



JUDICIAL COUNCIL OF CALIFORNIA

TRIAL COURT BUDGET
ADVISORY COMMITTEE

TRIAL COURT BUDGET ADVISORY COMMITTEE FISCAL PLANNING SUBCOMMITTEE

MATERIALS JANUARY 17, 2019

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JUDICIAL COUNCIL OF CALIFORNIA

TRIAL COURT BUDGET
ADVISORY COMMITTEE

www.courts.ca.gov/tcbac.htm
tcbac@jud.ca.gov

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TRIAL COURT BUDGET ADVISORY COMMITTEE

FISCAL PLANNING SUBCOMMITTEE

NOTICE AND AGENDA OF OPEN MEETING

Open to the Public (Cal. Rules of Court, rule 10.75(c)(1) and (e)(1))

THIS MEETING IS BEING CONDUCTED BY ELECTRONIC MEANS

THIS MEETING IS BEING RECORDED

Date: January 17, 2019
Time: 1:00 p.m. - 1:30 p.m.
Public Call-in Number: 1-877-820-7831, Pass Code: 1884843 (listen only)

Meeting materials will be posted on the advisory body web page on the California Courts website at least three business days before the meeting.

Members of the public seeking to make an audio recording of the meeting must submit a written request at least two business days before the meeting. Requests can be e-mailed to tcbac@jud.ca.gov.

Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order.

I. OPEN MEETING (CAL. RULES OF COURT, RULE 10.75(C)(1))

Call to Order and Roll Call

Approval of Minutes

Approve minutes of the October 3, 2018 Fiscal Planning Subcommittee meeting.

II. PUBLIC COMMENT (CAL. RULES OF COURT, RULE 10.75(K)(1))

This meeting will be conducted by electronic means with a listen only conference line available for the public. As such, the public may submit comments for this meeting only in writing. In accordance with California Rules of Court, rule 10.75(k)(1), written comments pertaining to any agenda item of a regularly noticed open meeting can be submitted up to one complete business day before the meeting. For this specific meeting, comments should be e-mailed to tcbac@jud.ca.gov or mailed or delivered to Judicial Council of California, 2850 Gateway Oaks Drive, Sacramento, CA 95833, attention: Mr. Catrayel Wood. Only written comments received by 1:00 p.m. on January 16, 2019 will be provided to advisory body members prior to the start of the meeting.

III. DISCUSSION AND POSSIBLE ACTION ITEMS

Item 1

Trial Court Trust Fund (TCTF) Funds Held on Behalf of the Trial Courts Requests (Action Item)

Consideration of whether to recommend that the Judicial Council approve TCTF funds to be held on behalf of the trial courts in response to two new requests and four amended requests from a total of five trial courts.

Presenter(s)/Facilitator(s): Hon. Jonathan B. Conklin, Chair, Fiscal Planning Subcommittee
Mr. Catrayel Wood, Senior Budget Analyst, Judicial Council Budget Services

Item 2

Children's Waiting Room Report (Action Item)

Consideration of continued receipt of Children's Waiting Room funds for the Superior Court of California, County of Contra Costa.

Presenter(s)/Facilitator(s): Hon. Jonathan B. Conklin, Chair, Fiscal Planning Subcommittee
Ms. Melissa Ng, Senior Budget Analyst, Judicial Council Budget Services

IV. INFORMATION ONLY ITEMS (NO ACTION REQUIRED)

None

V. ADJOURNMENT

Adjourn



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TRIAL COURT BUDGET ADVISORY COMMITTEE

FISCAL PLANNING SUBCOMMITTEE

MINUTES OF OPEN MEETING

October 3, 2018

12:00 p.m. – 1:00 p.m.

Call in Number: 1-877-820-7831, Pass Code: 1884843 (listen only)

Advisory Body Members Present: Judges: Hon. Jonathan B. Conklin (Chair), Hon. Charles Margines, and Hon. Teri L. Jackson

Executive Officers: Mr. Chad Finke, Mr. Kevin Harrigan, Mr. David Yamasaki, Mr. Brian Taylor, and Mr. Michael D. Planet

Advisory Body Members Absent: Ms. Kimberly Flener and Ms. Linda Romero-Soles

Others Present: Ms. Brandy Sanborn, Ms. Michele Allan, Mr. Catrayel Wood, Ms. Angie Kiefer, Mr. Jarrod Orr, Mr. Jason B. Galkin, Mr. Joe Azevedo, and Ms. Tammy Laframboise

OPEN MEETING

Call to Order and Roll Call

The chair called the meeting to order at 12:00 p.m. and roll was called.

Approval of Minutes

The advisory body reviewed and approved the minutes of the July 31 and August 7, 2018 Fiscal Planning Subcommittee meetings.

DISCUSSION AND ACTION ITEMS (ITEM 1)

Item 1 – Trial Court Trust Fund (TCTF) Funds Held on Behalf of the Trial Courts Requests (Action Item)

Consideration of whether to recommend that the Judicial Council approve TCTF funds to be held on behalf of the trial courts in response to two new requests and three amended requests from five trial courts.

Presenter(s)/Facilitator(s): Hon. Jonathan B. Conklin, Chair, Fiscal Planning Subcommittee; and Mr. Catrayel Wood, Senior Budget Analyst, Judicial Council Budget Services.

Action:

- *The Fiscal Planning Subcommittee unanimously approved one new Funds Held on Behalf request submitted by Butte.*
- *The Fiscal Planning Subcommittee unanimously approved three amended Funds Held on Behalf requests; one submitted by Colusa, one submitted by Sutter, and one submitted by Mono.*
- *The Fiscal Planning Subcommittee approved one new Funds Held on Behalf request submitted by Tehama in a vote as follows:*
 - *Yes: 6*
 - *No: 0*
 - *Abstain: 1*

A D J O U R N M E N T

There being no further business, the meeting was adjourned at 12:15 p.m.

Approved by the advisory body on January 17, 2019.

JUDICIAL COUNCIL OF CALIFORNIA
BUDGET SERVICES
Trial Court Budget Advisory Committee
Report to the Fiscal Planning Subcommittee

(Item 1)

Title: Trial Court Trust Fund (TCTF) Funds Held on Behalf of the Trial Courts Requests

Date: 1/17/2019

Contact: Catrayel Wood, Senior Budget Analyst, Judicial Council Budget Services
916-643-7008 | catrayel.wood@jud.ca.gov

Issue

Consideration of whether to recommend that the Judicial Council approve TCTF funds to be held on behalf of the trial courts in response to the two new requests and four amended requests from a total of five trial courts.

Background

At the Judicial Council’s April 15, 2016 business meeting, the council approved the Trial Court Budget Advisory Committee (TCBAC) recommended process, criteria, and required information for trial courts to request TCTF reduced allocations, related to the 1% fund balance cap, be retained in the TCTF as restricted fund balance for the benefit of those courts (Attachment I).

Categories or activities for which funds can be requested to be held include, but are not limited to:

- Projects that extend beyond the original planned three-year process such as delayed deployment of information systems;
- Technology improvements or infrastructure such as a new case management system;
- Facilities maintenance or repair allowed under rule 10.810 of the California Rule of Court;
- Court efficiencies such as online and smart forms for court users; and
- Other court infrastructure projects such as vehicle replacement or copy machine replacement.

TCTF Funds Held on Behalf Requests

The TCTF funds held on behalf of the trial courts process requires that courts submit their requests at least 40 business days before the Judicial Council business meeting. Five courts have submitted requests within this time frame to be considered for the Judicial Council’s March 14-15, 2019 business meeting.

JUDICIAL COUNCIL OF CALIFORNIA
BUDGET SERVICES
Trial Court Budget Advisory Committee
Report to the Fiscal Planning Subcommittee

Attachment A summarizes the new TCTF funds held on behalf requests totaling \$37,078; Attachment D summarizes the amended requests totaling \$1,351,096. Greater detail on each courts' request is provided in the attachments listed below.

Attachments

- Attachment A:** Summary of Requests for TCTF Funds to be Held on Behalf of the Court (New Requests)
- Attachment B:** Application for TCTF Funds Held on Behalf of the Court—Request for the Superior Court of Sierra County (New Request)
- Attachment C:** Application for TCTF Funds Held on Behalf of the Court—Request for the Superior Court of Sierra County (New Request)
- Attachment D:** Summary of Requests for TCTF Funds to be Held on Behalf of the Court (Amended Request)
- Attachment E:** Application for TCTF Funds Held on Behalf of the Court—Request for the Superior Court of Alameda County (Amended Request)
- Attachment F:** Application for TCTF Funds Held on Behalf of the Court—Request for the Superior Court of Colusa County (Amended Request)
- Attachment G:** Application for TCTF Funds Held on Behalf of the Court—Request for the Superior Court of San Mateo County (Amended Request)
- Attachment H:** Application for TCTF Funds Held on Behalf of the Court—Request for the Superior Court of Tehama County (Amended Request)
- Attachment I:** *Judicial Council–Approved Process, Criteria, and Required Information for Trial Court Trust Fund Funds 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 March 14—15, 2019 Judicial Council Meeting

Court	Request Number	Amount Requested	Category	High Level Summary
Sierra	46-18-02-00	12,457	Furniture	Furniture replacement
Sierra	46-18-01-00	24,621	CMS	IT improvements

37,078

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:		
<input checked="" type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: Sierra	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Sean Metroka, Interim Court Executive Officer 	
	CONTACT PERSON AND CONTACT INFO: Kim Zwick, 530-289-3698	
DATE OF SUBMISSION: 8/7/2018	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: JULY 1, 2018 TO JUNE 30, 2019	REQUESTED AMOUNT: \$12,457
REASON FOR REQUEST <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i> <p>The court is seeking permission to carry over currently encumbered funds of \$12,457 to continue and complete our furniture replacement project which is now in the final installation process. There was a delay in the installation process so the vendor will be invoicing the court in FY18/19 upon completion and therefore, the court is going to need these funds to pay for this project. Reducing the court's funding allocation by this amount will have a significant impact on the court's operational budget for FY18/19.</p>		
SECTION II: AMENDED REQUEST CHANGES		
<p>A. Identify sections and answers amended.</p> <p>B. Provide a summary of the changes to the request.</p>		
SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		
<p>A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.</p> <p>The cost for this project is a major (one-time) expense for the court and does not fit within the Court's annual operational budget. The court does not have room on its budget to absorb a reduction in funding of this amount.</p>		

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

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

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

Approval of this request will allow the court to upgrade the furnishings, which will enhance efficiencies, not only for court staff, but also in the reception/self-help area. We have created two areas, semi-separated for privacy, in the reception area for self-help assistance.

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 the request is not approved it will impact the court's budget in FY18/19 as the amount requested would result in a reduction in funding.

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

If the request is not approved it would affect the court's budget in FY18/19 and could impact operations as such.

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

There are no alternatives, the court does not have funds.

SECTION IV: FINANCIAL INFORMATION

NOTE: ALL OF THE FUNDS ARE EXPECTED TO BE USED IN FY18/19

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:

Sierra

PERSON AUTHORIZING REQUEST *(Presiding Judge or Court Executive Officer):*
Sean Metroka, Interim Court Executive Officer

CONTACT PERSON AND CONTACT INFO:

Kim Zwick, 530-289-3698

DATE OF SUBMISSION:

6/29/2018

TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: JULY 1, 2018 TO JUNE 30, 2019

REQUESTED AMOUNT:

\$24,621

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.):*

PO 4300006101 was issued in 2015 for \$8K payable to the JCC for the installation of a fire sprinkler head in the CEO office. This work was required due in part to the installation of an ADA restroom that was installed in the court offices by the JC Facilities. JC Facilities paid the expense however that was unknown to the court. The court wants to use these funds for work completed under CFR#3, created March 2018. The court was under the impression that we could use the \$8k towards the CFR#3 project.

PO 4300006073 was issued in 2015 for \$72K payable to Placer County Superior Court for Network, CMS & Admin services based on a proposal for the implementation of hosting services. The actual costs ran less than proposed. However the court incurs monthly maintenance costs that will increase in the FY2018-2019. The court does have further and upcoming IT expenditures that the balance of this purchase order could be utilized for. The court respectfully requests that it be allowed to utilize these funds for valuable IT improvements that will ultimately improve access to the court for the public.

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 needs these funds so that we can pay for the upgrades to Chambers. The court does not have sufficient funds for FY1819 to make the payments and will need to use the funds that were reserved.

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 majority of the funds will be used to pay for hosting a platform for our new Case Management System (CMS). Our current CMS is showing signs of failure and technical support was discontinued years ago.

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

NA

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

If this request is not approved, additional needed projects and improvements will not be accomplished to serve our community.

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

Required future projects, including upgrading audio/video in the courtroom, will not be able to be funded due to lack of carry-over fund balance. Future funds will be needed to pay for the upgrades to judge's chambers and the hosting of the new CMS; had we known the project would cost less than \$72K we would not have reserved this amount of funds.

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

There are no alternatives, the court does not have funds.

SECTION IV: FINANCIAL INFORMATION

NOTE: ALL OF THE FUNDS ARE EXPECTED TO BE USED IN FY 18-19

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**

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

Table 2: Amended Requests for March 14—15, 2018 Judicial Council Meeting

Court	Request Number	Does Request Change \$\$ Amount?	If Yes - \$\$ Change +/-	Current Approved Requests by Fiscal Year				Amended Requests by Fiscal Year				Category	High-Level Summary
				2015-16	2016-17	2017-18	2018-19	2015-16	2016-17	2017-18	2018-19		
Alameda	01-18-01-A3	Yes	(400,000)			800,000				400,000		IT	HR information system upgrade
Colusa*	06-16-01-00	Yes	(2,648)		150,000	170,000	100,000		150,000	167,352	100,000	IT	Case Management System
San Mateo	41-18-01-00	Yes	(41,877)			250,000				208,123		Facility & Infrastructure	Repair flooring, carpets, and wiring
Tehama	52-18-01-00	Yes	(917)			326,538				325,621		IT	Case Management System
(445,442)				-	150,000	1,546,538	100,000	-	150,000	1,101,096	100,000		
				1,796,538				1,351,096					
										Difference Between Amended and Original Requests		(445,442)	

* Multiple amended requests have been submitted

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

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

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



SECTION I: GENERAL INFORMATION

SUPERIOR COURT:

Alameda

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

Chad Finke, Court Executive Officer

CONTACT PERSON AND CONTACT INFO:

Melanie Jones, Finance Director 510-891-6038, mjones@alameda.courts.ca.gov

DATE OF SUBMISSION:

7/25/2018

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

JULY 1, 2018 – JUNE 30, 2020

REQUESTED AMOUNT:

\$400,000.00

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

The Court has the immediate need to upgrade the Court's HR information system. The complexity of the Court's fiscal, personnel and payroll reporting needs requires specific system requirements offered by very few systems. The Court intends to implement a new HR and Payroll system with these funds. The planned work and related expenditures are expected to be completed within two fiscal years.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

n/a

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

The request amount has been amended because as the Court completed the year-end process, less funds were available and subject to be swept.

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 selected HRIS vendor in the last RFP process dissolved its business interests in human capital systems. As a result, the Court needs more time to conduct the procedural processes needed to contract with a new system vendor.

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 HR information system cannot support the following essential functions of the HR Division at the Court:

- Position control: Currently HR and Finance management engage in intensive, manual processes to manage and track position control for development of the QCAP and the 7A. The lack of position control also prevents efficient fiscal personnel budget forecasting, tracking and management.
- FMLA tracking: At present 1/3 of the Court's staff are either on an on-going or intermittent leave under FMLA. Our HR information system is unable to track this, requiring intensive and time-consuming manual tracking.
- Historical HR Data: The current HR system is only configured to house data from June 2014. HR data from 2005 – 2014 is housed in a separate HR database, which limits accessibility to the data.
- Data Management and Reporting: Due to the limitations of the current HR system, the Court is required to contract with outside vendors to manage data that should be managed by the Court's system. The Court pays a monthly fee to an outside vendor to house the Court's historical HR data from 2005-2014, and a vendor to assist with ACA tracking and issuance of 1094 and 1095 forms.
- Compliance Reporting: There are limited reporting functions and a lack of historical data in the current HR information system. Responses to public information requests, union information requests, discovery, investigations, and general compliance reporting is manual, inefficient and sometimes ineffective, due to the lack of a cohesive system in which to house this data.

The new HR Information system will improve the Court's efficiency and effectiveness, and increase the availability of court services and programs in the following areas:

- Position control and fiscal personnel budget tracking and management.
- Compliance Reporting.
- Employee Onboarding and Self-Service – faster access to data and information for candidates, individual employees and the Court at-large.
- Reduction in manual processes that reduce the Court's ability to provide strategic and effective customer service to Court services and programs.

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

N/A

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

The Court will continue to incur large labor costs to continue manual processes, continue to hamper the Court's ability to appropriately manage and forecast personnel costs, and continue to invite the liability of potential data reporting errors due to the limitations of HR data collection and production in the current system.

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

N/A

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

Holding the funds in the TCTF is the preferred alternative so that the Court can maintain the ability to fund budgeted costs during the fiscal year and maintain appropriate staffing levels to meet the personnel needs of the Court.

SECTION IV: FINANCIAL INFORMATION

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

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

Please see attached TCTF Tables Template—HRIS, Sec. IV.A.

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

Please see attached TCTF Tables Template—HRIS, Sec. IV.B.

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

Please see attached TCTF Tables Template—HRIS, Sec. IV.C.

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

Please see attached TCTF Tables Template—HRIS, Sec. IV.D.

If a cost efficiency, please provide cost comparison

Status Quo		FY 2017-18	FY 2018-19		
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

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

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

Status Quo				
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
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 2016-17	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	2,761,404	817,034		134,245				3,712,683
Revenues	91,430,731	4,601,169	4,109,836	2,001,850				102,143,586
Expenditures	87,761,111	4,461,245	4,521,075	2,000,000				98,743,431
Operating Transfers In (Out)	(411,239)		411,239					-
Ending Fund Balance	6,019,785	956,958	-	136,095	-	-	-	7,112,838

FY 2015-16	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	5,948,866	1,787,431		130,742				7,867,039
Revenues	92,312,171	5,178,648	3,900,973	2,003,504				103,395,296
Expenditures	95,100,092	6,150,474	4,299,086	2,000,000				107,549,652
Operating Transfers In (Out)	(399,543)	1,430	398,113					-
Ending Fund Balance	2,761,402	817,035	-	134,246	-	-	-	3,712,683

FY 2014-15	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	7,221,097	1,619,676	-	20,928,956				29,769,729
Revenues	89,604,012	5,213,840	4,157,154	3,501,786				102,476,792
Expenditures	90,335,796	5,070,466	4,673,220	24,300,000				124,379,482
Operating Transfers In (Out)	(540,446)	24,380	516,066					-
Ending Fund Balance	5,948,867	1,787,430	-	130,742	-	-	-	7,867,039

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

	FY 2017-18		FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
REVENUES									
State Financing Sources	86,357,599	605,854		1,350,000				88,313,453	
Grants			4,560,057					4,560,057	
Other Financing Sources	3,478,302	3,587,989						7,066,291	
TOTAL REVENUES	89,835,901	4,193,843	4,560,057	1,350,000	-	-	-	99,939,801	-
EXPENDITURES									
Salaries	47,837,122	526,923	2,227,553					50,591,598	
Staff Benefits	30,931,480	266,355	941,510					32,139,345	
General Expense	1,937,643		42,852					1,980,495	
Printing	593,737		1,074					594,811	
Telecommunications	493,312							493,312	
Postage	631,175							631,175	
Insurance	27,860							27,860	
Travel in State	87,781		28,951					116,732	
Travel Out of State	12,000		25,573					37,573	
Training	117,682		14,375					132,057	
Security	23,865							23,865	
Facilities Operations	2,753,474							2,753,474	
Utilities								-	
Contracted Services	4,289,599	3,146,019	1,035,319					8,470,937	
Consulting and Professional Services - County Provided	811,611							811,611	
Information Technology (IT)	1,653,646		4,945					1,658,591	
Major Equipment	282,429							282,429	
Other Items of Expense	63,192		181,407					244,599	
Juror Costs	545,778							545,778	
Other	592,579							592,579	
Debt Service								-	
Court Construction				1,350,000				1,350,000	
Distributed Administration & Allocation	(294,526)		294,526					-	
Prior Year Expense Adjustment								-	
TOTAL EXPENDITURES	93,391,439	3,939,297	4,798,085	1,350,000	-	-	-	103,478,821	-
Operating Transfers In (Out)		(238,028)	238,028					-	
Fund Balance (Deficit)									
Beginning Balance (Deficit)	6,019,784	956,958	-	136,096				7,112,838	2,464,246
Ending Balance (Deficit)	2,464,246	973,476	-	136,096	-	-	-	3,573,818	2,464,246

Current detailed budget projection

Description	FUNDS							General	Special Revenue Non-Grant
	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)	973,476	-	136,096	-	-	-	3,573,818	2,464,246	973,476
Ending Balance (Deficit)	973,476	-	136,096	-	-	-	3,573,818	2,464,246	973,476

Current detailed budget projection

Description	FUNDS						General	Special Revenue Non-Grant	Special Revenue 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)	-	136,096	-	-	-	3,573,818	2,464,246	973,476	-
Ending Balance (Deficit)	-	136,096	-	-	-	3,573,818	2,464,246	973,476	-

Current detailed budget projection

Description	FUNDS					General	FUNDS		
	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL		Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
REVENUES									
State Financing Sources					-				
Grants					-				
Other Financing Sources					-				
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries					-				
Staff Benefits					-				
General Expense					-				
Printing					-				
Telecommunications					-				
Postage					-				
Insurance					-				
Travel in State					-				
Travel Out of State					-				
Training					-				
Security					-				
Facilities Operations					-				
Utilities					-				
Contracted Services					-				
Consulting and Professional Services - County Provided					-				
Information Technology (IT)					-				
Major Equipment					-				
Other Items of Expense					-				
Juror Costs					-				
Other					-				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-				
Prior Year Expense Adjustment					-				
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)					-				
Fund Balance (Deficit)									
Beginning Balance (Deficit)	136,096	-	-	-	3,573,818	2,464,246	973,476	-	136,096
Ending Balance (Deficit)	136,096	-	-	-	3,573,818	2,464,246	973,476	-	136,096

Current detailed budget projection

Description					FUNDS				
	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
REVENUES									
State Financing Sources				-					
Grants				-					
Other Financing Sources				-					
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries				-					
Staff Benefits				-					
General Expense				-					
Printing				-					
Telecommunications				-					
Postage				-					
Insurance				-					
Travel in State				-					
Travel Out of State				-					
Training				-					
Security				-					
Facilities Operations				-					
Utilities				-					
Contracted Services				-					
Consulting and Professional Services - County Provided				-					
Information Technology (IT)				-					
Major Equipment				-					
Other Items of Expense				-					
Juror Costs				-					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-					
Prior Year Expense Adjustment				-					
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)				-					
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	-	3,573,818	2,464,246	973,476	-	136,096	-
Ending Balance (Deficit)	-	-	-	3,573,818	2,464,246	973,476	-	136,096	-

Current detailed budget projection

Description				FUNDS					
	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
REVENUES									
State Financing Sources			-						
Grants			-						
Other Financing Sources			-						
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries			-						
Staff Benefits			-						
General Expense			-						
Printing			-						
Telecommunications			-						
Postage			-						
Insurance			-						
Travel in State			-						
Travel Out of State			-						
Training			-						
Security			-						
Facilities Operations			-						
Utilities			-						
Contracted Services			-						
Consulting and Professional Services - County Provided			-						
Information Technology (IT)			-						
Major Equipment			-						
Other Items of Expense			-						
Juror Costs			-						
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)			-						
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	3,573,818	2,464,246	973,476	-	136,096	-	-
Ending Balance (Deficit)	-	-	3,573,818	2,464,246	973,476	-	136,096	-	-

Current detailed budget projection

Description			FUNDS						
	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
REVENUES									
State Financing Sources		-							
Grants		-							
Other Financing Sources		-							
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries		-							
Staff Benefits		-							
General Expense		-							
Printing		-							
Telecommunications		-							
Postage		-							
Insurance		-							
Travel in State		-							
Travel Out of State		-							
Training		-							
Security		-							
Facilities Operations		-							
Utilities		-							
Contracted Services		-							
Consulting and Professional Services - County Provided		-							
Information Technology (IT)		-							
Major Equipment		-							
Other Items of Expense		-							
Juror Costs		-							
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)		-							
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	3,573,818	2,464,246	973,476	-	136,096	-	-	-
Ending Balance (Deficit)	-	3,573,818	2,464,246	973,476	-	136,096	-	-	-

Current detailed budget projection

Description	TOTAL
REVENUES	
State Financing Sources	-
Grants	-
Other Financing Sources	-
TOTAL REVENUES	-
EXPENDITURES	
Salaries	-
Staff Benefits	-
General Expense	-
Printing	-
Telecommunications	-
Postage	-
Insurance	-
Travel in State	-
Travel Out of State	-
Training	-
Security	-
Facilities Operations	-
Utilities	-
Contracted Services	-
Consulting and Professional Services - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
TOTAL EXPENDITURES	-
Operating Transfers In (Out)	-
Fund Balance (Deficit)	
Beginning Balance (Deficit)	3,573,818
Ending Balance (Deficit)	3,573,818

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	400,000
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		400,000

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 ▼	▼	▼	▼	▼	▼	▼	Total
Contribution	800,000								800,000
Expenditures		800,000							800,000
Cumulative Balance	800,000	-	-	-	-	-	-	-	-

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


Original Request:

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

Amended request

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

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request: <input type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input checked="" type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: Colusa	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Court Executive Officer CONTACT PERSON AND CONTACT INFO: Jason B. Galkin, Jason.Galkin@colusa.courts.ca.gov; 530-458-5149 x9	
DATE OF SUBMISSION: 3/22/2017 AMENDED: 11/26/2018	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: THROUGH FY20/21	REQUESTED AMOUNT: \$417,352.00 20,000.00
REASON FOR REQUEST <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i> Colusa Superior Court is in the beginning stages of research and procurement for a new Case Management System to replace its legacy system. Given the simultaneous need for funding and risk that such an undertaking will not be funded directly by the State through a BCP (or that ancillary costs and expenditures will not be covered in such a BCP), the court must start setting aside funds today to afford such a purchase. Case management systems involve a significant one-time expenditure in implementation which far exceeds Colusa's 1% reserve or yearly available funds for such a project. Therefore, the court is proposing in this application that funds be budgeted and set aside on a yearly basis to accumulate sufficient capital to fully or partially fund (in the event of matching or supplemental funding from the State) the implementation of a new case management system.		
SECTION II: AMENDED REQUEST CHANGES		
<p>A. Identify sections and answers amended. Section I. Time Period and Requested Amount, Section III. E. and F., Section IV.</p> <p>B. Provide a summary of the changes to the request. The changes in this amended request account for an increase in the total value of the request based on updated information available as a result of the JCC CMS RFP and BCP effort. Of note, the Department of Finance has deferred a BCP for Legacy CMS systems until at least Fiscal Year 19/20's budget. Additionally, the total requested BCP amount for Colusa (based on RFP information and costs of implementation in staffing) is nearly \$1.7million over the course of three fiscal years (solely for the CMS implementation). This amount represents the costs projected as necessary for an optimally effective implementation and transition. While this amendment increases the amount requested for funds held, it represents what the Court believes it will be able to contribute to the CMS transition and ancillary projects given its current budgetary situation. Even if a BCP is granted, there are ancillary costs and expenditures related to the transition that will not be covered. Therefore, this amendment is needed regardless of whether the BCP request is eventually granted. If the BCP request is not granted, these funds still represent a bare minimum starting point that would need to be supplemented in future fiscal years (or future amendments) to account for other costs associated with this large undertaking.</p>		
SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		
<p>A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.</p> <p>The primary factor in this situation is the size of the expense relative to the size of the court's yearly budget and reserves. Many vendors require significant payment to be made within the first fiscal year of</p>		

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION IV: FINANCIAL INFORMATION

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

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

See attached.

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

See attached.

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

See attached.

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

See attached.



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN MATEO**
400 COUNTY CENTER
REDWOOD CITY, CA 94063-1655

NEAL I. TANIGUCHI
COURT EXECUTIVE OFFICER
CLERK & JURY COMMISSIONER

Tel: (650)261-5016
Fax: (650)261- 5147

November 15, 2018

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

RE: Application for Funds to be Held in the Trial Court Trust Fund on Behalf of San Mateo Superior Court – Amended Request

Dear Mr. Hoshino:

Enclosed is the court’s completed application for funds to be held in the state TCTF on behalf of San Mateo Superior Court, which amends the request approved by the Judicial Council on May 24, 2018. My court requests that the amended request be considered for approval by the Judicial Council at its business meeting in March 2019.


If you or your staff have any questions regarding the application, please contact Steven Chang, Finance Director, at stevenchang@sanmateocourt.org.

Sincerely,

Neal I. Taniguchi
Court Executive Officer

Cc: Zlatko Theodorovic, Director, Budget Services, Judicial Council of California

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:		
<input type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input checked="" type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: San Mateo	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Neal Taniguchi, Court Executive Officer	
	CONTACT PERSON AND CONTACT INFO: Steven Chang, 650-261-5046, stevenchang@sanmateocourt.org	
DATE OF SUBMISSION: 11/15/2018	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: JULY 2018 TO JUNE 2024	REQUESTED AMOUNT: \$208,123
REASON FOR REQUEST <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i>		
<p>The Court would like to accumulate savings in the most fiscally prudent and operationally sound manner that will allow it to repair and/or replace up to approximately 230,000 square feet of worn and damaged 30-year-old flooring and carpeting, which pose increasing health and safety risks, throughout the Court's Hall of Justice facility in Redwood City. In addition, when carpet or flooring is replaced, the Court will be replacing/relocating loose wiring to accommodate the increased use of computer equipment in the courtroom, as the Court transitions to paperless, electronic processes. Given the need to temporarily move/relocate a large number of staff, judicial officers and furniture, and in order to minimize or prevent significant disruptions to Court operations, both in the courtrooms and various Court divisions, the project must be done in phases. Therefore, we anticipate that the project could take as long as six years to complete from start to finish.</p>		
SECTION II: AMENDED REQUEST CHANGES		
<p style="text-align: center;">Identify sections and answers amended.</p> <p>A. Provide a summary of the changes to the request.</p>		
SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		
<p>A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.</p> <p>Given logistical, financial, and operational constraints, the entire project could take up to six years to complete. In 2017-18, the only way the Court could have accumulated fund balance that amounted to the total estimated cost of the project would have been to, unnecessarily, cut back on other critical operating costs. Accumulating savings across multiple fiscal years allows the Court to avoid harmful and unnecessary budgetary reductions.</p>		
APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)		
SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		

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

By replacing old and worn out flooring and carpeting, the Court will improve the environment, by making it safer and healthier, for the public in general, including jurors and litigants, court staff, and judicial officers. As noted above, the Court is also replacing/relocating loose wiring to better accommodate current and future equipment needs and to eliminate tripping hazards resulting from the increased use of computer equipment in the courtroom and the staff offices.

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

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

The Court might have to postpone replacing or repairing any other flooring or carpeting for the foreseeable future or make significant cuts in other needed operating costs, unless discretionary funding dramatically increases. The health and safety risks to the public, judicial officers, and court staff will increase due to continued damage and wear to carpeting and flooring.

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

The 30-year-old flooring is deteriorating rapidly, which has led to health and tripping hazards throughout the facility. Electrical upgrades are necessary to support the increased technological needs of the Court and its justice partners. Currently power and data cords are temporarily installed and exposed across the floor, creating uneven surfaces, and other hazards, which puts the public, court staff, and judicial officers at a higher risk of injury from tripping and falling in the courtrooms. The Court could be at risk of litigation due to these unsafe, unsightly, and unsanitary conditions. These conditions undermine the dignity of the Court as well.

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

If the request is not approved, the Court will either postpone replacing or repairing the much needed flooring for the foreseeable future or implement it sooner, but in a way that would be financially and operationally riskier than if monies were held in reserve within the TCTF. Holding reserve funds in the TCTF affords the Court greater latitude in implementing a logistically and operationally challenging multi-year project.

SECTION IV: FINANCIAL INFORMATION

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

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

If a cost efficiency, please provide cost comparison

Status Quo		FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
Net Revenue (Expense)		-	-	-	-

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

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

Status Quo		FY 2021-22 ▼	FY 2022-23 ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
Net Revenue (Expense)		-	-	-

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

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

FY 2014-15	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	2,774,656	1,980,187						4,754,843
Revenues	38,724,146	1,118,676	787,639					40,630,461
Expenditures	38,767,339	1,646,986	929,811					41,344,136
Operating Transfers In (Out)	(181,591)	39,419	142,172					-
Ending Fund Balance	2,549,872	1,491,296	-	-	-	-	-	4,041,168

FY 2015-16	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	2,549,872	1,491,296						4,041,168
Revenues	40,471,299	989,482	1,024,440					42,485,221
Expenditures	42,018,078	1,259,364	1,158,236					44,435,678
Operating Transfers In (Out)	(244,194)	110,399	133,796					1
Ending Fund Balance	758,899	1,331,813	-	-	-	-	-	2,090,712

FY 2016-17	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	758,899	1,331,813						2,090,712
Revenues	41,076,050	909,295	974,471					42,959,816
Expenditures	39,940,964	939,620	1,110,183					41,990,767
Operating Transfers In (Out)	(435,648)	299,936	135,712					-
Ending Fund Balance	1,458,338	1,601,423	-	-	-	-	-	3,059,761

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

	FY 2016-17		FUNDS						FY 2017-18
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
REVENUES									
State Financing Sources								-	39,848,471
Grants								-	
Other Financing Sources								-	
TOTAL REVENUES	-	-	-	-	-	-	-	-	39,848,471
EXPENDITURES									
Salaries								-	22,320,252
Staff Benefits								-	11,577,706
General Expense								-	759,497
Printing								-	80,080
Telecommunications								-	519,850
Postage								-	242,630
Insurance								-	7,479
Travel in State								-	56,640
Travel Out of State								-	
Training								-	25,280
Security								-	448,277
Facilities Operations								-	80,316
Utilities								-	
Contracted Services								-	2,822,945
Consulting and Professional Services - County Provided								-	643,796
Information Technology (IT)								-	458,951
Major Equipment								-	234,453
Other Items of Expense								-	9,280
Juror Costs								-	320,670
Other								-	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation								-	
Prior Year Expense Adjustment								-	
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	40,608,102
Operating Transfers In (Out)								-	
Fund Balance (Deficit)									
Beginning Balance (Deficit)	1,458,338	1,601,423						3,059,761	1,458,338
Ending Balance (Deficit)	1,458,338	1,601,423	-	-	-	-	-	3,059,761	698,707

Current detailed budget projection

Description	FUNDS						TOTAL	FY 2018-19	
	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary		General	Special Revenue Non-Grant
REVENUES									
State Financing Sources	1,418,409						41,266,880		
Grants		1,731,024					1,731,024		
Other Financing Sources							-		
TOTAL REVENUES	1,418,409	1,731,024	-	-	-	-	42,997,904	-	-
EXPENDITURES									
Salaries	725,843	749,970					23,796,065		
Staff Benefits	161,924	391,512					12,131,142		
General Expense		8,928					768,425		
Printing							80,080		
Telecommunications							519,850		
Postage							242,630		
Insurance							7,479		
Travel in State		13,768					70,408		
Travel Out of State							-		
Training							25,280		
Security							448,277		
Facilities Operations							80,316		
Utilities							-		
Contracted Services	392,813	561,846					3,777,604		
Consulting and Professional Services - County Provided	140,800						784,596		
Information Technology (IT)	607,041	5,000					1,070,992		
Major Equipment							234,453		
Other Items of Expense							9,280		
Juror Costs							320,670		
Other							-		
Debt Service							-		
Court Construction							-		
Distributed Administration & Allocation							-		
Prior Year Expense Adjustment							-		
TOTAL EXPENDITURES	2,028,421	1,731,024	-	-	-	-	44,367,547	-	-
Operating Transfers In (Out)							-		
Fund Balance (Deficit)									
Beginning Balance (Deficit)	1,601,423	-	-	-	-	-	3,059,761	698,707	991,411
Ending Balance (Deficit)	991,411	-	-	-	-	-	1,690,118	698,707	991,411

Current detailed budget projection

Description	FUNDS						FY 2019-20	Special Revenue Non-Grant	Special Revenue Grant
	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General		
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)	-	-	-	-	-	1,690,118	698,707	991,411	-
Ending Balance (Deficit)	-	-	-	-	-	1,690,118	698,707	991,411	-

Current detailed budget projection

Description	FUNDS					FY 2020-21	FUNDS		
	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
REVENUES									
State Financing Sources					-				
Grants					-				
Other Financing Sources					-				
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries					-				
Staff Benefits					-				
General Expense					-				
Printing					-				
Telecommunications					-				
Postage					-				
Insurance					-				
Travel in State					-				
Travel Out of State					-				
Training					-				
Security					-				
Facilities Operations					-				
Utilities					-				
Contracted Services					-				
Consulting and Professional Services - County Provided					-				
Information Technology (IT)					-				
Major Equipment					-				
Other Items of Expense					-				
Juror Costs					-				
Other					-				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-				
Prior Year Expense Adjustment					-				
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)					-				
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	-	-	1,690,118	698,707	991,411	-	-
Ending Balance (Deficit)	-	-	-	-	1,690,118	698,707	991,411	-	-

Current detailed budget projection

					Select Fiscal Year ▼	FUNDS			
Description	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
REVENUES									
State Financing Sources				-					
Grants				-					
Other Financing Sources				-					
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries				-					
Staff Benefits				-					
General Expense				-					
Printing				-					
Telecommunications				-					
Postage				-					
Insurance				-					
Travel in State				-					
Travel Out of State				-					
Training				-					
Security				-					
Facilities Operations				-					
Utilities				-					
Contracted Services				-					
Consulting and Professional Services - County Provided				-					
Information Technology (IT)				-					
Major Equipment				-					
Other Items of Expense				-					
Juror Costs				-					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-					
Prior Year Expense Adjustment				-					
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)				-					
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	-	1,690,118	698,707	991,411	-	-	-
Ending Balance (Deficit)	-	-	-	1,690,118	698,707	991,411	-	-	-

Current detailed budget projection

				Select Fiscal Year	FUNDS				
Description	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
REVENUES									
State Financing Sources			-						
Grants			-						
Other Financing Sources			-						
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries			-						
Staff Benefits			-						
General Expense			-						
Printing			-						
Telecommunications			-						
Postage			-						
Insurance			-						
Travel in State			-						
Travel Out of State			-						
Training			-						
Security			-						
Facilities Operations			-						
Utilities			-						
Contracted Services			-						
Consulting and Professional Services - County Provided			-						
Information Technology (IT)			-						
Major Equipment			-						
Other Items of Expense			-						
Juror Costs			-						
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)			-						
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	1,690,118	698,707	991,411	-	-	-	-
Ending Balance (Deficit)	-	-	1,690,118	698,707	991,411	-	-	-	-

Current detailed budget projection

			Select Fiscal Year	FUNDS					
Description	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
REVENUES									
State Financing Sources		-							
Grants		-							
Other Financing Sources		-							
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries		-							
Staff Benefits		-							
General Expense		-							
Printing		-							
Telecommunications		-							
Postage		-							
Insurance		-							
Travel in State		-							
Travel Out of State		-							
Training		-							
Security		-							
Facilities Operations		-							
Utilities		-							
Contracted Services		-							
Consulting and Professional Services - County Provided		-							
Information Technology (IT)		-							
Major Equipment		-							
Other Items of Expense		-							
Juror Costs		-							
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)		-							
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	1,690,118	698,707	991,411	-	-	-	-	-
Ending Balance (Deficit)	-	1,690,118	698,707	991,411	-	-	-	-	-

Current detailed budget projection

Description	TOTAL
REVENUES	
State Financing Sources	-
Grants	-
Other Financing Sources	-
TOTAL REVENUES	-
EXPENDITURES	
Salaries	-
Staff Benefits	-
General Expense	-
Printing	-
Telecommunications	-
Postage	-
Insurance	-
Travel in State	-
Travel Out of State	-
Training	-
Security	-
Facilities Operations	-
Utilities	-
Contracted Services	-
Consulting and Professional Services - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
TOTAL EXPENDITURES	-
Operating Transfers In (Out)	-
Fund Balance (Deficit)	
Beginning Balance (Deficit)	1,690,118
Ending Balance (Deficit)	1,690,118


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	2,000,000
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		2,000,000

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 ▼	FY 2021-22 ▼	FY 2022-23 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	208,123	291,877	150,000	50,000	50,000	50,000			800,000
Expenditures		200,000	250,000	150,000	100,000	100,000			800,000
Cumulative Balance	208,123	300,000	200,000	100,000	50,000	-	-	-	1,600,000

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request: <input type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input checked="" type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: Tehama	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Kevin Harrigan	
	CONTACT PERSON AND CONTACT INFO: Angie Kiefer, CFO (530) 527-7163	
DATE OF SUBMISSION: 12/3/2018	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: JULY 1, 2018-JUNE 30, 2020	REQUESTED AMOUNT: \$325,621.12
REASON FOR REQUEST <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i> <p>In support of Tehama Superior Court's long-term business objectives, cost savings measures, and technology goals, this application is submitted to have funds in the amount of \$325,621.12 held on its behalf. The total amount associated with the two projects listed below far exceed our 1% cap on fund balance (approximately \$48k). Those projects are:</p> <p><u>Case management system improvement</u> – Tehama Superior Court entered into a contract with Tyler Technologies, Inc. for Support Account Manager (SAM) services to enhance court operations through more effective and efficient use of the case management system. The two-year project will cost \$200,000 and is intended to deliver dedicated and customized services needed to expedite the implementation and utilization of various functionality and interfaces. Despite signing this agreement in June 2018, it has now been determined that Tyler will not be able to deliver a dedicated resource for Tehama until October 2018 at the soonest.</p> <p><u>Records destruction and scanning project</u> - The Court has accumulated a large volume of files over many years and would like to execute a plan to help modernize its records storage practices. This project will require some staff time, the use of a third-party vendor, and some new equipment in order to be fully completed. The total dollar amount associated with this endeavor is \$125,621.12.</p>		
SECTION II: AMENDED REQUEST CHANGES		
<p>A. Identify sections and answers amended. The dollar amounts in Section I (above) have been reduced by \$917.00 when compared to the original application. Tehama Court's previously approved request was in the amount of \$326,538.12 and the amount designated for the records destruction and scanning project was \$126,538.12. Amendments are noted in red font.</p> <p>B. Provide a summary of the changes to the request. The overall dollar amount of the previously approved request is being reduced by \$917.00 as a result of an adjusting entry made during the 17-18 fiscal year end process. There are no other changes being requested as part of this amended application.</p>		
SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		
<p>A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.</p>		

The costs associated with each of these projects is only made possible through the use of one-time monies available at the end of FY17-18. It was previously determined that one-time monies would be available for the case management system improvement project which is why the Court entered into a contractual agreement and encumbered the associated funds. Given that the project will not begin until October 2018 at the soonest, it has been determined that the utilization of this process (TCTF Funds Held On Behalf) would be the most appropriate way to account for, and set aside the monies.

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

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

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

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

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

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

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

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

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

See answer D above.

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

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

SECTION IV: FINANCIAL INFORMATION

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

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

See attached.

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

See attached.

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

See attached.

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

See attached. **Sec. IV. D Amended Requests tab has been completed. Totals have been reduced by \$917.00.**

If a cost efficiency, please provide cost comparison

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

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

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

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

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

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

FY 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 court's behalf

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

Current detailed budget projection

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

Current detailed budget projection

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

Current detailed budget projection

Description	FUNDS					Select Fiscal Year	FUNDS		
	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
REVENUES									
State Financing Sources					-				
Grants					-				
Other Financing Sources					-				
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries					-				
Staff Benefits					-				
General Expense					-				
Printing					-				
Telecommunications					-				
Postage					-				
Insurance					-				
Travel in State					-				
Travel Out of State					-				
Training					-				
Security					-				
Facilities Operations					-				
Utilities					-				
Contracted Services					-				
Consulting and Professional Services - County Provided					-				
Information Technology (IT)					-				
Major Equipment					-				
Other Items of Expense					-				
Juror Costs					-				
Other					-				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-				
Prior Year Expense Adjustment					-				
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)					-				
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	-	-	621,225	400,300	220,924	-	-
Ending Balance (Deficit)	-	-	-	-	621,225	400,300	220,924	-	-

Current detailed budget projection

					Select Fiscal Year ▼	FUNDS			
Description	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
REVENUES									
State Financing Sources				-					
Grants				-					
Other Financing Sources				-					
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries				-					
Staff Benefits				-					
General Expense				-					
Printing				-					
Telecommunications				-					
Postage				-					
Insurance				-					
Travel in State				-					
Travel Out of State				-					
Training				-					
Security				-					
Facilities Operations				-					
Utilities				-					
Contracted Services				-					
Consulting and Professional Services - County Provided				-					
Information Technology (IT)				-					
Major Equipment				-					
Other Items of Expense				-					
Juror Costs				-					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-					
Prior Year Expense Adjustment				-					
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)				-					
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	-	621,225	400,300	220,924	-	-	-
Ending Balance (Deficit)	-	-	-	621,225	400,300	220,924	-	-	-

Current detailed budget projection

				Select Fiscal Year	FUNDS				
Description	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
REVENUES									
State Financing Sources			-						
Grants			-						
Other Financing Sources			-						
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries			-						
Staff Benefits			-						
General Expense			-						
Printing			-						
Telecommunications			-						
Postage			-						
Insurance			-						
Travel in State			-						
Travel Out of State			-						
Training			-						
Security			-						
Facilities Operations			-						
Utilities			-						
Contracted Services			-						
Consulting and Professional Services - County Provided			-						
Information Technology (IT)			-						
Major Equipment			-						
Other Items of Expense			-						
Juror Costs			-						
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)			-						
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	-	621,225	400,300	220,924	-	-	-	-
Ending Balance (Deficit)	-	-	621,225	400,300	220,924	-	-	-	-

Current detailed budget projection

			Select Fiscal Year	FUNDS					
Description	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
REVENUES									
State Financing Sources		-							
Grants		-							
Other Financing Sources		-							
TOTAL REVENUES	-	-	-	-	-	-	-	-	-
EXPENDITURES									
Salaries		-							
Staff Benefits		-							
General Expense		-							
Printing		-							
Telecommunications		-							
Postage		-							
Insurance		-							
Travel in State		-							
Travel Out of State		-							
Training		-							
Security		-							
Facilities Operations		-							
Utilities		-							
Contracted Services		-							
Consulting and Professional Services - County Provided		-							
Information Technology (IT)		-							
Major Equipment		-							
Other Items of Expense		-							
Juror Costs		-							
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)		-							
Fund Balance (Deficit)									
Beginning Balance (Deficit)	-	621,225	400,300	220,924	-	-	-	-	-
Ending Balance (Deficit)	-	621,225	400,300	220,924	-	-	-	-	-

Current detailed budget projection

Description	TOTAL
REVENUES	
State Financing Sources	-
Grants	-
Other Financing Sources	-
TOTAL REVENUES	-
EXPENDITURES	
Salaries	-
Staff Benefits	-
General Expense	-
Printing	-
Telecommunications	-
Postage	-
Insurance	-
Travel in State	-
Travel Out of State	-
Training	-
Security	-
Facilities Operations	-
Utilities	-
Contracted Services	-
Consulting and Professional Services - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
TOTAL EXPENDITURES	-
Operating Transfers In (Out)	-
Fund Balance (Deficit)	
Beginning Balance (Deficit)	621,225
Ending Balance (Deficit)	621,225

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	20,000
910000	Staff Benefits	10,000
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	285,000
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	11,538
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		326,538

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

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

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 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	325,621								325,621
Expenditures		175,000	150,621						325,621
Cumulative Balance	325,621	150,621	-	-	-	-	-	-	-

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

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

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

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

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

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

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

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

SECTION I

General Information

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

SECTION II

Amended Request Changes

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

SECTION III

Trial Court Operations and Access to Justice

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

SECTION IV

Financial Information

- Three-year history of year-end fund balances, revenues, and expenditures (*table template provided*)
- Current detailed budget projections for the fiscal years during which the trial court would either be contributing to the TCTF fund balance held on the court's behalf or receiving distributions from the TCTF fund balance held on the court's behalf (*table template provided*)

- Identification of all costs, by category and amount, needed to fully implement the project
(table template provided)
- A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year *(table template provided)*

JUDICIAL COUNCIL OF CALIFORNIA
BUDGET SERVICES
Trial Court Budget Advisory Committee
Report to the Fiscal Planning Subcommittee

(Item 2)

Title: Consideration of Continued Receipt of Children’s Waiting Room Funds for the Superior Court of California, County of Contra Costa

Date: 1/17/2019

Contact: Melissa Ng, Senior Budget Analyst, Judicial Council Budget Services
916-263-1754 | melissa.ng@jud.ca.gov

Issue

Effective October 1, 2018, the Superior Court of Contra Costa closed its Children’s Waiting Room (CWR) at its Pittsburg facility in order to relocate the CWR to Martinez. Public utilization of the CWR at Pittsburg had decreased since Family Law operations was relocated to the Peter L. Spinetta Family Law Center in Martinez last fiscal year. Contra Costa Superior Court is requesting to continue to receive CWR funds in order to build sufficient resources to reopen in Martinez by July 2019 and resume ongoing operations without decreasing service levels.

Background

According to Government Code section 70640, after January 1, 2006, a court may apply to the Judicial Council for a CWR distribution between \$2 and \$5, inclusive, from applicable filing fees (see Attachment 2B). The Judicial Council’s policy requires the Trial Court Budget Advisory Committee to adopt a recommendation related to a court’s request for the Council to consider (see Attachment 2A). The court’s request for a continued CWR distribution is provided in Attachment 2E.

Attachment 2C provides the current distribution amount and total distributions for 2015-16, 2016-17, 2017-18, and 2018-19 (for the period of July 2018 – October 2018) for the 18 courts that currently have a CWR distribution.

Attachment 2D provides the distribution from the First Paper General Civil Unlimited Uniform Filing Fee (GC 70611) for Contra Costa Superior Court. There is no change in the distribution for this request because the court is already receiving a CWR distribution.

Recommendation

Approve a recommendation to the Trial Court Budget Advisory Committee to continue the distribution of CWR funds to Contra Costa Superior Court to allow the court to accumulate sufficient funding to operate the CWR full-time at its new location in Martinez, scheduled to reopen in July 2019.

JUDICIAL COUNCIL OF CALIFORNIA
BUDGET SERVICES
Trial Court Budget Advisory Committee
Report to the Fiscal Planning Subcommittee

Attachments

- Attachment 2A:** Children's Waiting Room Distribution and Fund Balance Policy
- Attachment 2B:** Government Code Section 70640
- Attachment 2C:** Children's Waiting Room – Distribution Amount and Total Distribution
- Attachment 2D:** Distribution from First Paper General Civil Unlimited Uniform Filing Fee (GC 70611)
- Attachment 2E:** Superior Court of California, Contra Costa County's CWR Continued Distribution Request

Children's Waiting Room (CWR) Distribution and Fund Balance Policy

A. Applying for a New CWR Distribution

- A court's presiding judge or executive officer must submit a request to the director of the Judicial Council Finance Office 45 days prior to the date of the council meeting at which the court is requesting consideration.
- The request must include the following information:
 - Date of the council meeting at which the court is requesting consideration.
 - Requested effective date of the distribution (July 1 or January 1). If a court wants to begin receiving distributions more than one year in advance of the planned opening date of a CWR, the request should include an explanation of the extenuating circumstance(s).
 - The scheduled opening date of the CWR(s).
 - Description of the CWR(s).
 - The date when the court intends to make expenditures related to operating its CWR(s).
 - The requested distribution amount between \$2 and \$5. Courts can request the Judicial Council Finance Office to provide an estimate of annual distributions.
- The Trial Court Budget Advisory Committee (TCBAC) will make a recommendation to the council on each court's request.
- If the council approves that distributions begin prior to the operating of a CWR but the court does not operate a CWR six months after their planned opening date, the court must apply for a continued distribution.

B. Requesting a Decreased CWR Distribution Amount

- Any court's request to decrease its existing CWR distribution is approved by the Judicial Council and the request can be implemented by Judicial Council staff, effective either January 1 or July 1.

C. Temporarily or Permanently Ceasing CWR Operations

- Courts that cease operating all CWRs must notify the director of the JC Finance Office within 60 days of the cessation date. Unless a court provides notification and submits an application to continue receiving distributions while not operating a CWR within 60 days of the cessation date, the court's CWR distributions will be stopped either January 1 or July 1, whichever is earlier, and the court will be required to return any CWR fund balance to the TCTF.
- For courts that are required to return all of their remaining CWR fund balance to the TCTF, the return of the CWR fund balance will occur on the February trial court distribution for those courts that the CWR distribution stopped on January 1, and on the August distribution for those courts that the CWR distributions stopped on July 1.
- If there is a dispute between a court and JC staff over the amount of CWR fund balance that should be returned to the TCTF, the dispute will be brought before the TCBAC and the Judicial Council if the two parties cannot come to a resolution within 90 days of the cessation date.

Children's Waiting Room (CWR) Distribution and Fund Balance Policy

- An application for a continued distribution must include all the information required of courts applying for a new distribution (see section A above) as well as the amount of any CWR fund balance.
- The TCBAC will make a recommendation to the Judicial Council on each court's application.
- For courts that apply and whose application is denied by the Judicial Council, any CWR fund balance shall be returned to the TCTF.

D. Cap on CWR Fund Balance

- Courts shall monitor the CWR distribution amount per filing to ensure it is adequate to meet the CWR needs of the court without accumulating an amount in excess of the cap described below.
- Effective July 1, 2015, there shall be a cap on the amount of CWR fund balance that courts can carry forward from one fiscal year to the next. The cap shall be the amount of the highest annual distribution within the three most recent fiscal years.
- Courts that have a CWR fund balance greater than the cap (as described above) at the end of the every other fiscal year (beginning with fiscal year 2016–2017) will be required to return to the TCTF the amount above the cap in the subsequent fiscal year.
- For courts that are required to return the portion of their CWR fund balance above the cap to the TCTF, the return of the CWR fund balance will occur on the August trial court distribution.
- If there is a dispute between a court and JC staff over the amount of CWR fund balance that should be returned to the TCTF, the dispute will be brought before the TCBAC and the Judicial Council if the two parties cannot come to a resolution within 90 days of the cessation date.
- The cap applies only to courts that have received at least 12 months of distributions in a fiscal year while operating a CWR.
- If a court wants a cap adjustment, it must submit a request explaining the extenuating circumstance and including its CWR expenditure plan to the director of the JC Finance Office for consideration by the TCBAC and the Judicial Council. The request must be received by the Finance Director within 60 days of the end of the fiscal year for which the adjustment is being requested.
- JC staff will report any return of CWR fund balance through the trial court distribution process to the TCBAC and the Judicial Council.
- For courts that have Judicial Council–approved adjustments to their CWR caps, annual reporting will be required 60 days after the end of each fiscal year for courts that have an adjustment to their CWR cap approved by the Judicial Council, using a template provided by Judicial Council staff.

E. Courts that have Received a Distribution but Never Operated a CWR

- Courts that received distributions between January 1, 2006 and June 30, 2014 but did not operate a CWR during that time period must either apply for a continued distribution by

Children's Waiting Room (CWR) Distribution and Fund Balance Policy

September 26, 2015 or have their distributions stopped on January 1, 2016 and return to the TCTF any CWR fund balance.

- For courts that are required to return all of their remaining CWR fund balance to the TCTF, the return will occur on the October 2015 trial court distribution.
- If there is a dispute between a court and JC staff over the amount of CWR fund balance that should be returned to the TCTF, the dispute will be brought before the TCBAC and the Judicial Council if the two parties cannot come to a resolution within 90 days of the cessation date.

Government Code Section 70640

(a) It is the policy of the state that each court shall endeavor to provide a children's waiting room in each courthouse for children whose parents or guardians are attending a court hearing as a litigant, witness, or for other court purposes as determined by the court. To defray that expense, monthly allocations for children's waiting rooms shall be added to the monthly apportionment under subdivision (a) of Section 68085 for each court where a children's waiting room has been established or where the court has elected to establish that service.

(b) The amount allocated to each court under this section shall be equal to the following: for each first paper filing fee as provided under Section 70611, 70612, 70613, 70614, or 70670, and each first paper or petition filing fee in a probate matter as provided under Section 70650, 70651, 70652, 70653, 70654, 70655, 70656, or 70658, the same amount as was required to be collected as of December 31, 2005, to the Children's Waiting Room Fund under former Section 26826.3 in the county in which the court is located when a fee was collected for the filing of a first paper in a civil action under former Section 26820.4.

(c) Notwithstanding any other provision of law, the court may make expenditures from these allocations in payment of any cost, excluding capital outlay, related to the establishment and maintenance of the children's waiting room, including personnel, heat, light, telephone, security, rental of space, furnishings, toys, books, or any other item in connection with the operation of a children's waiting room.

(d) If, as of January 1, 2006, there is a Children's Waiting Room Fund in the county treasury established under former Section 26826.3, the county immediately shall transfer the moneys in that fund to the court's operations fund as a restricted fund. By February 15, 2006, the county shall provide an accounting of the fund to the Administrative Office of the Courts.

(e) After January 1, 2006, the court may apply to the Judicial Council for an adjustment of the amount distributed to the fund for each uniform filing fee. A court that wishes to establish a children's waiting room, and does not yet have a distribution under this section, may apply to the Judicial Council for a distribution. Applications under this subdivision shall be made according to trial court financial policies and procedures authorized by the Judicial Council under subdivision (a) of Section 77206. Adjustments and new distributions shall be effective January 1 or July 1 of any year beginning January 1, 2006.

(f) The distribution to a court under this section per each filing fee shall be not less than two dollars (\$2) and not more than five dollars (\$5).

(Amended by Stats. 2007, Ch. 130, Sec. 135. Effective January 1, 2008.)

Children's Waiting Room
Distribution Amount and Total Distribution

	Court	Distribution Amount	2015-16 Total Distribution	2016-17 Total Distribution	2017-18 Total Distribution	2018-19 July 2018-October 2018
	A	B	C	D	E	F
1	Alameda	\$5	\$ 162,487	\$ 188,819	\$ 169,579	\$ 58,756
2	Butte	\$5	\$ 19,372	\$ 27,096	\$ 11,227	\$ -
3	Contra Costa	\$5	\$ 104,333	\$ 129,349	\$ 116,444	\$ 43,687
4	Fresno	\$5	\$ 98,469	\$ 121,401	\$ 110,504	\$ 41,229
5	Los Angeles	\$5	\$ 830,421	\$ 1,295,100	\$ 1,480,168	\$ 537,728
6	Monterey	\$5	\$ 32,856	\$ 40,826	\$ 20,230	\$ -
7	Orange	\$5	\$ 369,617	\$ 466,843	\$ 421,645	\$ 150,500
8	Riverside	\$5	\$ 253,815	\$ 317,869	\$ 287,070	\$ 100,732
9	Sacramento	\$5	\$ 504,807	\$ 373,901	\$ 348,234	\$ 167,253
10	San Bernardino	\$5	\$ -	\$ 297,239	\$ 288,108	\$ 93,426
11	San Diego	\$5	\$ 336,581	\$ 430,649	\$ 380,780	\$ 131,162
12	San Francisco	\$5	\$ 115,160	\$ 140,230	\$ 124,923	\$ 45,990
13	San Joaquin	\$5	\$ -	\$ -	\$ 91,233	\$ 31,958
14	San Luis Obispo	\$5	\$ 23,484	\$ 29,250	\$ 25,681	\$ 9,557
15	San Mateo	\$5	\$ 64,791	\$ 81,204	\$ 71,715	\$ 25,953
16	Santa Barbara	\$5	\$ 39,686	\$ 48,354	\$ 43,675	\$ 14,719
17	Santa Clara	\$5	\$ 147,497	\$ 174,867	\$ 162,279	\$ 58,617
18	Solano	\$5	\$ 46,724	\$ 56,083	\$ 54,379	\$ 19,232
19	Sonoma	\$5	\$ 45,987	\$ 55,979	\$ 49,926	\$ 18,314
20	Stanislaus	\$2	\$ 19,924	\$ 24,371	\$ -	\$ -
21	Ventura	\$5	\$ 84,342	\$ 103,657	\$ 92,008	\$ 32,383
	Total		\$ 3,302,071	\$ 4,403,087	\$ 4,349,806	\$ 1,581,195

**Distribution from First Paper General Civil Unlimited Uniform
Filing Fee (GC 70611) in Contra Costa County**

Distribution	State vs. Local	Current
Trial Court Trust Fund Base Allocation	State	\$311.70
Children's Waiting Room	State	\$5.00
Automated Recored-Keeping and Micrographics	State	\$3.00
Judges' Retirement Fund	State	\$2.50
State Court Facilities Construction Fund	State	\$35.00
Immediate & Critical Needs Account	State	\$30.00
Local Courthouse Construction Surcharges		\$0.00
Equal Access Fund	Local	\$4.80
Dispute Resolution	Local	\$8.00
Law Library	Local	\$35.00
Fee Amount		\$435.00

October 18, 2018

Superior Court of California

COUNTY OF CONTRA COSTA
725 COURT STREET
P.O. BOX 911
MARTINEZ, CA 94553-0091



Zlatko Theodorovic
Director of Budget Services
Judicial Council of California
2850 Gateway Oaks Drive, Suite 300
Sacramento, CA 95833-4353

Re: Notification of Temporary Closure of Children’s Waiting Room and Request to Continue Receiving CWR Distribution

Dear Mr. Theodorovic:

The Contra Costa Superior Court closed its Children’s Waiting Room (CWR) at the Richard E. Arnason Justice Center located at 1000 Center Drive in Pittsburg effective October 1, 2018. Public utilization of the CWR in Pittsburg had decreased since Family Law operations was relocated from the Pittsburg facility to the Peter L. Spinetta Family Law Center in Martinez last fiscal year, and therefore it is no longer viable to continue operating a CWR in the Pittsburg facility.

There is significant public demand and need for a CWR in Martinez where Family Law services are centrally located. The Court has requested self-help funding to build a CWR in the Peter L. Spinetta Family Law Center that is larger than the Pittsburg CWR. The Court has obtained a cost estimate to build a bathroom and perform other renovation work to transform the space into a CWR. If funding for this project is approved, the Court will proceed with the renovation work, hire a new vendor to staff and operate the CWR, and aim to re-open the CWR in Martinez by July 2019.

It is requested that the Judicial Council approve Contra Costa Superior Court’s continued receipt of its CWR distribution at the next council meeting. The Court currently receives a CWR distribution at the \$5 level and has a CWR fund balance of \$165,136. The cost of operating the CWR full-time has exceeded the annual allocation for the last four fiscal years, thus the fund balance was used to cover the annual shortfall. It is anticipated that once the CWR reopens in Martinez, the fund balance will be needed to help pay for the costs of operating the CWR full-time. If approved to continue receiving CWR distributions during this temporary closure, the Court will be in a better position to resume ongoing operations without decreasing service levels for a longer period of time. Thank you for your consideration.

Sincerely,

Kate Bieker
Court Executive Officer

KB/FL

cc: Hon. Jill Fannin, Presiding Judge
Hon. Barry Baskin, Assistant Presiding Judge
Fae Li, Director of Finance