



JUDICIAL COUNCIL OF CALIFORNIA

TRIAL COURT BUDGET
ADVISORY COMMITTEE

TRIAL COURT BUDGET ADVISORY COMMITTEE FISCAL PLANNING SUBCOMMITTEE

MATERIALS FOR NOVEMBER 21, 2019 MEETING

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JUDICIAL COUNCIL OF CALIFORNIA

TRIAL COURT BUDGET
ADVISORY COMMITTEE

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

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TRIAL COURT BUDGET ADVISORY COMMITTEE

FISCAL PLANNING SUBCOMMITTEE

NOTICE AND AGENDA OF OPEN MEETING

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

THIS MEETING IS BEING CONDUCTED BY ELECTRONIC MEANS

THIS MEETING IS BEING RECORDED

Date: November 21, 2019
Time: 9:30 a.m. - 10:00 a.m.
Public Call-in Number: 1-877-820-7831, Pass Code: 1884843 (listen only)

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

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

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

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

Call to Order and Roll Call

Approval of Minutes

Approve minutes of the September 26, 2019 Fiscal Planning Subcommittee meeting.

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

This meeting will be conducted by electronic means with a listen only conference line available for the public. As such, the public may submit comments for this meeting only in writing. In accordance with California Rules of Court, rule 10.75(k)(1), written comments pertaining to any agenda item of a regularly noticed open meeting can be submitted up to one complete business day before the meeting. For this specific meeting, comments should be e-mailed to tcbac@jud.ca.gov or mailed or delivered to Judicial Council of California, 2850 Gateway Oaks Drive, Sacramento, CA 95833, attention: Mr. Catrayel Wood. Only written comments received by 9:30 a.m. on November 20, 2019 will be provided to advisory body members prior to the start of the meeting.

III. DISCUSSION AND POSSIBLE ACTION ITEMS (1)

Item 1

Trial Court Trust Fund (TCTF) Funds Held on Behalf (FHOB) 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 four new requests and two amended requests from three trial courts.

Presenter(s)/Facilitator(s): Hon. Jonathan B. Conklin, Chair, Fiscal Planning
Subcommittee

Mr. Catrayel Wood, Senior Budget Analyst, Budget Services

IV. INFORMATION ONLY ITEMS (NO ACTION REQUIRED)

None

V. ADJOURNMENT

Adjourn



JUDICIAL COUNCIL
OF CALIFORNIA

TRIAL COURT BUDGET
ADVISORY COMMITTEE

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TRIAL COURT BUDGET ADVISORY COMMITTEE

FISCAL PLANNING SUBCOMMITTEE

MINUTES OF OPEN MEETING

September 26, 2019

9:30 a.m. – 10:00 a.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, and Hon. Charles Margines.

Executive Officers: Mr. Chad Finke, Mr. Chris Ruhl, Mr. Michael D. Planet, Mr. Shawn Landry, Mr. Brian Taylor, and Mr. David H. Yamasaki.

**Advisory Body
Members Absent:**

Hon. Teri L. Jackson and Ms. Kim Bartleson

Others Present:

Mr. Catrayel Wood and Ms. Michele Allan

OPEN MEETING

Call to Order and Roll Call

The chair called the meeting to order at 9:30 a.m. and roll was called.

Approval of Minutes

The advisory body reviewed and approved the minutes of the July 25, 2019 Fiscal Planning Subcommittee (FPS) meeting.

DISCUSSION AND ACTION ITEMS (ITEMS 1-4)

Item 1 – Trial Court Trust Fund (TCTF) Funds Held on Behalf (FHOB) 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 amended requests from a total of two trial courts.

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

Action:

- *The FPS unanimously approved two amended FHOB requests from Sutter and Tehama Superior Courts.*

Item 2 – Updates to the FHOB of the Trial Courts Policy (Action Item)

Consideration of revisions to the current FHOB submission process including streamlining the submission schedule and to make a change to the recipient of the request.

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

Action:

- *The FPS unanimously approved the proposed updates to the FHOB of the Trial Courts Policy.*

Item 3 – Update to Children’s Waiting Room (CWR) Policy (Action Item)

Consideration of revisions to the CWR Distribution and Fund Balance Policy, which includes an update to the timing of fund balance cap reductions, removal of language that is no longer relevant, and other technical revisions to clarify language in the policy.

Presenter(s)/Facilitator(s): Hon. Jonathan B. Conklin, Chair, Fiscal Planning Subcommittee
Ms. Michele Allan, Budget Supervisor, Judicial Council
Budget Services

Action:

- *The FPS unanimously approved the proposed updates to the CWR Policy.*

Item 4 – CWR Fund Balance Cap Biennial Review (Action Item)

Overview of reductions for 2018-19 fund balance exceeding the cap; and consideration of fund balance cap adjustment requests from three courts.

Presenter(s)/Facilitator(s): Hon. Jonathan B. Conklin, Chair, Fiscal Planning Subcommittee
Ms. Michele Allan, Budget Supervisor, Judicial Council
Budget Services

Action:

- *The FPS unanimously approved the fund balance cap adjustment requests from Contra Costa, San Bernardino, and Santa Barbara Superior Courts.*

A D J O U R N M E N T

There being no further business, the meeting was adjourned at 9:47 a.m.

Approved by the advisory body on enter date.

JUDICIAL COUNCIL OF CALIFORNIA
BUDGET SERVICES
Report to the Fiscal Planning Subcommittee

(Action Item)

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

Date: 11/21/2019

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

Issue

Consideration of TCTF funds to be held on behalf of the trial courts in response to four new requests and two amended requests totaling \$1,007,247 from three trial courts for recommendation to the Judicial Council.

Background

At the Judicial Council’s business meeting on April 15, 2016, 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 percent fund balance cap, be retained in the TCTF as restricted fund balance for the benefit of those courts (Attachment I).

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

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

TCTF Funds Held on Behalf Requests

The TCTF funds held on behalf of the trial courts process requires that courts submit their requests at least 40 business days before the Judicial Council business meeting. Three courts have submitted requests within this time frame to be considered for the Judicial Council’s business meeting on January 16-17, 2020.

Summaries of each request are below, and greater detail on each court’s request is provided as attached.

JUDICIAL COUNCIL OF CALIFORNIA
BUDGET SERVICES
Report to the Fiscal Planning Subcommittee

New requests totaling \$629,318:

- \$45,000 request of Mono Superior Court for desktop computer replacements;
- \$36,898 request of Mono Superior Court for digital scanning and storing services;
- \$40,000 request of Mono Superior Court for a car replacement; and
- \$507,420 request of Orange Superior Court to replace its Voice Over Internet Protocol system.

Amended requests totaling \$377,929:

- \$163,939 request of Mono Superior Court, which decreases its original request of \$183,939 by \$20,000, for case management system replacement; and
- \$213,990 request of San Mateo Superior Court, which increases its original request of \$208,123 by \$5,867, for flooring and carpeting repair and/or replacement.

Recommendation

The FPS approve, for consideration by the Judicial Council at its January 16-17, 2020 meeting, four new requests and two amended requests from three trial courts totaling \$1,007,247.

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 Mono Superior Court (New Request)
- Attachment C:** Application for TCTF Funds Held on Behalf of the Court—Request for Mono Superior Court (New Request)
- Attachment D:** Application for TCTF Funds Held on Behalf of the Court—Request for Mono Superior Court of Mono (New Request)
- Attachment E:** Application for TCTF Funds Held on Behalf of the Court—Request for Orange Superior Court (New Request)
- Attachment F:** Summary of Requests for TCTF Funds to be Held on Behalf of the Court (Amended Request)
- Attachment G:** Application for TCTF Funds Held on Behalf of the Court—Request for Mono Superior Court (Amended Request)
- Attachment H:** Application for TCTF Funds Held on Behalf of the Court—Request for San Mateo Superior Court (Amended Request)
- Attachment I:** *Judicial Council—Approved Process, Criteria, and Required Information for Trial Court Trust Fund Funds Balance Held on Behalf of the Courts*

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

Table 1: New Request for January 16—17, 2020 Judicial Council Meeting

Court	Request Number	Amount Requested	Category	High Level Summary
Mono	26-19-01-01	45,000	IT	Desktop computer replacement for all employees
Mono	26-19-01-02	36,898	IT	Digital scanning/storing services
Mono	26-19-01-03	40,000	Vehicle	Replacement of 2012 Ford Escape
Orange	30-19-01-01	507,420	IT	Voice Over Internet Protocol (VoIP)
		<u>629,318</u>		

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:		
<input checked="" type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: Click here to enter court MONO		PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Lester Perpall
		CONTACT PERSON AND CONTACT INFO: Tammy Laframboise 760-923-2304
DATE OF SUBMISSION: Click here to enter a date. 10/25/19	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY 18-19 – FY 21-22	REQUESTED AMOUNT: \$45,000
REASON FOR REQUEST <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i> <p>Technology request to hold TCTF funds for desktop computer replacement for all employees. The average lifespan of desktop computers is three to five years. While many computers can remain operational several years after their projected lifespan, the accumulation of files, software, and updates take a toll on the hardware. Mono replaced all desktop computers in FY 16-17, so they are getting close to the end of their lifespan. Due to our IT resources we are implementing a replacement plan of half of our hardware one year and the next half the subsequent year.</p>		
SECTION II: AMENDED REQUEST CHANGES		
<p>A. Identify sections and answers amended.</p> <p>B. Provide a summary of the changes to the request.</p>		
SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		
<p>A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.</p> <p>Now that our court has filled all positions in our schedule 7A, we do not have the budget flexibility to expend the amount requested. It would be difficult to fit this substantial amount of funding into our regular operational budget. Due to the volatility in the pricing of computer hardware, we are unable to encumber for that far in advance.</p>		

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

Having a replacement plan in place will assure that all staff will be able to perform their jobs more efficiently with newer equipment. Having older hardware for longer periods of time risks system failures.

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

- C. Describe the consequences to the court's operations if the court request is not approved.
The deputy clerks would not be able to perform their duties.

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

- E. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?
We believe that use of our own funding is preferable to requesting supplemental funding.

SECTION IV: FINANCIAL INFORMATION

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

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

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

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

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

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

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

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

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

If a cost efficiency, please provide cost comparison

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

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

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

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

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

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

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

FY 2017-18	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	162,304	25,025	-					187,329
Revenues	2,076,735	59,092	151,540					2,287,367
Expenditures	1,997,052	46,239	159,835					2,203,126
Operating Transfers In (Out)	(8,295)	-	8,295					-
Ending Fund Balance	233,692	37,878	-	-	-	-	-	271,570

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

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

	FY 2018-19		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,149,604	10,547						2,160,151
Grants			98,533					98,533
Other Financing Sources	37,563	68,739						106,302
TOTAL REVENUES	2,187,168	79,286	98,533	-	-	-	-	2,364,987
EXPENDITURES								
Salaries	842,282	21,011	14,370					877,663
Staff Benefits	706,124	23,296	9,930					739,351
General Expense	91,455	700	8,676					100,831
Printing	1,265	48	436					1,748
Telecommunications	10,793	843	5,939					17,575
Postage	7,591	396	13					8,000
Insurance	2,108	-	-					2,108
Travel in State	3,285	5	1,533					4,823
Travel Out of State	-	-	-					-
Training	553		508					1,061
Security	327	32	295					655
Facilities Operations	15,351	1,198	11,705					28,255
Utilities	-	-	-					-
Contracted Services	240,595	10,687	42,353					293,635
Consulting and Professional Services - County Provided	40	-	-					40
Information Technology (IT)	154,537	7,476	2,196					164,210
Major Equipment	-	-	-					-
Other Items of Expense	2,287	3	104					2,393
Juror Costs	222							222
Other	520							520
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	2,079,333	65,698	98,058	-	-	-	-	2,243,089
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)								-
Ending Balance (Deficit)	107,835	13,588	475	-	-	-	-	121,898

Current detailed budget projection on court's behalf

	FY 2020-21		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,286,833	12,646						2,299,479
Grants			102,411					102,411
Other Financing Sources	33,046	67,132						100,178
TOTAL REVENUES	2,319,879	79,778	102,411	-	-	-	-	2,502,068
EXPENDITURES								
Salaries	953,561	22,062	30,886					1,006,508
Staff Benefits	757,977	24,701	9,155					791,833
General Expense	105,212	840	7,792					113,844
Printing	938	-	-					938
Telecommunications	20,227	866	5,145					26,238
Postage	13,821	420	-					14,241
Insurance	2,422	-	-					2,422
Travel in State	16,097	-	1,155					17,252
Travel Out of State	-	-	-					-
Training	5,374	-	525					5,899
Security	936	-	-					936
Facilities Operations	21,694	1,260	8,731					31,685
Utilities								-
Contracted Services	607,918	10,391	44,100					662,409
Consulting and Professional Services - County Provided	17,157	-	-					17,157
Information Technology (IT)	142,382	7,665	525					150,572
Major Equipment	4,277	-	-					4,277
Other Items of Expense	3,452	-	315					3,767
Juror Costs	715	75						790
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	2,674,159	68,280	108,329	-	-	-	-	2,850,768
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	107,835	13,588	475	-	-	-	-	121,898
Ending Balance (Deficit)	(246,446)	25,086	(5,442)	-	-	-	-	(226,802)

Current detailed budget projection:

	FY 2021-22		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,287,074	12,646						2,299,720
Grants			102,411					102,411
Other Financing Sources	33,046	67,132						100,178
TOTAL REVENUES	2,320,120	79,778	102,411	-	-	-	-	2,502,309
EXPENDITURES								
Salaries	977,400	23,165	32,430					1,032,994
Staff Benefits	776,927	25,936	9,613					812,476
General Expense	110,473	882	8,182					119,536
Printing	985	-	-					985
Telecommunications	21,239	910	5,402					27,550
Postage	14,512	441	-					14,953
Insurance	2,543	-	-					2,543
Travel in State	16,901	-	1,213					18,114
Travel Out of State	-	-	-					-
Training	5,643	-	551					6,194
Security	982	-	-					982
Facilities Operations	22,779	1,323	9,167					33,269
Utilities								-
Contracted Services	298,679	10,910	46,305					355,894
Consulting and Professional Services - County Provided	18,015	-	-					18,015
Information Technology (IT)	40,931	8,048	551					49,531
Major Equipment	4,490	-	-					4,490
Other Items of Expense	3,625	-	331					3,956
Juror Costs	751	75						826
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	2,316,874	71,690	113,745	-	-	-	-	2,502,309
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	(246,446)	25,086	(5,442)	-	-	-	-	(226,802)
Ending Balance (Deficit)	(243,200)	33,174	(16,776)	-	-	-	-	(226,802)

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	(243,200)	33,174	(16,776)	-	-	-	-	(226,802)
Ending Balance (Deficit)	(243,200)	33,174	(16,776)	-	-	-	-	(226,802)

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	(243,200)	33,174	(16,776)	-	-	-	-	(226,802)
Ending Balance (Deficit)	(243,200)	33,174	(16,776)	-	-	-	-	(226,802)

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	(243,200)	33,174	(16,776)	-	-	-	-	(226,802)
Ending Balance (Deficit)	(243,200)	33,174	(16,776)	-	-	-	-	(226,802)

Current detailed budget projection:

	Select Fiscal Year ▼		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	(243,200)	33,174	(16,776)	-	-	-	-	(226,802)
Ending Balance (Deficit)	(243,200)	33,174	(16,776)	-	-	-	-	(226,802)

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	(243,200)	33,174	(16,776)	-	-	-	-	(226,802)
Ending Balance (Deficit)	(243,200)	33,174	(16,776)	-	-	-	-	(226,802)

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	45,000
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	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		45,000

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

Description	FY 2018-19 ▼	FY 2020-21 ▼	FY 2021-22 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	45,000								45,000
Expenditures		22,500	22,500						45,000
Cumulative Balance	45,000	22,500	-	-	-	-	-	-	-

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


Original Request:

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

Amended request

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

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

<p>Please check the type of request:</p> <p><input checked="" type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i></p> <p><input type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i></p>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: Click here to enter court MONO	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Lester Perpall	
	CONTACT PERSON AND CONTACT INFO: Tammy Laframboise 760-923-2304	
DATE OF SUBMISSION: Click here to enter a date. 10/25/19	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY 18-19 – FY 21-22	REQUESTED AMOUNT: \$36,898
REASON FOR REQUEST <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i> <p style="color: brown;">Request to hold TCTF funds for technology need-document digital scanning/storing services. Our court wants to scan hard copy paper court records to convert them into digital files at our Bridgeport location. This would allow the court to be prepared for the future deployment of a new case management system that will allow digital court record document management and eliminate paper court record files. This would alleviate an ongoing struggle for many courts, which is finding physical storage space for hard copy paper court records.</p>		
SECTION II: AMENDED REQUEST CHANGES		
<p>A. Identify sections and answers amended.</p> <p>B. Provide a summary of the changes to the request.</p>		
SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		
<p>A. Explain why the request does not fit within the court’s annual operational budget process and the three-year encumbrance term.</p> <p style="color: brown;">Now that our court has filled all positions in our schedule 7 a, we do not have the budget flexibility to expend the amount requested. We were not confident about the amount of our budget surplus to have sufficient time to do a request for proposal process, contract with a vendor and encumber the funding to take advantage of the three-year encumbrance term.</p>		
APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)		

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

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

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

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

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

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

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

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

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

SECTION IV: FINANCIAL INFORMATION

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

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

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

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

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

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

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

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

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

If a cost efficiency, please provide cost comparison

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

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

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

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

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

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

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

FY 2017-18	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	162,304	25,025	-					187,329
Revenues	2,076,735	59,092	151,540					2,287,367
Expenditures	1,997,052	46,239	159,835					2,203,126
Operating Transfers In (Out)	(8,295)	-	8,295					-
Ending Fund Balance	233,692	37,878	-	-	-	-	-	271,570

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

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

	FY 2018-19		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,149,604	10,547						2,160,151
Grants			98,533					98,533
Other Financing Sources	37,563	68,739						106,302
TOTAL REVENUES	2,187,168	79,286	98,533	-	-	-	-	2,364,987
EXPENDITURES								
Salaries	842,282	21,011	14,370					877,663
Staff Benefits	706,124	23,296	9,930					739,351
General Expense	91,455	700	8,676					100,831
Printing	1,265	48	436					1,748
Telecommunications	10,793	843	5,939					17,575
Postage	7,591	396	13					8,000
Insurance	2,108	-	-					2,108
Travel in State	3,285	5	1,533					4,823
Travel Out of State	-	-	-					-
Training	553		508					1,061
Security	327	32	295					655
Facilities Operations	15,351	1,198	11,705					28,255
Utilities	-	-	-					-
Contracted Services	240,595	10,687	42,353					293,635
Consulting and Professional Services - County Provided	40	-	-					40
Information Technology (IT)	154,537	7,476	2,196					164,210
Major Equipment	-	-	-					-
Other Items of Expense	2,287	3	104					2,393
Juror Costs	222							222
Other	520							520
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	2,079,333	65,698	98,058	-	-	-	-	2,243,089
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)								-
Ending Balance (Deficit)	107,835	13,588	475	-	-	-	-	121,898

Current detailed budget projection on court's behalf

	FY 2021-22		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,287,074	12,646						2,299,720
Grants			102,411					102,411
Other Financing Sources	33,046	67,132						100,178
TOTAL REVENUES	2,320,120	79,778	102,411	-	-	-	-	2,502,309
EXPENDITURES								
Salaries	977,400	23,165	32,430					1,032,994
Staff Benefits	776,927	25,936	9,613					812,476
General Expense	110,473	882	8,182					119,536
Printing	985	-	-					985
Telecommunications	21,239	910	5,402					27,550
Postage	14,512	441	-					14,953
Insurance	2,543	-	-					2,543
Travel in State	16,901	-	1,213					18,114
Travel Out of State	-	-	-					-
Training	5,643	-	551					6,194
Security	982	-	-					982
Facilities Operations	22,779	1,323	9,167					33,269
Utilities								-
Contracted Services	298,679	10,910	46,305					355,894
Consulting and Professional Services - County Provided	18,015	-	-					18,015
Information Technology (IT)	40,931	8,048	551					49,531
Major Equipment	4,490	-	-					4,490
Other Items of Expense	3,625	-	331					3,956
Juror Costs	751	75						826
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	2,316,874	71,690	113,745	-	-	-	-	2,502,309
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	107,835	13,588	475	-	-	-	-	121,898
Ending Balance (Deficit)	111,081	21,676	(10,859)	-	-	-	-	121,898

Current detailed budget projection:

	Select Fiscal Year ▼		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	111,081	21,676	(10,859)	-	-	-	-	121,898
Ending Balance (Deficit)	111,081	21,676	(10,859)	-	-	-	-	121,898

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	111,081	21,676	(10,859)	-	-	-	-	121,898
Ending Balance (Deficit)	111,081	21,676	(10,859)	-	-	-	-	121,898

Current detailed budget projection:

Description	Select Fiscal Year ▼		FUNDS					
	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	111,081	21,676	(10,859)	-	-	-	-	121,898
Ending Balance (Deficit)	111,081	21,676	(10,859)	-	-	-	-	121,898

Current detailed budget projection:

	Select Fiscal Year ▼		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	111,081	21,676	(10,859)	-	-	-	-	121,898
Ending Balance (Deficit)	111,081	21,676	(10,859)	-	-	-	-	121,898

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	111,081	21,676	(10,859)	-	-	-	-	121,898
Ending Balance (Deficit)	111,081	21,676	(10,859)	-	-	-	-	121,898

Current detailed budget projection:

	Select Fiscal Year ▼		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	111,081	21,676	(10,859)	-	-	-	-	121,898
Ending Balance (Deficit)	111,081	21,676	(10,859)	-	-	-	-	121,898

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	36,898
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		36,898

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

Description	FY 2018-19 ▼	FY 2020-21 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	36,898									36,898
Expenditures		36,898								36,898
Cumulative Balance	36,898	-	-	-	-	-	-	-	-	-

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

Original Request:

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

Amended request

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

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

 NEW REQUEST (Complete Section I, III, and IV only.) **AMENDED REQUEST** (Complete Sections I through IV.)**SECTION I: GENERAL INFORMATION****SUPERIOR COURT:**

Click here to enter court

MONO**PERSON AUTHORIZING REQUEST** (Presiding Judge or Court Executive Officer):**Lester Perpall****CONTACT PERSON AND CONTACT INFO:****Tammy Laframboise 760-923-2304****DATE OF SUBMISSION:**

Click here to enter a date.

10/25/19**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:****FY 18-19 – FY 22-23****REQUESTED AMOUNT:****\$40,000**

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

Request to hold TCTF funds for vehicle replacement of our 2012 Ford Escape. We consider a 10-year lifespan for a vehicle in the mountainous, winter driving environment of Mono County to be appropriate with regard to safety and reliability.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

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

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

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

Now that our court has filled all positions in our schedule 7A, we do not have the budget flexibility to expend the amount requested. The court's oldest vehicle has approximately 47,000 miles on it so there are still several years of useful life which most likely will extend beyond the three-year encumbrance term. Once the court needs a new vehicle, we would like the funding to be available.

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

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

- B. If a cost efficiency, please provide cost comparison (table template provided).
- C. Describe the consequences to the court's operations if the court request is not approved.
Limited access to the Court for geographically over half of the county.
- D. Describe the consequences to the public and access to justice if the court request is not approved.
See C above.
- E. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?
We believe that use of our own funding is preferable to requesting supplemental funding.

SECTION IV: FINANCIAL INFORMATION

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

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

If a cost efficiency, please provide cost comparison

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

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

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

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

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

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

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

FY 2017-18	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	162,304	25,025	-					187,329
Revenues	2,076,735	59,092	151,540					2,287,367
Expenditures	1,997,052	46,239	159,835					2,203,126
Operating Transfers In (Out)	(8,295)	-	8,295					-
Ending Fund Balance	233,692	37,878	-	-	-	-	-	271,570

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

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

	FY 2018-19		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,149,604	10,547						2,160,151
Grants			98,533					98,533
Other Financing Sources	37,563	68,739						106,302
TOTAL REVENUES	2,187,168	79,286	98,533	-	-	-	-	2,364,987
EXPENDITURES								
Salaries	842,282	21,011	14,370					877,663
Staff Benefits	706,124	23,296	9,930					739,351
General Expense	91,455	700	8,676					100,831
Printing	1,265	48	436					1,748
Telecommunications	10,793	843	5,939					17,575
Postage	7,591	396	13					8,000
Insurance	2,108	-	-					2,108
Travel in State	3,285	5	1,533					4,823
Travel Out of State	-	-	-					-
Training	553		508					1,061
Security	327	32	295					655
Facilities Operations	15,351	1,198	11,705					28,255
Utilities	-	-	-					-
Contracted Services	240,595	10,687	42,353					293,635
Consulting and Professional Services - County Provided	40	-	-					40
Information Technology (IT)	154,537	7,476	2,196					164,210
Major Equipment	-	-	-					-
Other Items of Expense	2,287	3	104					2,393
Juror Costs	222							222
Other	520							520
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	2,079,333	65,698	98,058	-	-	-	-	2,243,089
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)								-
Ending Balance (Deficit)	107,835	13,588	475	-	-	-	-	121,898

Current detailed budget projection on court's behalf

	FY 2022-23		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,011,737	12,646						2,024,383
Grants			102,411					102,411
Other Financing Sources	33,046	67,132						100,178
TOTAL REVENUES	2,044,783	79,778	102,411	-	-	-	-	2,226,972
EXPENDITURES								
Salaries	1,001,835	24,323	34,052					1,060,209
Staff Benefits	796,350	27,233	10,093					833,676
General Expense	115,996	926	8,591					125,513
Printing	1,034	-	-					1,034
Telecommunications	22,300	955	5,672					28,928
Postage	15,238	463	-					15,701
Insurance	2,671	-	-					2,671
Travel in State	17,746	-	1,273					19,020
Travel Out of State	-	-	-					-
Training	5,925	-	579					6,504
Security	1,031	-	-					1,031
Facilities Operations	23,918	1,389	9,626					34,932
Utilities								-
Contracted Services	-	11,456	48,620					60,076
Consulting and Professional Services - County Provided	18,916	-	-					18,916
Information Technology (IT)	-	8,451	579					9,029
Major Equipment	4,715	-	-					4,715
Other Items of Expense	3,806	-	347					4,154
Juror Costs	788	75						863
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	2,032,269	75,271	119,432	-	-	-	-	2,226,972
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	107,835	13,588	475	-	-	-	-	121,898
Ending Balance (Deficit)	120,349	18,095	(16,546)	-	-	-	-	121,898

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	120,349	18,095	(16,546)	-	-	-	-	121,898
Ending Balance (Deficit)	120,349	18,095	(16,546)	-	-	-	-	121,898

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	120,349	18,095	(16,546)	-	-	-	-	121,898
Ending Balance (Deficit)	120,349	18,095	(16,546)	-	-	-	-	121,898

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	120,349	18,095	(16,546)	-	-	-	-	121,898
Ending Balance (Deficit)	120,349	18,095	(16,546)	-	-	-	-	121,898

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	120,349	18,095	(16,546)	-	-	-	-	121,898
Ending Balance (Deficit)	120,349	18,095	(16,546)	-	-	-	-	121,898

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	120,349	18,095	(16,546)	-	-	-	-	121,898
Ending Balance (Deficit)	120,349	18,095	(16,546)	-	-	-	-	121,898

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	120,349	18,095	(16,546)	-	-	-	-	121,898
Ending Balance (Deficit)	120,349	18,095	(16,546)	-	-	-	-	121,898

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	40,000
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		40,000

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

Description	FY 2018-19 ▼	FY 2022-23 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	40,000								40,000
Expenditures		40,000							40,000
Cumulative Balance	40,000	-	-	-	-	-	-	-	-

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


Original Request:

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

Amended request

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

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request: <input checked="" type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: Orange	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> David Yamasaki, Court Executive Officer	
	CONTACT PERSON AND CONTACT INFO: Katrina Coreces, Financial Planning Analyst, kcoreces@occourts.org	
DATE OF SUBMISSION: 11/6/2019	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: 6/30/19-6/30/20	REQUESTED AMOUNT: \$507,420
REASON FOR REQUEST <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i> <p>In March 2010, the Court completed its implementation of Voice Over Internet Protocol (VoIP) using Nortel Networks voice technology. This legacy voice technology has reached its End of Sale (EOS) and End of Life (EOL). The following are examples of the difficulties and risks of working with a system that is EOS and EOL:</p> <ul style="list-style-type: none"> • Voice parts are hard to obtain. The Court relies on its vendor to find parts, which are all refurbished. Once the Court receives the parts, court staff must then make further adjustments to work with the system. • The system's core software is supported by Windows 2008. This version of Windows is no longer supported. As Microsoft does not support patch management, the Court's servers are vulnerable to viruses, malware, and other threats. • Backups are taken of the database; however, the Court has no way of validating if it has been corrupted. • About 13% of the Court's total remote transactions are processed using interactive voice response (IVR). If the core phone system functionality fails, then most of the IVR's features will not be operational. • Enhanced 911, or E911, is a system to automatically provide the caller's location to 911 dispatchers. The Court's system is old and is an administrative drain to maintain. <p>At this stage, the Court's VoIP system has risks of multiple single point of failures. Until a replacement system is implemented, the Court is challenged with keeping the existing system operational and mitigating the impact of component failure where feasible and cost effective. The Court has reduced the potential impact of a component failure by procuring refurbished replacement/inventory parts including a Call Pilot (voicemail) server. Nevertheless, there is still risk of failure that will require an attempt at remediation by an outside resource.</p>		
SECTION II: AMENDED REQUEST CHANGES		
A. Identify sections and answers amended. Not applicable		
B. Provide a summary of the changes to the request. Not applicable		

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

Depending on the selected vendor and solution, a replacement VoIP system is expected to cost \$1,000,000. Due to the 1% Fund Balance limit, the Court is not in a financial situation that would support a \$1,000,000 expenditure in one year. The Court does not have a reserve from which to draw funds as it still cannot carryover more than 1% of its operating budget (which amounts to about \$2 million or three days of payroll). The 2% Automation Fund reserves have already been earmarked for case management system replacements.

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?**

While there may be greater integration opportunities with a new system, including improved security in holding cells with video and VoIP technology, the driving factor is that the existing system has been in place for several years, has reached its EOS and EOL, and operational risks exist.

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

There might be cost efficiencies in future years due to the Court not having to pay a premium on discontinued parts. There might also be greater integration opportunities with a new system. However, the efficiencies won't be realized until the system is installed and paid.

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

If the Court's request is not approved and its VoIP system fails, this would be a major disruption to operations in all the Court's justice centers. The telephone system is still the primary means for staff to receive assistance from other departments, particularly end-user support and facilities. A telephone system failure will delay services, especially to those having email and other connectivity issues. Court users, on average, use telephone interpreting services 200 times per year. Not having a telephone system will necessitate having to bring in a Court Interpreter, causing delays and increasing costs. As previously mentioned, IVR accounts for about 13% of the Court's total remote transactions. Many IVR features will not be operational if the phone system fails. E911 is antiquated and will not work if the system fails to tell the operator where the call is originating. Finally, due to the current system being old, it cannot integrate other business unit needs and it cannot take advantage of newer technologies to improve operations and service delivery.

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

Although the Court offers online and in-person services, some members of the public, especially the elderly and those without internet access, still prefer to use the telephone. Access to justice means providing as many avenues to the public as possible. A system failure may mean the inability for members of the public to access the Court by telephone for a prolonged period.

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 can keep positions vacant to generate savings. Currently, the Court is operating at a 6.9% vacancy rate. 1% of additional vacancy generates about \$1,400,000. This means that the Court would have to keep at least 15 more positions than it already has vacant for an entire year. In other words, it can bring up its vacancy rate to 8% for the entire year in order to purchase a telephone system. For a court that has already reduced its positions by nearly 25% over the past decade, this is not a sustainable and effective way to operate.

The Court can use its 1% reserve. However, this would mean that it will not have even one day of payroll in its reserves.

Holding funding in the TCTF is the preferred alternative to allow the Court to save funds over two years while continuing to operate in the best possible manner given limited resources.

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

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

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 table

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

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

If a cost efficiency, please provide cost comparison

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

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

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

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

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

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

FY 2015-16	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	4,607,940	4,333,210	-					8,941,150
Revenues	178,010,314	17,048,394	2,955,220					198,013,928
Expenditures	176,405,890	15,589,350	3,040,362					195,035,602
Operating Transfers In (Out)	-	-	-					-
Ending Fund Balance	6,212,364	5,792,254	(85,142)	-	-	-	-	11,919,476

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

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

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

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

Current detailed budget projection on court's behalf

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

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	5,298,632	2,760,871	-	-	-	-	-	8,059,503
Ending Balance (Deficit)	5,298,632	2,760,871	-	-	-	-	-	8,059,503

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	5,298,632	2,760,871	-	-	-	-	-	8,059,503
Ending Balance (Deficit)	5,298,632	2,760,871	-	-	-	-	-	8,059,503

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	5,298,632	2,760,871	-	-	-	-	-	8,059,503
Ending Balance (Deficit)	5,298,632	2,760,871	-	-	-	-	-	8,059,503

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	5,298,632	2,760,871	-	-	-	-	-	8,059,503
Ending Balance (Deficit)	5,298,632	2,760,871	-	-	-	-	-	8,059,503

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	5,298,632	2,760,871	-	-	-	-	-	8,059,503
Ending Balance (Deficit)	5,298,632	2,760,871	-	-	-	-	-	8,059,503

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	5,298,632	2,760,871	-	-	-	-	-	8,059,503
Ending Balance (Deficit)	5,298,632	2,760,871	-	-	-	-	-	8,059,503

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

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

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

Description	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	507,420	492,580							1,000,000
Expenditures									-
Cumulative Balance	507,420	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000

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

Original Request:

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

Amended request


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

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

Table 2: Amended Requests for January 16—17, 2020 Judicial Council Meeting

Court	Request Number	Does Request Change \$\$ Amount?	If Yes - \$\$ Change +/-	Current Approved Requests by Fiscal Year					Amended Requests by Fiscal Year					Category	High-Level Summary	
				2016-17	2017-18	2018-19	2019-20	2020-21	2016-17	2017-18	2018-19	2019-20	2020-21			
Mono	26-17-01-A2	No	(20,000)	93,729	70,210	20,000			93,729	70,210				IT	Case Management System	
San Mateo	41-18-01-A1	Yes	5,867		208,123						213,990			Facility	Floor repairs	
				<u>(14,133)</u>	<u>93,729</u>	<u>278,333</u>	<u>20,000</u>	<u>-</u>	<u>-</u>	<u>93,729</u>	<u>70,210</u>	<u>213,990</u>	<u>-</u>	<u>-</u>		
				<u>392,062</u>					<u>377,929</u>							
										<u>Difference Between Amended and Original Requests</u>		<u>(14,133)</u>				

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

<p>Please check the type of request:</p> <p><input type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i></p> <p><input checked="" type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i></p>	
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SECTION I: GENERAL INFORMATION

<p>SUPERIOR COURT: Click here to enter court MONO</p>	<p>PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Lester Perpall</p>	
	<p>CONTACT PERSON AND CONTACT INFO: Tammy Laframboise 760-923-2304</p>	
<p>DATE OF SUBMISSION: 10/25/2019</p>	<p>TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FY 16-17 – FY 20-21</p>	<p>REQUESTED AMOUNT: \$163,939</p>

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

Mono Court needs to replace the current case management system that is over 18 years old. It is being phased out by our current vendor who will no longer offer technical support after 6/30/2021.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

Section I, Requested Amount & Reason for Request, Section II, Section IV. A tab, B tab, C tab & Section IV.D tabs, Section III, A

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

Now that FY 18-19 has been finalized, the FY 18-19 contribution amount changed from \$20,000 to none as the BCP funding has been approved. Additionally, the cost of the Case Management System increased from \$500,000 to \$1,409,239 as we received more accurate estimates from vendors.

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

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

The preliminary estimate for a new Case Management System is approximately \$1,409,239 including all hardware, software and staff training. This is over half of our annual budget so it would be very difficult to cover that expenditure as well as the operating expenses without assistance.

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

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

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

Funding is needed to replace our case management system that provides the foundation of important operational functions such as maintenance of case information, defendant information, party information and attorney information. Current case management system is antiquated and is still a DOS based system. It is difficult to use since it requires keyboard stroke commands and is highly inefficient given the amount of staff time necessary to use the system. Replacing it with a graphic user interface Windows based system will increase staff productivity.

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

Cost efficiency is not the main benefit. Replacement of the current case management system with a reliable system that will be supported is the main benefit and increased staff productivity is a secondary benefit.

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

Current case management system is operating; however, it needs frequent technical support. Our current case management vendor is creating a new case management system platform that will replace the current system and has indicated that at some point in the future, technical support will not be provided for the old system. Failure to replace our current case management system will leave us vulnerable to system failures which could lead to the inability to do our basic court operations and the potential loss of irreplaceable court case data.

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

Court customer service to the public would be substantially impaired and significantly delayed if our case management system is not replaced and becomes unreliable. We may not be able to fulfill the public's request for case information or for search requests. We will have difficulty providing necessary information for our justice partners which will also negatively impact the flow of cases.

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

If necessary, our court will seek supplemental funding from the Judicial Council. However, we believe that use of our own funding to reduce the amount of supplemental funding needed from the Judicial Council will place us in a stronger position to be approved for supplemental funding. Rather than expend all our surplus funds on vitally important materials supplies and equipment, we decided it would be a better long-term investment to place the money in the Judicial Council holding fund.

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

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

See attached TCTF Funds Held on Behalf Tables Template – Final, Sec. IV. A tab

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

See attached TCTF Funds Held on Behalf Tables Template – Final, Sec. IV. D tab

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

See attached TCTF Funds Held on Behalf Tables Template – Final, Sec. IV. C tab

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

See attached TCTF Funds Held on Behalf Tables Template – Final, Sec. IV. B tab

If a cost efficiency, please provide cost comparison

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

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

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

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

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

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

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

FY 2017-18	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance	162,304	25,025	-					187,329
Revenues	2,076,735	59,092	151,540					2,287,367
Expenditures	1,997,052	46,239	159,835					2,203,126
Operating Transfers In (Out)	(8,295)	-	8,295					-
Ending Fund Balance	233,692	37,878	-	-	-	-	-	271,570

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

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

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

Current detailed budget projection on court's behalf

	FY 2017-18		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,124,714	12,596						2,137,310
Grants			159,835					159,835
Other Financing Sources	37,455	46,496						83,951
TOTAL REVENUES	2,162,169	59,092	159,835	-	-	-	-	2,381,096
EXPENDITURES								
Salaries	832,654	24,081	10,539					867,274
Staff Benefits	610,596	1,300	7,103					618,998
General Expense	106,836	944	22,072					129,852
Printing	1,454	42	-					1,496
Telecommunications	23,218	1,280	8,101					32,599
Postage	11,863	900	292					13,055
Insurance	1,582	-	-					1,582
Travel in State	4,187	60	1,182					5,429
Travel Out of State	-	-	-					-
Training	545	-	163					708
Security	474	-	414					888
Facilities Operations	13,048	-	10,084					23,132
Utilities	-	-	-					-
Contracted Services	248,672	6,418	94,459					349,549
Consulting and Professional Services - County Provided	-	-	-					-
Information Technology (IT)	155,373	8,194	3,337					166,904
Major Equipment	6,545	-	-					6,545
Other Items of Expense	2,876	-	-					2,876
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	2,019,921	43,219	157,746	-	-	-	-	2,220,886
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	81,937	14,528	(2,736)	-	-	-	-	93,729
Ending Balance (Deficit)	224,185	30,402	(647)	-	-	-	-	253,939

Current detailed budget projection:

	FY 2018-19		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,149,604	10,547						2,160,151
Grants			98,533					98,533
Other Financing Sources	37,563	68,739						106,302
TOTAL REVENUES	2,187,168	79,286	98,533	-	-	-	-	2,364,987
EXPENDITURES								
Salaries	842,282	21,011	14,370					877,663
Staff Benefits	706,124	23,296	9,930					739,351
General Expense	91,455	700	8,676					100,831
Printing	1,265	48	436					1,748
Telecommunications	10,793	843	5,939					17,575
Postage	7,591	396	13					8,000
Insurance	2,108	-	-					2,108
Travel in State	3,285	5	1,533					4,823
Travel Out of State	-	-	-					-
Training	553		508					1,061
Security	327	32	295					655
Facilities Operations	15,351	1,198	11,705					28,255
Utilities	-	-	-					-
Contracted Services	240,595	10,687	42,353					293,635
Consulting and Professional Services - County Provided	40	-	-					40
Information Technology (IT)	154,537	7,476	2,196					164,210
Major Equipment	-	-	-					-
Other Items of Expense	2,287	3	104					2,393
Juror Costs	222							222
Other	520							520
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	2,079,333	65,698	98,058	-	-	-	-	2,243,089
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	224,185	30,402	(647)	-	-	-	-	253,939
Ending Balance (Deficit)	332,020	43,989	(172)	-	-	-	-	375,837

Current detailed budget projection:

	FY 2019-20		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	3,394,709	12,646						3,407,355
Grants			102,411					102,411
Other Financing Sources	33,046	67,132						100,178
TOTAL REVENUES	3,427,755	79,778	102,411	-	-	-	-	3,609,944
EXPENDITURES								
Salaries	1,005,303	21,011	29,415					1,055,729
Staff Benefits	789,490	23,525	8,719					821,734
General Expense	100,202	800	7,421					108,423
Printing	893							893
Telecommunications	19,264	825	4,900					24,989
Postage	13,163	400						13,563
Insurance	2,307							2,307
Travel in State	15,330		1,100					16,430
Travel Out of State	-							-
Training	5,118		500					5,618
Security	891							891
Facilities Operations	20,661	1,200	8,315					30,176
Utilities								-
Contracted Services	385,456	9,896	42,000					437,352
Consulting and Professional Services - County Provided	16,340							16,340
Information Technology (IT)	710,582	7,300	500					718,382
Major Equipment	4,073							4,073
Other Items of Expense	3,288		300					3,588
Juror Costs	681	75						756
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	3,093,042	65,032	103,170	-	-	-	-	3,261,244
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	332,020	43,989	(172)	-	-	-	-	375,837
Ending Balance (Deficit)	666,733	58,735	(931)	-	-	-	-	724,537

Current detailed budget projection:

	FY 2020-21		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	2,122,894	12,646						2,135,540
Grants			102,411					102,411
Other Financing Sources	33,046	67,132						100,178
TOTAL REVENUES	2,155,940	79,778	102,411	-	-	-	-	2,338,129
EXPENDITURES								
Salaries	953,561	22,062	30,886					1,006,508
Staff Benefits	757,977	24,701	9,155					791,833
General Expense	105,212	840	7,792					113,844
Printing	938	-	-					938
Telecommunications	20,227	866	5,145					26,238
Postage	13,821	420	-					14,241
Insurance	2,422	-	-					2,422
Travel in State	16,097	-	1,155					17,252
Travel Out of State	-	-	-					-
Training	5,374	-	525					5,899
Security	936	-	-					936
Facilities Operations	21,694	1,260	8,731					31,685
Utilities								-
Contracted Services	607,918	10,391	44,100					662,409
Consulting and Professional Services - County Provided	17,157	-	-					17,157
Information Technology (IT)	142,382	7,665	525					150,572
Major Equipment	4,277	-	-					4,277
Other Items of Expense	3,452	-	315					3,767
Juror Costs	715	75						790
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	2,674,159	68,280	108,329	-	-	-	-	2,850,768
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	666,733	58,735	(931)	-	-	-	-	724,537
Ending Balance (Deficit)	148,513	70,234	(6,849)	-	-	-	-	211,899

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	148,513	70,234	(6,849)	-	-	-	-	211,899
Ending Balance (Deficit)	148,513	70,234	(6,849)	-	-	-	-	211,899

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	148,513	70,234	(6,849)	-	-	-	-	211,899
Ending Balance (Deficit)	148,513	70,234	(6,849)	-	-	-	-	211,899

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources								-
Grants								-
Other Financing Sources								-
TOTAL REVENUES	-	-	-	-	-	-	-	-
EXPENDITURES								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	148,513	70,234	(6,849)	-	-	-	-	211,899
Ending Balance (Deficit)	148,513	70,234	(6,849)	-	-	-	-	211,899

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	75,000
910000	Staff Benefits	50,000
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	409,239
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	875,000
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		1,409,239

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

Description	FY 2016-17 ▼	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	93,729	70,210		1,245,300					1,409,239
Expenditures				896,600	512,639				1,409,239
Cumulative Balance	93,729	163,939	163,939	512,639	-	-	-	-	-

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

Original Request:

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

Amended request

Description	FY 2016-17 ▼	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	93,729	70,210		1,245,300					1,409,239
Expenditures				896,600	512,639				1,409,239
Cumulative Balance	93,729	163,939	163,939	512,639	-	-	-	-	-



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

October 3, 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 January 2020.

If you or your staff have any questions regarding the application, please contact Steven Chang, Finance Director, at 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

<p>Please check the type of request:</p> <p><input type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i></p> <p><input checked="" type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i></p>	
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SECTION I: GENERAL INFORMATION

<p>SUPERIOR COURT: San Mateo</p>	<p>PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Neal Taniguchi, Court Executive Officer</p> <p>CONTACT PERSON AND CONTACT INFO: Steven Chang, 650-261-5046, stevenchang@sanmateocourt.org</p>	
<p>DATE OF SUBMISSION: 10/4/2019</p>	<p>TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: JULY 2018 TO JUNE 2024</p>	<p>REQUESTED AMOUNT: \$5,867</p>

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

The Court 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.

SECTION II: AMENDED REQUEST CHANGES

A. Identify sections and answers amended.

None.

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

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.

SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

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

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**

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	5,867	300,000	346,010	40,000	-			900,000
Expenditures			250,000	250,000	250,000	150,000			900,000
Cumulative Balance	208,123	213,990	263,990	360,000	150,000	-			-

APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:		
<input type="checkbox"/> NEW REQUEST <i>(Complete Section I, III, and IV only.)</i> <input checked="" type="checkbox"/> AMENDED REQUEST <i>(Complete Sections I through IV.)</i>		
SECTION I: GENERAL INFORMATION		
SUPERIOR COURT: San Mateo	PERSON AUTHORIZING REQUEST <i>(Presiding Judge or Court Executive Officer):</i> Neal Taniguchi, Court Executive Officer	
	CONTACT PERSON AND CONTACT INFO: Steven Chang, 650-261-5046, stevenchang@sanmateocourt.org	
DATE OF SUBMISSION: 10/4/2019	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: JULY 2018 TO JUNE 2024	REQUESTED AMOUNT: \$5,867
REASON FOR REQUEST <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i>		
<p>The Court would like to accumulate savings in the most fiscally prudent and operationally sound manner that will allow it to repair and/or replace up to approximately 230,000 square feet of worn and damaged 30-year-old flooring and carpeting, which pose increasing health and safety risks, throughout the Court's Hall of Justice facility in Redwood City. In addition, when carpet or flooring is replaced, the Court will be replacing/relocating loose wiring to accommodate the increased use of computer equipment in the courtroom, as the Court transitions to paperless, electronic processes. Given the need to temporarily move/relocate a large number of staff, judicial officers and furniture, and in order to minimize or prevent significant disruptions to Court operations, both in the courtrooms and various Court divisions, the project must be done in phases. Therefore, we anticipate that the project could take as long as six years to complete from start to finish.</p>		
SECTION II: AMENDED REQUEST CHANGES		
<p>A. Identify sections and answers amended.</p> <p>None.</p> <p>B. Provide a summary of the changes to the request.</p> <p>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.</p>		
SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE		
<p>A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.</p> <p>Given logistical, financial, and operational constraints, the entire project could take up to six years to complete. In 2017-18, the only way the Court could have accumulated fund balance that amounted to the total estimated cost of the project would have been to, unnecessarily, cut back on other critical operating costs. Accumulating savings across multiple fiscal years allows the Court to avoid harmful and unnecessary budgetary reductions.</p>		

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

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

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

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

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

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

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

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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				
Net Revenue (Expense)		-	-	-	-

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

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

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

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

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

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

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

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

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

	FY 2017-18		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
REVENUES								
State Financing Sources	39,848,471	1,418,409						41,266,880
Grants			1,731,024					1,731,024
Other Financing Sources								-
TOTAL REVENUES	39,848,471	1,418,409	1,731,024	-	-	-	-	42,997,904
EXPENDITURES								
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								-
TOTAL EXPENDITURES	40,608,102	2,028,421	1,731,024	-	-	-	-	44,367,547
Operating Transfers In (Out)								-
Fund Balance (Deficit)								
Beginning Balance (Deficit)	1,458,338	1,601,423						3,059,761
Ending Balance (Deficit)	698,707	991,411	-	-	-	-	-	1,690,118

Current detailed budget projection on court's behalf

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

Current detailed budget projection:

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

Current detailed budget projection:

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

Current detailed budget projection:

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

Current detailed budget projection:

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

Current detailed budget projection:

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

Current detailed budget projection:

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

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	2,000,000
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
Total		2,000,000

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

Description	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	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	-	-	-	-

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	5,867	300,000	346,010	40,000	-			900,000
Expenditures			250,000	250,000	250,000	150,000			900,000
Cumulative Balance	208,123	213,990	263,990	360,000	150,000	-	-	-	-

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)*