces a 25+ year old installation of Sustain. The new Family Law CMS will enable the court to employ e-filing services and improve order generation.
- Traffic CMS Project: this project replaced a 16 year old CMS. The first phase of the Traffic CMS project went live in January 2019 and the remaining deliverables are slated for completion in FY19/20.

This request is to amend the amount held in the TCTF to continue funding the court's CMS Projects. The court's 2018 request was approved at the September 2018 Council meeting.

## SECTION II: AMENDED REQUEST CHANGES

### A. Identify sections and answers amended.

Section I. Request Amount: increased to \$1,412,664.

Section IV.D. Adjusted Contribution amount projected expenditures for FY19/20 and FY20/21.

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

The court requests the funds held on its behalf be increased to \$1,412,664. This will cover the remaining amounts due on the Criminal, Traffic, and Family Law CMS implementations. The court anticipates expending these funds in FY19/20 and FY20/21.

## 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 CMS projects require a greater amount of time to complete than allowed in a normal encumbrance period. These are capital-level projects due to their complexity and the time and resources required to carefully examine and convert business rules, processes, and data into the new systems. This request carries the remaining funds needed for the Criminal, Traffic, and Family Law Projects (\$1,412,664).

**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?**

The CMS Projects all touch on various goals in the Judicial Council's Strategic Plan including:

- Goal I – Access, Fairness, and Diversity
- Goal II – Independence and Accountability
- Goal III – Modernization of Management and Administration
- Goal IV – Quality of Justice and Service to the Public
- Goal VI – Branchwide Infrastructure for Service Excellence

Specific areas where these goals are met by the CMS Projects include:

- *Electronic Case Files:* The court will implement electronic case files in Criminal and Family Law as part of the new CMS implementations. Electronic files eliminate the need for storing, printing, and/or copying case files and thus expedite in-court processing. The case file and documents will be available through an online portal to government agencies, attorneys and/or parties (where appropriate and with secure access), and in the courthouse kiosk for general public. In Traffic, where case files are already electronic, there will be a reduction in the need for document printing and scanning and electronic signatures will be enabled. *(Goals III & VI)*
- *Electronic Filing and Data Exchanges with Justice Agencies:* Electronically filing cases directly into the new CMS means the filing agencies will have more time to file a case. Cases can be filed on a 24/7 basis. Case filing and verification will only take a few minutes, compared to manual filing. Government agencies can exchange data with the court, at any time of the day. *(Goals III & VI)*
- *Case Processing:* Automating current manual processes, where feasible, will add efficiencies for staff by saving time spent on tasks needing a clerk's review and data entry. For those cases that must still be manually entered, data entry will be streamlined through more efficient system configuration. Many workarounds currently in place due to system limitations will be eliminated. *(Goals III & IV)*
- *Government Agency and Public Access to Case Data:* Case files and case data will be made available, on-line, on 24/7 basis for government agencies, attorneys and/or parties (where appropriate and with secure access), and in the courthouse kiosk for general public. This should reduce case-related phone queries and foot-traffic to the courthouse. For Traffic, public kiosks and online access will increase payment/appearance options and reduce wait times. *(Goals I, III, & IV)*
- *Accurate Reporting:* The new CMS will improve reporting for JBSIS, and DMV which suffer in accuracy and data collection due to limitations in the existing systems. *(Goals II & III)*
- *System Integration:* New system will integrate with external court systems like SAP, and also share data with other case categories, like Traffic and eventually Juvenile as well as other areas of the court. Existing integrations with the county and third-party collections will be improved, reducing the need for manual intervention by court staff. Furthermore, the new system will integrate with the court's Electronic Document System (EDS) and Public Case Access site (PCA). Notices, Minute, and Orders would be available to the parties soon after the documents are completed. *(Goals IV & VI)*



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

- *Reliance on Old Case Management Systems:*
  - Family Law: The CMS in Family Law is failing and must be replaced. The court is at extreme risk of losing data.
  - Traffic: The Traffic system is old and no longer supported by the vendor. What support there is expensive and the maintenance requirements for this system are steep.
  - Technology: Continued reliance on the old systems is becoming increasingly difficult as current operating systems and database systems no longer support these systems. The court is required to continue operating old versions of software that are no longer supported by the vendors. Finally, this puts the court out of compliance with various cyber-security requirements.
- *No Electronic Case files:* The court cannot implement electronic files for Family Law cases as the current systems cannot support them. The court will need space to continue to store and process paper files.
- *Business Process Workarounds:* Operations staff will continue to apply inefficient workarounds in their business processes due to system limitations.
- *Severely Limits Adoption of Electronic Filing:* Current systems do not support e-filing. As a result, the court will be unable to realize any improvement in efficiencies or the ability to improve access to case information.
- *Manual Reporting:* The court will continue to manually collect and report data in various areas such as JBSIS and Title IV-D.
- *No Data Sharing:* No ability to share data among the various case categories due to continued use of disparate systems.
- *Continued phone and foot traffic:* No reduction in foot traffic or case-related phone calls to the courthouse.

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

- *Access to Case Files:* access to Family Law case files will continue to be limited to the courthouse and its working hours. Very limited case data will be available online. Parties will have to call the courthouse to get information on the hearing time and status.
- *Strict Filing Deadlines:* the existing strictures for filing deadlines will have to be maintained in order to allow for the time needed to manually review, stamp, and file documents as they are presented to the court for filing. The impact of this is more keenly felt when filing a case for a same-day or next-day calendar.

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**

*Left blank per instructions received from Judicial Council Staff.*

**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**

*Left blank per instructions received from Judicial Council Staff.*

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

*Left blank per instructions received from Judicial Council Staff.*

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

Description	FY18/19	FY19/20	FY20/21
Contribution	\$1,412,664		
Expenditures		\$784,800	\$627,864

# 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:

San Francisco

### PERSON AUTHORIZING REQUEST *(Presiding Judge or Court Executive Officer):*

T. Michael Yuen, Court Executive Officer

### CONTACT PERSON AND CONTACT INFO:

Sue Wong, Chief Financial Officer, [suewong@sftc.org](mailto:suewong@sftc.org)

### DATE OF SUBMISSION:

2/27/2018

### TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:

24 MONTHS

### REQUESTED AMOUNT:

\$385,693

### 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 entered into contract with Thomson Reuters for a new case management system in 2013-14. The goal was to eliminate the Court's reliance on various legacy systems and replace it with a more efficient and technologically advanced single case management system. Unfortunately, unexpected delays such as additional technical requirements and customizations (e.g. court calendaring system, interface with county criminal justice partner's CMS) have prolonged development and implementation of the criminal system which in turn has delayed deployment in the civil and family case types. We anticipate going live with a new criminal system by the end of 2020. With the unanticipated delays, we have not been able to spend down funds allocated for this fiscal year (16-17). We will not be able to spend applicable encumbered funds by June 30, 2019, therefore, the Court is requesting to carry over these funds to be used in 2019-20 and 2020-19. It is critical to maintain access to these funds so that we can implement a single CMS courtwide and in all case types. Denial of access to these funds would have negative impacts to court services and the public's access to justice.

## SECTION II: AMENDED REQUEST CHANGES

### A. Identify sections and answers amended.

We are requesting 2 year extension on TCTF funds held on our behalf to be used in 2019-20 and 2020-21. See tab Sec. IV D for amended requests which reflects the revised expenditure plan for the funds between 2017-18 and 2018-19.

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

See Section A above.

## 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.

Savings over years were accumulated to fund this project. To be able to acquire comparable amounts in such a short amount of time would require significant reductions in other critical operational areas such as reducing staffing levels or delaying other critical projects.

## 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 enhance the efficiency and effectiveness of court operations because there will be a fully integrated system in which all case related data will be available across departments. We currently have four case management systems that we are attempting to consolidate into one system that is also web-based. Significant staff efficiencies will be achieved since the case management system will be standardized across criminal, civil and family law. Moreover, standard operating procedures will be more streamlined and become automated including reports that will replace manual recording and data entry processes. Lastly, with the new system, we would be able to electronically exchange data with related justice partners, integrate with other existing non-case management systems, expand electronic case filing and files, and meet Judicial Council and other California state reporting requirements.

**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 this request is not approved, the court will have to maintain both the old case management systems and the new system. Maintaining both systems would create an undue burden on the court, as it would require support for several platforms. In addition to the dual support for several platforms, staff time and resources will be impacted negatively as they navigate through both. The current systems are also obsolete, and at risk of failure. If the court lost funding for this project, we would be operating at a less than efficient level for several years as we struggled to find funds to continue implementation. Therefore, this project must continue to be funded to increase efficiencies in the court, as well as for the public.

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

If this request is not approved, the public would experience increased wait times as staff attempt to assist them navigating through two systems. The expansion of e-filing would be delayed resulting in continued old-fashioned use of court runners. Additionally, the public would be adversely affected as there would be delayed information provided to our justice partners. Lastly, since the systems are so antiquated, access to justice is at risk of being affected at any time if the systems fail.

**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 if this request is not approved is to maintain several systems until funding has been secured to fund this project. Not only is this ineffective and wasteful of resources, it is also irrational. In addition, cutting other operational areas to acquire enough funds to complete this project is not a practical alternative. Holding funding in the TCTF is the preferred alternative because we would be able to seamlessly continue 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**

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 attached.

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

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance								-
Revenues								-
Expenditures								-
Operating Transfers In (Out)								-
Ending Fund Balance	-	-	-	-	-	-	-	-

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance								-
Revenues								-
Expenditures								-
Operating Transfers In (Out)								-
Ending Fund Balance	-	-	-	-	-	-	-	-

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance								-
Revenues								-
Expenditures								-
Operating Transfers In (Out)								-
Ending Fund Balance	-	-	-	-	-	-	-	-

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

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>								-
<b>Ending Balance (Deficit)</b>	-	-	-	-	-	-	-	-

## Current detailed budget projection on court's behalf

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	-	-	-	-	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	-	-	-	-



## Current detailed budget projection:

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	-	-	-	-	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	-	-	-	-

## Current detailed budget projection:

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	-	-	-	-	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	-	-	-	-

## Current detailed budget projection:

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	-	-	-	-	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	-	-	-	-

## Current detailed budget projection:

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	-	-	-	-	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	-	-	-	-

## Current detailed budget projection:

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	-	-	-	-	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	-	-	-	-

## Current detailed budget projection:

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	-	-	-	-	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	-	-	-	-

## 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	
<b>Total</b>		-

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

Description									Total
Contribution									-
Expenditures									-
Cumulative Balance	-	-	-	-	-	-	-	-	-



## 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 ▼	▼	▼	▼	▼	▼	Total
Contribution	385,693								385,693
Expenditures		100,000	285,693						385,693
Cumulative Balance	385,693	285,693	-	-	-	-	-	-	-

Amended request

Description	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	▼	▼	▼	▼	▼	Total
Contribution	385,693								385,693
Expenditures		100,000	285,693						385,693
Cumulative Balance	385,693	285,693	-	-	-	-	-	-	-

## 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**

<b>SUPERIOR COURT:</b> Tehama	<b>PERSON AUTHORIZING REQUEST</b> (Presiding Judge or Court Executive Officer): Kevin Harrigan	
	<b>CONTACT PERSON AND CONTACT INFO:</b> Angie Kiefer, CFO (530) 527-7163	
<b>DATE OF SUBMISSION:</b> 6/21/2019	<b>TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:</b> JULY 1, 2018-JUNE 30, 2021	<b>REQUESTED AMOUNT:</b> \$439,000.

**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.):

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 **\$439,000** 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:

Case management system improvement – 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 **\$250,000** 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.

Records destruction and scanning project - 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 **\$189,000**.

**SECTION II: AMENDED REQUEST CHANGES****A. Identify sections and answers amended.**

The dollar amounts in Section I (above) have been **increased by a total of \$113,379** when compared to the previously approved application. \$50,000 of this increase will be applied to the case management system project and an additional \$63,379 will be added to the records destruction and scanning project.

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

The overall dollar amount of the previously approved request was \$325,621.12. This application seeks to increase the total by \$113,379 at the end of FY18-19, for a total amount of \$439,000. The CMS improvement project will take longer than originally anticipated and the records destruction and scanning project is in need of additional funds in order to be completed. There are no other changes being requested as part of this amended application.

**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.**

ATTACHMENT O  
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 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. Sec. IV.C and Sec. IV.D Amended Requests tabs have each been completed to increase the amounts by \$113,379, for a total amount of \$439,000.

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				
<b>Net Revenue (Expense)</b>		-	-	-	-

Proposed Project					
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				
<b>Net Revenue (Expense)</b>		-	-	-	-

<b>Cumulative Cost Savings</b>	-	-	-	-
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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			
<b>Net Revenue (Expense)</b>		-	-	-

Proposed Project				
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			
<b>Net Revenue (Expense)</b>		-	-	-

<b>Cumulative Cost Savings</b>	-	-	-
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## 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
<b>Beginning Balance</b>	<b>657,417</b>	<b>82,237</b>	-					<b>739,655</b>
Revenues	4,817,544	120,906	405,121					<b>5,343,571</b>
Expenditures	4,523,080	92,371	422,702					<b>5,038,152</b>
Operating Transfers In (Out)	(17,581)		17,581					-
<b>Ending Fund Balance</b>	<b>934,301</b>	<b>110,772</b>	<b>0</b>	-	-	-	-	<b>1,045,073</b>

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

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

	FY 2017-18		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
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
<b>TOTAL REVENUES</b>	<b>4,706,212</b>	<b>63,113</b>	<b>224,120</b>	-	-	-	-	<b>4,993,445</b>
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	<b>4,763,502</b>	<b>30,885</b>	<b>246,375</b>	-	-	-	-	<b>5,040,762</b>
Operating Transfers In (Out)	(22,634)	379	22,256					0
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	<b>806,762</b>	<b>144,897</b>	<b>(1)</b>					<b>951,658</b>
<b>Ending Balance (Deficit)</b>	<b>726,838</b>	<b>177,503</b>	<b>-</b>	-	-	-	-	<b>904,341</b>



## 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
<b>REVENUES</b>								
State Financing Sources	5,195,681	30,320						5,226,001
Grants			224,120					224,120
Other Financing Sources	162,185	32,793						194,978
<b>TOTAL REVENUES</b>	<b>5,357,866</b>	<b>63,113</b>	<b>224,120</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,645,099</b>
<b>EXPENDITURES</b>								
Salaries	2,738,989	12,268	91,470					2,842,727
Staff Benefits	1,305,319	8,012	39,530					1,352,861
General Expense	122,552		342					122,894
Printing	6,893		53					6,946
Telecommunications	71,212							71,212
Postage	48,674							48,674
Insurance	6,805							6,805
Travel in State	6,990		3,462					10,452
Travel Out of State	-							-
Training	1,004		555					1,559
Security	505							505
Facilities Operations	115,711							115,711
Utilities	-							-
Contracted Services	798,817		86,867					885,684
Consulting and Professional Services - County Provided	27,232							27,232
Information Technology (IT)	170,378							170,378
Major Equipment	109,584							109,584
Other Items of Expense	1,379							1,379
Juror Costs	7,388							7,388
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(29,201)	5,105	24,096					-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	<b>5,510,232</b>	<b>25,385</b>	<b>246,375</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,781,992</b>
Operating Transfers In (Out)	(22,634)	379	22,256					1
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	<b>726,838</b>	<b>177,503</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>904,341</b>
<b>Ending Balance (Deficit)</b>	<b>551,838</b>	<b>215,610</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>767,450</b>

## Current detailed budget projection:

	FY 2019-20		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources	5,124,224	30,320						5,154,544
Grants			224,120					224,120
Other Financing Sources	162,185							162,185
<b>TOTAL REVENUES</b>	<b>5,286,409</b>	<b>30,320</b>	<b>224,120</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,540,849</b>
<b>EXPENDITURES</b>								
Salaries	2,738,989	12,268	91,470					2,842,727
Staff Benefits	1,305,319	8,012	39,530					1,352,861
General Expense	125,004		342					125,346
Printing	7,031		55					7,086
Telecommunications	72,636							72,636
Postage	49,647							49,647
Insurance	6,941							6,941
Travel in State	7,129		3,462					10,591
Travel Out of State	-							-
Training	1,024		555					1,579
Security	515							515
Facilities Operations	118,025							118,025
Utilities	-							-
Contracted Services	814,794		86,867					901,661
Consulting and Professional Services - County Provided	27,777							27,777
Information Technology (IT)	120,964							120,964
Major Equipment	39,776							39,776
Other Items of Expense	1,407							1,407
Juror Costs	7,536							7,536
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(29,201)	5,105	24,096					-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	<b>5,415,313</b>	<b>25,385</b>	<b>246,377</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,687,075</b>
Operating Transfers In (Out)	(22,634)	379	22,256					1
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	<b>551,838</b>	<b>215,610</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>767,450</b>
<b>Ending Balance (Deficit)</b>	<b>400,300</b>	<b>220,924</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>621,225</b>

## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	400,300	220,924	-	-	-	-	-	621,225
<b>Ending Balance (Deficit)</b>	400,300	220,924	-	-	-	-	-	621,225

## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	400,300	220,924	-	-	-	-	-	621,225
<b>Ending Balance (Deficit)</b>	400,300	220,924	-	-	-	-	-	621,225

## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	400,300	220,924	-	-	-	-	-	621,225
<b>Ending Balance (Deficit)</b>	400,300	220,924	-	-	-	-	-	621,225

## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	400,300	220,924	-	-	-	-	-	621,225
<b>Ending Balance (Deficit)</b>	400,300	220,924	-	-	-	-	-	621,225

## Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
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								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	400,300	220,924	-	-	-	-	-	621,225
<b>Ending Balance (Deficit)</b>	400,300	220,924	-	-	-	-	-	621,225

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	75,000
910000	Staff Benefits	20,000
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	333,379
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	
<b>Total</b>		<b>439,000</b>



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 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	325,621	113,379							439,000
Expenditures		100,000	225,621	113,379					439,000
Cumulative Balance	325,621	339,000	113,379	-	-	-	-	-	-

## ***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*)