



# JUDICIAL COUNCIL OF CALIFORNIA

TRIAL COURT BUDGET  
ADVISORY COMMITTEE

## TRIAL COURT BUDGET ADVISORY COMMITTEE FISCAL PLANNING SUBCOMMITTEE

### MATERIALS FOR APRIL 21, 2022 MEETING

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# JUDICIAL COUNCIL OF CALIFORNIA

TRIAL COURT BUDGET  
ADVISORY COMMITTEE

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Request for ADA accommodations  
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## TRIAL COURT BUDGET ADVISORY COMMITTEE FISCAL PLANNING SUBCOMMITTEE

### NOTICE AND AGENDA OF OPEN MEETING

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

THIS MEETING IS BEING CONDUCTED BY ELECTRONIC MEANS

THIS MEETING IS BEING RECORDED

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**Date:** April 21, 2022  
**Time:** 11:30 a.m. - 12:00 p.m.  
**Public Call-in Number:** 1-877-820-7831, Pass Code: 1884843 (listen only)

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

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

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

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

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##### Call to Order and Roll Call

##### Approval of Minutes

Approve minutes of the October 21, 2021 Fiscal Planning Subcommittee meeting.

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

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This meeting will be conducted by electronic means with a listen only conference line available for the public. As such, the public may submit comments for this meeting only in writing. In accordance with California Rules of Court, rule 10.75(k)(1), written comments pertaining to any agenda item of a regularly noticed open meeting can be submitted up to one complete business day before the meeting. For this specific meeting, comments should be e-mailed to [tcbac@jud.ca.gov](mailto:tcbac@jud.ca.gov). Only written comments received by 11:30 a.m. on April 20, 2022 will be provided to advisory body members prior to the start of the meeting.

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**III. DISCUSSION AND POSSIBLE ACTION ITEMS (1)**

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**Item 1**

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

Consideration of a recommendation to the Judicial Council to approve TCTF funds to be held on behalf of the trial courts in response to seven amended requests from six trial courts.

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

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

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**None**

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**V. ADJOURNMENT**

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**Adjourn**



# JUDICIAL COUNCIL OF CALIFORNIA

TRIAL COURT BUDGET  
ADVISORY COMMITTEE

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

## TRIAL COURT BUDGET ADVISORY COMMITTEE

### FISCAL PLANNING SUBCOMMITTEE

#### MINUTES OF OPEN MEETING

October 21, 2021

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. Erick L. Larsh.

**Advisory Body  
Members Absent:**

Executive Officers: Mr. Chad Finke, Mr. Shawn Landry, Ms. Krista Levier, Mr. Chris Ruhl, Mr. Brian Taylor, and Mr. David H. Yamasaki.

**Others Present:**

Hon. Theodore C. Zayner and Ms. Kim Bartleson.

Mr. Catrayel Wood, Ms. Michele Allan, and Ms. Brandy Olivera.

#### OPEN MEETING

##### Call to Order and Roll Call

The chair called the meeting to order at 9:31 a.m. and roll was called.

##### Approval of Minutes

The advisory body reviewed and approved the minutes of the September 29, 2021 Fiscal Planning Subcommittee (FPS) meeting.

#### DISCUSSION AND ACTION ITEMS (ITEM 1)

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

Consideration of a recommendation to the Judicial Council to approve TCTF funds to be held on behalf of the trial courts in response to eight new requests and three amended requests from seven 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 six new FHOB requests from Imperial, Kings, Mono, and San Benito Superior Courts and two amended FHOB requests from Calaveras and Shasta Superior Courts.
- The FPS approved two new FHOB requests and one amended FHOB request submitted by Monterey Superior Court in a vote as follows:

- - Yes: 8
- - No: 0
- - Abstain: 1

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#### **ADJOURNMENT**

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There being no further business, the meeting was adjourned at 9:46 a.m.

Approved by the advisory body on

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

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

**Date:** 4/21/2022

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

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**Issue**

Consideration of TCTF funds to be held on behalf of the trial courts in response to seven amended requests totaling \$4.6 million from six trial courts for recommendation to the Judicial Council at its July 15, 2022 business meeting.

**Background**

Government Code section 77203 authorizes trial courts to carry over unexpended funds in certain amounts from the courts' operating budget from the prior fiscal year. Prior to June 30, 2014, trial courts could carry over all unexpended funds from their operating budget from the prior fiscal year. Commencing June 30, 2014 and concluding June 30, 2019, trial courts could carry over unexpended funds in an amount not to exceed 1 percent of their operating budget from the prior fiscal year. Commencing June 30, 2020, trial courts may carry over unexpended funds in an amount not to exceed 3 percent of the court's prior year operating budget.

At the Judicial Council's business meeting on April 15, 2016, the council approved the Trial Court Budget Advisory Committee-recommended process, criteria, and required information for trial courts to request TCTF reduced allocations related to the fund balance cap be retained in the TCTF as restricted fund balance for the benefit of those courts.<sup>1</sup>

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

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<sup>1</sup> Judicial Council meeting report (April 15, 2016), <https://jcc.legistar.com/View.ashx?M=F&ID=4378277&GUID=57D6B686-EA95-497E-9A07-226CA724ADCB>; Judicial Council meeting minutes (April 15, 2016), <https://jcc.legistar.com/View.ashx?M=M&ID=463457&GUID=194A3350-D97F-452B-ACF4-1EBE6C105CCA>.

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

- Other court infrastructure projects such as vehicle replacement or copy machine replacement.

**Detail on Amended Requests**

The TCTF FHOB of the trial courts process requires courts to submit their requests at least 40 business days before a Judicial Council business meeting. Six courts have submitted a total of seven amended requests within this time frame:

**Amended requests totaling \$4.6 million:**

1. Request of Colusa Superior Court to amend the fiscal year from 2021-22 to 2023-24 to complete implementation of a new case management (CMS) system totaling \$642,000.
2. Request of Kings Superior Court to amend the fiscal year from 2022-23 to 2023-24 for completion of courthouse parking spaces totaling \$381,000.
3. Request of Mono Superior Court to amend the fiscal year from 2023-24 to 2024-25 to employ interfaces with its CMS totaling \$105,000.
4. Request of Sacramento Superior Court to amend the fiscal year from 2022-23 to 2023-24 to replace two of its oldest CMS projects in the criminal and family law divisions totaling \$1.2 million.
5. Request of San Mateo Superior Court to amend the fiscal year from 2021-22 to 2024-25 to complete several facility modifications totaling \$1.7 million.
6. Request of San Mateo Superior Court to hold an additional \$5,000 from its 2020-21 fund balance in excess of the 3 percent cap and to amend the court flooring replacement project by this amount, and also amend the fiscal year from 2023-24 to 2024-25 for project completion. The total amount to be held for this project is \$361,000.
7. Request of Sutter Superior Court to decrease its approved 2020-21 fund balance request by \$151 from \$559,999 to \$559,848 because it exceeded the amount of the court's 3 percent cap.

**Recommendation**

Consider approval of seven amended requests totaling \$4.6 million from six trial courts for recommendation to the Judicial Council at its July 15, 2022 business meeting.

**Attachments**

- Attachment 1:** Summary of Amended Requests for TCTF FHOB of the Court
- Attachment 2:** Application for TCTF FHOB of the Court—Request from Colusa Superior Court (Amended Request)
- Attachment 3:** Application for TCTF FHOB of the Court—Request from Kings Superior Court (Amended Request)

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

- Attachment 4:** Application for TCTF FHOB of the Court—Request from Mono Superior Court (Amended Request)
- Attachment 5:** Application for TCTF FHOB of the Court—Request from Sacramento Superior Court (Amended Request)
- Attachment 6:** Application for TCTF FHOB of the Court—Request from San Mateo Superior Court (Amended Request)
- Attachment 7:** Application for TCTF FHOB of the Court—Request from San Mateo Superior Court (Amended Request)
- Attachment 8:** Application for TCTF FHOB of the Court—Request from Sutter Superior Court (Amended Request)
- Attachment 9:** *Judicial Council—Approved Process, Criteria, and Required Information for TCTF FHOB of the Courts*



Table 1: Amended Requests for Judicial Council Consideration at its July 15, 2022 Business Meeting

Court	Does Request Change \$\$	If Yes - \$\$ Change +/-	Current Approved Requests by Fiscal Year						Total Request	Amended Requests by Fiscal Year						Total Request	Funding Request for Consideration	Category	High-Level Summary			
			2019-20	2020-21	2021-22	2022-23	2023-24	2024-25		2019-20	2020-21	2021-22	2022-23	2023-24	2024-25							
Colusa	No	\$ -	\$ 80,000	\$ 175,000	\$ 387,352				\$ 642,352	\$ 80,000	\$ 175,000	\$ 129,118	\$ 129,118	\$ 129,116		\$ 642,352	\$ 642,352	IT	CMS			
Kings	No	-				380,546			380,546				100,000	280,546		380,546	380,546	IT	CMS			
Mono	No	-			45,000	30,000	30,000		105,000				45,000	30,000	30,000	105,000	105,000	IT	CMS			
Sacramento	No	-				1,180,285			1,180,285					1,180,285		1,180,285	1,180,285	IT	CMS			
San Mateo	No	-			1,660,000				1,660,000						1,660,000	1,660,000	1,660,000	Facility	Construction			
San Mateo	Yes	4,942	12,781	3,249		304,459	35,484		355,973	12,781	3,249			304,459	40,426	360,915	4,942	Facility	Construction			
Sutter	Yes	(151)				559,999			559,999				559,848			559,848	559,848	Facility	Construction			
\$ 4,791			\$ 92,781	\$ 178,249	\$ 2,092,352	\$ 2,455,289	\$ 65,484	\$ -	\$ 4,884,155	\$ 92,781	\$ 178,249	\$ 129,118	\$ 833,966	\$ 1,924,406	\$ 1,730,426	\$ 4,888,946	\$ 4,532,973					
			\$4,884,155							\$4,888,946												
Difference Between Amended and Original Requests										\$4,791												

## 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:**

Colusa

**PERSON AUTHORIZING REQUEST** (Presiding Judge or Court Executive Officer):  
Court Executive Officer**CONTACT PERSON AND CONTACT INFO:**Erika F. Valencia, [erika.valencia@colusa.courts.ca.gov](mailto:erika.valencia@colusa.courts.ca.gov); 530-458-5149**DATE OF SUBMISSION:**

3/22/2017

**AMENDED:** 03/21/2022**TIME PERIOD COVERED BY THE  
REQUEST, INCLUDING CONTRIBUTION  
AND EXPENDITURE:  
THROUGH FY23/24****REQUESTED AMOUNT:**

\$642,352.00

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

This amended request addresses the funds encumbered for the implementation of a new case management system. Colusa County Superior Court has implemented Odyssey case management system, however, additional configuration, customization, and implementation is required for the system to fully meet the Court's needs. Tyler Technology's project management team is backlogged and delayed in acting on Colusa's customization requests, and for this reason, Colusa is requesting the expenditure of funds be extended for two fiscal years, as outlined in the attached expenditure plan.

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

Section I. Reason For Request, Section II. B, Section III.

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

The changes in this amended request account for the need for additional time to expend the funds necessary to customize and configure the Court's case management system.

**SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE****A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.**

The Court has replaced its legacy case management system with a modern case management system. However, additional time is required to complete the customization and configuration for this complex project. The timeline called for funds to be expended by 21/22 fiscal year, however, delays and backlog on behalf of the Tyler Technology project management team has caused a need for additional time to expend the funds.

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

**SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE****B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?**

The customization and configuration of the new case management system will allow the court to prepare for and accommodate the transition to a paper-on-demand or paperless environment, and automate business processes. It will provide for Colusa's staff to more easily and quickly process cases including Traffic and Criminal case types.

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

N/A.

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

If the request is not approved, the Court's new case management system will not be fully customized for the Court's needs. Automated and streamlined business practices in various case types including Traffic and Criminal will not be implemented, causing inefficiency for operations staff.

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

Delaying the realization of increased efficiencies relating to the customization of Odyssey would cause the public to experience a delay in case processing, accessing digital records and an overall decrease in the level of customer service the Court would be able to provide. Allowing the Court to complete the project as needed would assist in the Court's dedication to excellent customer service and access to justice for the community.

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

Colusa has attempted to complete the project and expend the funds by the end of the fiscal year, however due to additional customization required by the court's business processes, Tyler's implementation team has needed additional time to complete the project. Holding funds in the TCTF will allow the court to complete the project to fit the court's needs. Colusa

**SECTION IV: FINANCIAL INFORMATION**

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

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

**See attached.**

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

**See attached.**

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

**See attached.**

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

**See attached.**

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 ▼	FY 2021-22 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	150,000	167,352	325,000						642,352
Expenditures				80,000	175,000	387,352			642,352
Cumulative Balance	150,000	317,352	642,352	562,352	387,352	-	-	-	-

Amended request

Description	FY 2016-17 ▼	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	FY 2023-24 ▼	Total
Contribution	150,000	167,352	325,000						642,352
Expenditures				80,000	175,000	129,118	129,118	129,116	642,352
Cumulative Balance	150,000	317,352	642,352	562,352	387,352	258,234	129,116	-	-

## 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:**  
Kings

**PERSON AUTHORIZING REQUEST** (Presiding Judge or Court Executive Officer):  
Nocona Soboleski, CEO

**CONTACT PERSON AND CONTACT INFO:**  
nsoboleski@kings.courts.ca.gov

**DATE OF SUBMISSION:**  
9/22/2021  
**AMENDMENT SUBMITTED:**  
MARCH 23, 2022

**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:** 2 YEARS-22/23 THRU 23/24

**REQUESTED AMOUNT:**  
\$380,546

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

The Court is requesting that the Judicial Council of California hold TCTF funds on the Court's behalf, in the sum of \$380,546, for the completion of courthouse parking spaces. The sum would fund costs associated with this construction project to increase the count of parking lot spaces available for courthouse visitors conducting business, individuals responding to jury summons and Court and Sheriff employees that report to work daily.

**SECTION II: AMENDED REQUEST CHANGES**

**A. Identify sections and answers amended.** SECTION I, II, III AND IV

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

The Court is requesting that the originally submitted request to the Judicial Council of California for holding TCTF funds on the Court's behalf, in the sum of \$380,546, for a new Case Management System, be redirected toward the construction and completion of courthouse parking spaces originally designed in the 2016 Courthouse Construction Project for Kings County's Hanford Courthouse.

**SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE**

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

This project will be completed in conjunction with the Judicial Council Facilities group. The planning and project completion will take at least two years and we are unable to encumber money with the Judicial Council. The Court will use the Court Funded Request (CFR) with Judicial Council Facilities each year to keep the project moving forward.

**SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE****B. How will the request enhance the efficiency and/or effectiveness of Court operations, and/or increase the availability of Court services and programs?**

The Court deems this request urgent. The availability of increased parking lot spaces would be a significant improvement to Court users that attempt to find parking spaces, and especially on large jury panel days. Court users have expressed their frustration of practically missing their Court appointments which may delay other associated Court processes when no parking spaces are available.

**C. If a cost efficiency, please provide cost comparison (table template provided). N/A****D. Describe the consequences to the court's operations if the court request is not approved.**

The requested amount of \$380,546, would fund costs associated with the construction project to increase the count of parking lot spaces available for courthouse visitors conducting business, including individuals responding to jury summons and Court and Sheriff employees that report to work daily. The Court plans to move forward with the proposed project to achieve the full count of originally designed parking lot spaces that were included in the initial construction plans for the King's County Hanford Courthouse, before unilateral, mandatory project cost reductions were applied in 2012 as a requirement of SB 1407.

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

Courthouses, typically complex or unfamiliar environments to many Court users, are often intimidating or stressful and further complicate a visit when their initial experience is immediately met with insufficient parking spaces. The addition of available parking spaces would ensure Court users can quickly orient themselves on site which leads to quickly finding their desired destination or services inside the courthouse. Increasing the number of available parking spaces at the Hanford courthouse would greatly improve a Court user's experience by reducing their anxiety, which translates to individuals finding what they need and furthering the Court's mission in providing access to all individuals. In desperation, some Court users have illegally parked on our private property such as in fire zones and double-parking in non-parking spaces, blocking other cars from moving. Court users have also parked in nearby residential areas and on city streets, subjecting themselves to parking violations. The Court has repeatedly received complaints from the City of Hanford's traffic engineering department, inquiring as to what the Court's long-term solutions were to the parking problems around the courthouse. The Court will continue to receive complaints from the Kings County citizenry it is supposed to serve, regarding lack of parking and failure to address and/or resolve this known and continued deficiency. Court users will also continue to receive citations from the Hanford police department placing the Court in a difficult position.

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

Requesting the Judicial Council of California hold this funding in the Trial Court Trust Fund is the only option. The Court has been in discussion with Judicial Council Facilities. The Court was informed that the Judicial Council has not been able to secure funding from the Department of Finance for parking lot expansion, even though it was originally included in the design plans for the new building. The Court is slated to receive a new Judgeship with Judicial Council Facilities seeking funding to build out courtrooms that were removed from the original project. An additional Judgeship will only increase the need for more parking.

#### SECTION IV: FINANCIAL INFORMATION

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

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

N/A

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

N/A

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

See Table Attached.

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

See Table Attached.



If a cost efficiency, please provide cost comparison

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

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

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

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

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

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

FY 2018-19 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance								-
Revenues								-
Expenditures								-
Operating Transfers In (Out)								-
Ending Fund Balance	-	-	-	-	-	-	-	-

FY 2019-20 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance								-
Revenues								-
Expenditures								-
Operating Transfers In (Out)								-
Ending Fund Balance	-	-	-	-	-	-	-	-

FY 2020-21 ▼	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance								-
Revenues								-
Expenditures								-
Operating Transfers In (Out)								-
Ending Fund Balance	-	-	-	-	-	-	-	-

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

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

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

## Current detailed budget projection:

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

## Current detailed budget projection:

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

## Current detailed budget projection:

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



## Current detailed budget projection:

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

## Current detailed budget projection:

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

## Current detailed budget projection:

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

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	380,546
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>380,546</b>

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

Description	FY 2020-21 ▼	FY 2022-23 ▼	FY 2023-24 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	380,546								380,546
Expenditures		380,546							380,546
Cumulative Balance	380,546	-	-	-	-	-	-	-	-

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


Original Request:

Description	FY 2021-22 ▼	FY 2022-23 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	380,546								380,546
Expenditures		380,546							380,546
Cumulative Balance	380,546	-	-	-	-	-	-	-	-

Amended request

Description	FY 2021-22 ▼	FY 2022-23 ▼	FY 2023-24 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	380,546								380,546
Expenditures		100,000	280,546						380,546
Cumulative Balance	380,546	280,546	-	-	-	-	-	-	-

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

Please check the type of request:  <input type="checkbox"/> <b>NEW REQUEST</b> <i>(Complete Section I, III, and IV only.)</i>  <input checked="" type="checkbox"/> <b>AMENDED REQUEST</b> <i>(Complete Sections I through IV.)</i>		
<b>SECTION I: GENERAL INFORMATION</b>		
<b>SUPERIOR COURT:</b> Mono	<b>PERSON AUTHORIZING REQUEST</b> <i>(Presiding Judge or Court Executive Officer):</i> <b>Lester Perpall – Court Executive Officer</b>  <b>CONTACT PERSON AND CONTACT INFO:</b> <b>Tammy Laframboise 760-923-2304</b>	
<b>DATE OF SUBMISSION:</b> 3/23/2022	<b>TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:</b> <b>FY 20-21 – FY 24-25</b>	<b>REQUESTED AMOUNT:</b> <b>\$105,000</b>
<b>REASON FOR REQUEST</b> <i>(Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):</i>  <p>The court has received requests from our justice partners (Sheriff, Mammoth Police, Probation, Alliance One) to employ interfaces with our case management system. We have recently implemented Journal Technology's eCourt solution. At the time of development an interface with the District Attorney's office was included in the scope of the project. These additional interfaces are still in the planning phase and will have staggered deployments over the next 3 years.</p>		
<b>SECTION II: AMENDED REQUEST CHANGES</b>		
<p><b>A. Identify sections and answers amended.</b></p> <p><b>SECTION I, TIME PERIOD COVERED BY THE REQUEST, SECTION II, SECTION IV. B TAB, C TAB &amp; D AMENDED REQUESTS TAB.</b></p> <p><b>B. Provide a summary of the changes to the request.</b></p> <p>Originally, this project was to take place during FY 21-22 through FY 23-24 but due to limited resources these interfaces need to be pushed out one fiscal year and will now take place during FY 22-23 through FY 24-25.</p>		
<b>SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE</b>		
<p><b>A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.</b></p> <p>Once our court filled all positions in our schedule 7A, we do not have the budget flexibility to expend the amount requested. It would be difficult to fit this substantial amount of funding into our regular operational budget.</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?**

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

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

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

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

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

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

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

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

**SECTION IV: FINANCIAL INFORMATION**

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

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

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

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

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

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

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

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

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





If a cost efficiency, please provide cost comparison

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

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

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

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

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

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

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

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

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

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

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

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

## Current detailed budget projection:

	FY 2023-24		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources	2,491,713	10,520						2,502,233
Grants			71,918					71,918
Other Financing Sources	67,499	76,001						143,500
<b>TOTAL REVENUES</b>	<b>2,559,212</b>	<b>86,521</b>	<b>71,918</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,717,651</b>
<b>EXPENDITURES</b>								
Salaries	888,793	20,790	8,191					917,773
Staff Benefits	579,246	13,948	5,274					598,468
General Expense	146,917	517	4,521					151,956
Printing	164							164
Telecommunications	16,124	1,081	4,652					21,858
Postage	(310)	371						61
Insurance	2,293							2,293
Travel in State	125							125
Travel Out of State	-							-
Training	2,985							2,985
Security	568	32	176					776
Facilities Operations	5,123	55	330					5,508
Utilities								-
Contracted Services	343,233	22,949	42,631					408,814
Consulting and Professional Services - County Provided								-
Information Technology (IT)	364,912	11,325	3,595					379,833
Major Equipment								-
Other Items of Expense	1,280							1,280
Juror Costs	2,676							2,676
Other		100						100
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment	151		10					161
<b>TOTAL EXPENDITURES</b>	<b>2,354,280</b>	<b>71,170</b>	<b>69,379</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,494,830</b>
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	<b>409,863</b>	<b>30,702</b>	<b>5,077</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>445,642</b>
<b>Ending Balance (Deficit)</b>	<b>614,795</b>	<b>46,052</b>	<b>7,616</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>668,463</b>

## Current detailed budget projection:

	FY 2024-25		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources	2,491,713	10,520						2,502,233
Grants			71,918					71,918
Other Financing Sources	67,499	76,001						143,500
<b>TOTAL REVENUES</b>	<b>2,559,212</b>	<b>86,521</b>	<b>71,918</b>	-	-	-	-	<b>2,717,651</b>
<b>EXPENDITURES</b>								
Salaries	888,793	20,790	8,191					917,773
Staff Benefits	579,246	13,948	5,274					598,468
General Expense	146,917	517	4,521					151,956
Printing	164							164
Telecommunications	16,124	1,081	4,652					21,858
Postage	(310)	371						61
Insurance	2,293							2,293
Travel in State	125							125
Travel Out of State	-							-
Training	2,985							2,985
Security	568	32	176					776
Facilities Operations	5,123	55	330					5,508
Utilities								-
Contracted Services	343,233	22,949	42,631					408,814
Consulting and Professional Services - County Provided								-
Information Technology (IT)	364,912	11,325	3,595					379,833
Major Equipment								-
Other Items of Expense	1,280							1,280
Juror Costs	2,676							2,676
Other		100						100
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment	151		10					161
<b>TOTAL EXPENDITURES</b>	<b>2,354,280</b>	<b>71,170</b>	<b>69,379</b>	-	-	-	-	<b>2,494,830</b>
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	<b>614,795</b>	<b>46,052</b>	<b>7,616</b>	-	-	-	-	<b>668,463</b>
<b>Ending Balance (Deficit)</b>	<b>819,726</b>	<b>61,403</b>	<b>10,154</b>	-	-	-	-	<b>891,284</b>



## Current detailed budget projection:

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

## Current detailed budget projection:

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

## Current detailed budget projection:

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

## Current detailed budget projection:

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

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	105,000
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>105,000</b>

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

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

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

Original Request:

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

Amended request

Description	FY 2020-21 ▼	FY 2022-23 ▼	FY 2023-24 ▼	FY 2024-25 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	105,000								105,000
Expenditures		45,000	30,000	30,000					105,000
Cumulative Balance	105,000	60,000	30,000	-	-	-	-	-	-

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

Please check the type of request:

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

Sacramento

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

Lee Seale, Court Executive Officer

**CONTACT PERSON AND CONTACT INFO:**

Chris Stewart, Chief Financial Officer ((916)-874-7736)

**DATE OF SUBMISSION:**

3/18/2022

**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:**  
FY14/15 – FY23/24

**REQUESTED AMOUNT:**

**\$1,180,285**  
**(WBS: O-349301)**

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

The court is replacing two of its oldest case management systems (CMS) projects in the Criminal and Family Law Divisions.

- Criminal CMS Project: replaces a county-owned mainframe system that is being phased out by the county. Includes real-time exchange of criminal case data between the court and the county.
- Family Law CMS Project replaces a 25+ year old installation of Sustain. The new Family Law CMS will enable the court to employ e-filing services and improve order generation.

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

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

Section IV.D. Adjusted projected expenditures for FY23/24.

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

The court requests to continue the funds held on its behalf of \$1,004,803. These funds will be used toward the Criminal and Family Law CMS implementations with a new vendor. Based on the revised project schedules, the court anticipates expending these funds in FY23/24.

**SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE****A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.**

The CMS projects require a greater amount of time to complete than allowed in a normal encumbrance period. These are capital-level projects due to their complexity and the time and resources required to carefully examine and convert business rules, processes, and data into the new systems. This request carries over funds needed for the Criminal, Traffic, and Family Law Projects with a new vendor (\$1,004,803).



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

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

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

The CMS Projects all touch on various goals in the Judicial Council's Strategic Plan including:

- Goal I – Access, Fairness, and Diversity
- Goal II – Independence and Accountability
- Goal III – Modernization of Management and Administration
- Goal IV – Quality of Justice and Service to the Public
- Goal VI – Branchwide Infrastructure for Service Excellence

Specific areas where these goals are met by the CMS Projects include:

- *Electronic Case Files:* The court will implement electronic case files in Criminal and Family Law as part of the new CMS implementations. Electronic files eliminate the need for storing, printing, and/or copying case files and thus expedite in-court processing. The case file and documents will be available through an online portal to government agencies, attorneys and/or parties (where appropriate and with secure access), and in the courthouse kiosk for general public. In Traffic, where case files are already electronic, there will be a reduction in the need for document printing and scanning and electronic signatures will be enabled. (Goals III & VI)
- *Electronic Filing and Data Exchanges with Justice Agencies:* Electronically filing cases directly into the new CMS means the filing agencies will have more time to file a case. Cases can be filed on a 24/7 basis. Case filing and verification will only take a few minutes, compared to manual filing. Government agencies can exchange data with the court, at any time of the day. (Goals III & VI)
- *Case Processing:* Automating current manual processes, where feasible, will add efficiencies for staff by saving time spent on tasks needing a clerk's review and data entry. For those cases that must still be manually entered, data entry will be streamlined through more efficient system configuration. Many workarounds currently in place due to system limitations will be eliminated. (Goals III & IV)
- *Government Agency and Public Access to Case Data:* Case files and case data will be made available, on-line, on 24/7 basis for government agencies, attorneys and/or parties (where appropriate and with secure access), and in the courthouse kiosk for general public. This should reduce case-related phone queries and foot-traffic to the courthouse. For Traffic, public kiosks and online access will increase payment/appearance options and reduce wait times. (Goals I, III, & IV)
- *Accurate Reporting:* The new CMS will improve reporting for JBSIS, and DMV which suffer in accuracy and data collection due to limitations in the existing systems. (Goals II & III)
- *System Integration:* New system will integrate with external court systems like SAP, and also share data with other case categories, like Traffic and eventually Juvenile as well as other areas of the court. Existing integrations with the county and third-party collections will be improved, reducing the need for manual intervention by court staff. Furthermore, the new system will integrate with the court's Electronic Document System (EDS) and Public Case Access site (PCA). Notices, Minute, and Orders would be available to the parties soon after the documents are completed. (Goals IV & VI)

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

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

- *Reliance on Old Case Management Systems:*
  - Family Law: The CMS is failing and must be replaced. The court is at extreme risk of losing data.
  - Criminal: The CMS is old and no longer supported by the vendor. What support there is expensive and the maintenance requirements for this system are steep.
  - Technology: Continued reliance on the old systems is becoming increasingly difficult as current operating systems and database systems no longer support these systems. The court is required to continue

operating old versions of software that are no longer supported by the vendors. Finally, this puts the court out of compliance with various cyber-security requirements.

- *No Electronic Case files:* The court cannot implement electronic files for Family Law cases as the current systems cannot support them. The court will need space to continue to store and process paper files.
- *Business Process Workarounds:* Operations staff will continue to apply inefficient workarounds in their business processes due to system limitations.
- *Severely Limits Adoption of Electronic Filing:* Current systems do not support e-filing. As a result, the court will be unable to realize any improvement in efficiencies or the ability to improve access to case information.
- *Manual Reporting:* The court will continue to manually collect and report data in various areas such as JBSIS and Title IV-D.
- *No Data Sharing:* No ability to share data among the various case categories due to continued use of disparate systems.
- *Continued phone and foot traffic:* No reduction in foot traffic or case-related phone calls to the courthouse.

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

- *Access to Case Files:* access to Family Law case files will continue to be limited to the courthouse and its working hours. Very limited case data will be available online. Parties will have to call the courthouse to get information on the hearing time and status.
- *Strict Filing Deadlines:* the existing strictures for filing deadlines will have to be maintained in order to allow for the time needed to manually review, stamp, and file documents as they are presented to the court for filing. The impact of this is more keenly felt when filing a case for a same-day or next-day calendar.

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

**SECTION IV: FINANCIAL INFORMATION**

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

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

*Left blank per instructions received from Judicial Council Staff.*

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

*Left blank per instructions received from Judicial Council Staff.*

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

*Left blank per instructions received from Judicial Council Staff.*

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

Description	FY20/21	FY21/22	FY22/23	FY23/24
Contribution	\$1,180,285			
Expenditures			-	\$1,180,285

If a cost efficiency, please provide cost comparison

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

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

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

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

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

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

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance								-
Revenues								-
Expenditures								-
Operating Transfers In (Out)								-
Ending Fund Balance	-	-	-	-	-	-	-	-

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance								-
Revenues								-
Expenditures								-
Operating Transfers In (Out)								-
Ending Fund Balance	-	-	-	-	-	-	-	-

	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Beginning Balance								-
Revenues								-
Expenditures								-
Operating Transfers In (Out)								-
Ending Fund Balance	-	-	-	-	-	-	-	-

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

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

## Current detailed budget projection on court's behalf

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

## Current detailed budget projection:

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



## Current detailed budget projection:

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

## Current detailed budget projection:

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

## Current detailed budget projection:

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

## Current detailed budget projection:

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

## Current detailed budget projection:

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

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

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

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

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

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

Original Request:

Description	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	FY 2023-24 ▼	▼	▼	▼	▼	Total
Contribution	1,180,285								1,180,285
Expenditures			1,180,285						1,180,285
Cumulative Balance	1,180,285	1,180,285	-	-	-	-	-	-	-

Amended request

Description	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	FY 2023-24 ▼	▼	▼	▼	▼	Total
Contribution	1,180,285								1,180,285
Expenditures		-		1,180,285					1,180,285
Cumulative Balance	1,180,285	1,180,285	1,180,285	-	-	-	-	-	-



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

Please check the type of request:

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

San Mateo

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

Neal Taniguchi

**CONTACT PERSON AND CONTACT INFO:**Steven Chang, 650.261.5046, [stevenchang@sanmateocourt.org](mailto:stevenchang@sanmateocourt.org)**DATE OF SUBMISSION:**

2/17/2022

**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: JULY 2019 TO APRIL 2022**

**REQUESTED AMOUNT:**

\$1,660,000

**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.):

To set aside \$1 million that will be due to the County of San Mateo as part of a \$9 million contractual agreement between the Court and the County whereby the County will build 2 new courtrooms, a new traffic clerk office, and a new conference room on the first floor of the Hall of Justice (HOJ), the County will vacate its current space on the first floor of HOJ, and the Court gives up the traffic annex building next to the HOJ in Redwood City so that the County can build a new county office building, which will house the county occupants vacating the HOJ.

In addition, \$660,000 will be set aside for furniture, fixtures, and equipment (FF&E) for the new courtrooms, conference room, new traffic clerk office, and remodeled civil clerk office. Under the agreement between the Court and County, the Court also agreed to pay for all FF&E under the project. The amount of \$660,000 is the approximate cost to purchase and install the FF&E.

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

Section IV.D

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

Due to a currently estimated 3 year delay in the completion of a new county building, court will not need funding held in trust this fiscal year, 2021-22, but instead will need it in 2024-25, when county occupied space will be vacated, allowing for the court remodel project to begin.

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

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

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

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

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

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

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

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

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

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

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

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

**SECTION IV: FINANCIAL INFORMATION**

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

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

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

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

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

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

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

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

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

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

## Current detailed budget projection on court's behalf

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



## Current detailed budget projection:

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

## Current detailed budget projection:

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

## Current detailed budget projection:

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

## Current detailed budget projection:

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

## Current detailed budget projection:

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

## Current detailed budget projection:

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

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	630,000
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	30,000
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	1,000,000
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>1,660,000</b>

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

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



## 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 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	1,660,000								1,660,000
Expenditures				1,660,000					1,660,000
Cumulative Balance	1,660,000	1,660,000	1,660,000	-	-	-	-	-	-

Amended request

Description	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	FY 2023-24 ▼	FY 2024-25 ▼	Select Fiscal Year ▼	Total
Contribution	1,660,000								1,660,000
Expenditures							1,660,000		1,660,000
Cumulative Balance	1,660,000	1,660,000	1,660,000	1,660,000	1,660,000	1,660,000	-	-	-

# APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

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

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



## SECTION I: GENERAL INFORMATION

### SUPERIOR COURT:

San Mateo

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

**CONTACT PERSON AND CONTACT INFO:** Steven Chang, 650-261-5046,  
stevenchang@sanmateocourt.org

### DATE OF SUBMISSION:

10/20/2021

**TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE:** JULY 2018 TO JUNE 2024

### REQUESTED AMOUNT:

\$4,942

**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.

Amendment only to Section IV.D – funding/expenditure plan.

### 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**

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

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

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

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

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

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

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

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

## Current detailed budget projection on court's behalf

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	698,707	991,411	-	-	-	-	-	1,690,118
<b>Ending Balance (Deficit)</b>	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
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	698,707	991,411	-	-	-	-	-	1,690,118
<b>Ending Balance (Deficit)</b>	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
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	698,707	991,411	-	-	-	-	-	1,690,118
<b>Ending Balance (Deficit)</b>	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
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	698,707	991,411	-	-	-	-	-	1,690,118
<b>Ending Balance (Deficit)</b>	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
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	698,707	991,411	-	-	-	-	-	1,690,118
<b>Ending Balance (Deficit)</b>	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
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	698,707	991,411	-	-	-	-	-	1,690,118
<b>Ending Balance (Deficit)</b>	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
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	698,707	991,411	-	-	-	-	-	1,690,118
<b>Ending Balance (Deficit)</b>	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	
<b>Total</b>		<b>2,000,000</b>

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

Description	FY 2017-18 ▼	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	250,000	250,000	150,000	50,000	50,000	50,000			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 ▼	FY 2023-24 ▼	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 ▼	FY 2023-24 ▼	FY 2024-25 ▼	Total
Contribution	208,123	12,867	134,983	-	4,942	-	439,085	-	800,000
Expenditures	-	-	12,781	3,249	-	-	304,459	479,511	800,000
Cumulative Balance	208,123	220,990	343,192	339,943	344,885	344,885	479,511	-	-

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

Please check the type of request:

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

Sutter

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

Stephanie M. Hansel, Court Executive Officer

**CONTACT PERSON AND CONTACT INFO:**

Joe Azevedo, CFO; (530) 822-3340

**DATE OF SUBMISSION:**

2/15/2022

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

FY 20-21 THROUGH FY 22-23

**REQUESTED AMOUNT:**\$559,848.00**REASON FOR REQUEST** (Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):

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

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

The Court respectfully requests the revised amount of \$559,848 be held.

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

Sections I, IV.C, and IV.D.

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

The Court's identified savings was revised down \$151 from \$559,999 to \$559,848.

**SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE****A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.**

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

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?

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

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

N/A

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

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

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

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

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

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

SECTION IV: FINANCIAL INFORMATION

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

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

N/A

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

N/A

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

See revised attachment.

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

See revised attachment.

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

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	100,000
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	459,848
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>559,848</b>

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

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

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

Amended request

Description	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	559,848								559,848
Expenditures			559,848						559,848
Cumulative Balance	559,848	559,848	-	-	-	-	-	-	-

## ***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*)