



JUDICIAL COUNCIL OF CALIFORNIA

TRIAL COURT BUDGET
ADVISORY COMMITTEE

TRIAL COURT BUDGET ADVISORY COMMITTEE

MATERIALS FOR JULY 16, 2020 VIRTUAL MEETING

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TRIAL COURT BUDGET ADVISORY COMMITTEE

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: July 16, 2020
Time: 12:00 p.m. to 1:30 p.m.
Public Call-in Number: <https://jcc.granicus.com/player/event/985?>

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 June 11, 2020 and June 18, 2020 Trial Court Budget Advisory Committee (TCBAC) audiocast meetings.

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. Only written comments received by 10:00 a.m. on July 15, 2020 will be provided to advisory body members prior to the start of the meeting.

III. DISCUSSION AND POSSIBLE ACTION ITEMS (ITEMS 1-2)

Item 1

Trial Court Usage of Pension Prefunding Trust Funds (Action Required)

Consideration of the impact of trial court participation in a pension prefunding trust fund.

Presenter(s)/Facilitator(s): Ms. Michele Allan, Supervisor, Budget Services

Item 2

Annual Funding Methodology Subcommittee (FMS) Work Plan Update (Action Required)

Consideration of an FMS recommendation to update and prioritize the items on the annual work plan.

Presenter(s)/Facilitator(s): Ms. Brandy Olivera, Manager, Budget Services

IV. INFORMATION ONLY ITEMS (NO ACTION REQUIRED)

Info 1

Budget Act of 2020

Discussion of the funding provided for trial courts in the Budget Act of 2020.

Presenter(s)/Facilitator(s): Mr. John Wordlaw, Chief Administrative Officer, Judicial Council

Info 2

2020-21 Self-Help Annual Update

Annual update of the three-year average census data from the California Department of Finance, Demographic Research Unit, and Population estimates for Cities and Counties and the State.

Presenter(s)/Facilitator(s): Mr. Nick Armstrong, Senior Research Analyst, Business Management Services

Info 3

Trial Court Trust Fund Funds Held on Behalf Expenditure Reporting

Report to TCBAC on how funds were expended for projects and planned expenditures that are complete.

Presenter(s)/Facilitator(s): Mr. Catrayel Wood, Senior Analyst, Budget Services

V. ADJOURNMENT

Adjourn



JUDICIAL COUNCIL OF CALIFORNIA

TRIAL COURT BUDGET
ADVISORY COMMITTEE

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TRIAL COURT BUDGET ADVISORY COMMITTEE

MINUTES OF OPEN MEETING

June 11, 2020
10:00 a.m. – 2:00 p.m.

<http://jcc.granicus.com/player/event/948?>

Advisory Body Members Present: Judges: Hon. Jonathan B. Conklin (Chair), Hon. Jeffrey B. Barton, Hon. Daniel J. Buckley, Hon. Jill C. Fannin, Hon. Kimberly Gaab, Hon. Joyce D. Hinrichs, Hon. Patricia L. Kelly, Hon. Charles Margines, Hon. Deborah A. Ryan, and Hon. B. Scott Thomsen.

Executive Officers: Ms. Rebecca Fleming (Vice Chair), Ms. Kim Bartleson, Ms. Sherri Carter, Ms. Nancy Eberhardt, Mr. Chad Finke, Mr. Shawn Landry, Mr. Michael D. Planet, Mr. Chris Ruhl, Mr. Neal Taniguchi, Mr. Brian Taylor, Ms. Kim Turner, and Mr. David Yamasaki

Advisory Body Members Absent: Hon. Mark A. Cope

Others Present: Mr. John Wordlaw, Mr. Zlatko Theodorovic, Ms. Fran Mueller, Ms. Brandy Olivera, Mr. Jason Haas, Mr. Catrayel Wood, Ms. Oksana Tuk, Ms. Leah Rose-Goodwin, Ms. Kristin Greenway, Ms. Audrey Fancy, and Ms. Vida Terry

OPEN MEETING

Call to Order and Roll Call

The chair welcomed the members, called the meeting to order at 10:02 a.m. and took roll call.

Approval of Minutes

The advisory body reviewed and approved minutes of the April 30, 2020 Trial Court Budget Advisory Committee (TCBAC) telephonic meeting.

DISCUSSION AND ACTION ITEMS (ITEMS 1-8)

***** As a result of the COVID-19 pandemic and the current recession, final 2020-21 budget actions may have an impact on some of the agenda items listed below. Based on the outcome of the state's final Budget Act, some items may need to be revisited by Judicial Council subcommittees and advisory bodies as recommendations are developed for council consideration. *****

Item 1 - 2020-21 Court-Appointed Dependency Counsel Allocations (Action Required)

Consideration of the 2020-21 allocations from the Trial Court Trust Fund (TCTF) for court-appointed dependency counsel.

Presenter(s)/Facilitator(s): Ms. Audrey Fancy, Principal Managing Attorney, Judicial Council Center for Families, Children, and the Courts
Ms. Vida Terry, Senior Analyst, Judicial Council Center for Families, Children, and the Courts

Action: TCBCAC unanimously voted to approve the following recommendation to approve two separate allocations for court-appointed dependency counsel funding for consideration by the Judicial Council at its July 23-24, 2020 business meeting:

1. \$156.7 million in the event there is not a funding reduction included in the 2020 Budget Act; and
2. \$148.865 million in the event the \$7.835 million proposed reduction is included in the final 2020 Budget Act.

Item 2 - Review of General Ledger Accounts for Inclusion in the Workload Formula (Action Required)

Consideration of a Funding Methodology Subcommittee (FMS) recommendation on operating expenses and equipment accounts as well as a recommendation resulting from additional revenue general ledger account review.

Presenter(s)/Facilitator(s): Ms. Leah Rose-Goodwin, Manager, Judicial Council Business Management Services

Action: TCBCAC unanimously voted to approve the following recommendations:

1. Approve the designations on accounts to include/not include in the operating expenses and equipment computation for transmittal to the Judicial Council for its July 23-24, 2020 meeting. If approved, this recommendation would be effective July 1, 2020 for use in the 2020-21 allocations;
2. Recommend that the Court Executives Advisory Committee and the Judicial Council Branch Accounting and Procurement (BAP) office include these accounts as part of existing efforts to standardize usage of the chart of accounts and that these groups review work breakdown structure (WBS) elements periodically for new WBS elements added/eliminated each year;
3. Approve the recommendations made by the FMS that reviewed the additional general ledger accounts that did not previously receive a designation for inclusion/exclusion in the Workload Formula; and
4. Recommend that BAP create a new project specifically for Civil Transcripts so that it can be aligned with revenue for this workload. Currently, the project being used for transcripts does not differentiate between criminal and civil.

Item 3 - Workload Formula Adjustment Request Process (ARPs) – San Francisco Superior Court

Cluster Assignment Evaluation (Action Required)

Consideration of an FMS recommendation to change the San Francisco Superior Court’s cluster assignment based on the court’s current number of authorized judicial positions (APJs).

Presenter(s)/Facilitator(s): Ms. Kristin Greenaway, Supervising Research Analyst, Judicial Council Business Management Services

Action: TCBAC unanimously voted to approve the following for consideration by the Judicial Council at its July 23-24, 2020 business meeting:

1. Change San Francisco Superior Court’s cluster assignment from cluster 4 to cluster 3 based on the court’s current number of AJP’s and its Resource Assessment Study (RAS) estimated workload effective July 1, 2020;
2. Include the other items concerning cluster re-analysis in the FMS work plan item concerning clusters; and
3. Reject the last item in the request, concerning re-calculation of base funding. The concept of funding “base” was discontinued when the Workload Formula was updated in 2018. Also, the principles of the RAS and Workload Formula models are that changes may be made to the models at any time, as more data becomes available and as policy decisions evolve. However, there is no policy in place to retroactively change funding need or allocations as changes to the models are made.

Item 4 - Allocations from the State Trial Court Improvement and Modernization Fund (IMF) for 2020-21 (Action Required)

Consideration of recommendations of the Revenue and Expenditure (R&E) Subcommittee regarding allocations from the IMF for 2020-21.

Presenter(s)/Facilitator(s): Mr. Jason Haas, Senior Analyst, Judicial Council Budget Services

Action: TCBAC unanimously voted to approve the R&E Subcommittee recommendation for consideration by the Judicial Council at its July 23-24, 2020 business meeting to approve a total of \$54,488,999 in allocations for 2020-21 from the IMF. Due to the COVID-19 pandemic and subsequent recession, final allocation amounts for 2020-21 will be based on available state revenues and final budget decisions.

In addition, TCBAC further recommended that Judicial Council offices be cautious about obligating these allocations as they may be subject to further mid-year allocation reductions due to the current budget situation.

Item 5 - Allocations from the TCTF and Trial Court Allocations for 2020-21 (Action Required)

Consideration of recommendations of the R&E Subcommittee regarding allocations from the TCTF for 2020-21, consideration of recommendations of the FMS regarding one-time funding and a reduction proposed in the 2020-21 May Revision, and consideration of 2020-21 trial court allocations, including the Workload Formula, from the TCTF, Immediate and Critical Needs Account (ICNA), and General Fund (GF).

Presenter(s)/Facilitator(s): Ms. Oksana Tuk, Senior Analyst, Judicial Council Budget Services

Action: TCBAC unanimously voted to approve the following for Judicial Council consideration at its July 23-24, 2020 business meeting, with two exceptions:

1. Approve base, discretionary, and non-discretionary programs from the TCTF in the amount of \$2.2 billion (Attachment 5A, line 69);
 - a. The \$50 million one-time funding for COVID-19 related backlog included in this recommendation and recommended for allocation by FMS was altered to a pro rata allocation recommendation to all courts based on Workload Formula. This recommendation also includes:
 - i. Distributing all of the funding out to courts immediately;
 - ii. Acknowledges that it is not possible to measure COVID-19 backlog based on a variety of operational differences and inability to accurately capture cost impacts as a result; and
 - iii. Includes providing a notification to courts that the funding will be used for this purpose upon receipt of the funds.

This recommendation received two “no” votes.

2. Approve a GF allocation in the amount of \$68.8 million for employee benefits (Attachment 5A, line 8);
3. Approve an ICNA allocation in the amount of \$50.0 million for support for operation of the trial courts (Attachment 5A, line 9); and
4. Approve a Workload Allocation of \$2.0 billion based on methodologies approved by the Judicial Council.
 - a. The \$168.937 million reduction included in this recommendation from the FMS was deferred to a TCBAC meeting to be scheduled the following week that provides 4, 6, and 8 percent banded allocation scenarios based on:
 - i. Courts within the band taking a pro rata reduction, but not falling outside the band;
 - ii. Courts above the band taking up to an additional one percent cut from those within the band without falling into the band;
 - iii. Courts below the band taking an approximate one percent cut below those within the band, scaled by their size and distance from the statewide average, not taking more of a cut than those inside of the band; and
 - iv. Cluster 1 courts taking the same reduction as courts within the band.

Item 6 - Court Interpreter Program (CIP) Funding Shortfall (Action Required)

Consideration of an FMS recommendation to address the proposed reduction in the 2020-21 May Revision and a projected 2020-21 shortfall in the CIP.

Presenter(s)/Facilitator(s): Mr. Catrayel Wood, Senior Analyst, Judicial Council Budget Services

Action: TCBAC unanimously voted to approve the following:

1. Defer actions to reduce the CIP reimbursement to trial courts until the TCBAC August meeting to allow the Interpreter Ad Hoc Subcommittee additional time to develop an allocation reduction methodology that addresses the shortfall for 2020-21 and 2021-22 for consideration by the Judicial Council at its September 24-25, 2020 business meeting; and

2. Inform courts that reductions are imminent due to the state's economic downturn and that courts should prepare for a reduction in funding after the first quarter of 2020-21.

Item 7 - Update to Children's Waiting Room (CWR) Policy (Action Required)

Consideration of a Fiscal Planning Subcommittee (FPS) recommendation on revisions to the CWR Distribution and Fund Balance Policy to streamline the process including review and reporting requirements.

Presenter(s)/Facilitator(s): Mr. Catrayel Wood, Senior Analyst, Judicial Council Budget Services

Action: TCBAC unanimously voted to approve the following:

The following FPS recommendations are submitted to TCBAC for approval to be considered by the Judicial Council at its business meeting on July 23-24, 2020:

1. Recommendations to the council on each court's CWR request come directly from the FPS;
2. Remove the requirement for annual reporting by courts that receive a CWR cap adjustment; and
3. Direct Judicial Council Budget Services staff to revise forms that meet policy requirements based on action taken by the Judicial Council when considering the TCBAC recommendations.

Item 8 - Minimum Operating and Emergency Reserve Policy (Action Required)

Consideration of a recommendation to maintain the suspension of the Minimum Operating and Emergency Fund Balance Policy.

Presenter(s)/Facilitator(s): Ms. Brandy Olivera, Manager, Judicial Council Budget Services

Action: TCBAC unanimously voted to extend the suspension of the minimum operating and emergency fund balance policy for two fiscal years until June 30, 2022—or earlier if Government Code section 77203 is amended—for consideration by the Judicial Council at its July 23-24, 2020 business meeting.

INFORMATION ONLY ITEMS (INFO 1 - 5)

Info 1 - 2020-21 Budget Update

Update on the budget for 2020-21.

Presenter(s)/Facilitator(s): Mr. Zlatko Theodorovic, Deputy Director, Judicial Council Budget Services

Action: No action taken.

Info 2 - ARP Updates

An update on the El Dorado Superior Court ARP submission and the joint ARP submission from Contra Costa Superior Court and San Francisco Superior Court.

Presenter(s)/Facilitator(s): Hon. Jonathan B. Conklin, Chair, Trial Court Budget Advisory Committee

Ms. Leah Rose-Goodwin, Manager, Judicial Council Business Management Services

Action: No action taken.

Info 3 - ARP Update on Mental Health Caseweights

Update on the joint ARP submission from Los Angeles and San Diego Superior Courts and the Workload Assessment Advisory Committee recommendation to the Judicial Council.

Presenter(s)/Facilitator(s): Ms. Leah Rose-Goodwin, Manager, Judicial Council Business Management Services

Action: No action taken.

Info 4 - Cluster 2 Findings

Includes a report on findings regarding cluster 2 that was provided to the FMS.

Presenter(s)/Facilitator(s): Ms. Kristin Greenaway, Supervising Research Analyst, Judicial Council Business Management Services

Action: No action taken.

Info 5 - TCTF Funds Held on Behalf Expenditure Reporting

Quarterly report to the TCBC on how funds were expended for projects and planned expenditures that are complete; nothing to report this quarter.

Presenter(s)/Facilitator(s): Mr. Catrayel Wood, Senior Analyst, Judicial Council Budget Services

Action: No action taken.

A D J O U R N M E N T

There being no further business, the meeting was adjourned at 2:31 p.m.

Approved by the advisory body on enter date.



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TRIAL COURT BUDGET
ADVISORY COMMITTEE

TRIAL COURT BUDGET ADVISORY COMMITTEE

MINUTES OF OPEN MEETING

June 18, 2020
4:00 p.m. – 5:00 p.m.

<http://jcc.granicus.com/player/event/949?>

Advisory Body Members Present: Judges: Hon. Jonathan B. Conklin (Chair), Hon. Jeffrey B. Barton, Hon. Daniel J. Buckley, Hon. Jill C. Fannin, Hon. Kimberly Gaab, Hon. Joyce D. Hinrichs, Hon. Patricia L. Kelly, Hon. Charles Margines, Hon. Deborah A. Ryan, and Hon. B. Scott Thomsen.

Executive Officers: Ms. Rebecca Fleming (Vice Chair), Ms. Kim Bartleson, Ms. Sherri Carter, Ms. Nancy Eberhardt, Mr. Chad Finke, Mr. Shawn Landry, Mr. Michael D. Planet, Mr. Chris Ruhl, Mr. Neal Taniguchi, Mr. Brian Taylor, Ms. Kim Turner, and Mr. David Yamasaki.

Advisory Body Members Absent: Hon. Mark A. Cope

Others Present: Mr. John Wordlaw, Mr. Zlatko Theodorovic, Ms. Fran Mueller, Ms. Brandy Olivera, and Ms. Oksana Tuk.

OPEN MEETING

Call to Order and Roll Call

The chair welcomed the members, called the meeting to order at 4:01 p.m. and took roll call.

DISCUSSION AND ACTION ITEMS (ITEM 1)

***** As a result of the COVID-19 pandemic and the current recession, final 2020-21 budget actions may have an impact on some of the agenda items listed below. Based on the outcome of the state's final Budget Act, some items may need to be revisited by Judicial Council subcommittees and advisory bodies as recommendations are developed for council consideration. *****

Item 1 Allocations from the Trial Court Trust Fund (TCTF) and Trial Court Allocations for 2020-21 (Action Required)

Consideration of scenarios requested from the Trial Court Budget Advisory Committee at its June 11, 2020 meeting as it relates to the allocation of the \$168.937 million reduction to trial courts proposed in the 2020-21 May Revision.

Presenter(s)/Facilitator(s): Ms. Oksana Tuk, Senior Analyst, Judicial Council Budget Services

Action: TCBAC unanimously voted to establish a four percent band from the three methodologies presented that allocates a reduction of \$168.937 million in 2020-21 trial court funding as proposed in the May Revision, or a different reduction amount if changed in the final 2020 Budget Act, for consideration by the Judicial Council at its business meeting July 23-24, 2020.

A D J O U R N M E N T

There being no further business, the meeting was adjourned at 4:31 p.m.

Approved by the advisory body on enter date.

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

(Action Item)

Title: Trial Court Usage of the California Employers' Pension Prefunding Trust (SB 1413)
Date: 7/16/2020
Contact: Michele Allan, Supervisor, Budget Services
916-263-1374 | michele.allan@jud.ca.gov

Issue

Consideration of a recommendation as it relates to trial court participation in the California Employers' Pension Prefunding Trust (CEPPT) program for prefunding retirement pension costs.

Background

Retiree Health Benefits

On October 23, 2009, the Judicial Council approved a statement of policy recommended by a working group of the Court Executives Advisory Committee (CEAC) for prefunding other post-employment benefits (OPEB) and establishing qualified irrevocable trusts in the trial courts.¹ This policy directive provided guidance and authorization protocols for prefunding OPEB obligations in response to the unfunded retiree health cost liability in the Judicial Branch including 1) having courts consider prefunding as a financial goal while taking into account its current and future financial condition, and 2) requiring courts that want to set up an OPEB trust account to contact the Judicial Council for application review and approval.

At that time, only two trial courts were contributing to an OPEB trust. Today, there are 40 courts contributing to an OPEB trust account with 46 of 58 trial courts providing retiree health benefits.

Retirement Pensions

In January 2019, Senate Bill 1413 (Chapter 665, Statutes of 2018) became effective creating Government Code 21711, which established the CEPPT program. The CEPPT is a trust fund dedicated to prefunding employer contributions to defined benefit pension systems and works similarly to the existing California Employer's Retiree Benefit Trust dedicated to prefunding OPEB.

¹ Judicial Council meeting report (October 23, 2009), <https://www.courts.ca.gov/documents/102309itemf.pdf>

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

This topic was included in a November 2019 Chief Financial Officer Roundtable meeting in which the Judicial Council Branch Accounting and Procurement Office (BAP) was asked to begin researching requirements for participation. Judicial Council Budget Services recommended that this item be brought to the Trial Court Budget Advisory Committee (TCBAC) to evaluate the fiscal impact and develop a recommendation regarding potential trial court participation in the CEPPT program.

Changes in Benefits Costs

The State Budget has historically included approved Judicial Branch funding requests for increased costs in trial court health and retirement benefits. Currently, any changes to a court's allocation are based on actual benefit costs.

The 2020-21 Budget includes \$30 million ongoing General Fund for increased trial court employee benefit and retirement costs and an additional \$30 million set-aside to provide current year adjustments.

Given that the state budget process currently funds these costs, it is unknown what benefits would accrue to the courts by participating in this program. The discussion with TCBAC should consider a full evaluation of the pros and cons of program participation, including reduced funding from the state, investment income, and a potential offset to pension costs during lean financial times.

Recommendation

TCBAC is asked to develop a recommendation regarding potential trial court participation in the CEPPT program for consideration by the Judicial Council at a future business meeting.

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

(Action Item)

Title: Annual Funding Methodology Subcommittee (FMS) Work Plan Update
Date: 7/13/2020
Contact: Ms. Brandy Olivera, Manager, Budget Services
415-865-7195| brandy.sanborn@jud.ca.gov

Issue

Consideration of an FMS recommendation on updates to the annual work plan.

Background

The FMS prepares an annual work plan to direct its efforts in developing and refining the Workload Formula as well as other methodologies including self-help, court-appointed dependency counsel, and interpreter funding, for approval by the Trial Court Budget Advisory Committee (TCBAC) every July.

The work plan, as approved on July 25, 2019, is provided as Attachment 2A.

Recommendation

It is recommended that the TCBAC approve updates to the annual work plan recommended by the FMS as follows:

1. Mark items 1 and 2 as complete once recommendations are approved by the Judicial Council at its July 24, 2020 business meeting.
2. Mark items 3, 5, and 6 as complete.
3. Add an item to 2019-20 to initiate an ad hoc subcommittee to reevaluate the cluster system and floor funding.

Judicial Council Budget Services staff recommends moving remaining 2019-20 items 4 and the ad hoc subcommittee addition to fiscal year 2020-21.

An updated work plan as proposed is included as Attachment 2B.

Attachments

Attachment 2A: FMS Work Plan, Updated on July 25, 2019

Attachment 2B: FMS Work Plan, Proposed Recommendations as of July 13, 2020

FUNDING METHODOLOGY SUBCOMMITTEE WORK PLAN

Updated on July 25, 2019

Charge of the Funding Methodology Subcommittee

Focus on the ongoing review and refinement of the Workload Formula, develop a methodology for allocations from the Trial Court Trust Fund Court Interpreter Program (0150037) in the event of a funding shortfall, and consider funding allocation methodologies for other non-discretionary dollars as necessary.

2019-20

1. Perform a review of all accounts that are used in the computation of the Operating Expenses and Equipment factor.
2. Evaluate the cluster 2 Bureau of Labor Statistics and small court adjustment contributions including a review of the Workload Formula adjustment request from Del Norte Superior Court, submitted on January 8, 2018.
3. Evaluate the Workload Formula Adjustment Request submitted by El Dorado Superior Court in January 2019 including an assessment of what has changed since the request for Mendocino Superior Court was considered in 2013.
4. Develop a methodology for reimbursement of expenditures for the Court Interpreter Program in the event of a funding shortfall.
5. Develop a methodology to allocate:
 - a. 50 percent of funding to courts under the statewide average funding ratio in years of new money per the policy approved by the Judicial Council on January 12, 2018; and
 - b. Funding from courts above the band to courts below the band every other year for which no new money is provided per the policy approved by the Judicial Council on January 12, 2018.
 - c. Reallocation of funding from courts above 105% as proposed by FMS on June 17, 2019.
6. Develop a methodology for allocation of the Consumer Price Index adjustment should the funding be granted.

2020-21

7. Identify and evaluate the impact of Judicial Council-provided services versus those that are funded by local trial court operations funds.

FUNDING METHODOLOGY SUBCOMMITTEE WORK PLAN

Updated on July 25, 2019

Ongoing Through 2021-22

8. Track the work of the Family and Juvenile Law Advisory Committee to ensure implementation of an allocation methodology for the AB 1058 Child Support Family Law Facilitator Program in 2022-23.

Annual Updates

9. Review the base funding floor amounts annually, if requested by the applicable courts, for presentation to the TCBAC no later than December, to determine whether an inflationary adjustment is needed.

FUNDING METHODOLOGY SUBCOMMITTEE WORK PLAN
Proposed Recommendations as of July 13, 2020

Charge of the Funding Methodology Subcommittee

Focus on the ongoing review and refinement of the Workload Formula, develop a methodology for allocations from the Trial Court Trust Fund Court Interpreter Program (0150037) in the event of a funding shortfall, and consider funding allocation methodologies for other non-discretionary dollars as necessary.

2020-21

1. Identify and evaluate the impact of Judicial Council-provided services versus those that are funded by local trial court operations funds.
2. Develop a methodology for reimbursement of expenditures for the Court Interpreter Program in the event of a funding shortfall.
3. Initiate an ad hoc subcommittee to reevaluate the cluster system and floor funding.

Ongoing Through 2021-22

4. Track the work of the Family and Juvenile Law Advisory Committee to ensure implementation of an allocation methodology for the AB 1058 Child Support Family Law Facilitator Program in 2022-23.

Annual Updates

5. Review the base funding floor amounts annually, if requested by the applicable courts, for presentation to the TCBAC no later than December, to determine whether an inflationary adjustment is needed.

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

(Information Only)

Title: Population Update for Self-Help Funding Allocations
Date: 7/16/2020
Contact: Nicholas Armstrong, Senior Research Analyst, Office of Court Research,
Business Management Services

Background

At its June 12, 2018 meeting, the Judicial Council adopted the following policy recommendations for self-help funding to be allocated to trial courts effective for fiscal year 2019–20 allocations and ongoing:

- (1) adopt a three-year population update schedule using rolling three-year average population data;
- (2) provide annual population updates to trial courts using rolling three-year average data for informational purposes only; and
- (3) maintain the current self-help allocation baseline of \$34,000 per court and revisit in 2021 after the November 30, 2020 report to the Legislature.

This report responds to #2 of the approved recommendations: to provide a yearly—information only—population update to keep courts abreast of population fluctuations and prepare for any potential funding changes that could occur from recalculations done every third year.

Population Update

The current allocation methodology for self-help funding has two major components: a baseline level of funding and then a proportionate share of funding that is based on the percentage of each court’s population relative to the state population. The allocation of self-help funds through fiscal year 2020-21 will remain unchanged and is based on three-year average population data using 2016-2018 data¹. However, for purposes of informing the courts of population changes that may impact future allocations beyond 2020-21, an information only update of the most current three-year average population data (2018-2020) is being provided.

Table 1 below shows the previous three-year population average (2016-2018) with its corresponding proportion of the state total and the updated three-year population average (2018-

¹ E-1: California Department of Finance, Demographic Research Unit, Population Estimates for Cities and Counties and the State.

2020) with the new corresponding proportion of the state population. The population averages are shown in columns A and C while the proportions to the state total are shown in columns B and D. Column E shows the percent change in population, while column F shows the change in the proportion of the state total. The most current population update is from January 2020.

Table 1: Population Average, Proportion of State Total, Percent Change in Population Average, and Percent Change in Proportion

County	Previous Population (3-Year Avg. 2016-2018)	% of State Population	Updated Population (3-Year Avg. 2018-2020)	% of State Population	Change in Population Avg.	Change in % of State Population
	A	B	C	D	E	F
Alameda	1,645,359	4.163%	1,666,779	4.184%	1.30%	0.021%
Alpine	1,151	0.003%	1,153	0.003%	0.14%	0.000%
Amador	38,382	0.097%	38,021	0.095%	-0.94%	-0.002%
Butte	226,404	0.573%	221,459	0.556%	-2.18%	-0.017%
Calaveras	45,168	0.114%	45,099	0.113%	-0.15%	-0.001%
Colusa	22,043	0.056%	22,039	0.055%	-0.02%	0.000%
Contra Costa	1,139,513	2.883%	1,152,934	2.894%	1.18%	0.011%
Del Norte	27,124	0.069%	27,307	0.069%	0.67%	0.000%
El Dorado	185,062	0.468%	191,158	0.480%	3.29%	0.012%
Fresno	995,975	2.520%	1,016,276	2.551%	2.04%	0.031%
Glenn	28,731	0.073%	29,109	0.073%	1.32%	0.000%
Humboldt	136,953	0.347%	134,879	0.339%	-1.51%	-0.008%
Imperial	188,334	0.477%	189,889	0.477%	0.83%	0.000%
Inyo	18,619	0.047%	18,585	0.047%	-0.18%	0.000%
Kern	895,112	2.265%	913,273	2.292%	2.03%	0.028%
Kings	149,537	0.378%	152,993	0.384%	2.31%	0.006%
Lake	64,945	0.164%	64,731	0.162%	-0.33%	-0.002%
Lassen	30,918	0.078%	29,965	0.075%	-3.08%	-0.003%
Los Angeles	10,241,278	25.912%	10,236,799	25.695%	-0.04%	-0.217%
Madera	156,492	0.396%	158,859	0.399%	1.51%	0.003%
Marin	263,604	0.667%	262,532	0.659%	-0.41%	-0.008%
Mariposa	18,148	0.046%	18,088	0.045%	-0.33%	-0.001%
Mendocino	89,134	0.226%	88,751	0.223%	-0.43%	-0.003%
Merced	274,665	0.695%	282,142	0.708%	2.72%	0.013%
Modoc	9,580	0.024%	9,595	0.024%	0.15%	0.000%
Mono	13,713	0.035%	13,634	0.034%	-0.58%	0.000%
Monterey	442,365	1.119%	443,279	1.113%	0.21%	-0.007%
Napa	142,408	0.360%	140,387	0.352%	-1.42%	-0.008%

County	Previous Population (3-Year Avg. 2016-2018)	% of State Population	Updated Population (3-Year Avg. 2018-2020)	% of State Population	Change in Population Avg.	Change in % of State Population
	A	B	C	D	E	F
Nevada	98,828	0.250%	98,724	0.248%	-0.10%	-0.002%
Orange	3,194,024	8.081%	3,212,644	8.064%	0.58%	-0.017%
Placer	382,837	0.969%	396,645	0.996%	3.61%	0.027%
Plumas	19,819	0.050%	19,271	0.048%	-2.77%	-0.002%
Riverside	2,384,783	6.034%	2,432,794	6.106%	2.01%	0.073%
Sacramento	1,514,770	3.833%	1,543,680	3.875%	1.91%	0.042%
San Benito	56,854	0.144%	60,579	0.152%	6.55%	0.008%
San Bernardino	2,160,256	5.466%	2,182,559	5.478%	1.03%	0.013%
San Diego	3,316,192	8.390%	3,344,199	8.394%	0.84%	0.004%
San Francisco	874,228	2.212%	888,546	2.230%	1.64%	0.018%
San Joaquin	746,868	1.890%	767,587	1.927%	2.77%	0.037%
San Luis Obispo	280,101	0.709%	279,251	0.701%	-0.30%	-0.008%
San Mateo	770,203	1.949%	773,961	1.943%	0.49%	-0.006%
Santa Barbara	450,663	1.140%	453,297	1.138%	0.58%	-0.002%
Santa Clara	1,938,180	4.904%	1,957,618	4.914%	1.00%	0.010%
Santa Cruz	276,603	0.700%	274,323	0.689%	-0.82%	-0.011%
Shasta	178,605	0.452%	178,363	0.448%	-0.14%	-0.004%
Sierra	3,207	0.008%	3,207	0.008%	0.00%	0.000%
Siskiyou	44,688	0.113%	44,552	0.112%	-0.30%	-0.001%
Solano	436,023	1.103%	440,441	1.106%	1.01%	0.002%
Sonoma	505,120	1.278%	498,996	1.253%	-1.21%	-0.026%
Stanislaus	548,057	1.387%	557,435	1.399%	1.71%	0.013%
Sutter	96,956	0.245%	98,493	0.247%	1.58%	0.002%
Tehama	63,995	0.162%	64,518	0.162%	0.82%	0.000%
Trinity	13,628	0.034%	13,624	0.034%	-0.03%	0.000%
Tulare	471,842	1.194%	478,308	1.201%	1.37%	0.007%
Tuolumne	54,707	0.138%	54,749	0.137%	0.08%	-0.001%
Ventura	857,386	2.169%	852,852	2.141%	-0.53%	-0.029%
Yolo	218,896	0.554%	221,852	0.557%	1.35%	0.003%
Yuba	74,577	0.189%	77,177	0.194%	3.49%	0.005%
Total	39,523,613	100%	39,839,959	100%	0.80%	0.000%

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

(Information Only)

Title: Trial Court Trust Fund (TCTF) Funds Held on Behalf Expenditure Reporting

Date: 7/16/2020

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

Issue

Upon completion of TCTF Funds Held on Behalf (FHOB) projects or planned expenditures, courts are required to report to the Trial Court Budget Advisory Committee (TCBAC) within 90 days on the project or planned expenditure and how the funds were expended.

Background

Government Code section 68502.5(c)(2)(A) requires the Judicial Council, when setting the allocations for trial courts, to set a preliminary allocation in July of each fiscal year. Further, in January of each fiscal year, after review of available trial court reserves as of June 30 of the prior fiscal year, the Judicial Council shall finalize allocations to trial courts and each court's finalized allocation shall be offset by the amount of reserves in excess of the amount authorized to be carried over pursuant to subdivision (b) of Section 77203. Government Code 77203 provides that a trial court may, beginning June 30, 2014 and concluding June 30, 2019, carryover unexpended funds in an amount not to exceed 1 percent of the court's operating budget from the prior fiscal year. Effective June 30, 2020, the carryover amount increased to 3 percent.

At its business meeting on July 29, 2014, the Judicial Council approved an annual process beginning in 2015-16 for courts to provide preliminary and final computations of the portion of their ending fund balance that is subject to the 1 percent cap in compliance with Government Code 68502.5(c)(2)(A).

At its business meeting on April 15, 2016, the Judicial Council adopted a process, criteria, and procedures for trial courts to request that TCTF-reduced allocations related to the 1 percent fund balance cap be retained in the TCTF as restricted fund balance for the benefit of those courts that make the request. The FHOB process is intended only for expenditures that cannot be funded by a court's annual budget or three-year encumbrance term and that require multiyear savings to implement. The process also requires reporting on the use of the funds.

The Judicial Council adopted revisions to the policy, including streamlining the submission schedule, making a change to the recipient of the request, and providing language corrections to better align with court year-end closing, trial court allocation offsets, and requests to amend previously reviewed requests at its business meeting on January 17, 2020 (see Attachment 3A).

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

Judicial Council Budget Services staff submitted its initial expenditure report to the TCBAC at its July 25, 2019 meeting and established quarterly reporting on the status of FHOB projects or planned expenditures from those courts that indicate completion.

Report of Status

In July 2020, Budget Services staff requested a status on projects or planned expenditures from those courts that indicated completion through June 30, 2020. Reports on completion of each project or planned expenditure provided can be found in Attachment 3B. A summary of each follows:

Court	Council Approval Date	Project or Planned Expenditure	Amount	Completion Date
Alameda	01/17/19	Human Resources Information System	\$400,000	01/01/20 ¹
Placer	05/24/18	Case Management System (CMS)	50,350	06/03/20
	09/24/19	Information Technology Advisory Committee Disasters Workstream	110,000	01/09/20 ²
Sierra ³	07/24/20	CMS & Admin Services	21,732	06/18/19
	07/24/20	Furniture Replacement	15,346	07/31/19

\$597,428

1. FHOB application indicated completion date of 6/30/2020.
2. FHOB application indicated planned completion through 2019-20.
3. Court used savings from CMS project for furniture replacement project. Required amended request to memorialize use of funds. Amended request approved by the Fiscal Planning Subcommittee on May 21, 2020 and scheduled for approval by council at its July 24, 2020 business meeting.

Attachments

- Attachment 3A: *Summary of Recommended Process, Criteria, and Required Information for Trial Court Trust Fund Fund Balance Held on Behalf of the Courts*
- Attachment 3B: *Funds Held on Behalf of the Court Project Completion Reporting*

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

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

1. Trial Court Trust Fund fund balance will be held on behalf of trial courts only for expenditures or projects that cannot be funded by a court's annual budget or three-year encumbrance term and that require multiyear savings to implement.
 - a. Categories or activities include, but are not limited to:
 - i) Projects that extend beyond the original planned three-year term process such as expenses related to the delayed opening of new facilities or delayed deployment of new information systems;
 - ii) Technology improvements or infrastructure such as installing a local data center, data center equipment replacement, case management system deployment, converting to a VoIP telephone system, desktop computer replacement, and replacement of backup emergency power systems;
 - iii) Facilities maintenance and repair allowed under rule 10.810 of the California Rules of Court such as flooring replacement and renovation as well as professional facilities maintenance equipment;
 - iv) Court efficiencies projects such as online and smart forms for court users and RFID systems for tracking case files; and
 - v) Other court infrastructure projects such as vehicle replacement and copymachine replacement.

2. The submission, review, and approval process is as follows:
 - a. All requests will be submitted to the Judicial Council for consideration.
 - b. Requests will be submitted to the *director of Budget Services* by the court's presiding judge or court executive officer.
 - c. *Budget Services* staff will review the request, ask the court to provide any missing or incomplete information, draft a preliminary report, share the preliminary report with the court for its comments, revise as necessary, and issue the report to the *Fiscal Planning Subcommittee* of the Trial Court Budget Advisory Committee (TCBAC); the *subcommittee* will meet to review the request, hear any presentation of the court representative, and ask questions of the representative if one participates on behalf of the court; and *Budget Services* office staff will issue a final report on behalf of the *subcommittee* for the council.
 - d. The final report to the *subcommittee* and the Judicial Council will be provided to the requesting court before the report is made publicly available on the California Courts website.
 - e. The court may send a representative to the *subcommittee* and Judicial Council meetings to present its request and respond to questions.

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

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

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

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

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

SECTION I

General Information

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

SECTION II

Amended Request Changes

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

SECTION III

Trial Court Operations and Access to Justice

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

SECTION IV

Financial Information

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

FUNDS HELD ON BEHALF OF THE COURT PROJECT COMPLETION REPORTING

REQUEST NUMBER: 01-18-01-A3	
SECTION I: GENERAL INFORMATION	
SUPERIOR COURT: Alameda	
JC APPROVED DATE: 1/17/2019	JC APPROVED AMOUNT: \$400,000
REASON PROVIDED ON APPLICATION: The Court has the immediate need to upgrade the Court's HR information system. The complexity of the Court's fiscal, personnel and payroll reporting needs requires specific system requirements offered by very few systems. The Court intends to implement a new HR and Payroll system with these funds. The planned work and related expenditures are expected to be completed within two fiscal years.	
SECTION II: PROJECT STATUS OF COMPLETION (TO BE COMPLETED BY COURT)	
<input checked="" type="checkbox"/> PROJECT COMPLETE <i>Per Judicial Council policy, "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."</i> PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WERE EXPENDED: Funding was used for the development and implementation of a new HRIS and Payroll System. TOTAL COST OF PROJECT OR PLANNED EXPENDITURE: \$400,000 COMPLETION DATE OF PROJECT: 1/1/2020 <input type="checkbox"/> PROJECT NOT COMPLETED PLEASE PROVIDE A PROGRESS REPORT: ESTIMATED DATE OF COMPLETION: Click here to enter a date.	
CONTACT PERSON AND CONTACT INFO: Melanie Lewis – mlewis@alameda.courts.ca.gov 510.891.6038	
PERSON AUTHORIZING REQUEST (<i>Presiding Judge or Court Executive Officer</i>): Chad Finke, CEO	

FUNDS HELD ON BEHALF OF THE COURT PROJECT COMPLETION REPORTING

REQUEST NUMBER: 31-18-01-00

SECTION I: GENERAL INFORMATION

SUPERIOR COURT:
Placer

JC APPROVED DATE:
5/24/2018

JC APPROVED AMOUNT:
\$50,350

REASON PROVIDED ON APPLICATION:

The court requests the total amount of \$50,350 be held by the Judicial Council for an overage of the 1% fund balance from FY15/16 for our CMS project in which the final completion will be delayed beyond the three year encumbrance term: In FY15/16 the court encumbered \$50,350 for costs related to the development and installation of a new case management system for the court. This project has been delayed beyond the 3 year encumbrance period. The court requests \$50,350 be held on behalf of the court with expenditure expected to be made during FY18/19 .

SECTION II: PROJECT STATUS OF COMPLETION (TO BE COMPLETED BY COURT)

PROJECT COMPLETE

Per Judicial Council policy, "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."

PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WERE EXPENDED: The funds were expended to conclude the development and installation of the Court's CMS project. Final sign off was made 6/03/2020 and the execution of all case types has been accomplished per contracted scope of work.

TOTAL COST OF PROJECT OR PLANNED EXPENDITURE: \$50,350

COMPLETION DATE OF PROJECT: 6/3/2020

PROJECT NOT COMPLETED

PLEASE PROVIDE A PROGRESS REPORT:

ESTIMATED DATE OF COMPLETION: Click here to enter a date.

CONTACT PERSON AND CONTACT INFO:
Julie Kelly jkelly@placer.courts.ca.gov 916-408-6113

PERSON AUTHORIZING REQUEST (Presiding Judge or Court Executive Officer): *Whatters 7/7/2020*

FUNDS HELD ON BEHALF OF THE COURT PROJECT COMPLETION REPORTING

REQUEST NUMBER: 31-18-01-A1

SECTION I: GENERAL INFORMATION

SUPERIOR COURT:
Placer

JC APPROVED DATE:
9/24/2019

JC APPROVED AMOUNT:
\$110,000

REASON PROVIDED ON APPLICATION:

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

SECTION II: PROJECT STATUS OF COMPLETION (TO BE COMPLETED BY COURT)

PROJECT COMPLETE

Per Judicial Council policy, "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."

PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WERE EXPENDED: The funds were expended to install and implement a network disaster recovery system for the Placer Superior Court's data center and for those court's whose data centers are hosted by Placer Superior Court. The project was completed as an effort to ensure timely recovery of critical court services and information, in the event of a major disaster. In addition, the project is consistent with the third goal and objective as outlined in the 2019/2020 California Judicial Branch Tactical Plan for Technology.

TOTAL COST OF PROJECT OR PLANNED EXPENDITURE:\$207,911.25

COMPLETION DATE OF PROJECT: 1/9/2020

PROJECT NOT COMPLETED

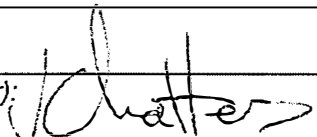
PLEASE PROVIDE A PROGRESS REPORT:

ESTIMATED DATE OF COMPLETION: Click here to enter a date.

CONTACT PERSON AND CONTACT INFO:

Julie Kelly jkelly@placer.courts.ca.gov 916-408-6113

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

 7/9/2020

FUNDS HELD ON BEHALF OF THE COURT PROJECT COMPLETION REPORTING

REQUEST NUMBER: 46-18-01-00

SECTION I: GENERAL INFORMATION

SUPERIOR COURT:

Sierra

JC APPROVED DATE:

5/17/2019

JC APPROVED AMOUNT:

\$24,621

REASON PROVIDED ON APPLICATION:

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

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

SECTION II: PROJECT STATUS OF COMPLETION (TO BE COMPLETED BY COURT)

PROJECT COMPLETE

Per Judicial Council policy, "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."

PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WERE EXPENDED: \$21,732 was payed to the Placer County Superior Court for Network, CMS & Admin services. The remaining balance of \$2,889 was applied to the encumbered funds of \$12,457 for the furniture replacement project.

TOTAL COST OF PROJECT OR PLANNED EXPENDITURE: Total cost of PO 4300006073 was \$21,732 and the remaining \$2,889 went were applied to the furniture project (JC approved amount \$12,457)

COMPLETION DATE OF PROJECT: 6/18/2019

PROJECT NOT COMPLETED

PLEASE PROVIDE A PROGRESS REPORT:

ESTIMATED DATE OF COMPLETION: [Click here to enter a date.](#)

CONTACT PERSON AND CONTACT INFO: Jean-Anne Cheatham (530) 289-2901

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

FUNDS HELD ON BEHALF OF THE COURT PROJECT COMPLETION REPORTING

REQUEST NUMBER: 46-18-02-00

SECTION I: GENERAL INFORMATION

SUPERIOR COURT:

Sierra

JC APPROVED DATE:

5/17/2019

JC APPROVED AMOUNT:

\$12,457

REASON PROVIDED ON APPLICATION:

The court is seeking permission to carry over currently encumbered funds of \$12,457 to continue and complete our furniture replacement project which is now in the final installation process. There was a delay in the installation process so the vendor will be invoicing the court in FY18/19 upon completion and therefore, the court is going to need these funds to pay for this project. Reducing the court's funding allocation by this amount will have a significant impact on the court's operational budget for FY18/19.

SECTION II: PROJECT STATUS OF COMPLETION (TO BE COMPLETED BY COURT)

PROJECT COMPLETE

Per Judicial Council policy, "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."

PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WERE EXPENDED: \$12,457 was payed to Seats and Stations for furniture replacement.

TOTAL COST OF PROJECT OR PLANNED EXPENDITURE: Total cost was \$23,717.

COMPLETION DATE OF PROJECT: 7/31/2019

PROJECT NOT COMPLETED

PLEASE PROVIDE A PROGRESS REPORT:

ESTIMATED DATE OF COMPLETION: [Click here to enter a date.](#)

CONTACT PERSON AND CONTACT INFO: Jean-Anne Cheatham (530) 289-2901

PERSON AUTHORIZING REQUEST (*Presiding Judge or Court Executive Officer*): Ann Mendez, CEO