



JUDICIAL COUNCIL OF CALIFORNIA

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REPORT TO THE JUDICIAL COUNCIL

Item No.: 21-058

For business meeting on November 19, 2021

Title

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

Agenda Item Type

Action Required

Effective Date

November 19, 2021

Rules, Forms, Standards, or Statutes Affected

None

Date of Report

October 21, 2021

Recommended by

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

Contact

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Executive Summary

The Fiscal Planning Subcommittee of the Trial Court Budget Advisory Committee recommends that the Judicial Council approve 11 new and 10 amended Trial Court Trust Fund funds to be held on behalf of the trial courts requests totaling \$10.4 million from 14 trial courts. Under the Judicial Council–adopted process, a court may request reduced funding as a result of the court exceeding the 3 percent fund balance cap, to be retained in the Trial Court Trust Fund for the benefit of that court.

Recommendation

Based on actions taken at its meeting on September 2, 2021, the Fiscal Planning Subcommittee of the Trial Court Budget Advisory Committee recommends that the Judicial Council, effective November 19, 2021:

1. Approve the following new requests totaling \$1.8 million (Attachment 1):
 - a. \$284,000 request of the Colusa Superior Court to complete needed alterations and improvements to courtrooms (Attachment 2);

- b. \$62,000 request of the Glenn Superior Court for the rental of alternate facilities for jury trials that cannot be accommodated in the court's existing temporary facilities, and the digitization of historical case files (Attachment 3);
 - c. \$105,000 request of the Mono Superior Court to employ technological interfaces with its case management system (CMS) (Attachment 4);
 - d. \$50,000 request of the Mono Superior Court to replace an aging uninterrupted power supply server (Attachment 5);
 - e. \$56,000 request of the Napa Superior Court for audiovisual improvements and network enhancements (Attachment 6);
 - f. \$125,000 request of the Placer Superior Court to enhance the court's current CMS (Attachment 7);
 - g. \$200,000 request of the Placer Superior Court to expand the data storage on its current disaster recovery platform (Attachment 8);
 - h. \$225,000 request of the Placer Superior Court for court facility and technological improvements (Attachment 9);
 - i. \$150,000 request of the Placer Superior Court to support preplanning efforts and feasibility costs related to the replacement of the Tahoe City courthouse (Attachment 10);
 - j. \$15,000 request of the Placer Superior Court to complete an interface project between the court and the City of Roseville police department (Attachment 11); and
 - k. \$560,000 request of the Sutter Superior Court for facility modifications (Attachment 12).
2. Approve the following amended requests totaling \$8.6 million (Attachment 13):
- a. Request of the Imperial Superior Court to amend the fiscal year from 2020–21 to 2021–22 to complete several technological improvements, purchases, and facility modifications totaling \$762,000 (Attachment 14);
 - b. Request of the Kern Superior Court to amend its CMS expenditure plan that moves the project completion from 2020–21 to 2021–22, and to hold additional funds from its 2020–21 fund balance in excess of the 3 percent cap in the amount of \$1.2 million (Attachment 15);
 - c. Request of the Mono Superior Court to hold additional funds from its 2020–21 fund balance in excess of the 3 percent cap in the amount of \$10,000 for the purchase of a new vehicle (Attachment 16);
 - d. Request of the Mono Superior Court to amend its digital scanning/storage project expenditure plan that moves the project completion from 2021–22 to 2022–23, and to

hold additional funds from its 2020–21 fund balance in excess of the 3 percent cap in the amount of \$45,000 (Attachment 17);

- e. Request of the Sacramento Superior Court to amend its fiscal year of project completion for its Criminal, Traffic, and Family Law CMS from 2021–22 to 2022–23 (Attachment 18);
- f. Request of the Sacramento Superior Court to amend its fiscal year of project completion for its CMS from 2020–21 to 2021–22 (Attachment 19);
- g. Request of the San Francisco Superior Court to amend the fiscal year of project completion for its CMS from 2020–21 to 2023–24 (Attachment 20);
- h. Request of the Shasta Superior Court to amend the fiscal year to complete several facility modifications from 2020–21 to 2021–22 (Attachment 21);
- i. Request of the Tehama Superior Court to amend its CMS and digital scanning/storage project expenditure plan that moves the project completion from 2021–22 to 2022–23, and to hold additional funds from its 2020–21 fund balance in excess of the 3 percent cap in the amount of \$206,000 (Attachment 22); and
- j. Request of the Orange Superior Court to amend its CMS project expenditure plan that moves the project completion from 2022–23 to 2021–22 (Attachment 23).

Relevant Previous Council Action

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

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

The requirements for submission of a Funds Held on Behalf (FHOB) request are intended to ensure that the council is aware of use of funds in excess of the fund balance cap and has given its explicit approval. Post completion reporting and audit requirements provide final review of

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

the plans and their adherence to the approved purpose. Requests approved by the council since policy development are shown in the table below:

Fund Balance Year	# of Trial Courts	Amount
2015–16	15	\$7.8 Million
2016–17	14	\$6.9 Million
2017–18	11	\$1.6 Million
2018–19	10	\$6.4 Million
2019–20	15	\$6.1 Million

In January 2020, the Judicial Council adopted the TCBAC’s recommendation to adopt revisions to the *Judicial Council–Approved Process, Criteria, and Required Information for Trial Court Trust Fund Fund Balance Held on Behalf of the Courts* (Attachment 24), including streamlining the submission schedule, making a change to the recipient of the request, and providing language corrections to better align with court year-end closing, trial court allocation offsets, and requests to amend previously reviewed requests.²

Analysis/Rationale

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

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

Government Code section 68502.5(c)(2)(A) requires the Judicial Council, when setting the allocations for trial courts, to set a preliminary allocation in July of each fiscal year. Further, in January of each fiscal year, after review of available trial court reserves as of June 30 of the prior fiscal year, the Judicial Council shall finalize allocations to trial courts. Each court’s finalized

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

³ Added as part of Senate Bill 1021 (Stats. 2012, ch. 41), later amended by SB 95 (Stats. 2019, ch. 36, § 2), effective June 27, 2019.

allocation shall be offset by the amount of reserves in excess of the amount authorized to be carried over under Government Code section 77203(b).

Policy implications

None.

Comments

This item was not circulated for comment.

Alternatives considered

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

Fiscal and Operational Impacts

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

Attachments and Links

1. Attachment 1: Summary of New Requests
2. Attachment 2: Application—Colusa Superior Court request
3. Attachment 3: Application—Glenn Superior Court request
4. Attachment 4: Application—Mono Superior Court request
5. Attachment 5: Application—Mono Superior Court request
6. Attachment 6: Application—Napa Superior Court request
7. Attachment 7: Application—Placer Superior Court request
8. Attachment 8: Application—Placer Superior Court request
9. Attachment 9: Application—Placer Superior Court request
10. Attachment 10: Application—Placer Superior Court request
11. Attachment 11: Application—Placer Superior Court request
12. Attachment 12: Application—Sutter Superior Court request
13. Attachment 13: Summary of Amended Requests
14. Attachment 14: Application—Imperial Superior Court request
15. Attachment 15: Application—Kern Superior Court request
16. Attachment 16: Application—Mono Superior Court request
17. Attachment 17: Application—Mono Superior Court request
18. Attachment 18: Application—Sacramento Superior Court request
19. Attachment 19: Application—Sacramento Superior Court request
20. Attachment 20: Application—San Francisco Superior Court request
21. Attachment 21: Application—Shasta Superior Court request

- 22. Attachment 22: Application—Tehama Superior Court request
- 23. Attachment 23: Application—Orange Superior Court request
- 24. Attachment 24: *Summary of Recommended Process, Criteria, and Required Information for Trial Court Trust Fund Fund Balance Held on Behalf of the Courts*

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

Table 1: New Requests for November 19, 2021 Judicial Council Meeting

Court	Amount Requested	Category	High Level Summary
Colusa	283,796	Facility	Improvement Projects
Glenn	62,414	Facility	Improvement Projects
Mono	105,000	IT	CMS
Mono	50,000	IT	Server Updates
Napa	55,761	IT	Audio Visual Improvements
Placer	125,000	IT	CMS
Placer	200,000	IT	Data Storage
Placer	225,000	Facility	Improvement Projects
Placer	150,000	Facility	Feasibility Study/Improvement Projects
Placer	15,000	IT	Technology Enhancements
Sutter	559,999	Facility	Improvement Projects

1,831,970

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

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



SUPERIOR COURT:
Colusa

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

CONTACT PERSON AND CONTACT INFO:

Erika F. Valencia, erika.valencia@colusa.courts.ca.gov, 530-458-0695

DATE OF SUBMISSION:
8/4/2021

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

REQUESTED AMOUNT:
\$283,796.00

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 looking to complete needed alterations and improvements to the courtrooms. This would include replacing the existing aged and worn carpet, gallery seating, jury seating, and various furniture. This is a financial undertaking that will include the labor for removing the existing seating, flooring, and furniture, and the shipment and installation of a new seating, flooring, and furniture solutions. Colusa is currently in the process of obtaining a quote from CSI Fullmer, a company who has an existing agreement on file with Judicial Council Procurement Services.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

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

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

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

The primary factor is the size of the expense relative to the size of the court's yearly budget and reserves. Colusa's yearly reserves will not be sufficient to cover the cost of such a large project. Colusa is planning ahead to allow for a longer encumbrance term than that which is allowed by the 3-year encumbrance term.

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

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

The current seating, flooring, and furniture in the courtroom has been exposed to heavy use for over 25 years. The current tweed-like seating upholstery is worn, dirty, and difficult to clean, several of the seats are broken, and many of the jury seats have worn springs, which cause the seat to recline too far backward. The flooring and much of the furniture is worn and needs replacement. Replacing the seating, flooring, and furniture, would allow for the public, justice partners, and judicial staff to utilize the courtroom safely. Clean, secure, comfortable seating, would also be an enhancement to the juror experience for the public. Finally, the court plans to use easy-to-clean surfaces such as vinyl upholstery, that can easily be wiped down with a bleach cleaner, which is imperative for public health and safety.

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

N/A

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

N/A

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

As the current seating cannot be adequately cleaned, the public will continue to use the worn and dirty seating in the gallery and jury box. The public will need to continue to take caution when choosing a seat and sitting, as several of the seats have broken or worn hinges, springs, and casings. The public would continue to use the worn and aged furniture.

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

- I. An alternative to replacing seating may include outsourcing the mechanical and upholstery repair to a specialist technician. However, the court is unaware of any local companies that would handle such a project. This would also not solve the issue of cleanliness. As previously stated, the aged tweed-like upholstery is stained and difficult to clean. Holding funding in the TCTF is the preferred alternative because it would allow Colusa the ability to obtain new, clean, quality seating from CSI Fullmer, whose design and durable quality products are necessary for a high-use 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

Please see attached.

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

Please see attached.

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

Please see attached.

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

Please see attached.

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	-	-	-	11.
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If a cost efficiency, please provide cost comparison

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

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

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

FY 2017-18 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	185,090	172,422	-	51,016	-	-	-	408,528
Revenues	2,047,782	139,399	87,464	785				2,275,430
Expenditures	2,017,248	120,271	99,290					2,236,809
Operating Transfers In (Out)	(11,827)		11,826					(1)
Ending Fund Balance	203,797	191,550	-	51,801	-	-	-	447,148

FY 2018-19 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	203,797	191,550	-	51,801				447,148
Revenues	2,111,904	128,244	59,884	1,351				2,301,383
Expenditures	1,776,916	108,763	65,196					1,950,875
Operating Transfers In (Out)	(5,311)		5,312					1
Ending Fund Balance	533,474	211,031	-	53,152	-	-	-	797,657

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

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

	FY 2020-21		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,637,238	14,029						2,651,267
Grants			68,896					68,896
Other Financing Sources	103,141	81,706	4,390	266				189,503
TOTAL REVENUES	2,740,379	95,735	73,286	266	-	-	-	2,909,666
EXPENDITURES								
Salaries	809,013	6,724	25,673					841,410
Staff Benefits	522,716	3,745	10,692					537,153
General Expense	67,356	1,509	-					68,865
Printing	228							228
Telecommunications	23,962							23,962
Postage	15,084							15,084
Insurance	857							857
Travel in State	-		-					-
Travel Out of State	-							-
Training	328		-					328
Security	-							-
Facilities Operations	75,285							75,285
Utilities								-
Contracted Services	261,965	64,736	34,335					361,036
Consulting and Professional Services - County Provided	2,013							2,013
Information Technology (IT)	634,295							634,295
Major Equipment	58,508							58,508
Other Items of Expense	135							135
Juror Costs	799							799
Other								-
Debt Service	-							-
Court Construction	-							-
Distributed Administration & Allocation	(2,555)	2,555						-
Prior Year Expense Adjustment	(3,738)		3,738					-
TOTAL EXPENDITURES	2,466,251	79,269	74,438	-	-	-	-	2,619,958
Operating Transfers In (Out)	(1,152)		1,152					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	702,372	228,877	-	54,318	-	-	-	985,567
Ending Balance (Deficit)	975,348	245,343	-	54,584	-	-	-	1,275,275

Current detailed budget projection on court's behalf

	FY 2021-22		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,118,944							2,118,944
Grants			79,610					79,610
Other Financing Sources	291,518	81,706		266				373,490
TOTAL REVENUES	2,410,462	81,706	79,610	266	-	-	-	2,572,044
EXPENDITURES								
Salaries	884,325	6,999	27,025					918,349
Staff Benefits	548,851	4,268	11,227					564,346
General Expense	102,540	2,010	2,513					107,063
Printing	1,000							1,000
Telecommunications	42,850							42,850
Postage	18,900							18,900
Insurance	1,500							1,500
Travel in State	1,250							1,250
Travel Out of State								-
Training	3,200							3,200
Security								-
Facilities Operations	272,640							272,640
Utilities								-
Contracted Services	524,658	69,167	38,845					632,670
Consulting and Professional Services - County Provided	5,250							5,250
Information Technology (IT)	727,569							727,569
Major Equipment	138,456							138,456
Other Items of Expense	500							500
Juror Costs	4,500							4,500
Other	25,000							25,000
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	3,302,989	82,444	79,610	-	-	-	-	3,465,043
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	975,348	245,343	-	54,584	-	-	-	1,275,275
Ending Balance (Deficit)	82,821	244,605	0	54,850	-	-	-	382,276

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	82,821	244,605	0	54,850	-	-	-	382,276
Ending Balance (Deficit)	82,821	244,605	0	54,850	-	-	-	382,276

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	82,821	244,605	0	54,850	-	-	-	382,276
Ending Balance (Deficit)	82,821	244,605	0	54,850	-	-	-	382,276

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	82,821	244,605	0	54,850	-	-	-	382,276
Ending Balance (Deficit)	82,821	244,605	0	54,850	-	-	-	382,276

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	82,821	244,605	0	54,850	-	-	-	382,276
Ending Balance (Deficit)	82,821	244,605	0	54,850	-	-	-	382,276

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	82,821	244,605	0	54,850	-	-	-	382,276
Ending Balance (Deficit)	82,821	244,605	0	54,850	-	-	-	382,276

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	82,821	244,605	0	54,850	-	-	-	382,276
Ending Balance (Deficit)	82,821	244,605	0	54,850	-	-	-	382,276

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	283,796
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		283,796

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

Description	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	283,796		-						283,796
Expenditures		125,000	158,796						283,796
Cumulative Balance	283,796	158,796	-	-	-	-	-	-	567,592

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:

Glenn

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

Sharif Elmallah, Court Executive Officer

CONTACT PERSON AND CONTACT INFO:

Joel Chain, Fiscal & Administrative Services Manager - (530) 934-6415
jchain@glenncourt.ca.gov

DATE OF SUBMISSION:

8/9/2021

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

FY2020-21 THROUGH FY 2021-22

REQUESTED AMOUNT:

\$62,414

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.):*

This request relates to two significant projects for the court, the rental of alternate facilities for jury trials that cannot be accommodated in the court's existing temporary facilities, and the digitization of historical case files. Both projects fall outside the scope of the court's regular budget allocations.

The construction project to renovate and expand the court's Historic Courthouse in Willows is currently underway and anticipated to be completed in July 2022. Due to the project, the court is currently occupying three temporary locations and renting a storage location, which has a significant impact on court operations. The two locations with courtrooms (one in Willows and one in Orland) do not have sufficient space for the adjudication of large jury trials. The court has two such trials scheduled in FY 21-22, one in August and one in November, and must rent alternate facilities to conduct the trials. If approved, this request would provide funding for the rental of alternate facilities. The provision of funding for this purpose would ensure the court can meet its statutory obligations and provide access to justice for the parties to these cases.

In anticipation of the move back into the court's renovated and expanded Historic Courthouse, planning for the move out of existing temporary facilities is required. The court currently stores historical and active paper case files at all four locations in use at this time, which amounts to a volume greater than what can be stored in the renovated and expanded Historic Courthouse. In an effort to move out of all temporary facilities to reduce ongoing facility costs and increase operational efficiencies, the court plans to digitize all existing paper case files. That project will also allow the court to move toward paperless operations. The court intends to contract with a third party vendor under one of the Judicial Council provided master agreements for such services. The court has applied for IT Modernization Grant funding for this purpose, but believes that funding may not be sufficient to complete the full scope of the project. Additionally, the timeline for the IT Modernization Grant is a single fiscal year, and the court may not be able to complete the project within that timeframe and thus utilize all available funding under that program. The addition of these funds would help ensure the court can complete the digitization of all paper records as desired. This project will assist in timely and accurate access to case records for staff and the public, and it will reduce physical storage needs, ongoing facility costs, and moving needs and costs.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

N/A

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

N/A

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

The court's FY 2021-22 proposed budget includes lease expenditures for a storage unit and reimbursable lease expenditures for one location. However, it does not include the \$13,500 lease costs for the rental of alternate facilities for the two aforementioned jury trials. Such costs are abnormal and cannot be anticipated due to the inability to predict which cases will require jury trials.

The court's FY 2021-22 proposed budget does not include the digitization funding requested through the IT Modernization Grant Program as it has not been awarded to date. Additionally, the court cannot guarantee it will receive the amount of funding requested, and the estimate used for that grant application was a conservative request based on the volume of records spread across the court's temporary locations. The requested amount of \$48,914 to augment the grant award more accurately reflects the anticipated full cost to successfully complete the digitization project. If the court does not receive the grant, such funding will also allow the court to complete some of the digitization project instead of none of it. Prior to the announcement modernization grant funding for another fiscal year, the court also could not anticipate the amount of funding provided by the court needed to complete this project and thus plan accordingly. While such a project might theoretically fit within a three-year encumbrance term, that has not been possible for the aforementioned reasons and because future facility needs and costs have also been uncertain in recent months as the court evaluates current leases and continues to plan for the design of the renovated and expanded Historic Courthouse.

The court also has a 10% vacancy rate at this time, which makes it difficult to maintain timely and accurate case processing and prevent backlog. The court is focused on investing financial resources in staffing by filling positions and in addressing other regular operational needs in FY 2021-22. The provision of these funds would allow the court to pursue those goals and the projects upon which this request is based simultaneously.

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?**

Utilizing these funds to rent alternate facilities will allow the court to obtain adequate facilities for two jury trials without impacting other court services and programs by reallocating regular operational funding. Without alternate facilities, the court simply cannot accommodate the two jury trials and meet its statutory obligations.

The digitization project will significantly enhance efficiency in timely access to records for staff and the public. It will increase staff time available to complete other operational work and increase the efficiency of work that currently necessitates the retrieval of paper case files from various court locations. Further, it will allow the court to move toward a paperless environment and the various efficiencies associated with that relative to maintaining paper case files.

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

N/A

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

The court would be unable to utilize its unspent fund balance from FY2020-21 for these irregular costs, thereby adversely impacting other operations the court budgets for due the necessity to reallocate funding. That could result in the postponement of the digitization project or only partial completion of it if funding must be maintained in other areas, which would in turn could result in ongoing storage costs for a period of time that cannot currently be determined.

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

If the digitization project cannot be fully or partially completed, the public's access to non-digitized records will remain limited and require in-person visits and waiting for staff to find the requested records. The court's move to a paperless environment may also take longer, thereby requiring the public to continue to complete other tasks related to their case physically rather than digitally. That would be one-dimensional access to justice as opposed to multi-dimensional as is often expected contemporarily.

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

Holding funds in the TCTF is the preferred option at this time in order to utilize the court's unspent fund balance from FY2020-21 and maintain the availability of funding for regular operational purposes.

SECTION IV: FINANCIAL INFORMATION

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

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

Please see accompanying template.

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

Please see accompanying template.

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

Please see accompanying template.

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

Please see accompanying template.

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		-	-	-	27.
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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			
Net Revenue (Expense)		-	-	-

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			
Net Revenue (Expense)		-	-	-

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

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

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

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

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

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

Current detailed budget projection on court's behalf

	FY 2021-22		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	3,128,039	314,016		130,973				3,573,028
Grants			175,738					175,738
Other Financing Sources	70,468							70,468
TOTAL REVENUES	3,198,507	314,016	175,738	130,973	-	-	-	3,819,234
EXPENDITURES								
Salaries	1,032,278	155,967	44,687					1,232,932
Staff Benefits	1,083,711	140,256	10,140					1,234,107
General Expense	108,670	6,968						115,638
Printing	10,000							10,000
Telecommunications	52,140	3,007						55,147
Postage	10,485	4,515						15,000
Insurance	2,296							2,296
Travel in State	9,000							9,000
Travel Out of State								-
Training	3,000							3,000
Security	4,265	632						4,897
Facilities Operations	19,700			130,973				150,673
Utilities	14,000							14,000
Contracted Services	611,583	2,500	120,911					734,994
Consulting and Professional Services - County Provided	16,500							16,500
Information Technology (IT)	254,701							254,701
Major Equipment								-
Other Items of Expense	1,000							1,000
Juror Costs	8,250							8,250
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	3,241,579	313,844	175,738	130,973	-	-	-	3,862,134
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	194,552	123,228	0	-	-	-	-	317,779
Ending Balance (Deficit)	151,480	123,399	-	-	-	-	-	274,879

Current detailed budget projection:

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

Current detailed budget projection:

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

Current detailed budget projection:

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

Current detailed budget projection:

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

Current detailed budget projection:

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

Current detailed budget projection:

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

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	13,500
936000	Utilities	
938000	Contracted Services	48,914
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		62,414

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

Description	FY 2020-21 ▼	FY 2021-22 ▼	▼	▼	▼	▼	▼	▼	Total
Contribution	62,414								62,414
Expenditures	-	62,414							62,414
Cumulative Balance	62,414	-	-	-	-	-	-	-	-

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

Original Request:

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

Amended request

Description	▼	▼	▼	▼	▼	▼	▼	▼	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:**

Mono

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

Lester Perpall – Court Executive Officer

CONTACT PERSON AND CONTACT INFO:

Tammy Laframboise 760-923-2304

DATE OF SUBMISSION:

8/6/2021

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

FY 20-21 – FY 23-24

REQUESTED AMOUNT:

\$105,000

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 has received requests from our justice partners (Sheriff, Mammoth Police, Probation, Alliance One) to employ interfaces with our case management system. We have recently implemented Journal Technology's eCourt solution. At the time of development an interface with the District Attorney's office was included in the scope of the project. These additional interfaces are still in the planning phase and will have staggered deployments over the next 3 years.

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.**

Once our court filled all positions in our schedule 7A, we do not have the budget flexibility to expend the amount requested. It would be difficult to fit this substantial amount of funding into our regular operational budget.

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?**

Interfacing with other agency's information systems to pass information electronically increases efficiency and allows our case management system to automate resulting workflow. In addition, court staff processing time and accuracy will improve.

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

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

If not approved the court will be reliant on antiquated means for passing information which requires additional staff processing time.

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

Sending and receiving information in real-time positions the court to increase court user's access to justice. Continued use of manual paper data transfer slows down processing time.

- 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 alternative to interfacing with other agencies is to remaining in the paper world. Interfaces allow us to fully maximize the technology and investment of our case management system.

SECTION IV: FINANCIAL INFORMATION

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

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

SEE ATTACHED TCTF FUNDS HELD ON BEHALF TABLES TEMPLATE, SEC. IV. A TAB

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

SEE ATTACHED TCTF FUNDS HELD ON BEHALF TABLES TEMPLATE, SEC. IV. B TAB

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

SEE ATTACHED TCTF FUNDS HELD ON BEHALF TABLES TEMPLATE, SEC. IV. C TAB

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

SEE ATTACHED TCTF FUNDS HELD ON BEHALF TABLES TEMPLATE, SEC. IV. D TAB

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	-	-	-	43.
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If a cost efficiency, please provide cost comparison

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

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

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

FY 2020-21 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	584,526	65,178	-					649,704
Revenues	2,594,936	88,695	71,918					2,755,549
Expenditures	2,544,009	75,864	71,919					2,691,792
Operating Transfers In (Out)	(1)		1					-
Ending Fund Balance	635,452	78,009	-	-	-	-	-	713,461

FY 2019-20 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	207,884	51,377	-					259,261
Revenues	2,425,616	83,488	80,716					2,589,820
Expenditures	2,048,974	69,687	80,716					2,199,377
Operating Transfers In (Out)								-
Ending Fund Balance	584,526	65,178	-	-	-	-	-	649,704

FY 2018-19 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	233,692	37,878						271,570
Revenues	2,227,592	81,276	101,621					2,410,489
Expenditures	2,249,509	68,319	104,970					2,422,798
Operating Transfers In (Out)	(3,891)	542	3,349					-
Ending Fund Balance	207,884	51,377	-	-	-	-	-	259,261

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

	FY 2020-21		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,491,713	10,520						2,502,233
Grants			71,918					71,918
Other Financing Sources	67,499	76,001						143,500
TOTAL REVENUES	2,559,212	86,521	71,918	-	-	-	-	2,717,651
EXPENDITURES								
Salaries	888,793	20,790	8,191					917,773
Staff Benefits	579,246	13,948	5,274					598,468
General Expense	146,917	517	4,521					151,956
Printing	164							164
Telecommunications	16,124	1,081	4,652					21,858
Postage	(310)	371						61
Insurance	2,293							2,293
Travel in State	125							125
Travel Out of State	-							-
Training	2,985							2,985
Security	568	32	176					776
Facilities Operations	5,123	55	330					5,508
Utilities								-
Contracted Services	343,233	22,949	42,631					408,814
Consulting and Professional Services - County Provided								-
Information Technology (IT)	364,912	11,325	3,595					379,833
Major Equipment								-
Other Items of Expense	1,280							1,280
Juror Costs	2,676							2,676
Other		100						100
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment	151		10					161
TOTAL EXPENDITURES	2,354,280	71,170	69,379	-	-	-	-	2,494,830
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)								-
Ending Balance (Deficit)	204,932	15,351	2,539	-	-	-	-	222,821

Current detailed budget projection on court's behalf

	FY 2021-22		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,491,713	10,520						2,502,233
Grants			71,918					71,918
Other Financing Sources	67,499	76,001						143,500
TOTAL REVENUES	2,559,212	86,521	71,918	-	-	-	-	2,717,651
EXPENDITURES								
Salaries	888,793	20,790	8,191					917,773
Staff Benefits	579,246	13,948	5,274					598,468
General Expense	146,917	517	4,521					151,956
Printing	164							164
Telecommunications	16,124	1,081	4,652					21,858
Postage	(310)	371						61
Insurance	2,293							2,293
Travel in State	125							125
Travel Out of State	-							-
Training	2,985							2,985
Security	568	32	176					776
Facilities Operations	5,123	55	330					5,508
Utilities								-
Contracted Services	343,233	22,949	42,631					408,814
Consulting and Professional Services - County Provided								-
Information Technology (IT)	364,912	11,325	3,595					379,833
Major Equipment								-
Other Items of Expense	1,280							1,280
Juror Costs	2,676							2,676
Other		100						100
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment	151		10					161
TOTAL EXPENDITURES	2,354,280	71,170	69,379	-	-	-	-	2,494,830
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	204,932	15,351	2,539	-	-	-	-	222,821
Ending Balance (Deficit)	409,863	30,702	5,077	-	-	-	-	445,642

Current detailed budget projection:

	FY 2022-23		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,491,713	10,520						2,502,233
Grants			71,918					71,918
Other Financing Sources	67,499	76,001						143,500
TOTAL REVENUES	2,559,212	86,521	71,918	-	-	-	-	2,717,651
EXPENDITURES								
Salaries	888,793	20,790	8,191					917,773
Staff Benefits	579,246	13,948	5,274					598,468
General Expense	146,917	517	4,521					151,956
Printing	164							164
Telecommunications	16,124	1,081	4,652					21,858
Postage	(310)	371						61
Insurance	2,293							2,293
Travel in State	125							125
Travel Out of State	-							-
Training	2,985							2,985
Security	568	32	176					776
Facilities Operations	5,123	55	330					5,508
Utilities								-
Contracted Services	343,233	22,949	42,631					408,814
Consulting and Professional Services - County Provided								-
Information Technology (IT)	364,912	11,325	3,595					379,833
Major Equipment								-
Other Items of Expense	1,280							1,280
Juror Costs	2,676							2,676
Other		100						100
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment	151		10					161
TOTAL EXPENDITURES	2,354,280	71,170	69,379	-	-	-	-	2,494,830
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	409,863	30,702	5,077	-	-	-	-	445,642
Ending Balance (Deficit)	614,795	46,052	7,616	-	-	-	-	668,463

Current detailed budget projection:

	FY 2023-24		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,491,713	10,520						2,502,233
Grants			71,918					71,918
Other Financing Sources	67,499	76,001						143,500
TOTAL REVENUES	2,559,212	86,521	71,918	-	-	-	-	2,717,651
EXPENDITURES								
Salaries	888,793	20,790	8,191					917,773
Staff Benefits	579,246	13,948	5,274					598,468
General Expense	146,917	517	4,521					151,956
Printing	164							164
Telecommunications	16,124	1,081	4,652					21,858
Postage	(310)	371						61
Insurance	2,293							2,293
Travel in State	125							125
Travel Out of State	-							-
Training	2,985							2,985
Security	568	32	176					776
Facilities Operations	5,123	55	330					5,508
Utilities								-
Contracted Services	343,233	22,949	42,631					408,814
Consulting and Professional Services - County Provided								-
Information Technology (IT)	364,912	11,325	3,595					379,833
Major Equipment								-
Other Items of Expense	1,280							1,280
Juror Costs	2,676							2,676
Other		100						100
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment	151		10					161
TOTAL EXPENDITURES	2,354,280	71,170	69,379	-	-	-	-	2,494,830
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	614,795	46,052	7,616	-	-	-	-	668,463
Ending Balance (Deficit)	819,726	61,403	10,154	-	-	-	-	891,284

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	819,726	61,403	10,154	-	-	-	-	891,284
Ending Balance (Deficit)	819,726	61,403	10,154	-	-	-	-	891,284

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	819,726	61,403	10,154	-	-	-	-	891,284
Ending Balance (Deficit)	819,726	61,403	10,154	-	-	-	-	891,284

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	819,726	61,403	10,154	-	-	-	-	891,284
Ending Balance (Deficit)	819,726	61,403	10,154	-	-	-	-	891,284

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	819,726	61,403	10,154	-	-	-	-	891,284
Ending Balance (Deficit)	819,726	61,403	10,154	-	-	-	-	891,284

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	105,000
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	
Total		105,000

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

Description	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	FY 2023-24 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	105,000								105,000
Expenditures		45,000	30,000	30,000					105,000
Cumulative Balance	105,000	60,000	30,000	-	-	-	-	-	-

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:**

Mono

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

Lester Perpall – Court Executive Officer

CONTACT PERSON AND CONTACT INFO:

Tammy Laframboise 760-923-2304

DATE OF SUBMISSION:

8/6/2021

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

FY 20-21 – FY 24-25

REQUESTED AMOUNT:

\$50,000

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.):

Request to hold TCTF funds for uninterrupted power supply (UPS) server replacement. Our current UPS server is 10 years old and we recently purchased a 3-year extended warranty and this equipment will need to be replaced once the warranty expires.

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.

Once our court filled all positions in our schedule 7A, we do not have the budget flexibility to expend the amount requested. It would be difficult to fit this substantial amount of funding into our regular operational budget.

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

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

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

UPS is required to keep Court Servers running for up to 3 hours during power outages. This provides continued access to Case Management Systems, File Servers, Phone Server and Internet Access.

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

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

The Court would not be able to perform any computer, phone or internet-based duties during power outages. In addition, operating without a UPS poses risk of data loss due to improper server shutdown. We also are subject to frequent brown outs, being located in a high wind, rural area. These momentary fluctuations of power cause computers to shut off improperly.

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

The Court would not be able to conduct court proceedings or provide clerk services to the public if servers weren't running.

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

We believe that use of our own funding is preferable to requesting supplemental fund

SECTION IV: FINANCIAL INFORMATION

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

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

SEE ATTACHED TCTF FUNDS HELD ON BEHALF TABLES TEMPLATE – FINAL, SEC. IV. A TAB

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

SEE ATTACHED TCTF FUNDS HELD ON BEHALF TABLES TEMPLATE – FINAL, SEC. IV. B TAB

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

SEE ATTACHED TCTF FUNDS HELD ON BEHALF TABLES TEMPLATE – FINAL, SEC. IV. C TAB

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

SEE ATTACHED TCTF FUNDS HELD ON BEHALF TABLES TEMPLATE – FINAL, SEC. IV. D TAB

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	-	-	-	59.
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If a cost efficiency, please provide cost comparison

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

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

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

FY 2020-21 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	584,526	65,178	-					649,704
Revenues	2,594,936	88,695	71,918					2,755,549
Expenditures	2,544,009	75,864	71,919					2,691,792
Operating Transfers In (Out)	(1)		1					-
Ending Fund Balance	635,452	78,009	-	-	-	-	-	713,461

FY 2019-20 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	207,884	51,377	-					259,261
Revenues	2,425,616	83,488	80,716					2,589,820
Expenditures	2,048,974	69,687	80,716					2,199,377
Operating Transfers In (Out)								-
Ending Fund Balance	584,526	65,178	-	-	-	-	-	649,704

FY 2018-19 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	233,692	37,878						271,570
Revenues	2,227,592	81,276	101,621					2,410,489
Expenditures	2,249,509	68,319	104,970					2,422,798
Operating Transfers In (Out)	(3,891)	542	3,349					-
Ending Fund Balance	207,884	51,377	-	-	-	-	-	259,261

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

	FY 2020-21		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,491,713	10,520						2,502,233
Grants			71,918					71,918
Other Financing Sources	67,499	76,001						143,500
TOTAL REVENUES	2,559,212	86,521	71,918	-	-	-	-	2,717,651
EXPENDITURES								
Salaries	888,793	20,790	8,191					917,773
Staff Benefits	579,246	13,948	5,274					598,468
General Expense	146,917	517	4,521					151,956
Printing	164							164
Telecommunications	16,124	1,081	4,652					21,858
Postage	(310)	371						61
Insurance	2,293							2,293
Travel in State	125							125
Travel Out of State	-							-
Training	2,985							2,985
Security	568	32	176					776
Facilities Operations	5,123	55	330					5,508
Utilities								-
Contracted Services	343,233	22,949	42,631					408,814
Consulting and Professional Services - County Provided								-
Information Technology (IT)	364,912	11,325	3,595					379,833
Major Equipment								-
Other Items of Expense	1,280							1,280
Juror Costs	2,676							2,676
Other		100						100
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment	151		10					161
TOTAL EXPENDITURES	2,354,280	71,170	69,379	-	-	-	-	2,494,830
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)								-
Ending Balance (Deficit)	204,932	15,351	2,539	-	-	-	-	222,821

Current detailed budget projection on court's behalf

	FY 2024-25		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,491,713	10,520						2,502,233
Grants			71,918					71,918
Other Financing Sources	67,499	76,001						143,500
TOTAL REVENUES	2,559,212	86,521	71,918	-	-	-	-	2,717,651
EXPENDITURES								
Salaries	888,793	20,790	8,191					917,773
Staff Benefits	579,246	13,948	5,274					598,468
General Expense	146,917	517	4,521					151,956
Printing	164							164
Telecommunications	16,124	1,081	4,652					21,858
Postage	(310)	371						61
Insurance	2,293							2,293
Travel in State	125							125
Travel Out of State	-							-
Training	2,985							2,985
Security	568	32	176					776
Facilities Operations	5,123	55	330					5,508
Utilities								-
Contracted Services	343,233	22,949	42,631					408,814
Consulting and Professional Services - County Provided								-
Information Technology (IT)	364,912	11,325	3,595					379,833
Major Equipment								-
Other Items of Expense	1,280							1,280
Juror Costs	2,676							2,676
Other		100						100
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment	151		10					161
TOTAL EXPENDITURES	2,354,280	71,170	69,379	-	-	-	-	2,494,830
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	204,932	15,351	2,539	-	-	-	-	222,821
Ending Balance (Deficit)	409,863	30,702	5,077	-	-	-	-	445,642

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	409,863	30,702	5,077	-	-	-	-	445,642
Ending Balance (Deficit)	409,863	30,702	5,077	-	-	-	-	445,642

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	409,863	30,702	5,077	-	-	-	-	445,642
Ending Balance (Deficit)	409,863	30,702	5,077	-	-	-	-	445,642

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	409,863	30,702	5,077	-	-	-	-	445,642
Ending Balance (Deficit)	409,863	30,702	5,077	-	-	-	-	445,642

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	409,863	30,702	5,077	-	-	-	-	445,642
Ending Balance (Deficit)	409,863	30,702	5,077	-	-	-	-	445,642

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	409,863	30,702	5,077	-	-	-	-	445,642
Ending Balance (Deficit)	409,863	30,702	5,077	-	-	-	-	445,642

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	409,863	30,702	5,077	-	-	-	-	445,642
Ending Balance (Deficit)	409,863	30,702	5,077	-	-	-	-	445,642

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	25,000
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	25,000
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		50,000

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

Description	FY 2020-21 ▼	FY 2024-25 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	50,000								50,000
Expenditures		50,000							50,000
Cumulative Balance	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 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:

Napa

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

Bob Fleshman, Court Executive Officer

CONTACT PERSON AND CONTACT INFO:

Tarry Singh (707) 299-1248; Tarry.Singh@napacourt.com

DATE OF SUBMISSION:

8/7/2021

TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: CONTRIBUTION 20/21 \$55,761, EXPENDITURES 22/23 \$55,761.

REQUESTED AMOUNT:

\$55,761.

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 and legal compliance goals of the Superior Court of California, County of Napa ("Court"), the Court respectfully requests that the Judicial Council hold the requested amount on the Court's behalf. The requested amount will be used on technology projects, as further described below.

Audio and Visuals. The court would like to improve its in-person, remote, and hybrid court appearance experience by improving its audio and visual solutions in its courtrooms and jury assembly room, including integrated video. The court's existing systems are aging and in need of replacement, including new wiring to improve audio quality. The public will benefit with this project with the ability to more clearly see and hear what is happening during court hearings, whether they are onsite or remote, including jurors.

Network Enhancement. The court would also like to have funds held to support the future growth of its network systems by adding additional hardware to its existing platform to expand capacity and redundancy to support case management system upgrades and enhancements.

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.

Audio and Visuals. The Audio and Visuals project involves significant one-time expenses that are not part of the Court's annual operational budget. The price of the project 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. To complete this project, the Court must use multiyear savings.

Network Enhancement. 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. It involves significant one-time expenses that is not part of the Court's annual operational budget. The purchase price of the 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. To complete the upgrades, the Court must use multiyear savings.

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?

Audio and Visuals. Currently when a Court employee or member of public wishes to attend court remotely, it's hard to see who is speaking that may impact the remote appearance adversely. Upgrading the Court's audio and video system will help improve the remote, and hybrid court appearance experience.

Network Enhancement. Upgrading or replacing the Court's network system will ensure that the court stays current on its case management systems to support continued court operational efficiencies without interruptions and delays to the public.

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.

Audio and Visuals. If the request is not approved, the audio-visual project will not be completed. Court employees will continue to face difficulties during remote, and hybrid court appearances.

Network Enhancement. The Court risks staying on outdated hardware and systems that could create operational interruptions and/or delays.

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

Audio and Visuals. If the request is not approved, members of public will continue to face difficulties / interruptions during remote, and hybrid court appearances.

Network Enhancement. If the request is not approved and the existing system does not have the capacity to upgrade to future current versions of the courts case management system, the system could become end-of-life and/or support and/or the functionality may not meet the courts needs to efficiently process cases in a timely manner.

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

Audio and Visuals. If the Court's request is not approved, the Court will continue to use the existing audio-visual systems that do not provide an optimal experience to the users in and out of court. It would be preferable to hold funding in the TCTF to allow the Court to complete this project as these large projects take time to complete and hoping for external funding sources to complete portions of the project, will not guarantee that the court can mitigate the risks of not doing so.

Network Enhancement. Holding funding in the TCTF is the preferred alternative because the Court will be able to implement the upgrades and continue to provide a high level of service to the public with redundant systems with adequate capacity.

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 Excel workbook.

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 Excel workbook.

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

See attached Excel workbook.

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

See attached Excel workbook.

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	-	-	-	76.
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If a cost efficiency, please provide cost comparison

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

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

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

FY 2017-18 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	780,149	588,831	-	-	-	-	-	1,368,980
Revenues	9,383,664	130,095	179,613	-	-	-	-	9,693,372
Expenditures	10,021,406	146,942	200,462	-	-	-	-	10,368,810
Operating Transfers In (Out)	(20,849)	-	20,849	-	-	-	-	-
Ending Fund Balance	121,558	571,984	-	-	-	-	-	693,542

FY 2018-19 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	121,558	571,984	-	-	-	-	-	693,542
Revenues	9,951,162	129,497	156,681	-	-	-	-	10,237,340
Expenditures	9,914,255	79,487	178,858	-	-	-	-	10,172,600
Operating Transfers In (Out)	(22,177)	-	22,177	-	-	-	-	-
Ending Fund Balance	136,288	621,994	-	-	-	-	-	758,282

FY 2019-20 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	136,288	621,994	-	-	-	-	-	758,282
Revenues	10,070,027	568,181	190,997	-	-	-	-	10,829,205
Expenditures	9,703,800	503,204	215,278	-	-	-	-	10,422,282
Operating Transfers In (Out)	(177,348)	153,067	24,281	-	-	-	-	-
Ending Fund Balance	325,167	840,038	-	-	-	-	-	1,165,205

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

	FY 2020-21		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	9,038,972	872,125	-	-	-	-	-	9,911,097
Grants	-	-	200,969	-	-	-	-	200,969
Other Financing Sources	347,919	283,334	-	-	-	-	-	631,253
TOTAL REVENUES	9,386,891	1,155,459	200,969	-	-	-	-	10,743,319
EXPENDITURES								
Salaries	4,646,973	7,856	89,492					4,744,321
Staff Benefits	2,736,366	4,644	43,298					2,784,308
General Expense	234,772	890	43,002					278,664
Printing	12,056	-	2					12,058
Telecommunications	69,372	-	762					70,134
Postage	27,322	-	119					27,441
Insurance	7,126	-	-					7,126
Travel in State	-	-	-					-
Travel Out of State	-	-	-					-
Training	10,415	-	-					10,415
Security	169,303	-	1,710					171,013
Facilities Operations	120,555	4,511	881					125,947
Utilities	-	-	-					-
Contracted Services	977,314	84,160	3,080					1,064,554
Consulting and Professional Services - County Provided	62,755	837,040	398					900,193
Information Technology (IT)	285,988	8,500	16,331					310,819
Major Equipment	112,598	-	1,248					113,846
Other Items of Expense	231	-	33					264
Juror Costs	16,677	-						16,677
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(26,539)		26,539					-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	9,463,284	947,601	226,895	-	-	-	-	10,637,780
Operating Transfers In (Out)	(40,592)	14,666	25,926					-
Fund Balance (Deficit)	(76,392)	207,858	(25,926)					
Beginning Balance (Deficit)	325,167		-					325,167
Ending Balance (Deficit)	208,182	222,524	-	-	-	-	-	430,706

Current detailed budget projection on court's behalf

	FY 2021-22		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	9,038,972	872,125	-					9,911,097
Grants	-	-	200,969					200,969
Other Financing Sources	347,919	283,334	-					631,253
TOTAL REVENUES	9,386,891	1,155,459	200,969	-	-	-	-	10,743,319
EXPENDITURES								
Salaries	5,576,368		107,390					5,683,758
Staff Benefits	3,283,639		51,958					3,335,597
General Expense	281,726							281,726
Printing	14,467							14,467
Telecommunications	83,246							83,246
Postage	32,786							32,786
Insurance	8,551							8,551
Travel in State	-		-					-
Travel Out of State	-							-
Training	12,498							12,498
Security	203,164							203,164
Facilities Operations	144,666							144,666
Utilities	-							-
Contracted Services	1,172,777	336,640						1,509,417
Consulting and Professional Services - County Provided	75,306							75,306
Information Technology (IT)	343,186							343,186
Major Equipment	135,118							135,118
Other Items of Expense	277							277
Juror Costs	20,012							20,012
Other	-							-
Debt Service	-							-
Court Construction	-							-
Distributed Administration & Allocation	(31,847)							(31,847)
Prior Year Expense Adjustment	-							-
TOTAL EXPENDITURES	11,355,941	336,640	159,348	-	-	-	-	11,851,929
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	208,182	222,524	-	-	-	-	-	430,706
Ending Balance (Deficit)	(1,760,868)	1,041,343	41,621	-	-	-	-	(677,904)

Current detailed budget projection:

	FY 2022-23		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	9,038,972	872,125	-					9,911,097
Grants	-	-	200,969					200,969
Other Financing Sources	347,919	283,334	-					631,253
TOTAL REVENUES	9,386,891	1,155,459	200,969	-	-	-	-	10,743,319
EXPENDITURES								
Salaries	6,134,004		118,129					6,252,134
Staff Benefits	3,612,003		57,153					3,669,156
General Expense	309,899							309,899
Printing	15,914							15,914
Telecommunications	91,571							91,571
Postage	36,065							36,065
Insurance	9,406							9,406
Travel in State	-		-					-
Travel Out of State	-							-
Training	13,748							13,748
Security	223,480							223,480
Facilities Operations	159,133							159,133
Utilities	-							-
Contracted Services	1,290,054	1,346,560						2,636,614
Consulting and Professional Services - County Provided	82,837							82,837
Information Technology (IT)	377,504							377,504
Major Equipment	148,629							148,629
Other Items of Expense	305							305
Juror Costs	22,014							22,014
Other	-							-
Debt Service	-							-
Court Construction	-							-
Distributed Administration & Allocation	(35,031)							(35,031)
Prior Year Expense Adjustment	-							-
TOTAL EXPENDITURES	12,491,535	1,346,560	175,283	-	-	-	-	14,013,378
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	(1,760,868)	1,041,343	41,621	-	-	-	-	(677,904)
Ending Balance (Deficit)	(4,865,512)	850,242	67,307	-	-	-	-	(3,947,962)

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State			-					-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment	-							-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	(4,865,512)	850,242	67,307	-	-	-	-	(3,947,962)
Ending Balance (Deficit)	(4,865,512)	850,242	67,307	-	-	-	-	(3,947,962)

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	-	-	-					-
Grants	-	-	-					-
Other Financing Sources	-	-	-					-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries	-		-					-
Staff Benefits	-		-					-
General Expense	-							-
Printing	-							-
Telecommunications	-							-
Postage	-							-
Insurance	-							-
Travel in State	-		-					-
Travel Out of State	-							-
Training	-							-
Security	-							-
Facilities Operations	-							-
Utilities	-							-
Contracted Services	-							-
Consulting and Professional Services - County Provided	-							-
Information Technology (IT)	-							-
Major Equipment	-							-
Other Items of Expense	-							-
Juror Costs	-							-
Other	-							-
Debt Service	-							-
Court Construction	-							-
Distributed Administration & Allocation	-							-
Prior Year Expense Adjustment	-							-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	(4,865,512)	850,242	67,307	-	-	-	-	(3,947,962)
Ending Balance (Deficit)	(4,865,512)	850,242	67,307	-	-	-	-	(3,947,962)

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	(4,865,512)	850,242	67,307	-	-	-	-	(3,947,962)
Ending Balance (Deficit)	(4,865,512)	850,242	67,307	-	-	-	-	(3,947,962)

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	(4,865,512)	850,242	67,307	-	-	-	-	(3,947,962)
Ending Balance (Deficit)	(4,865,512)	850,242	67,307	-	-	-	-	(3,947,962)

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	(4,865,512)	850,242	67,307	-	-	-	-	(3,947,962)
Ending Balance (Deficit)	(4,865,512)	850,242	67,307	-	-	-	-	(3,947,962)

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	13,750
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	68,750
940000	Consulting and Professional Services - County Provided	-
943000	Information Technology (IT)	192,500
945000	Major Equipment	-
950000	Other Items of Expense	-
972000	Other	-
973000	Debt Service	-
983000	Court Construction	-
990000	Distributed Administration & Allocation	-
Total		275,000

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

Description	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	FY 2023-24 ▼	FY 2024-25 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	55,761	-							55,761
Expenditures	-	-	55,761						55,761
Cumulative Balance	55,761	55,761	-	-	-	-	-	-	-

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

Original 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	-	-	-	-	-	-	-	-	-

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:

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:

7/7/2021

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

REQUESTED AMOUNT:

\$125,000.

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's current database is non-redundant and represents a single point of failure in the court's IT services. Currently, any outage causes a major loss of service for the Court and the public. Since the CMS is the core to all of the public facing interfaces and is the core business application at the Court, having a redundant database would provide better reliability and improve the CMS uptime.

Improved uptime serves both the direct public interest in ensuring access to the court online database functions and tools and indirectly by avoiding productivity loss in the event of a system failure. The proposed solution will create near-real time fail over capability.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

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

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

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

The court's FY 2020/2021 approved budget and proposed FY 2021/2022 budget each support \$35,000 annually in Major IT Equipment. At a cost of \$125,000, the CMS redundancy project is equivalent to a 3.5 years of standard operating budgets for these types of purchases. This project could be completed within the three year encumbrance term. Unfortunately, the court did not initiate this process early enough to complete within the FY 2020/2021 fiscal year.

(Note: Due to the timing of request submissions and approval timelines, the court is requesting that funds be held on its behalf for this project AND for FY 2021/2022 IT Modernization Funds for this project. If the court's request to have funds held on its behalf, it will withdraw the IT Modernization request for this item.

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 effort will remove the single point of failure that currently exists on the court's primary business system. Doing so will provide for more rapid return to services due to a failure on the primary case management system database. It will also allow for expanded maintenance capabilities due to the court's ability to take one system off-line at a time.

Reduced potential for down time also increases reliability for public access to the court's online document portal and attorney access to case readiness communication tools.

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

There is a potential for improved efficiency in the event of a system failure. However, due to the inability to predict such failures, or their duration, the court cannot reliably predict the dollar value of this cost efficiency.

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

There would not be an immediate impact on court operations. The court would continue to operate its core business system in a single point of failure environment. This adds increased risk for the court that would have significant impact if a failure occurs.

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

See item B and D.

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 2020/2021 fiscal year and allow the project to move forward.


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

i
APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Attachment 8

Please check the type of request: <input checked="" type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: Placer	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Jake Chatters CONTACT PERSON AND CONTACT INFO: Julie Kelly jkelly@placer.courts.ca.gov	
DATE OF SUBMISSION: 7/30/2021	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY18/19-FY21/22	REQUESTED AMOUNT: \$200,000.
REASON FOR REQUEST <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i> <p>This project will allow Placer Superior Court to expand the data storage on its current Disaster Recovery platform (Rubrik). The court was awarded a Digitization Grant by the Judicial Council of California. The court has used these funds to digitize all criminal records back to January 1, 2016 and all civil, family law, and probate records back to January 1, 2017. During fiscal year 2021/2022, the court will expend the remainder of the digitization funds by digitizing archived records. This effort, along with the daily addition of new documents in all case types into the court's digitized records, has substantially increased the size of the court's disaster recovery application needs.</p> <p>To meet the data requirements and continue to transfer these documents and related data from the court's case management system, Placer Court needs to expand the current Rubrik platform. The Rubrik platform allows the court to restore a snapshot of the case management system almost instantly allowing staff to resume operations quickly in the event of a hardware failure. Further, by expanding the Rubrik application, Placer Court can expand its disaster recovery capability by increasing snapshot frequency of the digitized records, providing greater flexibility to recover from cyber-attacks.</p>		
SECTION II: AMENDED REQUEST CHANGES		
<p>A. Identify sections and answers amended. N/A</p> <p>B. Provide a summary of the changes to the request. N/A</p>		
SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		
<p>A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.</p> <p>The court's FY 2021/2022 proposed budget includes \$68,000 for disaster recovery services. This amount covers the annual cost of the court's Barracuda file backup system. The \$200,000 in one-time funds required to expand the current Rubrik disaster recovery system would equate to over three times the annual budget for backup and disaster recovery expenditures. This project could be completed within the three year encumbrance term. Unfortunately, the court did not initiate this process early enough to complete it within the FY 2020/2021 fiscal year.</p>		

(Note: Due to the timing of request submissions and approval timelines, the court is requesting that funds be held on its behalf for this project AND for FY 2021/2022 IT Modernization Funds for this project. If the court's request to have funds held on its behalf is approved, it will withdraw the IT Modernization request for this item. Attachment 8

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 effort will expand the court's disaster recovery appliance to enable more frequent snapshots of the court's electronic case file records. This is vital in protecting the court's case management records from cyber-attacks and allowing the court to recover both the case management system and the digitized documents quickly after a cyber-attack. Since case files are now digital in most instances, access to the online portal and to these documents is more reliant on system uptime. The system ensures a faster return to normal operations, reducing the impact of a cyber-attack or hardware failure on court users and the court itself. It also protects the court's core documents from permanent loss in the event of a hardware failure or cyber-attack.

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

There is a potential for improved efficiency in the event of a hardware failure or cyber-attack. However, due to the inability to predict such situations, or their duration, the court cannot reliably predict the dollar value of this cost efficiency.

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

There would not be an immediate impact on court operations. The court would continue to digitize records and operate with a disaster recovery solution that cannot fully accommodate all digitized records. This increased risk to the court would have significant impact if a failure occurs.

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

See item B and D.

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 2020/2021 fiscal year and allow the project to move forward.

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

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: 7/30/2021	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY18/19-FY21/22	REQUESTED AMOUNT: \$225,000.

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 Placer Superior Court has three facility-related projects identified for fiscal years 2021/2022. These projects may be completed in the fiscal year or may extend into FY 2022/2023 depending on supply, contractor, and JCC project manager availability.

- Historic Courthouse Entry Security Improvements – The 2019/2020 Placer County Grand Jury found deficiencies in the in-custody sally port controls and recommended that the sally port controls be replaced with more modern technology. In addition, the court's exterior door control system is a patchwork system and presents unique challenges to historic building. The current system introduces unnecessary risk which was highlighted for improvement in a recent Placer County Grand Jury Report. The court is working with the Judicial Council Office of Security on improvements to these controls and anticipates submitting a court funded request for items that are court responsibilities during fall 2021.
- Gibson Courthouse Self Help Lobby Improvements – The court is reconfiguring its in-person self-help services based on lessons learned during the COVID-19 pandemic. This will include the relocation of existing self-service computers from a small enclosed area into the larger court lobby. This funding will be used to purchase and install cubicles and enable electrical access to the new location. This does not include the purchase of computers or other technology.
- Courtroom Audio/Visual Improvements to Support Evidence Display – Components of the court's courtroom audio/visual systems at the Gibson Courthouse are approaching end of life and require replacement. This effort will include replacement of witness touch screens and document projectors. Dependent on final cost estimates, the court may also include an upgrade of cabling and displays to support 4K display (this is less likely due to possible impacts on remote appearance bandwidth requirements).

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

N/A

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

N/A

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

The court budget for facility modifications is intended for response to critical issues. Dedicating the total of this line item to these planned efforts would leave no funding for critical issue response during the fiscal year. Further, due to the nature of these items, the court anticipates some variability in final expenses. The court intends to use the operating budget for facility modifications to address any minor cost overruns in these projects.

This project could be completed within the three year encumbrance term. For a variety of reasons, including the dynamic nature of the COVID-19 pandemic response and related timing of lessons learned, complexity of security systems, and deadlines for court funded facility requests, the court did not initiate this process early enough to complete within the FY 2020/2021 fiscal year.

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)**SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE****B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?**

These efforts will enhance court operations and programs as follows:

- Historic Courthouse Entry Security Improvements – The current sally port mechanism presents a number of concerns. These concerns relate to in-custody security and, therefore, it would not be appropriate to outline them in this publically available document. The court is willing to discuss these issues with JCC staff and any committee that needs to evaluate this request in closed session.
- Gibson Courthouse Self Help Lobby Improvements – The redesign of the Self Help Centers, self-service computers would return them to public use. Since March 2020, computers have been inaccessible due to their location in a small office. The enclosed space is no longer used by the court, resulting in lack of access to free computer terminals and self-service filing preparation tools. This effort would return these computers to public use by moving them into the more open lobby area with appropriate cubicle design to prevent personal information from being viewable by other individuals in the courthouse lobby.
- Courtroom Audio/Visual Improvements to Support Evidence Display – The court's witness annotation screens have started to fail due to age. This project would replace those system, along with failing document cameras, to support evidence presentation in court. If funds are available after the completion of this effort, the court will explore improvements to the A/V system to allow 4K evidence presentation at trial.

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

These efforts improve the effectiveness of programs, they are not intended to provide cost efficiencies.

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

Consequences include:

- Historic Courthouse Entry Security Improvements – Existing security risks would remain in place.
- Gibson Courthouse Self Help Lobby Improvements – The public would not have access to public computers, reducing the ability for individuals to prepare and submit their filings from the courthouse. It may also increase the number of individuals requiring staff support to answer questions that could have been addressed through the use of self-service computer stations.
- Courtroom Audio/Visual Improvements to Support Evidence Display – Lack of modern evidence presentation tools for parties can slow court proceedings or impact the ability of the parties to present their cases.

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

See item B and D.

SECTION IV: FINANCIAL INFORMATION

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

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

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

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

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:

7/30/2021

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

REQUESTED AMOUNT:

\$150,000.

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 Tahoe City Courthouse Preliminary Planning and feasibility study work will support the planned Tahoe City Courthouse replacement project.

The Tahoe City Courthouse was ranked as an "Immediate Need" facility in the Judicial Council's 2019 Reassessment of Trial Court Capital-Outlay Projects and ranked 18th in priority order for replacement. On July 9, 2021, the Judicial Council adopted its updated Judicial Branch Five-Year Infrastructure Plan for Fiscal Year 2022-23 (Five-Year Plan), which continued to reflect the Tahoe City Courthouse in the Immediate Need category.

The Five-Year Plan anticipates a start date for acquisition and planning efforts for the Tahoe City Courthouse in FY 2025/2026 and funding for construction to be allocated in FY 2026/2027.

The court is requesting that \$150,000 be held on behalf of the court to support pre-planning efforts and feasibility related to the ultimate replacement of the courthouse. These funds, along with efforts of court and JCC staff would support the included coordination with Placer County on the feasibility of co-locating the future courthouse and a future county justice center on the current site. The pre-planning work would begin in the current year and extend to the start of acquisition, design and construction efforts as outlined in the Five-Year Plan. This would occur in advance of the Tahoe City Courthouse's final design and construction timeline to reduce potential delays once the Tahoe City Courthouse project is approved for funding based on the Five-Year Plan and the appropriate Budget Act.

Due to the complexity of the regulatory environment in the Tahoe Basin, using the intervening years to perform preliminary environmental work, preliminary site planning and feasibility, develop a formal Project Description for submission to the Tahoe Regional Planning Agency, and work with Placer County on the potential parcel split and land transfer or other alternatives, would help ensure design and construction activities can more likely occur per the Five-Year Plan.

In addition, this would provide a financial contribution to Placer County to show a commitment to the Burton Creek location and reduce potential rework. This would include retaining architectural services to help with preliminary programming and site planning (expanding on work already done by the County on preliminary footprints). This consultant would develop graphics and elevations to share during the environmental process and any application for project approvals from the County Community Development and Resource Agency (CDRA) and the Tahoe Regional Planning Agency (TRPA).

(*NOTE: The Placer Superior Court is submitting a Court Funded Facility Request to effect the above transactions and obtain approval of the efforts outlined above. Due to timing, the funds held on behalf and the court funded facility requests must be submitted simultaneously.)

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

N/A

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

N/A

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 budget for facility modifications is intended for response to critical issues. Dedicating the total of this line item to these planning and feasibility efforts would leave no funding for critical issue response during the fiscal year. The court intends to use the operating budget for facility modifications to address any minor cost overruns in these projects.

This project could be completed within the three year encumbrance term. For a variety of reasons, including the deadlines for court funded facility requests, the court did not initiate this process early enough to complete within the FY 2020/2021 fiscal year.

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?**

On November 9, 2019, the Placer County Board of Supervisors approved the replacement of the Tahoe Justice Center and directed county staff to move forward with construction of a new facility in fiscal year 2025/2025 or earlier, if possible.

In November 2020, Placer County Facilities Director, Steve Newsom, provided a letter to the Superior Court of Placer County which communicated Placer County's commitment to working towards replacement of and co-location of the Tahoe Justice Center (inclusive of the District Attorney, Public Defender, Probation, and Sheriff's Office) and the Tahoe City Courthouse. Mr. Newsom's letter outlined initial talking points and potential areas for discussion with the Judicial Council regarding construction of the new Tahoe City Courthouse at the existing Burton Creek location.

During 2020 and early 2021, Placer County initiated preliminary site planning and site coverage studies, along with informal discussions with the Tahoe Regional Planning Agency, to confirm the two functions could exist on the current Burton Creek site.

The County intends to perform additional preliminary environmental analysis and preliminary site planning fiscal year 2021/2022. The County is seeking participation from the Judicial Branch to ensure the work can be coordinated and support the Judicial Council's effort to replace the Tahoe City Courthouse per the Five-Year Plan. Doing so presents potential cost savings for the County and the Judicial Council and will reduce potential delays in courthouse construction when it occurs per the Five-Year Plan.

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

Cost efficiencies are anticipated but cannot be quantified at this time.

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

This request relates to a long term facility project. Current operations would continue. However, failure to move forward with the County in this effort may result in future project delays on the courthouse construction, perpetuating service deficiencies at the Tahoe City location.

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

See item B and D.

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 2020/2021 fiscal year and allow the projects to move forward. Further, there is no funding available in the current year for this capital construction effort via Judicial Council budget allocations. This is the only known funding mechanism to show support to Placer County's efforts for co-located, but separate, facilities.

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**

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:

7/7/2021

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

REQUESTED AMOUNT:

\$15,000.00

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 allow the court to complete an interface project between themselves and the City of Roseville police department. The interface will enable the police department to digitally capture citations and electronically transmit them directly to Placer's case management system. The project is in the final testing stage, expecting completion within the next thirty days.

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.

This project is an enhancement to the current case management system that was originally encumbered in FY18/19 and planned for completion in FY20/21. Because of the complex nature of the interface mixed with a collaboration of multiple entities, the project will surpass the encumbrance deadline by a short period.

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

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 significantly increase the efficiency of the court's traffic unit by reducing data entry of citation information.

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 will significantly increase the efficiency of the court's traffic unit by reducing data entry of citation information. Additionally, this is a joint project between Placer court and the City of Roseville police department. Not completing the project at this point could damage a justice partner relationship.

E. Describe the consequences to the public and access to justice if the court request is not approved.**F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?**

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 and allow the project to be finalized.

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**

Application for TCTF Funds Held on Behalf of the Court

Sec. III.C

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	-	-	-	104.
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Application for TCTF Funds Held on Behalf of the Court

If a cost efficiency, please provide cost comparison

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

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

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

Sec. IV.A

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

FY 2019-20 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	316,343	484,877	-	-	-	311,332	-	1,112,553
Revenues	21,951,842	155,910	589,993	-	-	826,269	-	23,524,014
Expenditures	22,172,094	88,172	589,197	-	-	569,577	-	23,419,040
Operating Transfers In (Out)	382,028		(796)	-	-	(397,444)	-	(16,212)
Ending Fund Balance	478,118	552,615	0	-	-	170,581	-	1,201,314

FY 2018-19 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	1,385,788	471,000	-	-	-	179,500	-	2,036,288
Revenues	21,444,702	140,344	969,835	-	-	1,088,229	-	23,643,110
Expenditures	22,721,800	126,466	975,230	-	-	728,774	-	24,552,270
Operating Transfers In (Out)	207,653		5,395	-	-	(227,624)	-	(14,576)
Ending Fund Balance	316,343	484,877	(0)	-	-	311,332	-	1,112,552

FY 2017-18 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	951,786	467,322	-	-	-	361,625	-	1,780,733
Revenues	19,761,447	154,481	486,009	-	-	698,018	-	21,099,956
Expenditures	19,328,362	150,804	485,093	-	-	880,143	-	20,844,402
Operating Transfers In (Out)	917		(917)	-	-		-	-
Ending Fund Balance	1,385,788	470,999	0	-	-	179,500	-	2,036,287

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.B

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

	FY 2021-22		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	21,994,091	149,287	-	-	-	-		22,143,378
Grants	444,409		1,395,568	-	-	-		1,839,977
Other Financing Sources						824,294		824,294
TOTAL REVENUES	22,438,500	149,287	1,395,568	-	-	824,294	-	24,807,649
EXPENDITURES								
Salaries	10,505,700	76,652	857,329	-	-	213,949	-	11,653,630
Staff Benefits	8,184,492	59,891	557,498	-	-	95,315	-	8,897,196
General Expense	288,382	12,744	20,000			88,573		409,699
Printing	20,000							20,000
Telecommunications	165,000					95,000		260,000
Postage	72,525							72,525
Insurance	19,500							19,500
Travel in State	28,316					10,000		38,316
Travel Out of State								-
Training	35,000					10,000		45,000
Security	2,000							2,000
Facilities Operations	340,532							340,532
Utilities	1,000							1,000
Contracted Services	1,815,776		130,532					1,946,308
Consulting and Professional Services - County Provided	21,000							21,000
Information Technology (IT)	791,110					148,500		939,610
Major Equipment	35,000							35,000
Other Items of Expense	12,032							12,032
Juror Costs	92,800							92,800
Other	1,500							1,500
Debt Service	-							-
Court Construction	-							-
Distributed Administration & Allocation	-							-
Prior Year Expense Adjustment	-							-
TOTAL EXPENDITURES	22,431,665	149,287	1,565,359	-	-	661,337	-	24,807,649
Operating Transfers In (Out)	(6,834)		169,791			(162,957)		-
Fund Balance (Deficit)								
Beginning Balance (Deficit)								-
Ending Balance (Deficit)	1	(0)	(0)	-	-	(0)	-	0

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.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
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	(0)	(0)	-	-	(0)	-	0
Ending Balance (Deficit)	1	(0)	(0)	-	-	(0)	-	0

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.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
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	(0)	(0)	-	-	(0)	-	0
Ending Balance (Deficit)	1	(0)	(0)	-	-	(0)	-	0

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.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
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	(0)	(0)	-	-	(0)	-	0
Ending Balance (Deficit)	1	(0)	(0)	-	-	(0)	-	0

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.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
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	(0)	(0)	-	-	(0)	-	0
Ending Balance (Deficit)	1	(0)	(0)	-	-	(0)	-	0

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.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
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	(0)	(0)	-	-	(0)	-	0
Ending Balance (Deficit)	1	(0)	(0)	-	-	(0)	-	0

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.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
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	(0)	(0)	-	-	(0)	-	0
Ending Balance (Deficit)	1	(0)	(0)	-	-	(0)	-	0

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.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
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	(0)	(0)	-	-	(0)	-	0
Ending Balance (Deficit)	1	(0)	(0)	-	-	(0)	-	0

Application for TCTF Funds Held on Behalf of the Court

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

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

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.D

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

Description	FY 2020-21 ▼	FY 2021-22 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	715,000								715,000
Expenditures		715,000							715,000
Cumulative Balance	715,000	-	-	-	-	-	-	-	-

Application for TCTF Funds Held on Behalf of the Court

Sec. IV.D Amended Requests

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:

Sutter

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

Stephanie M. Hansel, Court Executive Officer

CONTACT PERSON AND CONTACT INFO:

Joe Azevedo, CFO; (530) 822-3340

DATE OF SUBMISSION:

8/4/2021

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

FY 20-21 THROUGH FY 22-23

REQUESTED AMOUNT:

\$559,999

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.):*

Facility modification: The Court respectfully requests funds over the 3% fund balance cap totaling \$559,999 be held to build much needed offices and cubicles out of space formerly used to house paper case files.

The Court is waiting for a cost estimate from JCC Facilities for this project.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

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

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

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

The one-time costs for facilities modification are outside the Court's annual operational budget.

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

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

Having additional office space will allow the Court to add much needed court staff to enhance the effectiveness of court operations and increase availability of court services.

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

N/A

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

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

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

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

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

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

SECTION IV: FINANCIAL INFORMATION

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

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

N/A

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

N/A

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

See attachment.

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

See attachment.

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	559,999
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		559,999

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

Description	FY 2020-21	FY 2021-22	FY 2022-23	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	559,999								559,999
Expenditures			559,999						559,999
Cumulative Balance	559,999	559,999	-	-	-	-	-	-	-

Table 2: Amended Requests for Judicial Council Consideration at its November 19, 2021 Business Meeting

Court	Does Request Change \$\$	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	2021-22	2024-25	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2024-25		
Imperial	No	\$ -					\$ 558,529	\$ 203,370						\$ 133,534	\$ 628,365			Facility	Improvement Projects
Kern	Yes	1,152,436						676,688							1,829,124			IT	CMS
Mono	Yes	10,000							60,000								70,000	General	New Car Purchase
Mono	Yes	45,000						30,000	30,000						30,000	40,000	35,000	IT	Data Storage
Sacramento	No	-						1,776,000							1,049,751	726,249		IT	CMS
Sacramento	No	-						284,020	1,128,644						232,379		1,180,285	IT	CMS
San Francisco	No	-			138,257	56,781	190,655					138,257	56,781	110,332	43,636	36,687		IT	CMS
Shasta	No	-						471,670								471,670		Facility	Improvement Projects
Tehama	Yes	205,914			100,790	130,941	254,195	217,950				100,790	130,941	93,011	535,048	50,000		IT	CMS
Orange	No	-	133,000	177,150	465,234		96,631	13,454		133,000	177,150				369,891	205,428		IT	CMS
<u>\$ 1,413,350</u>			\$ 133,000	\$ 177,150	\$ 704,281	\$ 187,722	\$ 3,661,700	\$ 2,270,106	\$ 60,000	\$ 133,000	\$ 177,150	\$ 239,047	\$ 187,722	\$ 2,018,898	\$ 4,479,520	\$ 1,301,972	\$ 70,000		
			\$7,193,959							\$8,607,309									

Difference Between Amended and Original Requests **\$1,413,350**

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:**

Imperial

PERSON AUTHORIZING REQUEST (Presiding Judge or Court Executive Officer):
Maria Rhinehart, Court Executive Officer**CONTACT PERSON AND CONTACT INFO:**Rodolfo Quintero; rquintero@imperial.courts.ca.gov; 760-336-3520**DATE OF SUBMISSION:**

7/6/2021

TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: CONTRIBUTION
FY19/20 \$761,899, EXPENDITURE
FY20/21 \$558,529 & FY 21/22 \$203,370**REQUESTED AMOUNT:**

\$761,899 (no change on Funds approved)

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

Due

The Court received approval to have \$761,899 held by JCC in FY 19/20. The total amount was assigned to multiple projects for Fiscal Years 20/21 (\$558,529) and 21/22 (\$203,370). Due to COVID-19, the Court did not have the opportunity to complete all the projects assign to FY 20/21.

We would like to move the completion date for the following projects from FY 20/21 to FY 21/22.

These are the projects approved that we want to move to FY 21/22:

- #1 – 50 New Courthouse Computer Workstation.
- #3 – IT Department Truck
- #4 – Software Upgrades and Replacements
- #5 – New Courthouse IVTA Construction Costs
- #6- AV Replacement for Current Courtrooms
- #7 – Server Room and IDF UPS
- #10- Court Room Blinds
- #11- Winterhaven Site- Shade Structure
- #12- Window Screens.
- #13 – Courier Van- Facilities
- #14 -Facilities Dept Truck
- #15- E.C. New Flooring.
- #16 – Existing Computer Workstations Replacements.
- #17- E.C. Painting of Ceilings.
- #18- Brawley Courthouse Move.
- #19- File Room Renovation.
- #20- UV lights into each air handler.

Thank you for your understanding.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

Attachment 14

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

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

Due to Covid-19, we would like to move the completion date for the projects mentioned above from FY 20/21 to FY 21/22.

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

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

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

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

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

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

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

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

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

SECTION IV: FINANCIAL INFORMATION

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

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

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

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

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

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

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

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

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

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	-	-	-	126.
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If a cost efficiency, please provide cost comparison

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

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

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

FY 2019-20 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	1,699,911	666,212	-					2,366,123
Revenues	11,449,114	1,078,890	312,422					12,840,426
Expenditures	10,500,033	1,070,017	364,404					11,934,454
Operating Transfers In (Out)	(106,089)	54,107	51,982					-
Ending Fund Balance	2,542,903	729,192	-	-	-	-	-	3,272,095

FY 2018-19 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	1,407,155	591,563	-					1,998,718
Revenues	11,108,218	1,134,004	346,221					12,588,443
Expenditures	10,728,937	1,081,478	410,623					12,221,038
Operating Transfers In (Out)	(86,525)	22,123	64,402					-
Ending Fund Balance	1,699,911	666,212	-	-	-	-	-	2,366,123

FY 2017-18 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	1,603,606	922,343						2,525,949
Revenues	10,435,091	1,379,068	394,127					12,208,286
Expenditures	10,484,445	1,774,704	476,368					12,735,517
Operating Transfers In (Out)	(147,098)	64,857	82,241					-
Ending Fund Balance	1,407,154	591,564	-	-	-	-	-	1,998,718

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

	FY 2019-20		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	11,172,106	71,685	-					11,243,791
Grants	-	-	312,422					312,422
Other Financing Sources	277,008	1,007,205	-					1,284,213
TOTAL REVENUES	11,449,114	1,078,890	312,422	-	-	-	-	12,840,426
EXPENDITURES								
Salaries	5,628,155	416,275	219,670					6,264,100
Staff Benefits	2,368,782	151,734	64,846					2,585,362
General Expense	494,960	16,084						511,044
Printing	3,897	650						4,547
Telecommunications	31,050	1,349						32,399
Postage	89,875	8,552						98,427
Insurance	12,295	437						12,732
Travel in State	12,398		2,433					14,831
Travel Out of State	2,825		-					2,825
Training	7,828		1,810					9,638
Security	288,029	1,380	9,497					298,906
Facilities Operations	269,109	88,778	-					357,887
Utilities	-	-	-					-
Contracted Services	679,646	257,272	9,151					946,069
Consulting and Professional Services - County Provided	6,760	-						6,760
Information Technology (IT)	366,482	27,099						393,581
Major Equipment	112,019	543						112,562
Other Items of Expense	6,458	1,421	93					7,972
Juror Costs	22,814	-						22,814
Other	237,298	12,823						250,121
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(142,412)	85,509	56,903					-
Prior Year Expense Adjustment	1,766	111						1,877
TOTAL EXPENDITURES	10,500,034	1,070,017	364,403	-	-	-	-	11,934,454
Operating Transfers In (Out)	(106,089)	54,107	51,982					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,699,911	666,212	-					2,366,123
Ending Balance (Deficit)	2,542,902	729,192	1	-	-	-	-	3,272,095

Current detailed budget projection on court's behalf

	FY 2020-21		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	10,540,078	68,101						10,608,179
Grants			296,801					296,801
Other Financing Sources	263,158	956,845						1,220,002
TOTAL REVENUES	10,803,236	1,024,946	296,801	-	-	-	-	12,124,982
EXPENDITURES								
Salaries	5,909,563	437,089	230,654					6,577,305
Staff Benefits	2,487,221	159,321	68,088					2,714,630
General Expense	495,160	16,084						511,244
Printing	3,897	650						4,547
Telecommunications	31,050	1,349						32,399
Postage	89,875	8,552						98,427
Insurance	12,295	437						12,732
Travel in State	12,398		2,433					14,831
Travel Out of State	2,825		-					2,825
Training	7,828		1,810					9,638
Security	288,029	1,380	9,497					298,906
Facilities Operations	269,109	88,778	-					357,887
Utilities	-	-	-					-
Contracted Services	679,646	257,272	9,151					946,069
Consulting and Professional Services - County Provided	6,760	-						6,760
Information Technology (IT)	366,482	27,099						393,581
Major Equipment	112,019	543						112,562
Other Items of Expense	6,458	1,421	93					7,972
Juror Costs	22,814	-						22,814
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	10,803,429	999,974	321,726	-	-	-	-	12,125,129
Operating Transfers In (Out)	(24,924)		24,924					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	2,542,902	729,192	1	-	-	-	-	3,272,095
Ending Balance (Deficit)	2,517,785	754,163	0	-	-	-	-	3,271,948

Current detailed budget projection:

	FY 2021-22		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	10,856,280	70,144						10,926,424
Grants			305,705					305,705
Other Financing Sources	271,052	985,550						1,256,602
TOTAL REVENUES	11,127,333	1,055,694	305,705	-	-	-	-	12,488,731
EXPENDITURES								
Salaries	6,205,041	458,943	242,186					6,906,170
Staff Benefits	2,611,582	167,287	71,493					2,850,362
General Expense	495,160	16,084						511,244
Printing	3,897	650						4,547
Telecommunications	31,050	1,349						32,399
Postage	89,875	8,552						98,427
Insurance	12,295	437						12,732
Travel in State	12,398		2,433					14,831
Travel Out of State	2,825		-					2,825
Training	7,828		1,810					9,638
Security	288,029	1,380	9,497					298,906
Facilities Operations	269,109	88,778	-					357,887
Utilities	-	-	-					-
Contracted Services	679,646	257,272	9,151					946,069
Consulting and Professional Services - County Provided	6,760	-						6,760
Information Technology (IT)	366,482	27,099						393,581
Major Equipment	112,019	543						112,562
Other Items of Expense	6,458	1,421	93					7,972
Juror Costs	22,814	-						22,814
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	11,223,268	1,029,795	336,663	-	-	-	-	12,589,726
Operating Transfers In (Out)	(39,862)		39,862					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	2,517,785	754,163	0	-	-	-	-	3,271,948
Ending Balance (Deficit)	2,381,987	780,062	8,904	-	-	-	-	3,170,953

Current detailed budget projection:

	FY 2022-23		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	11,290,532	72,950						11,363,481
Grants			320,990					320,990
Other Financing Sources	284,605	1,034,828						1,319,433
TOTAL REVENUES	11,575,136	1,107,777	320,990	-	-	-	-	13,003,904
EXPENDITURES								
Salaries	6,515,293	481,890	254,295					7,251,479
Staff Benefits	2,742,161	175,651	75,067					2,992,880
General Expense	495,160	16,084						511,244
Printing	3,897	650						4,547
Telecommunications	31,050	1,349						32,399
Postage	89,875	8,552						98,427
Insurance	12,295	437						12,732
Travel in State	12,398		2,433					14,831
Travel Out of State	2,825		-					2,825
Training	7,828		1,810					9,638
Security	288,029	1,380	9,497					298,906
Facilities Operations	269,109	88,778	-					357,887
Utilities	-	-	-					-
Contracted Services	679,646	257,272	9,151					946,069
Consulting and Professional Services - County Provided	6,760	-						6,760
Information Technology (IT)	366,482	27,099						393,581
Major Equipment	112,019	543						112,562
Other Items of Expense	6,458	1,421	93					7,972
Juror Costs	22,814	-						22,814
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	11,664,099	1,061,106	352,347	-	-	-	-	13,077,552
Operating Transfers In (Out)	(55,546)		55,546					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	2,381,987	780,062	8,904	-	-	-	-	3,170,953
Ending Balance (Deficit)	2,237,479	826,733	33,093	-	-	-	-	3,097,305

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	2,237,479	826,733	33,093	-	-	-	-	3,097,305
Ending Balance (Deficit)	2,237,479	826,733	33,093	-	-	-	-	3,097,305

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	2,237,479	826,733	33,093	-	-	-	-	3,097,305
Ending Balance (Deficit)	2,237,479	826,733	33,093	-	-	-	-	3,097,305

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	2,237,479	826,733	33,093	-	-	-	-	3,097,305
Ending Balance (Deficit)	2,237,479	826,733	33,093	-	-	-	-	3,097,305

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	2,237,479	826,733	33,093	-	-	-	-	3,097,305
Ending Balance (Deficit)	2,237,479	826,733	33,093	-	-	-	-	3,097,305

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	9,846
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		9,846

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

Description	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	761,899								761,899
Expenditures		558,529	203,370						761,899
Cumulative Balance	761,899	203,370	-	-	-	-	-	-	-

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 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	761,899								761,899
Expenditures		558,529	203,370						761,899
Cumulative Balance	761,899	203,370	-	-	-	-	-	-	-

Amended request

Description	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	761,899								761,899
Expenditures		133,534	628,365						761,899
Cumulative Balance	761,899	628,365	-	-	-	-	-	-	-

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:

Kern

PERSON AUTHORIZING REQUEST (Presiding Judge or Court Executive Officer):
Tamarah Harber-Pickens, Court Executive Officer

CONTACT PERSON AND CONTACT INFO:

Travis Andreas, Deputy CEO – Finance travis.andreas@kern.courts.ca.gov

DATE OF SUBMISSION:

7/28/2021

TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: 2022-2023

REQUESTED AMOUNT:

\$ 676,688 (previously held)
\$ 1,152,436 (added)
\$ 1,829,124 (Total)

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 Superior Court, County of Kern, entered into a contract with Tyler Technologies, Inc. to replace its antiquated, legacy case management system provided by the County for the last 30-years. The intent was that the new system would enhance court operations by providing a single case management system for all case types improving the operations of the Court, providing for a fully integrated system using new technology including digital file storage, e-filing, and other similar state-of-the-art enhancements. Other courts, as well as Kern, have not received the expected service level from Tyler for some time. The support issue has lingered and is expected only to continue; therefore, the Court officially cancelled future criminal, juvenile, and traffic CMS conversion with Tyler. Throughout 2020-21, the Court explored alternate options for case management and we will soon make a decision. The court estimates the conversion to be about \$3.26 million.

It is respectfully requested that the Superior Court, County of Kern, be allowed add funds held to use for the continued conversion of the case management system.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

Amendment 6 -Section I - REQUESTED AMOUNT (was \$676,688 plus: \$1,152,436 added = \$1,829,124)

Amendment 5 -Section I - REQUESTED AMOUNT (was \$676,688 less: \$0 spent = \$676,688)

Amendment 4 -Section I - REQUESTED AMOUNT (was \$677,378 less: \$690 spent = \$676,688)

Amendment 3 -Section I - REQUESTED AMOUNT (was \$677,378 less: \$0 spent = \$677,378)

Amendment 2 -Section I - REQUESTED AMOUNT (was \$830,528 less: \$153,150 spent = \$677,378)

Amendment 1 -Section I - REQUESTED AMOUNT (was \$895,286 less: \$64,758 = \$830,528)

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

Generally, the changes have been to extend the time frame for use of funds held, and we are currently asking to add funds in preparation to launch the project.

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 Superior Court, County of Kern, like many other courts in California, was anticipating the provision of a new case management system with the launch of CCMS. With the demise of this project, the Court utilized its reserve balances to fund a vendor solution based on a recently approved MSA. The MSA provided for case management solutions from four approved vendors, including Tyler Technologies, Inc. These one-time funding resources were accumulated from operational savings accrued over the years and would be impossible to replace in the short term. To replace the encumbered funds, the Court would be required to implement reductions in staffing and service levels to save the necessary resources from operational budgets. The Court was not able to encumber the new funds because we are not yet in the contract phase.

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 have a significant operational impact on the courts. The new system will include e-filing capabilities, integration with a digital document management system, and other similar functionality that have been proven by other Courts in California and the United States to improve efficiency and effectiveness of court operations. Reporting capabilities will also be greatly enhanced.

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

N/A

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

The Court would not be able to complete the second phase of the Case Management System for the installation of the Criminal, Juvenile and Traffic components of the system. This would amount to a lack of organizational effectiveness due to the fact that there are efficient connectivity and services that we are not able to access. This ultimately limits access to justice, which hinders the Court's operational mission.

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

Current case management systems do not provide for e-filing or digital document storage. Thus, court users will not be able to access court documents and other case information without the necessity of personal visits to court. This means that some parties would have to travel four or more hours round trip. This will limit 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?

Maintain the current system that is costing the court in excess of \$1/2 million in annual transaction fees paid to the County of Kern for maintenance of the legacy case management system. Also, the current system does not have robust reporting capabilities which limits the efficacy of staff time. The fact that there are multiple systems also creates issues for Court staff and Judicial Officers.

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

N/A

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

N/A

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	-	-	-	143.
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If a cost efficiency, please provide cost comparison

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

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

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

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
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)								-
Ending Balance (Deficit)	-	-	-	-	-	-	-	-

Current detailed budget projection on court's behalf

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

Current detailed budget projection:

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

Current detailed budget projection:

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

Current detailed budget projection:

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

Current detailed budget projection:

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

Current detailed budget projection:

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

Current detailed budget projection:

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

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

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

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

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	-	-	-	-	-	-	-	-	-

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 2015-16 ▼	FY 2017-18 ▼	FY 2018-19 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	895,286								895,286
Expenditures									-
Cumulative Balance	895,286	895,286	895,286	895,286	895,286	895,286	895,286	895,286	895,286

Amended request

Description	FY 2016-17 ▼	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	Select Fiscal Year ▼	Total
Contribution	895,286				1,152,436				2,047,722
Expenditures	64,758	153,150	-	690		1,829,124			2,047,722
Cumulative Balance	830,528	677,378	677,378	676,688	1,829,124	-	-	-	-

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: Mono	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Lester Perpall	
	CONTACT PERSON AND CONTACT INFO: Tammy Laframboise 760-923-2304	
DATE OF SUBMISSION: 8/6/2021	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY 19-20 – FY 26-27	REQUESTED AMOUNT: \$70,000

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.):*

Request to hold TCTF funds for vehicle replacement of our 2017 Ford Explorer. We consider a 10-year lifespan for a vehicle in the mountainous, winter driving environment of Mono County to be appropriate with regard to safety and reliability.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

SECTION I, REQUESTED AMOUNT, SECTION II, SECTION IV. A TAB, B TAB, C TAB & SECTION IV.D AMENDED REQUESTS TAB.

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

Now that the FY 20-21 has been finalized, the court would like to increase the original funds held request by \$10,000 to a total of \$70,000 to ensure that an appropriate winter vehicle will be able to be purchased when needed.

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.

Now that our court has filled all positions in our schedule 7A, we do not have the budget flexibility to expend the amount requested. The courts Ford Explorer has approximately 29,000 miles on it so there are still several years of useful life which most likely will extend beyond the three-year encumbrance term. Once the court needs a new vehicle, we would like the funding to be available.

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

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

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

We have two day per week travel of employees to our Bridgeport courthouse that is 50 miles away, over two mountain passes. Without reliable transportation, we possibility would not be able to staff the courthouse.

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

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

Limited access to the Court for geographically over half of the county.

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

See C above.

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

We believe that use of our own funding is preferable to requesting supplemental funding.

SECTION IV: FINANCIAL INFORMATION

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

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

SEE ATTACHED TCTF FUNDS HELD ON BEHALF TABLES TEMPLATE, SEC. IV. A TAB

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

SEE ATTACHED TCTF FUNDS HELD ON BEHALF TABLES TEMPLATE, SEC. IV. B TAB

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

SEE ATTACHED TCTF FUNDS HELD ON BEHALF TABLES TEMPLATE, SEC. IV. C TAB

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

SEE ATTACHED TCTF FUNDS HELD ON BEHALF TABLES TEMPLATE, SEC. IV. D AMENDED REQUESTS TAB

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	-	-	-	159.
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If a cost efficiency, please provide cost comparison

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

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

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

FY 2020-21 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	584,526	65,178	-					649,704
Revenues	2,594,936	88,695	71,918					2,755,549
Expenditures	2,544,009	75,864	71,919					2,691,792
Operating Transfers In (Out)	(1)		1					-
Ending Fund Balance	635,452	78,009	-	-	-	-	-	713,461

FY 2019-20 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	207,884	51,377	-					259,261
Revenues	2,425,616	83,488	80,716					2,589,820
Expenditures	2,048,974	69,687	80,716					2,199,377
Operating Transfers In (Out)								-
Ending Fund Balance	584,526	65,178	-	-	-	-	-	649,704

FY 2018-19 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	233,692	37,878						271,570
Revenues	2,227,592	81,276	101,621					2,410,489
Expenditures	2,249,509	68,319	104,970					2,422,798
Operating Transfers In (Out)	(3,891)	542	3,349					-
Ending Fund Balance	207,884	51,377	-	-	-	-	-	259,261

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

	FY 2019-20		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,368,463	10,597						2,379,060
Grants			79,574					79,574
Other Financing Sources	35,438	58,609						94,046
TOTAL REVENUES	2,403,900	69,206	79,574	-	-	-	-	2,552,680
EXPENDITURES								
Salaries	879,965	20,040	14,776					914,782
Staff Benefits	532,203	15,912	8,968					557,083
General Expense	81,787	467	4,540					86,794
Printing	1,281	15	105					1,401
Telecommunications	12,246	857	4,404					17,506
Postage	27,457	375						27,832
Insurance	2,265							2,265
Travel in State	5,494		1,835					7,329
Travel Out of State	-							-
Training	4,706		431					5,137
Security	396	32	226					655
Facilities Operations	16,668	516	4,098					21,282
Utilities	-							-
Contracted Services	275,153	19,219	32,577					326,949
Consulting and Professional Services - County Provided	-							-
Information Technology (IT)	75,193	8,205	1,920					85,318
Major Equipment								-
Other Items of Expense	2,861							2,861
Juror Costs	769							769
Other	-	325	154					479
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment	(2,031)		631					(1,400)
TOTAL EXPENDITURES	1,916,415	65,963	74,663	-	-	-	-	2,057,041
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)								-
Ending Balance (Deficit)	487,485	3,243	4,911	-	-	-	-	495,639

Current detailed budget projection on court's behalf

	FY 2020-21		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,491,713	10,520						2,502,233
Grants			71,918					71,918
Other Financing Sources	67,499	76,001						143,500
TOTAL REVENUES	2,559,212	86,521	71,918	-	-	-	-	2,717,651
EXPENDITURES								
Salaries	888,793	20,790	8,191					917,773
Staff Benefits	579,246	13,948	5,274					598,468
General Expense	146,917	517	4,521					151,956
Printing	164							164
Telecommunications	16,124	1,081	4,652					21,858
Postage	(310)	371						61
Insurance	2,293							2,293
Travel in State	125							125
Travel Out of State	-							-
Training	2,985							2,985
Security	568	32	176					776
Facilities Operations	5,123	55	330					5,508
Utilities								-
Contracted Services	343,233	22,949	42,631					408,814
Consulting and Professional Services - County Provided								-
Information Technology (IT)	364,912	11,325	3,595					379,833
Major Equipment								-
Other Items of Expense	1,280							1,280
Juror Costs	2,676							2,676
Other		100						100
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment	151		10					161
TOTAL EXPENDITURES	2,354,280	71,170	69,379	-	-	-	-	2,494,830
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	487,485	3,243	4,911	-	-	-	-	495,639
Ending Balance (Deficit)	692,417	18,594	7,450	-	-	-	-	718,460

Current detailed budget projection:

	FY 2024-25		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,368,463	10,597						2,379,060
Grants			79,574					79,574
Other Financing Sources	35,438	58,609						94,046
TOTAL REVENUES	2,403,900	69,206	79,574	-	-	-	-	2,552,680
EXPENDITURES								
Salaries	879,965	20,040	14,776					914,782
Staff Benefits	532,203	15,912	8,968					557,083
General Expense	81,787	467	4,540					86,794
Printing	1,281	15	105					1,401
Telecommunications	12,246	857	4,404					17,506
Postage	27,457	375						27,832
Insurance	2,265							2,265
Travel in State	5,494		1,835					7,329
Travel Out of State	-							-
Training	4,706		431					5,137
Security	396	32	226					655
Facilities Operations	16,668	516	4,098					21,282
Utilities	-							-
Contracted Services	275,153	19,219	32,577					326,949
Consulting and Professional Services - County Provided	-							-
Information Technology (IT)	75,193	8,205	1,920					85,318
Major Equipment								-
Other Items of Expense	2,861							2,861
Juror Costs	769							769
Other	-	325	154					479
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	1,918,446	65,963	74,032	-	-	-	-	2,058,441
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	692,417	18,594	7,450	-	-	-	-	718,460
Ending Balance (Deficit)	1,177,872	21,837	12,992	-	-	-	-	1,212,700

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,177,872	21,837	12,992	-	-	-	-	1,212,700
Ending Balance (Deficit)	1,177,872	21,837	12,992	-	-	-	-	1,212,700

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,177,872	21,837	12,992	-	-	-	-	1,212,700
Ending Balance (Deficit)	1,177,872	21,837	12,992	-	-	-	-	1,212,700

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,177,872	21,837	12,992	-	-	-	-	1,212,700
Ending Balance (Deficit)	1,177,872	21,837	12,992	-	-	-	-	1,212,700

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,177,872	21,837	12,992	-	-	-	-	1,212,700
Ending Balance (Deficit)	1,177,872	21,837	12,992	-	-	-	-	1,212,700

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,177,872	21,837	12,992	-	-	-	-	1,212,700
Ending Balance (Deficit)	1,177,872	21,837	12,992	-	-	-	-	1,212,700

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	70,000
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		70,000

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

Description	FY 2019-20 ▼	FY 2024-25 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	60,000								60,000
Expenditures		60,000							60,000
Cumulative Balance	60,000	-	-	-	-	-	-	-	-

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 2019-20 ▼	FY 2024-25 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	60,000								60,000
Expenditures		60,000							60,000
Cumulative Balance	60,000	-	-	-	-	-	-	-	-

Amended request

Description	FY 2019-20 ▼	FY 2020-21 ▼	FY 2024-25 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	60,000	10,000							70,000
Expenditures			70,000						70,000
Cumulative Balance	60,000	70,000	-	-	-	-	-	-	-

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: Mono	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Lester Perpall	
	CONTACT PERSON AND CONTACT INFO: Tammy Laframboise 760-923-2304	
DATE OF SUBMISSION: 8/6/2021	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY 18-19 – FY 22-23	REQUESTED AMOUNT: \$105,000

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.):*

Request to hold TCTF funds for technology need-document digital scanning/storing services. Our court wants to scan hard copy paper court records to convert them into digital files at our Bridgeport location. This would allow the court to be prepared for the future deployment of a new case management system that will allow digital court record document management and eliminate paper court record files. This would alleviate an ongoing struggle for many courts, which is finding physical storage space for hard copy paper court records.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

SECTION I, TIME PERIOD COVERED BY THE REQUEST, REQUESTED AMOUNT, SECTION II, SECTION IV. A TAB, B TAB, C TAB & SECTION IV.D AMENDED REQUESTS TAB.

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

As we move more towards being completely digital and additional boxes of files being identified to be scanned the overall cost increased from \$60,000 to \$105,000. An additional \$45,000 would like to be added to this funds held request. Also, with the increased amount of boxes the project is going to be completed in phases over three fiscal years instead of two fiscal years as indicated in our previous amended 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.

Now that our court has filled all positions in our schedule 7 a, we do not have the budget flexibility to expend the amount requested. We were not confident about the amount of our budget surplus to have sufficient time to do a request for proposal process, contract with a vendor and encumber the funding to take advantage of the three-year encumbrance term.

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

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

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

The ability to scan court file records and have them in a searchable digital format will allow the court to respond to justice partner and public records requests much more promptly and efficiently. We currently store many of our older case record files in our Bridgeport branch court location which is only staffed 2 days a week and is 50 miles away from the main courthouse. Consequently, it may take 2 to 3 weeks to fulfill a records request if the records are located at our branch court location. Scanning and digitizing the court file records will reduce the need for physical file record space and create more usable workspace at both our courthouse locations.

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

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

The inability to scan and digitize our court record files will prevent the court from taking advantage of important functions that will be available in a new case management system, such as e-filing and creating a paperless digital work environment that makes case record information easily available and easily shared.

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

Justice partner and public records requests would continue to take excessive amount of time to respond to since court staff would need to continue to search hard copy court records.

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

We believe that use of our own funding is preferable to requesting supplemental funding.

SECTION IV: FINANCIAL INFORMATION

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

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

SEE ATTACHED TCTF FUNDS HELD ON BEHALF TABLES TEMPLATE – FINAL, SEC. IV. A TAB

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

SEE ATTACHED TCTF FUNDS HELD ON BEHALF TABLES TEMPLATE – FINAL, SEC. IV. B TAB

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

SEE ATTACHED TCTF FUNDS HELD ON BEHALF TABLES TEMPLATE – FINAL, SEC. IV. C TAB

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

SEE ATTACHED TCTF FUNDS HELD ON BEHALF TABLES TEMPLATE – FINAL, SEC. IV. D AMENDED REQUESTS TAB

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	-	-	-	176.
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If a cost efficiency, please provide cost comparison

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

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

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

FY 2020-21 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	584,526	65,178	-					649,704
Revenues	2,594,936	88,695	71,918					2,755,549
Expenditures	2,544,009	75,864	71,919					2,691,792
Operating Transfers In (Out)	(1)		1					-
Ending Fund Balance	635,452	78,009	-	-	-	-	-	713,461

FY 2019-20 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	207,884	51,377	-					259,261
Revenues	2,425,616	83,488	80,716					2,589,820
Expenditures	2,048,974	69,687	80,716					2,199,377
Operating Transfers In (Out)								-
Ending Fund Balance	584,526	65,178	-	-	-	-	-	649,704

FY 2018-19 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	233,692	37,878						271,570
Revenues	2,227,592	81,276	101,621					2,410,489
Expenditures	2,249,509	68,319	104,970					2,422,798
Operating Transfers In (Out)	(3,891)	542	3,349					-
Ending Fund Balance	207,884	51,377	-	-	-	-	-	259,261

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
REVENUES								
State Financing Sources	2,149,604	10,547						2,160,151
Grants			98,533					98,533
Other Financing Sources	37,563	68,739						106,302
TOTAL REVENUES	2,187,168	79,286	98,533	-	-	-	-	2,364,987
EXPENDITURES								
Salaries	842,282	21,011	14,370					877,663
Staff Benefits	706,124	23,296	9,930					739,351
General Expense	91,455	700	8,676					100,831
Printing	1,265	48	436					1,748
Telecommunications	10,793	843	5,939					17,575
Postage	7,591	396	13					8,000
Insurance	2,108	-	-					2,108
Travel in State	3,285	5	1,533					4,823
Travel Out of State	-	-	-					-
Training	553		508					1,061
Security	327	32	295					655
Facilities Operations	15,351	1,198	11,705					28,255
Utilities	-	-	-					-
Contracted Services	240,595	10,687	42,353					293,635
Consulting and Professional Services - County Provided	40	-	-					40
Information Technology (IT)	154,537	7,476	2,196					164,210
Major Equipment	-	-	-					-
Other Items of Expense	2,287	3	104					2,393
Juror Costs	222							222
Other	520							520
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	2,079,333	65,698	98,058	-	-	-	-	2,243,089
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)								-
Ending Balance (Deficit)	107,835	13,588	475	-	-	-	-	121,898

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
REVENUES								
State Financing Sources	2,368,463	10,597						2,379,060
Grants			79,574					79,574
Other Financing Sources	35,438	58,609						94,046
TOTAL REVENUES	2,403,900	69,206	79,574	-	-	-	-	2,552,680
EXPENDITURES								
Salaries	879,965	20,040	14,776					914,782
Staff Benefits	532,203	15,912	8,968					557,083
General Expense	81,787	467	4,540					86,794
Printing	1,281	15	105					1,401
Telecommunications	12,246	857	4,404					17,506
Postage	27,457	375						27,832
Insurance	2,265							2,265
Travel in State	5,494		1,835					7,329
Travel Out of State	-							-
Training	4,706		431					5,137
Security	396	32	226					655
Facilities Operations	16,668	516	4,098					21,282
Utilities	-							-
Contracted Services	275,153	19,219	32,577					326,949
Consulting and Professional Services - County Provided	-							-
Information Technology (IT)	75,193	8,205	1,920					85,318
Major Equipment								-
Other Items of Expense	2,861							2,861
Juror Costs	769							769
Other	-	325	154					479
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment	(2,031)		631					(1,400)
TOTAL EXPENDITURES	1,916,415	65,963	74,663	-	-	-	-	2,057,041
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	107,835	13,588	475	-	-	-	-	121,898
Ending Balance (Deficit)	595,320	16,831	5,386	-	-	-	-	617,537

Current detailed budget projection:

	FY 2020-21		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,491,713	10,520						2,502,233
Grants			71,918					71,918
Other Financing Sources	67,499	76,001						143,500
TOTAL REVENUES	2,559,212	86,521	71,918	-	-	-	-	2,717,651
EXPENDITURES								
Salaries	888,793	20,790	8,191					917,773
Staff Benefits	579,246	13,948	5,274					598,468
General Expense	146,917	517	4,521					151,956
Printing	164							164
Telecommunications	16,124	1,081	4,652					21,858
Postage	(310)	371						61
Insurance	2,293							2,293
Travel in State	125							125
Travel Out of State	-							-
Training	2,985							2,985
Security	568	32	176					776
Facilities Operations	5,123	55	330					5,508
Utilities								-
Contracted Services	343,233	22,949	42,631					408,814
Consulting and Professional Services - County Provided								-
Information Technology (IT)	364,912	11,325	3,595					379,833
Major Equipment								-
Other Items of Expense	1,280							1,280
Juror Costs	2,676							2,676
Other		100						100
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment	151		10					161
TOTAL EXPENDITURES	2,354,280	71,170	69,379	-	-	-	-	2,494,830
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	595,320	16,831	5,386	-	-	-	-	617,537
Ending Balance (Deficit)	800,252	32,182	7,925	-	-	-	-	840,358

Current detailed budget projection:

	FY 2021-22		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,491,713	10,520						2,502,233
Grants			71,918					71,918
Other Financing Sources	67,499	76,001						143,500
TOTAL REVENUES	2,559,212	86,521	71,918	-	-	-	-	2,717,651
EXPENDITURES								
Salaries	888,793	20,790	8,191					917,773
Staff Benefits	579,246	13,948	5,274					598,468
General Expense	146,917	517	4,521					151,956
Printing	164							164
Telecommunications	16,124	1,081	4,652					21,858
Postage	(310)	371						61
Insurance	2,293							2,293
Travel in State	125							125
Travel Out of State	-							-
Training	2,985							2,985
Security	568	32	176					776
Facilities Operations	5,123	55	330					5,508
Utilities								-
Contracted Services	343,233	22,949	42,631					408,814
Consulting and Professional Services - County Provided								-
Information Technology (IT)	364,912	11,325	3,595					379,833
Major Equipment								-
Other Items of Expense	1,280							1,280
Juror Costs	2,676							2,676
Other		100						100
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment	151		10					161
TOTAL EXPENDITURES	2,354,280	71,170	69,379	-	-	-	-	2,494,830
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	800,252	32,182	7,925	-	-	-	-	840,358
Ending Balance (Deficit)	1,005,183	47,532	10,463	-	-	-	-	1,063,179

Current detailed budget projection:

	FY 2022-23		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,491,713	10,520						2,502,233
Grants			71,918					71,918
Other Financing Sources	67,499	76,001						143,500
TOTAL REVENUES	2,559,212	86,521	71,918	-	-	-	-	2,717,651
EXPENDITURES								
Salaries	888,793	20,790	8,191					917,773
Staff Benefits	579,246	13,948	5,274					598,468
General Expense	146,917	517	4,521					151,956
Printing	164							164
Telecommunications	16,124	1,081	4,652					21,858
Postage	(310)	371						61
Insurance	2,293							2,293
Travel in State	125							125
Travel Out of State	-							-
Training	2,985							2,985
Security	568	32	176					776
Facilities Operations	5,123	55	330					5,508
Utilities								-
Contracted Services	343,233	22,949	42,631					408,814
Consulting and Professional Services - County Provided								-
Information Technology (IT)	364,912	11,325	3,595					379,833
Major Equipment								-
Other Items of Expense	1,280							1,280
Juror Costs	2,676							2,676
Other		100						100
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment	151		10					161
TOTAL EXPENDITURES	2,354,280	71,170	69,379	-	-	-	-	2,494,830
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,005,183	47,532	10,463	-	-	-	-	1,063,179
Ending Balance (Deficit)	1,210,115	62,883	13,002	-	-	-	-	1,286,000

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,210,115	62,883	13,002	-	-	-	-	1,286,000
Ending Balance (Deficit)	1,210,115	62,883	13,002	-	-	-	-	1,286,000

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,210,115	62,883	13,002	-	-	-	-	1,286,000
Ending Balance (Deficit)	1,210,115	62,883	13,002	-	-	-	-	1,286,000

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,210,115	62,883	13,002	-	-	-	-	1,286,000
Ending Balance (Deficit)	1,210,115	62,883	13,002	-	-	-	-	1,286,000

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	8,000
910000	Staff Benefits	2,000
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	95,000
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	
Total		105,000

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 2020-21 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	36,898								36,898
Expenditures		36,898							36,898
Cumulative Balance	36,898	-	-	-	-	-	-	-	-

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 ▼	FY 2021-22 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	36,898	23,102							60,000
Expenditures			30,000	30,000					60,000
Cumulative Balance	36,898	60,000	30,000	-	-	-	-	-	-

Amended request

Description	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	36,898	23,102	45,000						105,000
Expenditures			30,000	40,000	35,000				105,000
Cumulative Balance	36,898	60,000	75,000	35,000	-	-	-	-	-

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: Sacramento	PERSON AUTHORIZING REQUEST (<i>Presiding Judge or Court Executive Officer</i>): Lee Seale, Court Executive Officer	
	CONTACT PERSON AND CONTACT INFO: Rob Schultz, Chief Information Officer (916-876-7825)	
DATE OF SUBMISSION: 7/20/21	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY14/15 – FY22/23	REQUESTED AMOUNT: \$ 1,180,285

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 FY22/23.

This request is to amend the amount held in the TCTF to continue funding the court's CMS Projects.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

Section I. Request Amount: lowered to \$1,180,285.
 Section IV.D. Adjusted projected expenditures for FY22/23.

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

The court requests to continue the funds held on its behalf of \$1,180,285. These funds will be used toward the Criminal, Traffic, and Family Law CMS implementations with a new vendor. The court anticipates expending these funds in FY22/23.

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

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

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 over funds needed for the Criminal, Traffic, and Family Law Projects with a new vendor (\$1,180,285).

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	FY20/21	FY21/22	FY22/23
Contribution			
Expenditures		\$0	\$1,180,285

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		-	-	-	194.
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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			
Net Revenue (Expense)		-	-	-

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			
Net Revenue (Expense)		-	-	-

Cumulative Cost Savings		-	-	-
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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
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)								-
Ending Balance (Deficit)	-	-	-	-	-	-	-	-

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
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)	-	-	-	-	-	-	-	-
Ending Balance (Deficit)	-	-	-	-	-	-	-	-

Current detailed budget projection:

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

Current detailed budget projection:

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

Current detailed budget projection:

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

Current detailed budget projection:

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

Current detailed budget projection:

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

Current detailed budget projection:

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

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

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

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 ▼	FY 2020-21 ▼	▼	▼	▼	▼	Total
Contribution									-
Expenditures									-
Cumulative Balance	-	-	-	-	-	-	-	-	-

Amended request

Description	FY 2022-23 ▼	▼	▼	▼	▼	▼	▼	▼	Total
Contribution									-
Expenditures	1,180,285								1,180,285
Cumulative Balance	(1,180,285)	(1,180,285)	(1,180,285)	(1,180,285)	(1,180,285)	(1,180,285)	(1,180,285)	(1,180,285)	(1,180,285)

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):*

Lee Seale, Court Executive Officer

CONTACT PERSON AND CONTACT INFO:

Rob Schultz, Chief Information Officer (916-876-7825)

DATE OF SUBMISSION:

7/20/2021

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

FY19/20 – FY21/22

REQUESTED AMOUNT:

\$726,249

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 that funds be held on behalf of the court for use in implementing new case management systems (CMS) in all divisions along with the needed infrastructure upgrades required to support CMS. CMS implementations are currently underway in the Criminal, Family Law, Traffic, Civil and Probate divisions, and will replace antiquated systems that do not provide for e-filing and other functions to better serve the public and improve access to justice. The above amount represents the remaining balance from a FY 19/20 funds held request totaling \$1.776M. We were unable to complete the work as previously stated due to COVID and request to hold the amount in fund balance for use in FY21/22.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

Carry over balance, contribution and expenditure dates.

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

Infrastructure upgrades required to support the expanded 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:**
 - o Family Law: The CMS in Family Law is failing and must be replaced. The court is at extreme risk of losing data.
 - o 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.
 - o 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?

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	FY20/21	FY21/22	FY22/23
Contribution			
Expenditures		\$726,249	

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		-	-	-	212.
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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			
Net Revenue (Expense)		-	-	-

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			
Net Revenue (Expense)		-	-	-

Cumulative Cost Savings		-	-	-
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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
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)								-
Ending Balance (Deficit)	-	-	-	-	-	-	-	-

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
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)	-	-	-	-	-	-	-	-
Ending Balance (Deficit)	-	-	-	-	-	-	-	-

Current detailed budget projection:

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

Current detailed budget projection:

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

Current detailed budget projection:

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

Current detailed budget projection:

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

Current detailed budget projection:

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

Current detailed budget projection:

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

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

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

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 ▼	FY 2020-21 ▼	▼	▼	▼	▼	Total
Contribution									-
Expenditures									-
Cumulative Balance	-	-	-	-	-	-	-	-	-

Amended request

Description	FY 2022-23 ▼	▼	▼	▼	▼	▼	▼	▼	Total
Contribution									-
Expenditures	726,269								726,269
Cumulative Balance	(726,269)	(726,269)	(726,269)	(726,269)	(726,269)	(726,269)	(726,269)	(726,269)	(726,269)

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

DATE OF SUBMISSION:

7/21/2021

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

24 MONTHS

REQUESTED AMOUNT:

\$80,323

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, 2021, therefore, the Court is requesting to carry over these funds to be used in 2021-22 and 2022-23. 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 3-year extension on TCTF funds held on our behalf to be used in 2021-22 and 2022-23. See tab, "Sec. IVD", for the amended request for a no cost extension and the revised expenditure plan for the funds.

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.

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		-	-	-	229.

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			
Net Revenue (Expense)		-	-	-

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			
Net Revenue (Expense)		-	-	-

Cumulative Cost Savings		-	-	-
--------------------------------	--	---	---	---

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
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)								-
Ending Balance (Deficit)	-	-	-	-	-	-	-	-

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
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)	-	-	-	-	-	-	-	-
Ending Balance (Deficit)	-	-	-	-	-	-	-	-

Current detailed budget projection:

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

Current detailed budget projection:

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

Current detailed budget projection:

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

Current detailed budget projection:

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

Current detailed budget projection:

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

Current detailed budget projection:

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

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

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

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 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	▼	▼	▼	▼	▼	Total
Contribution	385,693								385,693
Expenditures	138,257	56,781	110,332						305,370
Cumulative Balance	247,436	190,655	80,323	80,323	80,323	80,323	80,323	80,323	80,323

Amended request

Description	FY 2021-22 ▼	FY 2022-23 ▼	FY 2023-24 ▼	▼	▼	▼	▼	▼	Total
Contribution	80,323								80,323
Expenditures	43,636	36,687							80,323
Cumulative Balance	36,687	0	0	0	0	0	0	0	0

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Attachment 21

Please check the type of request: <input type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input checked="" type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: Shasta	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Melissa Fowler-Bradley, Court Executive Officer <i>Melissa Fowler-Bradley</i> CONTACT PERSON AND CONTACT INFO: Melissa Fowler-Bradley, 530-225-5570, mfowler-bradley@shasta.courts.ca.gov	
DATE OF SUBMISSION: 6/23/2021	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:	REQUESTED AMOUNT: \$ 471,670.
REASON FOR REQUEST <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i> <p>The funds are needed for the new Redding courthouse, which is scheduled to be finished in September, 2021. The tentative move-in date is November or December of 2021 has been delayed until May of 2022. Among the expenses that need to be covered are:</p> <p>\$750,000 up to \$1,500,000 – to augment the fixtures and furnishings (FF&E) for the new building (the furniture budget for the construction project was reduced by \$3m because bids on critical construction materials such as steel, concrete and glazing was significantly higher than expected).</p> <p>\$95,000 - dry fire suppression system, NOVEC, in the MDF room</p> <p>\$70,000 – provide a DEPS cart to each courtroom instead of one per floor</p> <p>\$10,000 – one Egan telescoping lectern for ADA use</p> <p>\$105,000 – site furnishings, trash cans, bike rack with roof, benches</p> <p>\$10,000 – upgraded state seals for courtrooms</p> <p>\$60,000 – change tile in front counter area to Terrazzo to match the rest of the flooring</p> <p>\$200,000 – replace Marshal's Office radio system for internal communications</p> <p>\$ 10,000 – purchase microwaves, refrigerators and other appliances for break and conference rooms, coffee areas</p> <p>\$150,000 – hire professional movers to move from 3 existing facilities into the new courthouse</p> <p>\$315,000 – lease new copiers, 3-year term, \$105,000 per year</p> <p>\$50,000 – purchase miscellaneous items such as clocks, garbage cans, etc. for over 200 employees</p>		
SECTION II: AMENDED REQUEST CHANGES		
<p>A. Identify sections and answers amended. Section I: the date of the submission and the tentative move-in date were updated. Section IV-D: the anticipated timing of the expenditures was updated.</p> <p>B. Provide a summary of the changes to the request. The changes merely reflect a delay in expending the funds due to a delay in the construction project.</p>		

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

All of the requested items will be needed as the construction project nears completion in fiscal year 2021-2022.

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?**

All items are to enhance the new courthouse and restore those that were cut from the construction project in order to come within budget.

- 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.**

Some items will provide each courtroom with necessary equipment so delays waiting to move or constantly shuffle equipment between courtrooms is not necessary and employee injuries and damage to equipment does not result. Other items are investments to the building's lifespan and will improve conditions for the public.

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

The funds are to be spent on improvements to a building that should last for 75 years, which will replace very substandard facilities, including the current main courthouse that will be 66 years old at the time it is vacated.

- 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 not have sufficient trial court funding in 21-22 to purchase these items, which is why we have worked very hard to set the money aside now after a very good budget year.

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

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

Please see attached template for fiscal years 16/17, 17/18 and 18/19. Fiscal year 19/20 is not included because the year has not closed yet.

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

The 20/21 budget is not finalized at this time, pending allocation by the Judicial Council. The initial budget may be augmented in October of 2020 if Federal assistance is provided to the state of California.

The budget for 21/22 is unknown.

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

Please see the detailed listing in Section 1.

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

FY19-20 Fund Balance in excess of our 3% cap will be used to purchase Fixtures & Furnishings from the original, approved construction plan, which were removed after the bidding. Those purchases are anticipated in the ~~3rd and/or 4th quarter of FY20-21~~ 2nd and/or 3rd quarter of FY21-22. See attached spreadsheet.

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 2019-20	FY 2020-21	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	471,670								471,670
Expenditures		471,670							471,670
Cumulative Balance	471,670	-	-	-	-	-	-	-	-

Amended request

Description	FY 2019-20	FY 2020-21	FY 2021-22	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Select Fiscal Year	Total
Contribution	471,670								471,670
Expenditures			471,670						471,670
Cumulative Balance	471,670	471,670	-	-	-	-	-	-	-

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:

Tehama

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

Kevin Harrigan, CEO

CONTACT PERSON AND CONTACT INFO: Angie Kiefer, CFO (530) 527-7163

DATE OF SUBMISSION:

8/3/2021

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

JULY 1, 2018-JUNE 30, 2023

REQUESTED AMOUNT:

\$909,790

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 \$909,790 held on its behalf. The contribution to these projects in fiscal year 20-21 is \$205,914. The total amount associated with the two projects listed below far exceed our 3% cap on fund balance (approximately \$188k). 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 \$350,000 and is intended to deliver dedicated and customized services needed to expedite the implementation and utilization of various functionality and interfaces.

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 \$559,790.

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 \$205,914 when compared to the previously approved application. If approved, the increased amount will be added to the funds available for the case management system improvement and records destruction and modernization project.

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

The overall dollar amount of the previously approved request was \$703,876. This application seeks to increase the total by \$205,914 at the end of FY20-21, for a total amount of \$909,790. Both projects are in need of additional funds 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.

The costs associated with each of these projects initially only made possible through the use of one-time monies available at the end of FY17-18. It was previously determined that one-time monies would be available for the case management system improvement project which is why the Court entered into a contractual agreement and

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

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

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

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

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

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

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

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

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

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

See answer D above.

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

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

SECTION IV: FINANCIAL INFORMATION

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

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

See attached.

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

See attached. **Sec. IV.B has been amended to include FY 22-23.**

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

See attached. **Sec. IV.C has been amended to include the increase of \$205,914.**

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

See attached. **Sec. IV.D Amended Requests tab has been completed to increase the amount to be held by \$205,914, for a total amount of \$909,790.**

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	-	-	-	250.
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If a cost efficiency, please provide cost comparison

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

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

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

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

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

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

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

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

Current detailed budget projection on court's behalf

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

Current detailed budget projection:

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

Current detailed budget projection:

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

Current detailed budget projection:

	FY 2021-22		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	5,956,726	30,573						5,987,299
Grants			175,378					175,378
Other Financing Sources	214,797	444,615						659,412
TOTAL REVENUES	6,171,523	475,188	175,378	-	-	-	-	6,822,089
EXPENDITURES								
Salaries	2,763,899	93,438	62,140					2,919,477
Staff Benefits	1,853,152	19,385	56,120					1,928,657
General Expense	113,168		1,730					114,898
Printing	7,348		-					7,348
Telecommunications	37,435							37,435
Postage	22,900							22,900
Insurance	9,329							9,329
Travel in State	-		-					-
Travel Out of State	-							-
Training	2,911		-					2,911
Security	420							420
Facilities Operations	294,104							294,104
Utilities								-
Contracted Services	1,058,134	321,301	52,909					1,432,344
Consulting and Professional Services - County Provided	29,252							29,252
Information Technology (IT)	249,915							249,915
Major Equipment	-							-
Other Items of Expense	1,076							1,076
Juror Costs	986							986
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(45,480)	12,645	32,835					-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	6,398,549	446,769	205,734	-	-	-	-	7,051,052
Operating Transfers In (Out)	(32,778)	2,421	30,357					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	688,856	280,031	-	-	-	-	-	968,887
Ending Balance (Deficit)	429,052	310,871	1	-	-	-	-	739,924

Current detailed budget projection:

	FY 2022-23		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	5,956,726	30,573						5,987,299
Grants			175,378					175,378
Other Financing Sources	214,797	444,615						659,412
TOTAL REVENUES	6,171,523	475,188	175,378	-	-	-	-	6,822,089
EXPENDITURES								
Salaries	2,819,177	95,307	62,140					2,976,624
Staff Benefits	1,890,215	19,773	56,120					1,966,108
General Expense	113,168		1,730					114,898
Printing	7,348		-					7,348
Telecommunications	37,435							37,435
Postage	22,900							22,900
Insurance	9,329							9,329
Travel in State	-		-					-
Travel Out of State	-							-
Training	2,911		-					2,911
Security	420							420
Facilities Operations	294,104							294,104
Utilities								-
Contracted Services	734,270	321,301	26,182					1,081,753
Consulting and Professional Services - County Provided	29,252							29,252
Information Technology (IT)	249,915							249,915
Major Equipment	-							-
Other Items of Expense	1,076							1,076
Juror Costs	986							986
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(36,660)	7,454	29,206					-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	6,175,846	443,834	175,378	-	-	-	-	6,795,059
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	429,052	310,871	1	-	-	-	-	739,924
Ending Balance (Deficit)	424,729	342,225	1	-	-	-	-	766,954

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	424,729	342,225	1	-	-	-	-	766,954
Ending Balance (Deficit)	424,729	342,225	1	-	-	-	-	766,954

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	424,729	342,225	1	-	-	-	-	766,954
Ending Balance (Deficit)	424,729	342,225	1	-	-	-	-	766,954

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	124,305
910000	Staff Benefits	24,000
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	10,800
936000	Utilities	
938000	Contracted Services	740,064
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	10,621
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		909,790

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

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

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

Original Request:

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

Amended request

Description	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	325,621	160,305	217,950	205,914					909,790
Expenditures		100,790	130,941	93,011	535,048	50,000			909,790
Cumulative Balance	325,621	385,136	472,145	585,048	50,000	-	-	-	-

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:

Tanya Vu; t2vu@occourts.org; 657-622-5123 (Project Manager)
Katrina Coreces; kcoreces@occourts.org; 657-622-7739 (Financial Planning)

DATE OF SUBMISSION:
8/26/2021

TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: 7/1/2013 – 6/30/2022

REQUESTED AMOUNT:
\$465,234 and \$110,085, for a total of \$575,319.

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.

In FY 2016-17, the Court, in conjunction with the Los Angeles, Butte, and San Bernardino superior courts entered into a separate 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 Court's 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. Due to the extensive and resource-heavy rework required, the Court made the difficult decision to discontinue this project with \$110,085 still encumbered.

Knowing that the MCP project will be discontinued, the Court reached out to Judicial Council staff to inquire about the ramifications of liquidating the \$110,085 MCP balance. The Court was advised that another option would be to roll the \$110,085 in with the \$465,234 Funds Held request for the original Tyler contract. This would have brought the Funds Held request for the original Tyler contract up to \$575,319. The Court was prepared to submit an amended request for the Tyler Funds Held to do exactly this until the COVID pandemic struck.

As of June 30, 2020, the Court has not accepted Tyler deliverables because they either did not satisfy the Court's contract requirements, or they were included in releases that the Court has not taken. The Court has now decided that the time has come to cease working with Tyler to complete all of its remaining deliverables in the way that the Court needs. This decision was made because: 1) the Court has given Tyler more than enough time to develop business-critical functionalities that are acceptable to the Court, and 2) the funding shortfall caused by the COVID-driven recession has taken away the luxury of the Court being able to commit more than half a million dollars of its funding in the hopes that Tyler will finally deliver an acceptable product.

Due to the recession, the Court is facing at least a \$13 million deficit. Many of the Court's budget balancing strategies are based on volatile revenue sources such as civil assessments, escheatment, and fee increases, and non-guaranteed staff-related expenditure reductions such as an increased vacancy rate. The Court's budget plan also includes the use of almost all of its 2% Automation Fund reserves and its meager \$50,000 3% unrestricted reserve. All of this uncertainty forced the Court to look at all of its expenditures and commitments again and that review led to this request.

In September 2020, the Court agreed to pay Tyler \$75,000 for Clerk Edition and \$9,965 for the Project Closeout Report, for a total of \$84,965. This leaves the Court with \$440,353 in encumbered funds for Tyler implementation. This amended request asks that the Judicial Council: 1) permit the Court to carry over \$84,965 of the Tyler encumbrance to FY 2020-21 in order to pay for the final invoices for Tyler; 2) release \$440,353 in encumbered funds for Tyler implementation; and 3) allow the Court to use the released funds to pay for Tyler software maintenance for the next two years:

FY 2020-21 – \$234,926

FY 2021-22 – \$205,427 (total maintenance cost is \$241,974. Court's General Fund will pay for the difference)

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: On June 26, 2019, the Court requested the JCC to hold \$465,234 through June 30, 2020. This request was also approved. However, the Court has not paid for any additional deliverables as of June 30, 2020.

This request now asks that the Judicial Council: 1) permit the Court to carry over \$84,965 of the Tyler encumbrance to FY 2020-21 in order to pay for the final invoices for Tyler; 2) release \$440,353 in encumbered funds for Tyler implementation; and 3) allow the Court to use the released funds to pay for Tyler software maintenance for the next two years:

FY 2020-21 – \$234,926

FY 2021-22 – \$205,428 (total maintenance cost is \$241,974. Court's General Fund will pay for the difference)

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. Due to severe funding uncertainties, the Court cannot afford to tie up \$440,353 of its funds for several more years in the hopes that Tyler will finally deliver on business-critical functionalities that the Court can use. Therefore, the Court would like to use the funds on another Tyler expense.

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 request will not enhance services or increase efficiencies. This request will give the Court the best chance of being able to operate at a level that will not adversely affect the lives of its users and its staff. Allowing the Court to use these funds to pay for items already included in its budget will decrease the funding uncertainty that it is currently facing. To put this in salaries and benefits terms, \$440,353 is roughly equivalent to 1.2 working days for all 1,500 court staff.

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.

Not approving this request will continue to tie up \$440,353 of court funds that are desperately needed to help mitigate the Court's \$13 million budget deficit. \$440,353 is equivalent to 1.2 furlough days for all 1,500 court staff.

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

Not approving this request could mean fewer staff due to the Court having to maintain an unsustainably high vacancy rate, or shorter court hours due to additional furlough days. These could result in greater delays in service and resolution of cases, and the further accumulation of backlog, which the Court could ill-afford given the delays and backlogs that are already occurring and accumulating due to COVID-related disruptions.

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

One alternative is to use all the funds to pay for VoIP replacement. Another alternative is to keep holding the funds for the Tyler contract indefinitely.

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

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	-	-	-	267
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If a cost efficiency, please provide cost comparison

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

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

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

FY 2017-18 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	3,511,967	5,693,958	-					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	4,572,330	5,992,449	11,139	-	-	-	-	10,575,918

FY 2018-19 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	4,572,330	5,992,449	11,139					10,575,918
Revenues	178,513,967	17,331,320	3,834,935					199,680,222
Expenditures	176,261,290	16,546,456	3,846,074					196,653,820
Operating Transfers In (Out)								-
Ending Fund Balance	6,825,007	6,777,313	(0)	-	-	-	-	13,602,320

FY 2019-20 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	6,825,007	6,777,313	(0)					13,602,320
Revenues	181,192,123	17,102,063	3,848,093					202,142,279
Expenditures	183,941,801	19,235,040	3,854,212					207,031,053
Operating Transfers In (Out)	(6,119)	-	6,119					-
Ending Fund Balance	4,069,210	4,644,336	(0)	-	-	-	-	8,713,546

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
REVENUES								
State Financing Sources	178,513,967							178,513,967
Grants			3,834,935					3,834,935
Other Financing Sources		17,331,320						17,331,320
TOTAL REVENUES	178,513,967	17,331,320	3,834,935	-	-	-	-	199,680,222
EXPENDITURES								
Salaries	92,438,783	5,340,598	1,022,990					98,802,371
Staff Benefits	58,043,084	2,692,503	1,122,505					61,858,091
General Expense	4,908,877	50,792	7,328					4,966,997
Printing	179,663	57,472	-					237,135
Telecommunications	848,685	9,290	16,250					874,225
Postage	515,466	236,353	-					751,819
Insurance	57,918	-	-					57,918
Travel in State	155,368	26,229	3,197					184,795
Travel Out of State	46,372	2,968	699					50,040
Training	302,383	13,752	11,055					327,190
Security	9,402	5,745	-					15,146
Facilities Operations	1,669,445	1,568,394	-					3,237,840
Utilities	-	-	-					-
Contracted Services	11,582,839	5,690,314	484,912					17,758,065
Consulting and Professional Services - County Provided	692,342	-	-					692,342
Information Technology (IT)	3,616,450	65,446	751,012					4,432,907
Major Equipment	1,505,722	733	9,912					1,516,367
Other Items of Expense	16,248	-	-					16,248
Juror Costs	872,304	-	-					872,304
Other	2,056	-	-					2,056
Debt Service	-	-	-					-
Court Construction	-	-	-					-
Distributed Administration & Allocation	(1,214,972)	785,873	429,099					-
Prior Year Expense Adjustment	12,856	(5)	(12,885)					(34)
TOTAL EXPENDITURES	176,261,290	16,546,456	3,846,074	-	-	-	-	196,653,819
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	10,575,918							10,575,918
Ending Balance (Deficit)	12,828,596	784,864	(11,139)	-	-	-	-	13,602,321

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
REVENUES								
State Financing Sources	181,192,123							181,192,123
Grants			3,848,093					3,848,093
Other Financing Sources		17,102,063						17,102,063
TOTAL REVENUES	181,192,123	17,102,063	3,848,093	-	-	-	-	202,142,279
EXPENDITURES								
Salaries	94,990,452	6,861,406	1,008,153					102,860,011
Staff Benefits	63,234,607	3,838,650	1,168,235					68,241,491
General Expense	4,278,731	57,517	84,217					4,420,465
Printing	186,484	58,670	-					245,153
Telecommunications	957,353	6,292	-					963,645
Postage	656,991	188,220	-					845,211
Insurance	71,807	-	-					71,807
Travel in State	118,330	17,641	16,546					152,517
Travel Out of State	51,763	9,397	16,400					77,560
Training	203,072	43,176	18,181					264,430
Security	68,285	3,660	-					71,946
Facilities Operations	2,171,085	1,695,851	-					3,866,935
Utilities	-	-	-					-
Contracted Services	10,530,524	4,795,491	450,772					15,776,787
Consulting and Professional Services - County Provided	1,021,533	-	-					1,021,533
Information Technology (IT)	4,268,890	547,731	721,805					5,538,425
Major Equipment	1,518,453	439,046	-					1,957,499
Other Items of Expense	9,910	940	-					10,850
Juror Costs	644,183	-	-					644,183
Other	-	-	-					-
Debt Service	-	-	-					-
Court Construction	-	-	-					-
Distributed Administration & Allocation	(1,041,255)	671,352	369,903					-
Prior Year Expense Adjustment	605	-	-					605
TOTAL EXPENDITURES	183,941,800	19,235,041	3,854,212	-	-	-	-	207,031,053
Operating Transfers In (Out)	(6,119)		6,119					-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	12,828,596	784,864	(11,139)	-	-	-	-	13,602,321
Ending Balance (Deficit)	10,072,800	(1,348,113)	(11,140)	-	-	-	-	8,713,547

Current detailed budget projection:

	FY 2020-21		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	173,476,113							173,476,113
Grants			3,402,007					3,402,007
Other Financing Sources		18,474,033						18,474,033
TOTAL REVENUES	173,476,113	18,474,033	3,402,007	-	-	-	-	195,352,153
EXPENDITURES								
Salaries	92,446,015	5,596,103	1,388,605					99,430,723
Staff Benefits	67,370,873	3,765,131	1,427,463					72,563,467
General Expense	3,051,330	58,848	114,651					3,224,828
Printing	209,650	70,250	1,518					281,418
Telecommunications	1,005,176	7,000	-					1,012,176
Postage	557,400	251,000	-					808,400
Insurance	89,750	-	-					89,750
Travel in State	113,019	18,128	7,335					138,482
Travel Out of State	11,250	10,560	17,460					39,270
Training	104,349	6,600	32,236					143,185
Security	110,055	-	-					110,055
Facilities Operations	1,980,102	1,267,694	-					3,247,796
Utilities	-	-	-					-
Contracted Services	11,526,722	5,749,893	249,655					17,526,270
Consulting and Professional Services - County Provided	1,253,689	-	-					1,253,689
Information Technology (IT)	6,104,964	110,858	242,752					6,458,574
Major Equipment	876,219	-	-					876,219
Other Items of Expense	21,200	-	-					21,200
Juror Costs	891,000	-	-					891,000
Other	-	-	-					-
Debt Service	-	-	-					-
Court Construction	-	-	-					-
Distributed Administration & Allocation	(1,208,272)	766,443	441,829					-
Prior Year Expense Adjustment	-	-	-					-
TOTAL EXPENDITURES	186,514,491	17,678,508	3,923,504	-	-	-	-	208,116,503
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	10,072,800	(1,348,113)	(11,140)	-	-	-	-	8,713,547
Ending Balance (Deficit)	(2,965,578)	(552,588)	(532,636)	-	-	-	-	(4,050,803)

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	(2,965,578)	(552,588)	(532,636)	-	-	-	-	(4,050,803)
Ending Balance (Deficit)	(2,965,578)	(552,588)	(532,636)	-	-	-	-	(4,050,803)

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	(2,965,578)	(552,588)	(532,636)	-	-	-	-	(4,050,803)
Ending Balance (Deficit)	(2,965,578)	(552,588)	(532,636)	-	-	-	-	(4,050,803)

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	(2,965,578)	(552,588)	(532,636)	-	-	-	-	(4,050,803)
Ending Balance (Deficit)	(2,965,578)	(552,588)	(532,636)	-	-	-	-	(4,050,803)

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	(2,965,578)	(552,588)	(532,636)	-	-	-	-	(4,050,803)
Ending Balance (Deficit)	(2,965,578)	(552,588)	(532,636)	-	-	-	-	(4,050,803)

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	(2,965,578)	(552,588)	(532,636)	-	-	-	-	(4,050,803)
Ending Balance (Deficit)	(2,965,578)	(552,588)	(532,636)	-	-	-	-	(4,050,803)

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)	575,319
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		575,319

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 ▼	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	Select Fiscal Year ▼	Total
Encumbered Amount	775,384			110,085					885,469
Contribution									-
Expenditures	133,000	177,150	-	-	369,891	205,428			885,469
Cumulative Balance	642,384	465,234	465,234	575,319	205,428	-	-	-	-

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

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

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

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

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

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

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

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

SECTION I

General Information

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

SECTION II

Amended Request Changes

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

SECTION III

Trial Court Operations and Access to Justice

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

SECTION IV**Financial Information**

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