



# JUDICIAL COUNCIL OF CALIFORNIA

TRIAL COURT BUDGET  
ADVISORY COMMITTEE

## TRIAL COURT BUDGET ADVISORY COMMITTEE FISCAL PLANNING SUBCOMMITTEE

**MATERIALS MARCH 21, 2019**

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# JUDICIAL COUNCIL OF CALIFORNIA

TRIAL COURT BUDGET  
ADVISORY COMMITTEE

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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

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**Date:** March 21, 2019  
**Time:** 3:00 p.m. - 4:00 p.m.  
**Public Call-in Number:** 1-877-820-7831, Pass Code: 1884843 (listen only)

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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](mailto:tcbac@jud.ca.gov).

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

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

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##### Call to Order and Roll Call

##### Approval of Minutes

Approve minutes of the January 17, 2019 Fiscal Planning Subcommittee meeting.

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

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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](mailto: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 3:00 p.m. on March 20, 2019 will be provided to advisory body members prior to the start of the meeting.

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**III. DISCUSSION AND POSSIBLE ACTION ITEMS**

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**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 a total of three trial courts.

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

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**IV. INFORMATION ONLY ITEMS (NO ACTION REQUIRED)**

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**None**

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**V. ADJOURNMENT**

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**Adjourn**



JUDICIAL COUNCIL  
OF CALIFORNIA

TRIAL COURT BUDGET  
ADVISORY COMMITTEE

[www.courts.ca.gov/tcbac.htm](http://www.courts.ca.gov/tcbac.htm)  
[tcbac@jud.ca.gov](mailto:tcbac@jud.ca.gov)

TRIAL COURT BUDGET ADVISORY COMMITTEE  
FISCAL PLANNING SUBCOMMITTEE

MINUTES OF OPEN MEETING

January 17, 2019

1:00 p.m. – 1:30 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. Kimberly A. Gaab, Hon. Teri L. Jackson, and Hon. Charles Margines.

Executive Officers: Ms. Kim Bartleson, Mr. Chad Finke, Mr. Kevin Harrigan, Mr. Michael D. Planet, Ms. Linda Romero-Soles, Mr. Brian Taylor, and Mr. David Yamasaki.

**Advisory Body Members Absent:** n/a

**Others Present:** Mr. Catrayel Wood and Ms. Brandy Sanborn

OPEN MEETING

**Call to Order and Roll Call**

The chair called the meeting to order at 12:01 p.m. and roll was called.

**Approval of Minutes**

The advisory body reviewed and approved the minutes of the October 3, 2018 Fiscal Planning Subcommittee meeting.

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 from one trial court and four amended requests from four 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 two new Funds Held on Behalf requests submitted by Sierra.*
- *The Fiscal Planning Subcommittee unanimously approved two amended Funds Held on Behalf requests; one submitted by Colusa, and one submitted by San Mateo.*
- *The Fiscal Planning Subcommittee approved two amended Funds Held on Behalf requests; one submitted by Alameda and one submitted by Tehama, in a vote as follows:*
  - *Yes: 9*
  - *No: 0*
  - *Abstain: 2 (Mr. Finke on Alameda request and Mr. Harrigan on Tehama request)*

**Item 2 - Children's Waiting Room Report (Action Item)**

Consideration of continued receipt of Children's Waiting Room (CWR) 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

The Fiscal Planning Subcommittee unanimously approved the 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.

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**A D J O U R N M E N T**

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There being no further business, the meeting was adjourned at 1:15 p.m.

Approved by the advisory body on enter date.

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:** 3/21/2019

**Contact:** Catrayel Wood, Senior Budget Analyst, Judicial Council Budget Services  
916-643-7008 | [catrayel.wood@jud.ca.gov](mailto:catrayel.wood@jud.ca.gov)

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**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 three amended requests from a total of three 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 H).

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. Three courts have submitted requests within this time frame to be considered for the Judicial Council’s business meeting May 16-17, 2019.

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 \$1,710,000; Attachment D summarizes the amended requests totaling \$1,179,577. 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 San Mateo County (New Request)
- Attachment C:** Application for TCTF Funds Held on Behalf of the Court—Request for the Superior Court of Sutter (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 Kern County (Amended Request)
- Attachment F:** Application for TCTF Funds Held on Behalf of the Court—Request for the Superior Court of San Mateo County (Amended Request)
- Attachment G:** Application for TCTF Funds Held on Behalf of the Court—Request for the Superior Court of Sutter County (Amended Request)
- Attachment H:** *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 Request for May 16—17, 2019 Judicial Council Meeting**

Court	Request Number	Amount Requested	Category	High Level Summary
San Mateo	41-19-01-00	1,660,000	Facilities	Building Construction & Furniture
Sutter	51-19-01-00	50,000	IT	Technology

**1,710,000**





**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)261-5030  
Fax: (650)261- 5147

February 20, 2019

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

Dear Mr. Hoshino:

Enclosed is the San Mateo Superior Court's completed application for funds to be held in the state TCTF on behalf of San Mateo Superior Court. The court requests that the application be considered for approval by the Judicial Council at its business meeting in May 2019.

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


Sincerely,

A handwritten signature in blue ink that reads "Neal Taniguchi".

Neal 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 checked="" type="checkbox"/> <b>NEW REQUEST</b> <i>(Complete Section I, III, and IV only.)</i>  <input type="checkbox"/> <b>AMENDED REQUEST</b> <i>(Complete Sections I through IV.)</i>		
<b>SECTION I: GENERAL INFORMATION</b>		
<b>SUPERIOR COURT:</b> San Mateo	<b>PERSON AUTHORIZING REQUEST</b> <i>(Presiding Judge or Court Executive Officer):</i> Neal Taniguchi	
	<b>CONTACT PERSON AND CONTACT INFO:</b> Steven Chang, 650.261.5046, <a href="mailto:stevenchang@sanmateocourt.org">stevenchang@sanmateocourt.org</a>	
<b>DATE OF SUBMISSION:</b> 2/20/2019	<b>TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: JULY 2019 TO APRIL 2022</b>	<b>REQUESTED AMOUNT:</b> \$1,660,000
<b>REASON FOR REQUEST</b> <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i>		
<p>To set aside \$1 million that will be due to the County of San Mateo as part of a \$9 million contractual agreement between the Court and the County whereby the County will build 2 new courtrooms, a new traffic clerk office, and a new conference room on the first floor of the Hall of Justice (HOJ), the County will vacate its current space on the first floor of HOJ, and the Court gives up the traffic annex building next to the HOJ in Redwood City so that the County can build a new county office building, which will house the county occupants vacating the HOJ.</p> <p>In addition, \$660,000 will be set aside for furniture, fixtures, and equipment (FF&amp;E) for the new courtrooms, conference room, new traffic clerk office, and remodeled civil clerk office. Under the agreement between the Court and County, the Court also agreed to pay for all FF&amp;E under the project. The amount of \$660,000 is the approximate cost to purchase and install the FF&amp;E.</p>		
<b>SECTION II: AMENDED REQUEST CHANGES</b>		
<p><b>A. Identify sections and answers amended.</b></p>   <p><b>B. Provide a summary of the changes to the request.</b></p>		
<b>SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE</b>		

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

The \$1 million obligation is not due until the county construction project is completed, scheduled for April 2022, which is beyond the current three-year encumbrance term (2018-19, 2019-20, and 2020-21), and could be due later if the project is delayed. The \$660,000 for FFE would not be needed until FY 2021-22, when the project is scheduled to be completed, and not until later if the project is delayed

**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 agreement between the court and county will allow the court to consolidate the traffic and small claims courtrooms and traffic clerk office into the Hall of Justice building. The new traffic clerk and remodeled civil clerk offices will be designed for better public access and to reduce wait times for the public.

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

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

If the court's request is not approved, the court's risk of having to make operational cuts that could otherwise be avoided in the future will significantly increase, especially if there are funding cuts in the next 3 or 4 years due to an economic recession.

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

As stated below, if the court's request is not approved, the court's risk of having to make operational cuts in the future that could otherwise be avoided will significantly increase, especially if there are funding cuts in the next 3 or 4 years due to an economic recession. This will likely negatively affect the processing time of cases and 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?**

Encumbering the funds for future use is the only option that does not involve expending the funds for different purposes by June 30, 2019. But, as explained above in Section III A, this is not an option available to the court prior to June 30, 2019. Given the level of monies that the court can set aside and the 1% cap on fund balance, setting aside the monies in the TCTF for at least 3 years is the safest and most prudent option for the court.

**SECTION IV: FINANCIAL INFORMATION**



If a cost efficiency, please provide cost comparison

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

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

<b>Cumulative Cost Savings</b>	-	-	-	12	-
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If a cost efficiency, please provide cost comparison

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

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

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

FY 2015-16	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>2,549,872</b>	<b>1,491,296</b>	-					<b>4,041,168</b>
Revenues	40,471,299	989,482	1,024,440					<b>42,485,221</b>
Expenditures	42,018,078	1,259,364	1,158,235					<b>44,435,677</b>
Operating Transfers In (Out)	(244,194)	110,399	133,795					-
<b>Ending Fund Balance</b>	<b>758,899</b>	<b>1,331,813</b>	-	-	-	-	-	<b>2,090,712</b>

FY 2016-17	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>758,899</b>	<b>1,331,813</b>	-					<b>2,090,712</b>
Revenues	41,076,050	909,297	974,471					<b>42,959,818</b>
Expenditures	39,940,964	939,620	1,110,183					<b>41,990,767</b>
Operating Transfers In (Out)	(435,648)	299,936	135,712					-
<b>Ending Fund Balance</b>	<b>1,458,338</b>	<b>1,601,425</b>	-	-	-	-	-	<b>3,059,763</b>

FY 2017-18	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>1,458,338</b>	<b>1,601,425</b>	-					<b>3,059,763</b>
Revenues	41,833,116	906,439	1,170,996					<b>43,910,551</b>
Expenditures	42,174,167	1,151,033	1,248,082					<b>44,573,282</b>
Operating Transfers In (Out)	(102,932)	25,846	77,086					-
<b>Ending Fund Balance</b>	<b>1,014,356</b>	<b>1,382,677</b>	-	-	-	-	-	<b>2,397,032</b>

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

	FY 2018-19	FUNDS							Select Fiscal Year
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
<b>REVENUES</b>									
State Financing Sources	44,992,795							44,992,795	
Grants			2,067,439					2,067,439	
Other Financing Sources	625,890	764,264						1,390,154	
<b>TOTAL REVENUES</b>	<b>45,618,685</b>	<b>764,264</b>	<b>2,067,439</b>	-	-	-	-	<b>48,450,388</b>	-
<b>EXPENDITURES</b>									
Salaries	24,208,870		747,035					24,955,905	
Staff Benefits	12,969,617		498,024					13,467,641	
General Expense	623,092	263,710	25,517					912,319	
Printing	82,060							82,060	
Telecommunications	347,255							347,255	
Postage	272,450							272,450	
Insurance	7,550							7,550	
Travel in State	55,452		7,300					62,752	
Travel Out of State	900							900	
Training	32,320		740					33,060	
Security	468,827							468,827	
Facilities Operations	73,610							73,610	
Utilities								-	
Contracted Services	2,750,538	876,440	922,453					4,549,431	
Consulting and Professional Services - County Provided	668,069	230,000						898,069	
Information Technology (IT)	815,896	412,589	6,000					1,234,485	
Major Equipment	180,830							180,830	
Other Items of Expense	11,280							11,280	
Juror Costs	265,000							265,000	
Other	1,000							1,000	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation								-	
Prior Year Expense Adjustment								-	
<b>TOTAL EXPENDITURES</b>	<b>43,834,616</b>	<b>1,782,739</b>	<b>2,207,069</b>	-	-	-	-	<b>47,824,424</b>	-
Operating Transfers In (Out)	(145,181)	5,551	139,630					-	
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>1,014,356</b>	<b>1,382,677</b>						<b>2,397,032</b>	<b>2,653,244</b>
<b>Ending Balance (Deficit)</b>	<b>2,653,244</b>	<b>369,752</b>	-	-	-	-	-	<b>3,022,996</b>	<b>2,653,244</b>



Current detailed budget projection

Description	FUNDS							Select Fiscal Year	
	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant
<b>REVENUES</b>									
State Financing Sources							-		
Grants							-		
Other Financing Sources							-		
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries							-		
Staff Benefits							-		
General Expense							-		
Printing							-		
Telecommunications							-		
Postage							-		
Insurance							-		
Travel in State							-		
Travel Out of State							-		
Training							-		
Security							-		
Facilities Operations							-		
Utilities							-		
Contracted Services							-		
Consulting and Professional Services - County Provided							-		
Information Technology (IT)							-		
Major Equipment							-		
Other Items of Expense							-		
Juror Costs							-		
Other							-		
Debt Service							-		
Court Construction							-		
Distributed Administration & Allocation							-		
Prior Year Expense Adjustment							-		
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)							-		
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	369,752	-	-	-	-	-	3,022,996	2,653,244	369,752
<b>Ending Balance (Deficit)</b>	369,752	-	-	-	-	-	3,022,996	2,653,244	369,752

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				
<b>REVENUES</b>										
State Financing Sources						-				
Grants						-				
Other Financing Sources						-				
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>										
Salaries						-				
Staff Benefits						-				
General Expense						-				
Printing						-				
Telecommunications						-				
Postage						-				
Insurance						-				
Travel in State						-				
Travel Out of State						-				
Training						-				
Security						-				
Facilities Operations						-				
Utilities						-				
Contracted Services						-				
Consulting and Professional Services - County Provided						-				
Information Technology (IT)						-				
Major Equipment						-				
Other Items of Expense						-				
Juror Costs						-				
Other						-				
Debt Service						-				
Court Construction						-				
Distributed Administration & Allocation						-				
Prior Year Expense Adjustment						-				
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)						-				
<b>Fund Balance (Deficit)</b>										
<b>Beginning Balance (Deficit)</b>	-	-	-	-	-	3,022,996	2,653,244	369,752	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	-	3,022,996	2,653,244	369,752	-	-

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
<b>REVENUES</b>									
State Financing Sources					-				
Grants					-				
Other Financing Sources					-				
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries					-				
Staff Benefits					-				
General Expense					-				
Printing					-				
Telecommunications					-				
Postage					-				
Insurance					-				
Travel in State					-				
Travel Out of State					-				
Training					-				
Security					-				
Facilities Operations					-				
Utilities					-				
Contracted Services					-				
Consulting and Professional Services - County Provided					-				
Information Technology (IT)					-				
Major Equipment					-				
Other Items of Expense					-				
Juror Costs					-				
Other					-				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-				
Prior Year Expense Adjustment					-				
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)					-				
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	-	3,022,996	2,653,244	369,752	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	3,022,996	2,653,244	369,752	-	-

Current detailed budget projection

Description					Select Fiscal Year	FUNDS			
	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
<b>REVENUES</b>									
State Financing Sources				-					
Grants				-					
Other Financing Sources				-					
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries				-					
Staff Benefits				-					
General Expense				-					
Printing				-					
Telecommunications				-					
Postage				-					
Insurance				-					
Travel in State				-					
Travel Out of State				-					
Training				-					
Security				-					
Facilities Operations				-					
Utilities				-					
Contracted Services				-					
Consulting and Professional Services - County Provided				-					
Information Technology (IT)				-					
Major Equipment				-					
Other Items of Expense				-					
Juror Costs				-					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-					
Prior Year Expense Adjustment				-					
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)				-					
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	3,022,996	2,653,244	369,752	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	3,022,996	2,653,244	369,752	-	-	-

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
<b>REVENUES</b>									
State Financing Sources			-						
Grants			-						
Other Financing Sources			-						
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries			-						
Staff Benefits			-						
General Expense			-						
Printing			-						
Telecommunications			-						
Postage			-						
Insurance			-						
Travel in State			-						
Travel Out of State			-						
Training			-						
Security			-						
Facilities Operations			-						
Utilities			-						
Contracted Services			-						
Consulting and Professional Services - County Provided			-						
Information Technology (IT)			-						
Major Equipment			-						
Other Items of Expense			-						
Juror Costs			-						
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)			-						
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	3,022,996	2,653,244	369,752	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	3,022,996	2,653,244	369,752	-	-	-	-

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
<b>REVENUES</b>									
State Financing Sources		-							
Grants		-							
Other Financing Sources		-							
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries		-							
Staff Benefits		-							
General Expense		-							
Printing		-							
Telecommunications		-							
Postage		-							
Insurance		-							
Travel in State		-							
Travel Out of State		-							
Training		-							
Security		-							
Facilities Operations		-							
Utilities		-							
Contracted Services		-							
Consulting and Professional Services - County Provided		-							
Information Technology (IT)		-							
Major Equipment		-							
Other Items of Expense		-							
Juror Costs		-							
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)		-							
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	3,022,996	2,653,244	369,752	-	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	3,022,996	2,653,244	369,752	-	-	-	-	-

**Current detailed budget projection**

Description	TOTAL
<b>REVENUES</b>	
State Financing Sources	-
Grants	-
Other Financing Sources	-
<b>TOTAL REVENUES</b>	-
<b>EXPENDITURES</b>	
Salaries	-
Staff Benefits	-
General Expense	-
Printing	-
Telecommunications	-
Postage	-
Insurance	-
Travel in State	-
Travel Out of State	-
Training	-
Security	-
Facilities Operations	-
Utilities	-
Contracted Services	-
Consulting and Professional Services - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
<b>TOTAL EXPENDITURES</b>	-
Operating Transfers In (Out)	-
<b>Fund Balance (Deficit)</b>	
<b>Beginning Balance (Deficit)</b>	<b>3,022,996</b>
<b>Ending Balance (Deficit)</b>	<b>3,022,996</b>

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	630,000
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	30,000
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	1,000,000
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>1,660,000</b>



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

Description	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	1,660,000	-	-	-					<b>1,660,000</b>
Expenditures	-	-	-	1,660,000					<b>1,660,000</b>
<b>Cumulative Balance</b>	<b>1,660,000</b>	<b>1,660,000</b>	<b>1,660,000</b>	-	-	-	-	-	-

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


Original Request:

Description	FY 2019-20 ▼	FY 2021-22 ▼	FY 2018-19 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution									-
Expenditures									-
Cumulative Balance	-	-	-	-	-	-	-	-	-

Amended request

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

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

<p>Please check the type of request:</p> <p><input checked="" type="checkbox"/> <b>NEW REQUEST</b> <i>(Complete Section I, III, and IV only.)</i></p> <p><input type="checkbox"/> <b>AMENDED REQUEST</b> <i>(Complete Sections I through IV.)</i></p>	
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<b>SECTION I: GENERAL INFORMATION</b>		
<b>SUPERIOR COURT:</b> Sutter	<b>PERSON AUTHORIZING REQUEST</b> <i>(Presiding Judge or Court Executive Officer):</i> Stephanie M. Hansel, Court Executive Officer <span style="float: right;"><i>SMH</i></span>	
	<b>CONTACT PERSON AND CONTACT INFO:</b> Joe Azevedo, Court Fiscal Manager, (530) 822-3340; jazevedo@suttercourts.com	
<b>DATE OF SUBMISSION:</b> 2/21/2019	<b>TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FISCAL YEARS</b> 2018-2019 THROUGH 2020-21	<b>REQUESTED AMOUNT:</b> \$50,000.00

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

We are requesting that \$50,000 be held in order to stagger our savings to replace our aging IT infrastructure.

<b>SECTION II: AMENDED REQUEST CHANGES</b>
<p><b>A. Identify sections and answers amended.</b></p> <p style="padding-left: 20px;">N/A</p> <p><b>B. Provide a summary of the changes to the request.</b></p> <p style="padding-left: 20px;">N/A</p>

<b>SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE</b>
<p><b>A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.</b></p> <p style="padding-left: 20px;">Initial projections show that replacing our IT infrastructure, including servers and the software and licenses needed to operate them, will cost the Court over \$100,000. The Court does not have the funding necessary to replace our IT infrastructure in one fiscal year. Holding any identified savings this fiscal year will help the Court save money for the anticipated purchases in 1-2 years.</p>

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

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

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

The requested funds will be used in conjunction with future monies to purchase IT hardware required to sustain all court services provided to the public, our public website, security applications to protect from and detect information security breaches, our domain infrastructure that allows all clerks the ability to use their PCs, and so on. This allows the Court to save over multiple fiscal years for a known expense as opposed to impacting a single budget year with a high-dollar expenditure.

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

N/A

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

If the request is not approved, the Court would be forced to rely on aging infrastructure that will eventually fail, at which time all court operations would be negatively impacted. An expenditure this large in a single budget year would impact hiring and negotiations and could potentially result in employee lay-offs depending on budget conditions.

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

Not approving the request would affect the ability to serve the public as longer wait times would occur due to computer delays and downtime as all information, including case files, are now electronic.

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

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

**SECTION IV: FINANCIAL INFORMATION**

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

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

**See attachment.**

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

**See attachment.**

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

**See attachment.**

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

**See attachment.**

If a cost efficiency, please provide cost comparison

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

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

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

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

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

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

FY 2015-16	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>977,253</b>	<b>334,707</b>	-					<b>1,311,960</b>
Revenues	5,723,681	323,995	429,965					<b>6,477,641</b>
Expenditures	5,565,616	283,564	493,303					<b>6,342,483</b>
Operating Transfers In (Out)	(63,338)	-	63,338					-
<b>Ending Fund Balance</b>	<b>1,071,980</b>	<b>375,138</b>	-	-	-	-	-	<b>1,447,118</b>

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

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



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

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

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		
<b>REVENUES</b>									
State Financing Sources							-		
Grants							-		
Other Financing Sources							-		
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries							-		
Staff Benefits							-		
General Expense							-		
Printing							-		
Telecommunications							-		
Postage							-		
Insurance							-		
Travel in State							-		
Travel Out of State							-		
Training							-		
Security							-		
Facilities Operations							-		
Utilities							-		
Contracted Services							-		
Consulting and Professional Services - County Provided							-		
Information Technology (IT)							-		
Major Equipment							-		
Other Items of Expense							-		
Juror Costs							-		
Other							-		
Debt Service							-		
Court Construction							-		
Distributed Administration & Allocation							-		
Prior Year Expense Adjustment							-		
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)							-		
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	329,338	-	-	-	-	-	618,114	288,776	329,338
<b>Ending Balance (Deficit)</b>	329,338	-	-	-	-	-	618,114	288,776	329,338

Current detailed budget projection

Description	FUNDS						General	Special Revenue Non-Grant	Special Revenue Grant
	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL			
<b>REVENUES</b>									
State Financing Sources						-			
Grants						-			
Other Financing Sources						-			
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries						-			
Staff Benefits						-			
General Expense						-			
Printing						-			
Telecommunications						-			
Postage						-			
Insurance						-			
Travel in State						-			
Travel Out of State						-			
Training						-			
Security						-			
Facilities Operations						-			
Utilities						-			
Contracted Services						-			
Consulting and Professional Services - County Provided						-			
Information Technology (IT)						-			
Major Equipment						-			
Other Items of Expense						-			
Juror Costs						-			
Other						-			
Debt Service						-			
Court Construction						-			
Distributed Administration & Allocation						-			
Prior Year Expense Adjustment						-			
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)						-			
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	-	-	618,114	288,776	329,338	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	-	618,114	288,776	329,338	-

Current detailed budget projection

Description	FUNDS					General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects
	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL				
<b>REVENUES</b>									
State Financing Sources					-				
Grants					-				
Other Financing Sources					-				
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries					-				
Staff Benefits					-				
General Expense					-				
Printing					-				
Telecommunications					-				
Postage					-				
Insurance					-				
Travel in State					-				
Travel Out of State					-				
Training					-				
Security					-				
Facilities Operations					-				
Utilities					-				
Contracted Services					-				
Consulting and Professional Services - County Provided					-				
Information Technology (IT)					-				
Major Equipment					-				
Other Items of Expense					-				
Juror Costs					-				
Other					-				
Debt Service					-				
Court Construction					-				
Distributed Administration & Allocation					-				
Prior Year Expense Adjustment					-				
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)					-				
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	-	618,114	288,776	329,338	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	-	618,114	288,776	329,338	-	-

Current detailed budget projection

Description					FUNDS				
	Debt Service	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service
<b>REVENUES</b>									
State Financing Sources				-					
Grants				-					
Other Financing Sources				-					
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries				-					
Staff Benefits				-					
General Expense				-					
Printing				-					
Telecommunications				-					
Postage				-					
Insurance				-					
Travel in State				-					
Travel Out of State				-					
Training				-					
Security				-					
Facilities Operations				-					
Utilities				-					
Contracted Services				-					
Consulting and Professional Services - County Provided				-					
Information Technology (IT)				-					
Major Equipment				-					
Other Items of Expense				-					
Juror Costs				-					
Other				-					
Debt Service				-					
Court Construction				-					
Distributed Administration & Allocation				-					
Prior Year Expense Adjustment				-					
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)				-					
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	-	618,114	288,776	329,338	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	-	618,114	288,776	329,338	-	-	-

Current detailed budget projection

Description				FUNDS					
	Proprietary	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary
<b>REVENUES</b>									
State Financing Sources			-						
Grants			-						
Other Financing Sources			-						
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries			-						
Staff Benefits			-						
General Expense			-						
Printing			-						
Telecommunications			-						
Postage			-						
Insurance			-						
Travel in State			-						
Travel Out of State			-						
Training			-						
Security			-						
Facilities Operations			-						
Utilities			-						
Contracted Services			-						
Consulting and Professional Services - County Provided			-						
Information Technology (IT)			-						
Major Equipment			-						
Other Items of Expense			-						
Juror Costs			-						
Other			-						
Debt Service			-						
Court Construction			-						
Distributed Administration & Allocation			-						
Prior Year Expense Adjustment			-						
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)			-						
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	-	618,114	288,776	329,338	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	-	618,114	288,776	329,338	-	-	-	-

Current detailed budget projection

Description			FUNDS						
	Fiduciary	TOTAL	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary
<b>REVENUES</b>									
State Financing Sources		-							
Grants		-							
Other Financing Sources		-							
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
Salaries		-							
Staff Benefits		-							
General Expense		-							
Printing		-							
Telecommunications		-							
Postage		-							
Insurance		-							
Travel in State		-							
Travel Out of State		-							
Training		-							
Security		-							
Facilities Operations		-							
Utilities		-							
Contracted Services		-							
Consulting and Professional Services - County Provided		-							
Information Technology (IT)		-							
Major Equipment		-							
Other Items of Expense		-							
Juror Costs		-							
Other		-							
Debt Service		-							
Court Construction		-							
Distributed Administration & Allocation		-							
Prior Year Expense Adjustment		-							
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-	-
Operating Transfers In (Out)		-							
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	-	618,114	288,776	329,338	-	-	-	-	-
<b>Ending Balance (Deficit)</b>	-	618,114	288,776	329,338	-	-	-	-	-

**Current detailed budget projection**

Description	TOTAL
<b>REVENUES</b>	
State Financing Sources	-
Grants	-
Other Financing Sources	-
<b>TOTAL REVENUES</b>	-
<b>EXPENDITURES</b>	
Salaries	-
Staff Benefits	-
General Expense	-
Printing	-
Telecommunications	-
Postage	-
Insurance	-
Travel in State	-
Travel Out of State	-
Training	-
Security	-
Facilities Operations	-
Utilities	-
Contracted Services	-
Consulting and Professional Services - County Provided	-
Information Technology (IT)	-
Major Equipment	-
Other Items of Expense	-
Juror Costs	-
Other	-
Debt Service	-
Court Construction	-
Distributed Administration & Allocation	-
Prior Year Expense Adjustment	-
<b>TOTAL EXPENDITURES</b>	-
Operating Transfers In (Out)	-
<b>Fund Balance (Deficit)</b>	
<b>Beginning Balance (Deficit)</b>	<b>618,114</b>
<b>Ending Balance (Deficit)</b>	<b>618,114</b>



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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	50,000
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>50,000</b>

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

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

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									-
<b>Cumulative Balance</b>	-	-	-	-	-	-	-	-	-

Amended request

Description	▼	▼	▼	▼	▼	▼	▼	▼	Total
Contribution									-
Expenditures									-
<b>Cumulative Balance</b>	-	-	-	-	-	-	-	-	-


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

Table 2: Amended Requests for May 16—17, 2019 Judicial Council Meeting

Court	Request Number	Does Request Change \$\$ Amount?	If Yes - \$\$ Change +/-	Current Approved Requests by Fiscal Year					Amended Requests by Fiscal Year					Category	High-Level Summary
				2015-16	2016-17	2017-18	2018-19	2019-20	2015-16	2016-17	2017-18	2018-19	2019-20		
Kern*	15-16-02-A4	Yes	(690)				677,378						676,688	IT	Tyler Technologies
San Mateo*	41-18-01-01	Yes	250,000				250,000					500,000		Facility Maintenance	Flooring Repairs
Sutter*	51-17-01-A3	Yes	(57,951)				60,840						2,889	IT	Tyler Technologies
<b>191,359</b>				-	-	-	<b>988,218</b>	-	-	-	-	<b>500,000</b>	<b>679,577</b>		
				<b>988,218</b>					<b>1,179,577</b>						
												<b>Difference Between Amended and Original Requests</b>		<b>191,359</b>	

\* Multiple amended requests have been submitted

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

Please check the type of request:  <input type="checkbox"/> <b>NEW REQUEST</b> <i>(Complete Section I, III, and IV only.)</i>  <input checked="" type="checkbox"/> <b>AMENDED REQUEST</b> <i>(Complete Sections I through IV.)</i>		
<b>SECTION I: GENERAL INFORMATION</b>		
<b>SUPERIOR COURT:</b> Kern	<b>PERSON AUTHORIZING REQUEST</b> <i>(Presiding Judge or Court Executive Officer):</i> <b>Tamarah Harber-Pickens, Court Executive Officer</b>	
	<b>CONTACT PERSON AND CONTACT INFO:</b> <b>Travis Andreas, Deputy CEO – Finance</b> <a href="mailto:travis.andreas@kern.courts.ca.gov">travis.andreas@kern.courts.ca.gov</a>	
<b>DATE OF SUBMISSION:</b> 2/15/2019	<b>TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: 2019/20</b>	<b>REQUESTED AMOUNT:</b> \$ 676,688
<b>REASON FOR REQUEST</b> <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i>		
<p>The Superior Court, County of Kern, entered into a contract with Tyler Technologies, Inc. to replace its antiquated, legacy case management system provided by the County for the last 30-years. The new system will enhance court operations by providing a single case management system for all case types improving the operations of the Court, Further, the County of Kern Justice partners have also agreed to migrate to the new case management system providing for a fully integrated system using new technology including a digital file storage, e-filing, and other similar state-of-the-art enhancements that will improve the management of cases through the entire local justice system.</p> <p>The Court's contract with Tyler Technologies Inc. provided for an amount of local programming, integration and development to comply with statutory obligations and requirements for court operations in California. Tyler Technologies Inc. subsequently signed agreements with another 25 or more courts in California. This will enable Courts in California to collaborate on a large number of state-wide development initiatives including DMV and DOJ interface, electronic citation processing, state-wide e-filing, and other similar improvements. However, due to programmer constraints local development efforts have been delayed. In turn, encumbered funds necessary to pay for the remaining project deliverables and any local development will not be expended within the three-year term of the agreement.</p> <p>It is respectfully requested that the Superior Court, County of Kern, be allowed to carryover encumbered local funds to finalize this project, the second phase—Go-live for the Criminal, Traffic and Juvenile case management components—planned for completion by year end 2019/20.</p>		
<b>SECTION II: AMENDED REQUEST CHANGES</b>		
<b>A. Identify sections and answers amended.</b>		
<b>Amendment 4 -Section I - REQUESTED AMOUNT (was \$677,378 less: \$690 spent = \$676,688)</b> <i>Amendment 3 -Section I - REQUESTED AMOUNT (was \$677,378 less: \$0 spent = \$677,378)</i> <i>Amendment 2 -Section I - REQUESTED AMOUNT (was \$830,528 less: \$153,150 spent = \$677,378)</i> <i>Amendment 1 -Section I - REQUESTED AMOUNT (was \$895,286 less: \$64,758 = \$830,528)</i>		
<b>B. Provide a summary of the changes to the request.</b>		
<b>Amendment 3 – Changed time period to 2020/19 and the planned completion date by year end 2019/20.</b>		

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

The Superior Court, County of Kern, like many other courts in California was anticipating the provision of a new case management system with the launch of CCMS. With the demise of this project, the Court utilized its reserve balances to fund a vendor solution based on a recently approved MSA. The MSA provided for case management solutions from four approved vendors including Tyler Technologies, Inc. These one-time funding resources were accumulated from operational savings accrued over years and would be impossible to replace in the short term. To replace the encumbered funds, the Court would be required to implement reductions in staffing and service levels to save the necessary resources from operational budgets, given the current 1% cap on reserve funding.

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

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

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

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

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

N/A

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

The Court would not be able to complete the second phase of the Case management system for the installation of the Criminal, Juvenile and Traffic components of the system. Nor would the court be able to pay for local integration and development programming to fully enhance the interconnecting planned with local justice partners.

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

Current case management systems do not provide for e-filing or digital document storage. Thus, court users will not be able to access court documents and other case information without the necessity of personal visits to court. Some court locations in Kern are two-hour, one-way trips from the County Seat in Bakersfield.

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

Maintain the current system that is costing the court in excess of \$1/2 million in annual transaction fees paid to the County of Kern for maintenance of the legacy case management system. Also, the current system does not have robust reporting capabilities which limits the efficacy of staff time.

SECTION IV: FINANCIAL INFORMATION

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

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

N/A

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

N/A

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

N/A

N/A

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

N/A



**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)261-5030  
Fax: (650)261-5147

February 20, 2019

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 San Mateo Superior Court's completed amended request for funds to be held in the state TCTF on behalf of San Mateo Superior Court. The court requests that the amended request be considered for approval by the Judicial Council at its business meeting in May 2019.

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

Sincerely,


A handwritten signature in blue ink that reads "Neal Taniguchi".

Neal 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"/> <b>NEW REQUEST</b> <i>(Complete Section I, III, and IV only.)</i>  <input checked="" type="checkbox"/> <b>AMENDED REQUEST</b> <i>(Complete Sections I through IV.)</i>		
<b>SECTION I: GENERAL INFORMATION</b>		
<b>SUPERIOR COURT:</b> San Mateo	<b>PERSON AUTHORIZING REQUEST</b> <i>(Presiding Judge or Court Executive Officer):</i> <b>Neal Taniguchi, Court Executive Officer</b>	
	<b>CONTACT PERSON AND CONTACT INFO:</b> <b>Steven Chang, 650-261-5046,</b> <b>stevenchang@sanmateocourt.org</b>	
<b>DATE OF SUBMISSION:</b> 2/20/2019	<b>TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:</b> <b>JULY 2018 TO JUNE 2024</b>	<b>REQUESTED AMOUNT:</b> <b>\$500,000</b>
<b>REASON FOR REQUEST</b> <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i>  <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>		
<b>SECTION II: AMENDED REQUEST CHANGES</b>		
<b>A. Identify sections and answers amended.</b>  None.		
<b>B. Provide a summary of the changes to the request.</b>  This request is to contribute additional monies as requested and approved in the original request. The estimated contribution amounts and expenditures per year have been updated in Section IV.D. Amended Requests.		
<b>SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE</b>		
<b>A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.</b> 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.		

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

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

<b>Cumulative Cost Savings</b>	-	-	-	50	-
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If a cost efficiency, please provide cost comparison

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

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

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

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

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

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

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

	FY 2017-18		FUNDS						Select Fiscal Year
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	General
<b>REVENUES</b>									
State Financing Sources	39,848,471	1,418,409						41,266,880	
Grants			1,731,024					1,731,024	
Other Financing Sources								-	
<b>TOTAL REVENUES</b>	<b>39,848,471</b>	<b>1,418,409</b>	<b>1,731,024</b>	-	-	-	-	<b>42,997,904</b>	-
<b>EXPENDITURES</b>									
Salaries	22,320,252	725,843	749,970					23,796,065	
Staff Benefits	11,577,706	161,924	391,512					12,131,142	
General Expense	759,497		8,928					768,425	
Printing	80,080							80,080	
Telecommunications	519,850							519,850	
Postage	242,630							242,630	
Insurance	7,479							7,479	
Travel in State	56,640		13,768					70,408	
Travel Out of State								-	
Training	25,280							25,280	
Security	448,277							448,277	
Facilities Operations	80,316							80,316	
Utilities								-	
Contracted Services	2,822,945	392,813	561,846					3,777,604	
Consulting and Professional Services - County Provided	643,796	140,800						784,596	
Information Technology (IT)	458,951	607,041	5,000					1,070,992	
Major Equipment	234,453							234,453	
Other Items of Expense	9,280							9,280	
Juror Costs	320,670							320,670	
Other								-	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation								-	
Prior Year Expense Adjustment								-	
<b>TOTAL EXPENDITURES</b>	<b>40,608,102</b>	<b>2,028,421</b>	<b>1,731,024</b>	-	-	-	-	<b>44,367,547</b>	-
Operating Transfers In (Out)								-	
<b>Fund Balance (Deficit)</b>									
<b>Beginning Balance (Deficit)</b>	<b>1,458,338</b>	<b>1,601,423</b>						<b>3,059,761</b>	<b>698,707</b>
<b>Ending Balance (Deficit)</b>	<b>698,707</b>	<b>991,411</b>	-	-	-	-	-	<b>1,690,118</b>	<b>698,707</b>

Current detailed budget projection

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

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



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

Current detailed budget projection

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

Current detailed budget projection

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

**Current detailed budget projection**

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

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	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	
<b>Total</b>		<b>2,000,000</b>

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

Description	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	250,000	250,000	150,000	50,000	50,000	50,000			<b>800,000</b>
Expenditures		200,000	250,000	150,000	100,000	100,000			<b>800,000</b>
<b>Cumulative Balance</b>	<b>250,000</b>	<b>300,000</b>	<b>200,000</b>	<b>100,000</b>	<b>50,000</b>	-	-	-	-

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 ▼	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	250,000	250,000	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	250,000	300,000	200,000	100,000	50,000	-	-	-	-

Amended request

Description	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	208,123	500,000	50,000	101,877	40,000	-			900,000
Expenditures			250,000	250,000	250,000	150,000			900,000
Cumulative Balance	208,123	708,123	508,123	360,000	150,000	-	-	-	-



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

Please check the type of request:

- NEW REQUEST** *(Complete Section I, III, and IV only.)*
- AMENDED REQUEST** *(Complete Sections I through IV.)*



### SECTION I: GENERAL INFORMATION

**SUPERIOR COURT:**

Sutter

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

Stephanie M. Hansel, Court Executive Officer

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

**DATE OF SUBMISSION:**

3/6/2019

**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FISCAL YEAR**  
2019-2020

**REQUESTED AMOUNT:**

\$2,888.92

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

JSI: Professional services and deliverables on jury management system that is partially implemented (\$1,362.72).

Tyler: Professional services and deliverables on new case management system that is partially implemented (\$0).

Ricoh: Final term of purchase agreement for copiers (\$0).

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

### SECTION II: AMENDED REQUEST CHANGES

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

Section I, III, and IV.

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

JSI: This project is complete. The remaining funds will be used to help pay for licensing fee costs in Fiscal Year 2019-20.

Tyler: The Court implemented Odyssey Clerk Edition in November 2018.

Ricoh: The contractual obligation of the copier lease has been fully satisfied.

Computer peripherals: The Court is in the process of obtaining quotes to purchase equipment. The goal is to use these funds by the end of the 2019 calendar year.

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

These funds were originally encumbered in FY 2014-15, well past the three-year encumbrance term. Not continuing to hold the funds will impact the Court’s allocation for fiscal year 19-20.

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

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

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

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

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

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

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

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

N/A

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

If the request is not approved, it will impact the court’s budget in fiscal year 19-20 as the amount requested would be liquidated and reduce the court’s allocation for fiscal year 19-20.

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

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

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

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

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

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

**Work to be completed in fiscal year 19-20.**

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

**Work to be completed in fiscal year 19-20.**

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

**Work to be completed in fiscal year 19-20.**

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

**Work to be completed in fiscal year 19-20.**

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

Description	15-16 ▼	16-17 ▼	17-18 ▼	▼	▼	▼	▼	▼	Total
Encumbered Amount	80,837								80,837
Contribution									-
Expenditures			80,837						80,837
<b>Cumulative Balance</b>	<b>80,837</b>	<b>80,837</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Amended request

Description	15-16 ▼	16-17 ▼	17-18 ▼	18-19 ▼	19-20 ▼	▼	▼	▼	Total
Encumbered Amount	80,837								80,837
Contribution									-
Expenditures		19,998		57,951	2,889				80,837
<b>Cumulative Balance</b>	<b>80,837</b>	<b>60,840</b>	<b>60,840</b>	<b>2,889</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>

## ***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*)