



Judicial Council of California
Trial Court Budget Advisory Committee

TRIAL COURT BUDGET ADVISORY COMMITTEE

**MATERIALS FOR JULY 2, 2024
 VIRTUAL MEETING**

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Judicial Council of California
Trial Court Budget Advisory Committee

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

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TRIAL COURT BUDGET ADVISORY COMMITTEE

NOTICE AND AGENDA OF OPEN MEETING

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

THIS MEETING IS BEING CONDUCTED BY ELECTRONIC MEANS

THIS MEETING IS BEING RECORDED

Date: Tuesday, July 2, 2024
Time: 12:00 p.m. - 1:00 p.m.
Public Video Livestream: <https://jcc.granicus.com/player/event/3264>

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 emailed to tcbac@jud.ca.gov.

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

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

Call to Order and Roll Call

Approval of Minutes

Approve minutes of the May 24, 2024, Trial Court Budget Advisory Committee meeting.

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

This meeting will be conducted by electronic means with a listen-only conference line available for the public. As such, the public may submit comments for this meeting only in writing. In accordance with California Rules of Court, rule 10.75(k)(1), written comments pertaining to any agenda item of a regularly noticed open meeting can be submitted up to one complete business day before the meeting. For this specific meeting, comments should be e-mailed to tcbac@jud.ca.gov. Only written comments received by 12:00 p.m. on July 1, 2024 will be provided to advisory body members prior to the start of the meeting.

III. DISCUSSION AND POSSIBLE ACTION ITEMS (ITEM 1)

Item 1**Funding Methodology Subcommittee Annual Work Plan (Action Required)**

Consideration of updates to the Funding Methodology Subcommittee annual work plan.

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

IV. INFORMATION ONLY ITEMS (ITEMS 1-2) (NO ACTION REQUIRED)

Info 1**2024 Budget Act**

Update on the 2024 Budget Act.

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

Info 2**Funds Held on Behalf of the Trial Courts Annual Report**

Annual report for the Funds Held on Behalf of the Trial Courts program regarding open projects and projects completed in 2022–23.

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

V. ADJOURNMENT

Adjourn



Judicial Council of California
Trial Court Budget Advisory Committee

www.courts.ca.gov/tcbac.htm

tcbac@jud.ca.gov

TRIAL COURT BUDGET ADVISORY COMMITTEE

MINUTES OF OPEN MEETING

May 24, 2024

12:00 p.m. – 1:30 p.m.

<https://jcc.granicus.com/player/event/3589>

Advisory Body Members Present: Judges: Hon. Jonathan B. Conklin (Chair), Hon. Judith C. Clark, Hon. Kimberly A. Gaab, Hon. Wendy G. Getty, Hon. Maria D. Hernandez, Hon. David C. Kalemkarian, Hon. Patricia L. Kelly, Hon. Erick L. Larsh, Hon. Michael A. Sachs, and Hon. Kevin M. Seibert.

Executive Officers: Ms. Rebecca Fleming (Vice Chair), Ms. Stephanie Cameron, Mr. Chad Finke, Ms. Krista LeVier, Mr. Brandon E. Riley, Mr. Chris Ruhl, Mr. David W. Slayton, Mr. Neal Taniguchi, and Mr. David H. Yamasaki.

Advisory Body Members Absent: Hon. Michael J. Reinhart, Mr. James Kim, Mr. Shawn Landry, and Mr. Lee Seale.

Others Present: Mr. Zlatko Theodorovic, Ms. Fran Mueller, Ms. Donna Newman, Ms. Oksana Tuk, and Ms. Rose Lane.

OPEN MEETING

Call to Order and Roll Call

The chair welcomed the members, called the meeting to order at 12:01 p.m. and took roll call.

Approval of Minutes

The committee approved minutes from the May 1, 2024, Trial Court Budget Advisory Committee (TCBAC) meeting.

DISCUSSION AND ACTION ITEMS (ITEMS 1-3)

Item 1 – Community Assistance, Recovery, and Empowerment (CARE) Act Allocations for 2024–25 (Action Required)

Consideration of revised recommendations for 2024–25 allocations for the CARE Act due to caseload adjustments included in the May Revision.

Action: The TCBAC unanimously voted to approve the following recommendations for consideration by the Judicial Branch Budget Committee (Budget Committee) and then the Judicial Council at its July 12, 2024, business meeting:

- Continue all elements of the fiscal year 2023–24 approved allocation methodology;
- Approve an allocation, for Cohort One courts and Los Angeles, based on the amount required for a full year of CARE Act implementation; and
- Approve an allocation, for Cohort Two courts, prorated to the amount required for a full year of CARE Act implementation.

Item 2 – Court Reporter Allocations for 2024–25 (Action Required)

Consideration of revised recommendations for 2024–25 allocations for court reporters due to the funding reduction included in the May Revision.

Action: The TCBAC unanimously voted to approve the following recommendations for consideration by the Budget Committee and then the Judicial Council at its July 12, 2024, business meeting:

- Allocate \$20 million to the trial courts based on a change to the funding floor from \$25,000 to \$16,667, consistent with the one-third reduction in funding from \$30 million to \$20 million, as outlined in Option B; and
- Direct Judicial Council staff to survey the courts after allocations are distributed as soon as practical, but no later than mid-year of FY 2024–25, for a one-time redistribution of unspent funds to ensure the full appropriation is maximized.

Item 3 – Allocations from the Trial Court Trust Fund (TCTF) for 2024–25 (Action Required)

Consideration of revised recommendations for 2024–25 allocations from the TCTF due to the funding reduction included in the May Revision.

Action: The TCBAC voted to approve (with 16 members voting yes and 3 voting no) the Reverse Workload Formula Equity Reduction Allocation with Band methodology to distribute the \$97 million ongoing reduction to the trial courts, as outlined in Attachment 3D of the materials, for consideration by the Budget Committee and then the Judicial Council at its July 12, 2024, business meeting.

A D J O U R N M E N T

There being no further business, the meeting was adjourned at 1:36 p.m.

Approved by the advisory body on enter date.

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

Title: Funding Methodology Subcommittee Annual Work Plan Update
Date: 7/2/2024
Contact: Rose Lane, Senior Analyst, Budget Services
916-643-6926 rosemary.lane@jud.ca.gov

Issue

Consideration of updates to the Funding Methodology Subcommittee’s (FMS) annual work plan for 2024–25 and beyond.

Background

The FMS prepares an annual work plan that guides its work to (1) review and refine the Workload Formula and (2) evaluate existing allocation methodologies and consider alternative methodologies to advance the goal of funding equity and stability to support trial court operations. The work plan is reviewed and approved by the Trial Court Budget Advisory Committee (TCBAC) in July of each year.

The current work plan, approved by the TCBAC on July 6, 2023, is provided as Attachment 1A. The 2024 TCBAC Annual Agenda includes projects in the FMS work plan, such as the evaluation of the court cluster system and an allocation methodology for Court Interpreter Program funding (Attachment 1B).

Work Plan Updates

Updates to the annual work plan were considered by the FMS at its June 18, 2024¹, meeting and are outlined below:

Ongoing Through 2024–25

- 1. Develop an ongoing, workload-based methodology for allocation of Court Interpreter Program funding including, but not limited to, video remote interpreting and cross assignments, effective in 2024–25.**

Remove this item from the work plan as Judicial Council staff from the Center for Families, Children & the Courts’ Language Access Services Program report a significant

¹ Funding Methodology Subcommittee meeting material (June 18, 2024), <https://www.courts.ca.gov/documents/tcbac-20240618-fms-materials.pdf>

decline in the need for video remote interpreting based on data collected in the Court Interpreter Data Collection System². Additionally, courts are billing each other for cross assignments as needed.

2. Reevaluate the court cluster system which is determined by the number of Authorized Judicial Positions.

Move this item to 2024–25 to provide additional time for the Data Analytics Advisory Committee to review the statewide four-cluster model and its criteria. Trial courts’ cluster placement is one of the factors under review in the workload study.

3. Consider further refinements to the Workload Formula policy, including methodologies to allocate future budget reductions and/or the restoration of funding that had previously been reduced due to budget shortfalls.

Add this item to the work plan as the current Workload Formula policy states that allocations in fiscal years for which a reduction must be implemented will be addressed as needed. Further, there may be value in clarifying now the allocation methodology to be used to the extent that a future budget will restore funding to the trial courts that had previously been reduced.

4. Reevaluate the Trial Court Minimum Operating and Emergency Fund Balance Policy.

Add this item to the work plan as the current Trial Court Minimum Operating and Emergency Fund Balance policy has been suspended since 2012–13 and determine if it should be repealed at a future time based on the state-level emergency reserve and fund balance cap.

Annual Updates

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

Retain this item on the work plan as an ongoing process for the funding floor courts to request augmentations as needed to support their core operations.

6. Review Workload Formula Adjustment Request Process submissions as referred by the TCBAC chair.

² Language Access Metrics Report (Spring 2024), <https://languageaccess.courts.ca.gov/sites/default/files/partners/default/2024-04/lap-metrics-report-2024-spring.pdf>

Retain this item on the work plan as the policy requires the FMS to review annual Adjustment Request Process submissions from the trial courts and to prioritize the requests in its work plan (Attachment 1C). In January 2024, one submission was received for the most recent annual cycle from the Superior Court of Fresno County. It was determined that the workload items included in the submission are already accounted for in the Workload Formula. Therefore, no further action is required.

Recommendation

The FMS recommends updates to the annual work plan as follows:

1. Remove Item 1 – Development of an ongoing, workload-based methodology for allocation of Court Interpreter Program funding including, but not limited to, video remote interpreting and cross assignments, effective in 2024–25;
2. Move Item 2 to 2024–25 – Reevaluation of the court cluster system which is determined by the number of Authorized Judicial Positions;
3. Add Item 3 – Consideration of further refinements to the Workload Formula policy, including methodologies to allocate future budget reductions and/or the restoration of funding that had previously been reduced due to budget shortfalls;
4. Add Item 4 – Reevaluation of the Trial Court Minimum Operating and Emergency Fund Balance Policy;
5. Retain Item 5 – Review of the base funding floor amounts annually, if requested by the applicable courts, for consideration by the TCBAC no later than December of each year, to determine whether an inflationary adjustment is needed; and
6. Retain Item 6 – Review of the Workload Formula Adjustment Request Process submissions as referred by the TCBAC chair.

Attachments

Attachment 1A: FMS Work Plan, as approved on July 6, 2023

Attachment 1B: 2024 TCBAC Annual Agenda

Attachment 1C: Workload Formula Adjustment Request Procedures

Attachment 1D: FMS Work Plan, proposed recommendations as of July 2, 2024

FUNDING METHODOLOGY SUBCOMMITTEE WORK PLAN
As approved by the Trial Court Budget Advisory Committee on July 6, 2023

Charge of the Funding Methodology Subcommittee

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

Ongoing Through 2023-24

1. Develop an ongoing, workload-based methodology for allocation of Court Interpreter Program funding including, but not limited to, video remote interpreting and cross assignments, effective in 2024-25.
2. Reevaluation of the cluster system to be addressed by the new Data Analytics Advisory Committee.

Annual Updates

3. Review the base funding floor amounts annually, if requested by the applicable courts, for presentation to the Trial Court Budget Advisory Committee no later than December, to determine whether an inflationary adjustment is needed.
4. Review of Workload Formula Adjustment Request Process submissions as referred by the Trial Court Budget Advisory Committee Chair.

Trial Court Budget Advisory Committee**Annual Agenda¹—2024****Approved by Judicial Branch Budget Committee: January 18, 2024****I. COMMITTEE INFORMATION**

Chair:	Hon. Jonathan B. Conklin, Judge, Superior Court of Fresno County
Lead Staff:	Ms. Rose Lane, Senior Analyst, Judicial Council Budget Services
<p>Committee's Charge/Membership:</p> <p>Rule 10.64(a) of the California Rules of Court states the charge of the Trial Court Budget Advisory Committee is to make recommendations to the Judicial Council on the preparation, development, and implementation of the budget for trial courts and provide input to the council on policy issues affecting trial court funding. Rule 10.64(b) sets forth additional duties of the committee.</p> <p>Rule 10.64(c) sets forth the membership requirements of the committee. The Trial Court Budget Advisory Committee currently has 24 members. The current committee roster is available on the committee's web page.</p>	
<p>Subcommittees/Working Groups²:</p> <ol style="list-style-type: none"> 1. Fiscal Planning Subcommittee – Review recommendations regarding trial court requests to set aside funds on their behalf that have reverted to the Trial Court Trust Fund pursuant to Government Code section 77203. This subcommittee also reviews requests from trial courts that relate to Children's Waiting Room funding. 2. Funding Methodology Subcommittee – Ongoing review and refinement of the Workload Formula, develop a methodology for allocations from the Trial Court Trust Fund Court Interpreters Program (0150037) in the event of a funding shortfall, and consider funding allocation methodologies for other non-discretionary dollars as necessary. Additionally, the subcommittee will continue its ongoing work to evaluate existing allocation methodologies and consider alternative methodologies to advance the goal of funding equity and stability to support trial court operations. 3. Revenue and Expenditure Subcommittee – Ongoing review of Trial Court Trust Fund and State Trial Court Improvement and Modernization Fund allocations supporting trial court projects and programs as well as any systematic cash flow issues affecting the trial courts. 	

¹ The annual agenda outlines the work a committee will focus on in the coming year and identifies areas of collaboration with other advisory bodies and the Judicial Council staff resources.

² California Rules of Court, [rule 10.30 \(c\)](#) allows an advisory body to form subgroups, composed entirely of current members of the advisory body, to carry out the body's duties, subject to available resources, with the approval of its oversight committee.

4. Ad Hoc Interpreter Working Group – Develop an ongoing, workload-based methodology for allocation of Court Interpreters Program funding including, but not limited to, video remote interpreting and cross-assignments.
5. Ad Hoc Funds Held on Behalf Working Group – Review of current Trial Court Trust Fund Funds Held on Behalf of the Trial Courts guidelines to develop recommendations to increase program efficiency and transparency.

Meetings Planned for 2024³ (Advisory body and all subcommittees and working groups)

Date/Time/Location or Teleconference:

Trial Court Budget Advisory Committee

January 2024/Videoconference; February 2024/Videoconference; May 2024/Videoconference; July 2024/ Videoconference; September 2024/In-person; November 2024/Videoconference

Funding Methodology Subcommittee

April 2024/Videoconference; June 2024/ Videoconference, October 2024/Videoconference

Fiscal Planning Subcommittee

April 2024/Videoconference; September 2024/Videoconference; October 2024/Videoconference

Revenue and Expenditure Subcommittee

April 2024/Teleconference, August 2024/Teleconference

Check here if exception to policy is granted by Executive Office or rule of court.

³ Refer to [Operating Standards for Judicial Council Advisory Bodies](#) for governance on in-person meetings.

II. COMMITTEE PROJECTS

#	New or One-Time Projects ⁴	
1.	Project Title Firearms Relinquishment Grant Program	Priority 1 ⁵
	Strategic Plan Goal ⁶ VII	
<p>Project Summary⁷: Part of the charge of the committee pursuant to rule 10.64. The project originated as a result of \$40 million one-time General Fund included in the 2022 Budget Act, of which \$36 million is to be distributed to trial courts to support court-based firearm relinquishment programs. The Family and Juvenile Law Advisory Committee and Trial Court Budget Advisory Committee’s recommendation to allocate \$18.5 million to seven trial courts in the first grant cycle was approved by the Judicial Council at its January 20, 2023 business meeting. A subsequent recommendation to allocate \$1.5 million to one additional trial court in the second grant cycle was approved by the Judicial Council at its May 12, 2023 business meeting. The funding for these programs must be spent or encumbered by June 30, 2025.</p> <p>Status/Timeline: One-time.</p> <p>Fiscal Impact/Resources: Center for Families, Children & the Courts and Budget Services staff.</p> <p><input checked="" type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. The committee will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: External stakeholders include the trial courts.</p> <p>AC Collaboration: Family and Juvenile Law Advisory Committee; Judicial Branch Budget Committee.</p>		

⁴ All proposed projects for the year must be included on the Annual Agenda. If a project implements policy or is a program, identify it as *implementation* or a *program* in the project description and attach the Judicial Council authorization/assignment or prior approved Annual Agenda to this Annual Agenda.

⁵ For non-rules and forms projects, select priority level 1 (must be done) or 2 (should be done). For rules and forms proposals, select one of the following priority levels: 1(a) Urgently needed to conform to or accurately reflect the law; 1(b) Council or an internal committee has directed the committee to consider new or amended rules and forms; 1(c) Change is urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(d) Proposal is otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk. 2(a) Useful, but not necessary, to implement changes in law; 2(b) Responsive to identified concerns or problems; 2(c) Helpful in otherwise advancing Judicial Council goals and objectives.

⁶ Indicate which goal number of The Strategic Plan for California’s Judicial Branch the project most closely aligns.

⁷ A key objective is a strategic aim, purpose, or “end of action” to be achieved for the coming year.

#	New or One-Time Projects⁴	
2.	Project Title Court Cluster System	Priority 2⁵ Strategic Plan Goal⁶VII
<p>Project Summary⁷: Part of the charge of the committee pursuant to rule 10.64. The project originated from a Funding Methodology Subcommittee recommendation made on February 20, 2020 to initiate an ad hoc subcommittee to reevaluate the cluster system to identify potential opportunities for refinement or change. On July 6, 2023, the Trial Court Budget Advisory Committee approved updates to the annual Funding Methodology Subcommittee workplan, which included redirecting the court cluster system project to be addressed by the new Data Analytics Advisory Committee, which replaced the former Workload Assessment Advisory Committee. The project outcome could potentially impact the statewide four-cluster system and/or its criteria.</p> <p>Status/Timeline: One-time.</p> <p>Fiscal Impact/Resources: Business Management Services’ Office of Court Research and Budget Services staff.</p> <p><input checked="" type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. The committee will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: External stakeholders include the trial courts.</p> <p>AC Collaboration: Data Analytics Advisory Committee; Judicial Branch Budget Committee.</p>		
3.	Project Title Funds Held on Behalf Policy Update	Priority 2⁵ Strategic Plan Goal⁶VII
<p>Project Summary⁷: Part of the charge of the committee pursuant to rule 10.64. In October 2023, the Fiscal Planning Subcommittee Ad Hoc Funds Held on Behalf Working Group was established. The working group was charged with evaluating the process, application, and distribution components of the Funds Held on Behalf of the Trial Courts program. The working group met several times during November and December 2023 to develop recommendations for process and policy improvements. These recommendations will be considered at the January 22, 2024 Trial Court Budget Advisory Committee meeting and by the Judicial Council at its March 24, 2024 business meeting.</p> <p>Status/Timeline: One-time.</p> <p>Fiscal Impact/Resources: Budget Services staff.</p> <p><input checked="" type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. The committee will coordinate with Budget Services to ensure their review of relevant materials.</i></p>		

#	New or One-Time Projects ⁴
	<p data-bbox="176 191 1184 224"><i>Internal/External Stakeholders:</i> External stakeholders include the trial courts.</p> <p data-bbox="176 264 888 297"><i>AC Collaboration:</i> Judicial Branch Budget Committee.</p>

#	Ongoing Projects and Activities⁴	
1.	<i>Project Title Allocations to the Trial Courts</i>	<i>Priority 1⁵</i>
		<i>Strategic Plan Goal⁶ VII</i>
<p><i>Project Summary⁷</i>: Part of the charge of the committee pursuant to rule 10.64. The Trial Court Budget Advisory Committee recommended that the Judicial Council allocate \$3 billion to the trial courts, including \$2.8 billion from the Trial Court Trust Fund, which included \$74.1 million General Fund for inflationary costs and \$207.8 million General Fund for employee benefits, pretrial funding, implementation of the Community Assistance, Recovery, and Empowerment Act, and for support of trial court operations for 2023–24. The Trial Court Budget Advisory Committee also recommended approval of the Workload Formula allocation of \$2.5 billion (a subset of the total \$3 billion allocation) based on recommended methodologies. The allocations were approved by the Judicial Council at its July 21, 2023 business meeting.</p> <p>The Trial Court Budget Advisory Committee will continue to make recommendations to the council on the preparation, development, and implementation of the budget for trial courts and provide input to the council on policy issues affecting trial court funding. This will include an ongoing evaluation of existing allocation methodologies and consideration of alternative methodologies to advance the goal of funding equity and stability to support trial court operations.</p> <p><i>Status/Timeline:</i> Ongoing.</p> <p><i>Fiscal Impact/Resources:</i> Budget Services staff.</p> <p><input checked="" type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. The committee will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><i>Internal/External Stakeholders:</i> External stakeholders include the trial courts.</p> <p><i>AC Collaboration:</i> Judicial Branch Budget Committee.</p>		
2.	<i>Project Title Workload Formula Adjustment Request Process (ARP)</i>	<i>Priority 1⁵</i>
		<i>Strategic Plan Goal⁶ VII</i>
<p><i>Project Summary⁷</i>: Part of the charge of the committee pursuant to rule 10.64. At its August 22, 2013 meeting, the Judicial Council approved the Trial Court Budget Advisory Committee’s recommendation to adopt the Workload Formula Adjustment Request Process to allow courts an annual opportunity to submit recommendations for changes to the Workload Formula. The project outcome is expected to assist the courts and the council with ongoing review and refinement of the Workload Formula to support trial court operations.</p> <p><i>Status/Timeline:</i> Ongoing.</p>		

#	Ongoing Projects and Activities⁴	
	<p>Fiscal Impact/Resources: Business Management Services’ Office of Court Research and Budget Services staff.</p> <p><input checked="" type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. The committee will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: External stakeholders include the trial courts.</p> <p>AC Collaboration: Data Analytics Advisory Committee.</p>	
3.	Project Title Community Assistance, Recovery, and Empowerment (CARE) Act	Priority 1⁵
	<p>Strategic Plan Goal⁶VII</p> <p>Project Summary⁷: Part of the charge of the committee pursuant to rule 10.64. The project originated as a result of a new required court-based mental health services engagement and oversight program. The 2023 Budget Act included \$29.5 million for the trial courts for program planning and implementation. Of that amount, \$21.7 million was allocated to Cohort One trial courts (Glenn, Orange, Riverside, San Diego, San Francisco, Stanislaus, Tuolumne, and Los Angeles) and \$7.7 million to Cohort Two courts to support implementation in 2024–25. The Trial Court Budget Advisory Committee recommended utilizing the Workload Formula methodology to allocate the 2023–24 CARE Act funding to all participating courts in 2023–24 and in subsequent years. This methodology was approved by the Judicial Council at its July 21, 2023 business meeting. The allocation for Los Angeles Superior Court was approved by the council at it September 19, 2023 meeting, as Los Angeles was added to Cohort One late in the budget process and was not included in the allocations approved by the council in July.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Center for Families, Children & the Courts and Budget Services staff.</p> <p><input checked="" type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. The committee will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: External stakeholders include the trial courts.</p> <p>AC Collaboration: Judicial Branch Budget Committee.</p>	
4.	Project Title Court Interpreter Funding Methodology	Priority 2⁵
	Strategic Plan Goal⁶VII	

Ongoing Projects and Activities⁴

Project Summary⁷: Part of the charge of the committee pursuant to rule 10.64. The project originated due to the declining fund balance in the Trial Court Trust Fund Court Interpreters Program (0150037). The Ad Hoc Interpreter Working Group was established to develop a methodology for allocations from the Court Interpreters Program in the event of a funding shortfall and to review existing methodologies. The working group made a recommendation to the Trial Court Budget Advisory Committee that was approved by the Judicial Council on July 24, 2020, to allocate the 2020 Budget Act appropriation to the trial courts, replacing the prior reimbursement process. Effective July 1, 2022, the Judicial Council approved an update to the methodology that incorporates the prior three years' interpreter expenditures and allocates funding up to the appropriation amount. Unspent funds will reimburse courts with a shortfall. On January 20, 2023, the Judicial Council approved additional recommendations to the methodology to exclude the 2020–21 pandemic year in the three-year average expenditure data indefinitely, utilize Court Interpreters Program fund balance to make courts whole in the event court savings are insufficient up to the appropriation amount, and approve a cross-assignment reimbursement process. The working group will continue its work in 2024 to consider if data on video remote interpreting can be utilized in the methodology for consideration by the Trial Court Budget Advisory Committee and Judicial Branch Budget Committee. The project outcome anticipates that allocations will not exceed the program appropriation using a workload-based methodology based on the most reliable data available.

Status/Timeline: Ongoing.

Fiscal Impact/Resources: Center for Families, Children & the Courts and Budget Services staff.

This project may result in an allocation or distribution of funds to the courts. The committee will coordinate with Budget Services to ensure their review of relevant materials.

Internal/External Stakeholders: External stakeholders include the trial courts.

AC Collaboration: Judicial Branch Budget Committee.

III. LIST OF 2023 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	<p>Workload Formula, State Trial Court Improvement and Modernization Fund, and Trial Court Trust Fund Allocations</p> <p>The Trial Court Budget Advisory Committee and Judicial Branch Budget Committee made 2023–24 recommendations to the Judicial Council that included State Trial Court Improvement and Modernization Fund and Trial Court Trust Fund allocations to support trial court programs and operations. The recommendations included allocations of \$45.2 million from the Improvement and Modernization Fund and approximately \$3 billion from the Trial Court Trust Fund, which were approved by the Judicial Council at its July 21, 2023 business meeting.</p>
2.	<p>Allocation Methodologies for SB 154 and SB 101 Backfill Funding</p> <p>The Funding Methodology Subcommittee recommended allocation methodologies for trial court backfill funding, developed in consultation with the Department of Finance, related to the expansion of eligibility for civil filing fee waivers and elimination of certain criminal fees. The Trial Court Budget Advisory Committee approved the recommendation for the five-year revenue collection methodology for allocation of \$689,000 in backfill funding to the trial courts for 2022–23 and ongoing. For 2023–24, trial courts will receive a total of \$1.4 million, which includes the annual backfill amount for 2022–23 and 2023–24. In addition, the Trial Court Budget Advisory Committee approved the five-year average revenue collection methodology for allocation of \$826,000 in backfill funding to the trial courts for 2023–24 and ongoing. The recommendations were approved by the Judicial Council at its September 19, 2023 business meeting.</p>
3.	<p>Civil Assessment Allocation Methodology</p> <p>Part of the charge of the committee pursuant to rule 10.64. The project originated as a result of new, ongoing funding included in the 2022 Budget Act to backfill civil assessment fee revenue loss due to the reduction in the amount of the civil assessment from \$300 to \$100 and one-time elimination of prior debt. Civil assessment revenues are now deposited into the General Fund rather than the Trial Court Trust Fund. The Trial Court Budget Advisory Committee’s recommended allocation methodology for the \$110 million was approved by the Judicial Council at its July 15, 2022 business meeting. Beginning in 2023–24, the amount of civil assessment backfill funding is \$100 million ongoing. The Judicial Council approved the Trial Court Budget Advisory Committee’s recommendation to allocate the ongoing \$10 million reduction at its September 20, 2022 business meeting.</p>
4.	<p>Court Reporter Funding</p> <p>Part of the charge of the committee pursuant to rule 10.64. The project originated as a result of \$30 million ongoing General Fund included in the 2021 Budget Act to increase the number of court reporters in family law and civil law case types. The Ad Hoc Court Reporter Funding Subcommittee was established to develop a methodology for allocating the funding to all trial courts. The Trial Court</p>

#	Project Highlights and Achievements
	<p>Budget Advisory Committee’s recommendation to allocate the \$30 million proportionally based on the most-recently published Assessed Judicial Need, after a funding floor is provided, beginning in 2021–22, was approved by the Judicial Council at its January 22, 2022 business meeting. This established allocation methodology is used to allocate funding included in the annual budget to the trial courts to increase the number of court reporters in family and civil law case types.</p>
5.	<p>Increased Transcript Rates</p> <p>Part of the charge of the committee pursuant to rule 10.64. The project originated as a result of \$7 million ongoing General Fund included in the 2021 Budget Act to address the costs associated with increased transcript rates. The Ad Hoc Court Reporter Funding Subcommittee was established to develop a methodology for allocating the funding to all trial courts. The Trial Court Budget Advisory Committee’s recommendation to allocate the \$7 million proportionally in one lump sum using an average of the prior three-year transcript expenditures was approved by the Judicial Council at its January 21, 2022 business meeting. The recommendation also established a baseline for identifying cost increases based on the most-recently published Assessed Judicial Need after a funding floor is provided, beginning in 2021–22. This established allocation methodology is used to allocate funding included in the annual budget to the trial courts to cover the cost of increased transcript rates.</p>
6.	<p>State Trial Court Improvement and Modernization Fund and Trial Court Trust Fund Allocation Adjustments</p> <p>Part of the charge of the committee pursuant to rule 10.64. The project originated from requests from several Judicial Council offices to increase their approved allocations from the State Trial Court Improvement and Modernization Fund and Trial Court Trust Fund to address unanticipated funding needs in support of the trial courts. The Revenue and Expenditure Subcommittee and Trial Court Budget Advisory Committee acted promptly to consider the requests to ensure the funding adjustments occurred timely to meet the needs of the trial courts and comply with related rules of court. The Trial Court Budget Advisory Committee and Judicial Branch Budget Committee advanced the respective recommendations for these requests which were approved by the Judicial Council at various business meetings.</p>

The submission, review and approval process shall be under the direction of the Judicial Council and would be as follows:

1. Initial requests shall be submitted to the Administrative Director either by the trial court's Presiding Judge or Executive Officer no later than January 15 of each year, commencing January 15, 2018.
2. The Administrative Director shall forward the request to the Director of Judicial Council Budget Services. The Director of the Judicial Council Budget Services, in consultation with the Chair of the TCBAC shall review each request and refer the request to the Funding Methodology Subcommittee at the April meeting of the TCBAC.
3. The Funding Methodology Subcommittee shall review the referral from TCBAC and prioritize the request into the proposed annual work plan to be submitted back to TCBAC in July of the new fiscal year.
4. Once prioritized, requests will be evaluated by the TCBAC's Funding Methodology Subcommittee. The review of WAFM Adjustment Requests shall include a three-step process including:
 - a) initial review to determine whether the factor identified in a court's request should form the basis of a potential modification to WAFM;
 - b) evaluation of whether and how the modification should occur; and
 - c) evaluation of whether, for those circumstances where it is determined that the factor should ultimately be included in the underlying Resource Assessment Study model (RAS), an interim adjustment should be made to a trial court's WAFM funding need pending a more formal adjustment to the RAS model.
5. The Funding Methodology Subcommittee shall review any requests and present its recommendation(s) to the TCBAC no later than January prior to the year proposed for implementation.
6. The TCBAC shall make final recommendations to the Judicial Council for consideration no later than March/April Judicial Council meeting. Requested adjustments that are approved by the Judicial Council shall be included in the allocation based on the timing included in the recommendation. TCBAC will make no further recommendations for changes to the WAFM formulae impacting the next fiscal year after the March/April Judicial Council meeting of the current fiscal year.

Upon approval by the Judicial Council of an adjustment to WAFM, the Director of the Budget Services, in consultation with the TCBAC, shall notify all trial courts. (In some circumstances, the nature of the adjustment will automatically apply to all courts.

7. Adjustments to WAFM will impact the funding need for each trial court that is subject to the adjustment, along with the overall statewide funding need. Therefore, final allocations will be implemented consistent with the WAFM allocation implementation plan as approved by the Judicial Council or as amended in the future. Because funding need is currently greater than available funding and because only a portion of trial court funding

is currently allocated under the WAFM, allocated funding will not equal, and may be substantially less than, the funding need identified for the adjustment being made, just as the allocated funding is substantially less than the entire WAFM funding need.

8. This policy does not preclude the Funding Methodology subcommittee from taking expedited action per the direction of the TCBAC committee.

Trial courts requesting an adjustment in accordance with the WAFM Adjustment Request Process shall be required to submit detailed information documenting the need for such adjustment. The Director of Budget Services shall develop an application form that solicits at minimum, the following information:

1. A description of how the factor is not currently accounted for in WAFM.
2. Identification and description of the basis for which the adjustment is requested.
3. A detailed analysis of why the adjustment is necessary.
4. A description of whether the unaccounted for factor is unique to the applicant court(s) or has broader applications.
5. Detailed description of staffing need(s) and/or costs required to support the factor that is unaccounted for by WAFM.
6. Description of the consequence to the public and access to justice without the funding.
7. Description of the consequences to the requesting court(s) of not receiving the funding.
8. Any additional information requested by the JCC Budget Services, Funding Methodology Subcommittee, and/or TCBAC deemed necessary to fully evaluate the request.

FUNDING METHODOLOGY SUBCOMMITTEE WORK PLAN
Proposed recommendations as of July 2, 2024

Charge of the Funding Methodology Subcommittee

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

Ongoing Through 2024-25

1. Reevaluate the court cluster system which is determined by the number of Authorized Judicial Positions.
2. Consider further refinements to the Workload Formula policy, including methodologies to allocate future budget reductions and/or the restoration of funding that had previously been reduced due to budget shortfalls.
3. Reevaluate the Trial Court Minimum Operating and Emergency Fund Balance Policy.

Annual Updates

4. Review the base funding floor amounts annually, if requested by the applicable courts, for consideration by the Trial Court Budget Advisory Committee no later than December of each year, to determine whether an inflationary adjustment is needed.
5. Review Workload Formula Adjustment Request Process submissions as referred by the Trial Court Budget Advisory Committee Chair.

JUDICIAL COUNCIL OF CALIFORNIA
BUDGET SERVICES
Report to the Trial Court Budget Advisory Committee
(Informational Item)

Title: Funds Held on Behalf of the Trial Courts Annual Report
Date: 7/2/2024
Contact: Rose Lane, Senior Analyst, Judicial Council Budget Services
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Issue

Trial courts are required to report annually to the Trial Court Budget Advisory Committee (TCBAC) on the status of Funds Held on Behalf (FHOB) projects or planned expenditures that are not yet complete and on final expenditures for completed projects. This report includes open projects as of December 2023 and completed projects for fiscal year 2022–23.

Background

Government Code section 68502.5(c)(2)(A) requires the Judicial Council to set a preliminary allocation in July of each fiscal year when setting the allocations for trial courts. In January of each fiscal year, after review of available trial court reserves as of June 30 of the prior fiscal year, the Judicial Council is required to finalize allocations to the trial courts, and each court’s finalized allocation is offset by the amount of reserves in excess of the amount authorized to be carried over under Government Code section 77203.

Government Code section 77203 authorizes the amount of funding a trial court may carry over from the prior fiscal year. Prior to June 30, 2014, a trial court could carry over all unexpended funds from the court’s operating budget from the prior fiscal year. Beginning June 30, 2014, and concluding June 30, 2019, a trial court could carry over unexpended funds in an amount not to exceed 1 percent of the court’s operating budget from the prior fiscal year.

Since June 30, 2020, a trial court may carry over unexpended funds in an amount not to exceed 3 percent of the court’s operating budget from the prior fiscal year. The increase in the fund balance cap was in recognition of the need for trial courts to have sufficient reserve funding to support operational needs and address emergency expenditures.

At its meeting on July 6, 2015¹, the TCBAC established the Ad Hoc Working Group on Fiscal Planning to examine permitting trial court allocation amounts that were reduced as a result of a court exceeding the authorized fund balance cap to be retained in the Trial Court Trust Fund (TCTF) for the benefit of that court. The working group was charged with developing fiscal

¹ Trial Court Budget Advisory Committee meeting materials (July 6, 2015), <https://www.courts.ca.gov/documents/tcbac-20150706-materials.pdf>.

planning and management guidelines for how these retained amounts would be managed to ensure an effective program for the trial courts.

At its business meeting on April 15, 2016, the Judicial Council adopted requirements and procedures (*Judicial Council–Approved Process, Criteria, and Required Information for Trial Court Trust Fund Fund Balance Held on Behalf of the Courts*) for the FHOB of the trial courts program. Under this policy, courts can request that a reduction in their TCTF allocations be retained in the TCTF as restricted fund balance for the benefit of those courts. The funds are then allocated back to the courts by the Judicial Council for the purposes stated in their approved requests. Allowable FHOB requests can include, but are not limited to, the following:

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

The FHOB process is intended only for expenditures that cannot be funded by a court’s annual budget or three-year encumbrance term and that require multiyear savings to implement. The process also requires reporting on the use of the funds.²

At its business meeting on January 17, 2020, the Judicial Council adopted revisions to the FHOB policy. These revisions included a streamlined submission schedule, changing the recipient of the request from the Judicial Council’s Administrative Director to the director of Budget Services, and amendments to better align with the timing of year-end closing for the courts, trial court allocation offsets, and requests to amend previously approved requests.³

At its business meeting on May 11, 2022, the Judicial Council approved the TCBAC’s additional recommendation to update the policy. This specific update changed the requirement that courts report to the TCBAC within 90 days of completion of a project from a quarterly to an annual reporting of all projects or planned expenditures completed in a fiscal year, including status updates on projects or planned expenditures not yet completed.⁴ Judicial Council Budget Services staff prepares the annual FHOB report to the TCBAC in consultation with participating trial courts.

² Judicial Council meeting report (April 15, 2016),
[https://jcc.legistar.com/View.ashx?M=F&ID=4378277&GUID=57D6B686-EA95-497E-9A07-226CA724ADCB](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>.

³ Judicial Council meeting report (January 17, 2020),
<https://jcc.legistar.com/View.ashx?M=F&ID=7977186&GUID=6B519461-BD50-4F19-9B80-CD40F8FD64FE>;

Judicial Council meeting minutes (January 17, 2020),
<https://jcc.legistar.com/View.ashx?M=M&ID=711572&GUID=AC46528C-6E37-406A-A1CE-B41CC33E29EB>.

⁴ Judicial Council meeting report (May 10, 2022),
<https://jcc.legistar.com/View.ashx?M=F&ID=10830769&GUID=305F68B7-26CF-4E57-B29D-BD15D8B1CB6D>;

At its business meeting on March 15, 2024, the Judicial Council adopted additional revisions to the policy, including newly defined criteria for new and amended requests, a streamlined submission process with one annual deadline, and implementation of a reimbursement model to distribute funding to the participating trial courts. The revisions to the policy provide increased transparency and accountability of the program and are summarized below:⁵

1. Clarify the definitions of new and amended requests to improve transparency in the use of the funding and to streamline the tracking and reporting of approved projects;
2. Reduce the number of submission cycles from three to one per year to streamline project tracking and reporting, reduce the number of committee meetings, and align with the year-end closing for court financial records;
3. Ensure that courts send a representative to the Fiscal Planning Subcommittee meetings to address any questions from the members regarding requests under consideration;
4. Simplify the application form to make it easier to complete and review and to ensure it includes the relevant project and fiscal information; and
5. Implement a reimbursement model to properly structure the program so that requested funds are held in the TCTF on behalf of the requesting courts and distributed to the courts for actual reported expenditures.

Table A – Approved FHOB Funding by Fiscal Year

FHOB requests from the trial courts are reviewed by the Fiscal Planning Subcommittee with recommendations considered by the Judicial Council for approval. Requests approved by the council since the policy was implemented in 2015–16 are shown in the table below:

Fund Balance Year	# of Trial Courts	Amount
2015–16	15	\$8.3 Million
2016–17	14	\$6.9 Million
2017–18	11	\$1.6 Million
2018–19	10	\$6.4 Million
2019–20	15	\$6.1 Million
2020–21	14	\$7.4 Million
2021–22	20	\$12.4 Million

Judicial Council meeting minutes (May 10, 2022), <https://jcc.legistar.com/View.ashx?M=M&ID=869099&GUID=990E26C2-797D-4F24-BAE0-4945FB131549>.

⁵ Judicial Council meeting report (March 15, 2024), <https://jcc.legistar.com/View.ashx?M=F&ID=12700382&GUID=9C3189C0-C9AA-4818-BB78-3807018030F0>.

Fund Balance Year	# of Trial Courts	Amount
2022–23	23	\$27.2 Million

Total **\$76.3 Million**

Table B – Status of Open Projects

The following table includes reported projects or planned expenditures not yet complete as of December 2023. Currently, there are a total of 50 open projects:

Court	Fiscal Year Approved	Approved Amount	Description of Project	Expenditures to Date	Remaining Balance
Alameda	2022–23	\$912,802	eCourt Project	\$0	\$912,802
Alameda Subtotal		912,802		0	912,802
Amador	2021–22	902,484	Courtroom Addition	284,073	618,411
Amador Subtotal		902,484		284,073	618,411
Colusa	2016–17	642,352	Case Management System	305,866	336,486
	2019–20	380,169	Case Management System	178,779	201,390
	2020–21	283,796	Improvement Projects	9,072	274,724
	2021–22	168,065	Alterations and Improvements	168,065	0
Colusa Subtotal		1,474,382		661,782	812,600
Kern	2016–17	1,982,274	Case Management System	153,150	1,829,124
Kern Subtotal		1,982,274		153,150	1,829,124
Kings	2021–22	380,546	Court Parking Project	0	380,546
	2021–22	629,230	Improvement Projects	0	629,230
Kings Subtotal		1,009,776		0	1,009,776
Lake	2021–22	71,098	Case Management System	30,000	41,098
Lake	2021–22	439,842	New Courthouse	0	439,842
Lake	2022–23	9,229	Case Management System	3,500	5,729
Lake	2022–23	178,225	New Courthouse	0	178,225
Lake Subtotal		698,394		33,500	664,894
Mariposa	2021–22	53,753	Workspace Renovations	53,753	0
Mariposa	2022–23	351,836	Workspace Renovations	351,836	0
Mariposa Subtotal		405,589		405,589	0
Mono	2021–22	70,000	Fleet Purchase	0	70,000
Mono Subtotal		70,000		0	70,000
Monterey	2021–22	297,095	King City Renovation	212,602	84,493
	2022–23	70,000	Courthouse Security	7,058	62,942
	2022–23	25,000	Construction Consulting Services	0	25,000
	2021–22	507,403	Courthouse Construction Project	0	507,403

Court	Fiscal Year Approved	Approved Amount	Description of Project	Expenditures to Date	Remaining Balance
	2022-23	514,321	Facility Upgrades	119,852	394,469
Monterey Subtotal		1,413,819		339,513	1,074,306
Nevada	2022-23	35,000	Courthouse Upgrades	0	35,000
	2022-23	45,000	Fleet Purchase	0	45,000
	2022-23	30,000	Automation Project	0	30,000
Nevada Subtotal		110,000		0	110,000
Placer	2020-21	125,000	Case Management System	61,455	63,545
	2021-22	150,000	Feasibility/Improvement Projects	0	150,000
	2022-23	495,000	Video Conf. System Upgrades	106,016	388,984
Placer Subtotal		770,000		167,471	602,529
Riverside	2022-23	838,493	Courthouse Upgrades	0	838,493
Riverside	2022-23	1,347,824	Courthouse Upgrades	69,103	1,278,721
Riverside Subtotal		2,186,317		69,103	2,117,214
Sacramento	2016-17	2,240,214	Case Management System	0	2,240,214
Sacramento	2021-22	3,946,130	Courthouse Construction Project	0	3,946,130
Sacramento Subtotal		6,186,344		0	6,186,344
San Bernardino	2022-23	4,000,000	Courthouse Construction Project	0	4,000,000
	2022-23	2,337,861	Case Management System	0	2,337,861
	2022-23	2,500,000	Facility Upgrades	0	2,500,000
	2022-23	600,000	Technological Enhancements	0	600,000
San Bernardino Subtotal		9,437,861		0	9,437,861
San Joaquin	2022-23	661,839	HVAC System Repair	0	661,839
	2022-23	357,520	Generator Purchase	0	357,520
	2022-23	265,200	Public Address System Purchase	0	265,200
	2022-23	4,463,211	Courthouse Construction Project	15,699	4,447,512
San Joaquin Subtotal		5,747,770		15,699	5,732,071
San Luis Obispo	2021-22	296,595	Workspace Renovations	297,973	-1,378
	2021-22	121,740	Technological Enhancements	0	121,740
San Luis Obispo Subtotal		418,335		297,973	120,362
San Mateo	2018-19	2,333,054	New Builds	0	2,333,054
	2017-18	660,915	Floor Repair / Replacement	15,030	645,885
San Mateo Subtotal		2,993,969		15,030	2,978,939
Santa Clara	2022-23	350,000	Automated Minute Order	0	350,000
Santa Clara Subtotal		350,000		0	350,000
Shasta	2019-20	1,588,962	Improvement Projects	917,914	671,048

Court	Fiscal Year Approved	Approved Amount	Description of Project	Expenditures to Date	Remaining Balance
Shasta Subtotal		1,588,962		917,914	671,048
Sierra	2021–22	29,604	Courtroom Upgrades	1,738	27,866
Sierra Subtotal		29,604		1,738	27,866
Sutter	2021–22	604,596	Technological Enhancements	102,573	502,023
Sutter	2020–21	559,848	Construction	65,504	494,344
Sutter Subtotal		1,164,444		168,077	996,367
Tehama	2017–18	1,003,987	Records Destruction/Modernization	350,411	653,576
Tehama	2017–18	481,816	Case Management System	355,060	126,756
Tehama Subtotal		1,485,803		705,471	780,332
Total		\$41,338,929		\$4,236,083	\$37,102,846

Table C – Projects Completed in 2022–23

The following table includes projects that were completed in fiscal year 2022–23:

Court	Fiscal Year Funding Approved	Approved Amount	Description of Project	Total Expenditures	Remaining Balance
Butte	2021–22	\$88,188	Task Chair Replacement	\$88,188	\$0
Glenn	2021–22	111,000	Digitization Project	111,000	0
Kings	2021–22	1,045,708	Case Management System	1,045,708	0
Mono	2018–19	45,000	Computer Replacements	45,000	0
	2019–20	72,000	Phone Server Replacement	72,000	0
Monterey	2022–23	38,389	Fleet Replacement	38,389	0
	2021–22	329,446	Computer System Maintenance	391,398	-61,952 ⁶
San Luis Obispo	2021–22	53,405	Fleet Purchase	53,405	0
Total		\$1,783,136		\$1,845,088	\$61,952

The information in this report is based on data reported by the trial courts. Eight courts with approved FHOB projects did not submit information in time to be included in this annual report. Additional details for the projects listed in Tables B and C are included in Attachments 1 through 58. The current council-approved policy for the FHOB program is included in Attachment 59.

Attachments

⁶ Monterey Superior Court reported expenditures above the approved FHOB amount, which were covered by the court’s operational budget.

Attachment 1: FHOB Status and Completion Reporting for Superior Court of Alameda County
Attachment 2: FHOB Status and Completion Reporting for Superior Court of Amador County
Attachment 3: FHOB Status and Completion Reporting for Superior Court of Butte County
Attachment 4: FHOB Status and Completion Reporting for Superior Court of Colusa County
Attachment 5: FHOB Status and Completion Reporting for Superior Court of Colusa County
Attachment 6: FHOB Status and Completion Reporting for Superior Court of Colusa County
Attachment 7: FHOB Status and Completion Reporting for Superior Court of Colusa County
Attachment 8: FHOB Status and Completion Reporting for Superior Court of Glenn County
Attachment 9: FHOB Status and Completion Reporting for Superior Court of Kern County
Attachment 10: FHOB Status and Completion Reporting for Superior Court of Kings County
Attachment 11: FHOB Status and Completion Reporting for Superior Court of Kings County
Attachment 12: FHOB Status and Completion Reporting for Superior Court of Kings County
Attachment 13: FHOB Status and Completion Reporting for Superior Court of Lake County
Attachment 14: FHOB Status and Completion Reporting for Superior Court of Lake County
Attachment 15: FHOB Status and Completion Reporting for Superior Court of Lake County
Attachment 16: FHOB Status and Completion Reporting for Superior Court of Lake County
Attachment 17: FHOB Status and Completion Reporting for Superior Court of Mariposa County
Attachment 18: FHOB Status and Completion Reporting for Superior Court of Mariposa County
Attachment 19: FHOB Status and Completion Reporting for Superior Court of Mono County
Attachment 20: FHOB Status and Completion Reporting for Superior Court of Mono County
Attachment 21: FHOB Status and Completion Reporting for Superior Court of Mono County
Attachment 22: FHOB Status and Completion Reporting for Superior Court of Monterey County
Attachment 23: FHOB Status and Completion Reporting for Superior Court of Monterey County
Attachment 24: FHOB Status and Completion Reporting for Superior Court of Monterey County
Attachment 25: FHOB Status and Completion Reporting for Superior Court of Monterey County
Attachment 26: FHOB Status and Completion Reporting for Superior Court of Monterey County
Attachment 27: FHOB Status and Completion Reporting for Superior Court of Monterey County
Attachment 28: FHOB Status and Completion Reporting for Superior Court of Monterey County
Attachment 29: FHOB Status and Completion Reporting for Superior Court of Nevada County
Attachment 30: FHOB Status and Completion Reporting for Superior Court of Nevada County
Attachment 31: FHOB Status and Completion Reporting for Superior Court of Nevada County
Attachment 32: FHOB Status and Completion Reporting for Superior Court of Placer County
Attachment 33: FHOB Status and Completion Reporting for Superior Court of Placer County
Attachment 34: FHOB Status and Completion Reporting for Superior Court of Placer County
Attachment 35: FHOB Status and Completion Reporting for Superior Court of Riverside County
Attachment 36: FHOB Status and Completion Reporting for Superior Court of Riverside County
Attachment 37: FHOB Status and Completion Reporting for Superior Court of Sacramento County
Attachment 38: FHOB Status and Completion Reporting for Superior Court of Sacramento County
Attachment 39: FHOB Status and Completion Reporting for Superior Court of San Bernadino County
Attachment 40: FHOB Status and Completion Reporting for Superior Court of San Bernadino County

Attachment 41: FHOB Status and Completion Reporting for Superior Court of San Bernadino County

Attachment 42: FHOB Status and Completion Reporting for Superior Court of San Bernadino County

Attachment 43: FHOB Status and Completion Reporting for Superior Court of San Joaquin County

Attachment 44: FHOB Status and Completion Reporting for Superior Court of San Joaquin County

Attachment 45: FHOB Status and Completion Reporting for Superior Court of San Joaquin County

Attachment 46: FHOB Status and Completion Reporting for Superior Court of San Joaquin County

Attachment 47: FHOB Status and Completion Reporting for Superior Court of San Luis Obispo County

Attachment 48: FHOB Status and Completion Reporting for Superior Court of San Luis Obispo County

Attachment 49: FHOB Status and Completion Reporting for Superior Court of San Luis Obispo County

Attachment 50: FHOB Status and Completion Reporting for Superior Court of San Mateo County

Attachment 51: FHOB Status and Completion Reporting for Superior Court of San Mateo County

Attachment 52: FHOB Status and Completion Reporting for Superior Court of Santa Clara County

Attachment 53: FHOB Status and Completion Reporting for Superior Court of Shasta County

Attachment 54: FHOB Status and Completion Reporting for Superior Court of Sierra County

Attachment 55: FHOB Status and Completion Reporting for Superior Court of Sutter County

Attachment 56: FHOB Status and Completion Reporting for Superior Court of Sutter County

Attachment 57: FHOB Status and Completion Reporting for Superior Court of Tehama County

Attachment 58: FHOB Status and Completion Reporting for Superior Court of Tehama County

Attachment 59: *Process, Criteria, and Required Information for Trial Court Trust Fund Fund Balance Held on Behalf of the Courts*

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-012303	PROJECT STATUS:	ACTIVE
REPORTING PERIOD:	As of December 2023		

SECTION I: GENERAL INFORMATION

SUPERIOR COURT:	Alameda		
TIME PERIOD:	2023-24 - 2023-24	APPROVED AMOUNT:	912,802
EXPENDITURES TO DATE:			-

PROJECT DETAIL PROVIDED ON APPLICATION:

The TCTF Funds Held on Behalf of the Court will allow the Court to carry over funds to use for the implementation and deployment of the eCourt Project by Journal Technologies, Inc. In June 2020, the Court began Phase 1 of the migration of the legacy case management system, DOMAIN, to eCourt for all Civil case types and Civil Appeals and went live in October 2021. In January 2022, Phase 2 began for Family, Probate, Mental Health and Adoptions, and the go-live date was delayed from November 2022 to September 2023 because the contractor did not adequately scope the project and failed to deliver configuration as scheduled.

SECTION II: STATUS AND COMPLETION REPORTING

ESTIMATED DATE OF COMPLETION:	8/30/2024
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PLEASE PROVIDE A PROGRESS AND STATUS REPORT:

The final deliverables for Phase 2 are still pending completion. At their current rate of progress, the completion of backlog of pre go-live configuration work is likely to be completed in March 2024. Due to the incompleteness of work, the Court has not processed Journal's invoice for implementation services.

SECTION III: CONTACT AND AUTHORIZATION

CONTACT PERSON AND INFO:	Melanie Lewis, Director of Finance and Facilities Division
PERSON AUTHORIZING REQUEST (<i>Presiding Judge, Court Executive Officer, or Designee</i>) :	
Chad Finke, Court Executive Officer	

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-032201
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: **ACTIVE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	Amador		
TIME PERIOD:	2021-22 - 2026-27	APPROVED AMOUNT:	\$902,484
EXPENDITURES TO DATE:			\$284,073.25
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>Amador Superior Court (Court) is requesting to hold funds in trust for an addition to the court house of one new courtroom.</p> <p>The new courtroom, Department 4, which is proposed to expand into the parking lot on the north side of the building, would have a minimal impact on available parking for Court customers while greatly increasing the public's access to the services of the Court by allowing regular court calendars to continue operations during scheduled jury trials without closing various other Court services, such as the Court Collections Counter and Traffic Check-in Counter, or impacting the Jury Assembly Room.</p> <p>Department 4 would further save from expending funds to cover the cost of an off-site rental facility including but not limited to rental cost, additional security, and mileage reimbursement for staff and jurors, all while salvaging a loss of positive public perception of the Court caused by the piecemealing of makeshift courtrooms. Additionally, this is a very small community with limited facilities available. The off-site rental facility we utilized during the pandemic is no longer available; we were fortunate to utilize it only because the owners had to shutter their business due to the pandemic.</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			6/30/2027
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
<p>To date the project is on schedule. The Court, with the assistance of the Judicial Council of California, selected NORR as the architect for the new Department 4. As of August 1, 2023 NORR provided the Court with a completed Feasibility Study which included Regulatory, Structural, Mechanical, Electrical and Security analysis relating to four different reconfiguration or build-out options. After a substantial amount of consideration the Court elected a build-out design that adds the additional courtroom to the north side of the building and re-designs the entry way to accommodate. Once this decision was made the Court, NORR and JCC moved forward with the Design Phase of the project, holding a kickoff meeting on December 8, 2023. Prior to the kick-off meeting Morrow Surveying completed utility tracing on December 7 and topographical surveying was completed December 8. On December 13 GeoCon Consultants marked locations for soil sample drillings and are pending scheduling the samples, which we anticipate to occur by the end of 2023. The current Design Phase is scheduled to be completed by June 30, 2024, at which point the Court will have working drawings for</p>			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Andrea Sexton, ACEO - asexton@amadorcourt.org 209-257-2689		
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :			
Original Request: Renee C. Day, Presiding Judge; Amended Request: J.S. Hermanson, Presiding Judge			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-042202
REPORTING PERIOD:	2022-23

PROJECT STATUS: **COMPLETE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	Butte		
TIME PERIOD:	2021-22 - 2022-23	APPROVED AMOUNT:	88,188
TOTAL COST OF PROJECT:			88,188
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>The Court requests use of the requested funding to procure replacement task chairs for the court personnel working at the Oroville Courthouse. There are approximately 144 task chairs that are over ten years old and have surpassed the normal life span for usage. The cushions on the seat bottoms and seat backs are wearing out and no longer provide the ergonomic support that they were designed to provide. Additionally, there has been an increase in repair issues as the chairs have aged. By replacing these task chairs with a quality replacement chair, court personnel will have use of a chair that offers the latest in ergonomic support and it will also lead to a decline in repair related costs. Preliminary cost estimates for this project will likely be around \$130,000 which would necessitate the Court contributing further funding from its general fund. While the Court anticipates having the means to contribute additional funds, it would likely not be able to fund the entire project without this request being approved. Given the overall poor condition of the identified chairs, it is highly desirable to replace all of them at once and not in phases.</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
COMPLETION DATE:			4/29/2023
PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WERE EXPENDED:			
Completed the purchase of replacement task chairs for court personnel at the Oroville Courthouse.			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Darleen Sowers - Fiscal Services Director - 530-532-7128		
PERSON AUTHORIZING REQUEST (<i>Presiding Judge, Court Executive Officer, or Designee</i>) :			
Sharif Elmallah - Court Executive Officer			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-061701	PROJECT STATUS:	ACTIVE
REPORTING PERIOD:	As of December 2023		

SECTION I: GENERAL INFORMATION

SUPERIOR COURT:	Colusa		
TIME PERIOD:	2016-17 - 2023-24	APPROVED AMOUNT:	642,352
EXPENDITURES TO DATE:			305,866

PROJECT DETAIL PROVIDED ON APPLICATION:

The court requested funds be budgeted and set aside on a yearly basis to accumulate sufficient capital to fully or partially fund the implementation of a new case management system. The new case management system was implemented in November 2021, but additional configuration and customization was required for the system to fully meet the Court's needs. Tyler Technology's project management team was backlogged and delayed in acting on our configuration and customization requests.

SECTION II: STATUS AND COMPLETION REPORTING

ESTIMATED DATE OF COMPLETION:	6/30/2024
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PLEASE PROVIDE A PROGRESS AND STATUS REPORT:

Our final customization project should be available at the end of January 2024.

SECTION III: CONTACT AND AUTHORIZATION

CONTACT PERSON AND INFO:	Erika F. Valencia
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :	
Court Executive Officer	

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-062102
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: **ACTIVE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	Colusa		
TIME PERIOD:	2020-21 - 2025-26	APPROVED AMOUNT:	283,796
EXPENDITURES TO DATE:			9,072
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>The court requested to set aside funds to complete a much needed courtroom remodel. At the time of our initial application, we had been working on obtaining a quote from CSI Fullmer, however, due to COVID, this project was put on pause. The court then began working with a Judicial Council Facilities Project Manager to help facilitate the bidding process - which was three times the court's budget. The court then requested more time to contact various contractors and furniture companies to obtain more competitive quotes and handle the project management in-house.</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			6/30/2026
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
<p>Gallery seating was purchased in September 2023. Installation proposals are scheduled to be submitted in early January 2024.</p>			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Erika F. Valencia		
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :			
Court Executive Officer			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-062101
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: **ACTIVE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	Colusa		
TIME PERIOD:	2019-20 - 2023-24	APPROVED AMOUNT:	380,169
EXPENDITURES TO DATE:			178,779
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>The court requested to set aside funds to digitize approximately 100,000 court case files. The court entered into a contract with MetaSource, but for reasons outside of the court's control, the file indexing is now taking place in house.</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			6/30/2026
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
<p>Phase one of the digitizing project has been completed - the downstairs file room containing approximately 10,000 case files. We have begun phase two which consists of scanning approximately 90,000 case files. We will be requesting to extend our completion date.</p>			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Erika F. Valencia		
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :			
Court Executive Officer			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-062201
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: **ACTIVE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	Colusa		
TIME PERIOD:	2021-22 - 2024-25	APPROVED AMOUNT:	168,065
EXPENDITURES TO DATE:			168,065
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>The court requested to set aside funds to completed needed alterations and improvements to the Clerk's Office and Judge's Chambers. This would include painting, refurbishment of the public service counter top, public window and cabinet hardware, and replacement of broken baseboards, to name a few.</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			6/30/2025
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
<p>Court-Funded Facilities Request (CFR) 006 for the front counter remodel, was approved on 01/19/2023 and completed in August 2023. CFR007 was approved on 04/24/2023. The initial walk-through has been completed. The plans are currently with the consultant. We expect to submit requests for permits in January 2024.</p>			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Erika F. Valencia		
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :			
Court Executive Officer			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-119302
REPORTING PERIOD:	2022-23

PROJECT STATUS: **COMPLETE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	Glenn		
TIME PERIOD:	2021-22 - 2021-22	APPROVED AMOUNT:	111,000
TOTAL COST OF PROJECT:			111,000
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>The Glenn County Courthouse is nearing the completion of a long-term renovation and construction project with an anticipated completion date of February 21, 2023. We are currently operating in three locations. Once the courthouse project is complete, we will consolidate all three locations into one.</p> <p>During this multi-year construction project, the court needed to utilize additional off-site storage to house all criminal, civil, family law and probate records. In preparation for the move back into the new courthouse, and in support of the trend for courts to go paperless, the court is submitting this application for Funds Held on Behalf to be used for this digitization project.</p> <p>Late in FY 2021-22, the court commenced a multi-year digitization project utilizing the proceeds from the 2021-22 Modernization Grant. The court recently enlisted our digitization service provider to assist with a study that would give us an estimate of the cost to complete the digitization of all of our files. This estimate came out to \$585,045.54. Although we have received \$165,280 from the 2021-22 Modernization Grant allocation and have applied for the next round of Modernization funding, it is likely that even with these two resources, successful completion of this project will rely upon additional fiscal resources.</p> <p>With approval of this application, the court will be able to continue efforts to complete the digitization of all archived records as well as any newly filed documents. This project will assist in timely and accurate access to case records while staff remain in separate temporary locations, as well as reducing the physical storage and relocation resources necessary prior to the anticipated move back into the new centralized single courthouse in February 2023.</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
COMPLETION DATE:			6/21/2023
PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WERE EXPENDED:			
All funds were used to digitize case files.			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Nicholas Gonzales		
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :			
Diana Baca			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-159301
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: ACTIVE

SECTION I: GENERAL INFORMATION

SUPERIOR COURT:	Kern		
TIME PERIOD:	2016-17 - 2024-25	APPROVED AMOUNT:	1,982,274
EXPENDITURES TO DATE:			153,150

PROJECT DETAIL PROVIDED ON APPLICATION:

The Superior Court, County of Kern, entered into a contract with Tyler Technologies, Inc. to replace its antiquated, legacy case management system provided by the County for the last 30-years. The intent was that the new system would enhance court operations by providing a single case management system for all case types improving the operations of the Court, providing for a fully integrated system using new technology including digital file storage, e-filing, and other similar state-of-the-art enhancements. Other courts, as well as Kern, have not received the expected service level from Tyler for some time. The support issues continue to be of concern and is expected only to continue; therefore, the Court officially cancelled future criminal, juvenile, and traffic CMS conversion with Tyler. The Court signed an agreement with Journal Technologies to migrate to e-Court. The Court has been actively involved in this process, but expenses for the conversion were not recognized when expected because the majority of the expense will be recognized at the go-live date. The court estimates the conversion to be about \$3.26 million.

SECTION II: STATUS AND COMPLETION REPORTING

ESTIMATED DATE OF COMPLETION:	12/31/2024
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PLEASE PROVIDE A PROGRESS AND STATUS REPORT:

The Court has been actively engaged with Journal Technologies and will soon be wrapping up case set up and moving on to Financials. By March 22, 2024, I will be submitting an amendment to extend through 6/30/2025. My amendments reflect cost adjustments only.

SECTION III: CONTACT AND AUTHORIZATION

CONTACT PERSON AND INFO: Travis Andreas - Travs.Andreas@kern.courts.ca.gov - 661-610-6222

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

Tara Leal, CEO - Tara.Leal@kern.courts.ca.gov - 661-610-6247

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-169303
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: ACTIVE

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	KINGS		
TIME PERIOD:	2021-22 - 2024-25	APPROVED AMOUNT:	629,230
EXPENDITURES TO DATE:			-
PROJECT DETAIL PROVIDED ON APPLICATION:			
Courtroom Construction project			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			6/30/2025
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
12/6/2023 - A team from the selected architect firm along with their interior designer visited the Hanford Courthouse to tour and discuss in detail furnishing items, specifications and to obtain input from the Court. A review of fixed interior finishes in existing Court spaces was also conducted to assemble a program for the new courtroom departments. A tour was conducted with the MEP team to confirm systems scope, conditions in the new space, etc., to move documents ahead into working drawings. GB Engineering has requested, if possible, to meet with a local expert on the existing security and low voltage systems, manufacturers to coordinate their working drawings interface and to confirm with the team on how to define temporary construction parameters to accommodate Department 12 (this project) being constructed before Department 11 (JCC Capital Project).			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Monika Newman, Director of Administrative Services		
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :			
Nocona Soboleski, Court Executive Officer			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-169302	PROJECT STATUS:	ACTIVE
REPORTING PERIOD:	As of December 2023		

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	KINGS		
TIME PERIOD:	2020-21 - 2023-24	APPROVED AMOUNT:	380,546
EXPENDITURES TO DATE:			-
PROJECT DETAIL PROVIDED ON APPLICATION:			
Court Parking project - adding parking spaces			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			6/30/2024
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
11/29/2023 - In reply to a request received, pictures were sent to the JCC Project Manager on the type of parking lot light standards and finish what we currently had. The JCC Project Manager continued to wait for a CEQA response and signature of approval before the next phase starts. 12/13/2023 - The JCC Project Manager received the signed/approved CEQA documents and to comply with possible challenges on the project, the Court must wait 30 calendar days before the next phase starts. 12/13/2023 - The JCC Project Manager notified the Court of the posting related to the CEQA "Addendum to New Hanford Courthouse Initial Study and Mitigated Negative Declaration". Provided there are no challenges during the next 30 days, the Court was advised construction on the parking lot may begin in January 2024.			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Monika Newman, Director of Administrative Services		
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :			
Nocona Soboleski, Court Executive Officer			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-169301
REPORTING PERIOD:	2022-23

PROJECT STATUS: **COMPLETE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	KINGS		
TIME PERIOD:	2019-20 - 2022-23	APPROVED AMOUNT:	1,045,708
TOTAL COST OF PROJECT:			1,045,708
PROJECT DETAIL PROVIDED ON APPLICATION:			
Case Management System			
SECTION II: STATUS AND COMPLETION REPORTING			
COMPLETION DATE:			6/30/2023
PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WERE EXPENDED:			
Funds were used for implementation of new CMS and conversion costs from old CMS to new CMS.			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Nocona Soboleski, Court Executive Officer		
PERSON AUTHORIZING REQUEST (<i>Presiding Judge, Court Executive Officer, or Designee</i>) :			
Nocona Sobolesk, Court Exectuive Officer			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-179301
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: **ACTIVE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	Lake		
TIME PERIOD:	2021-22 - 2023-24	APPROVED AMOUNT:	71,098
EXPENDITURES TO DATE:			30,000
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>The Court contracted with Journal Technologies on 6/15/20 to develop and implement the following interfaces with the Court's case management system:</p> <ol style="list-style-type: none"> 1. Electronic Citation interface 2. Department of Child Support Services 3. Warrant interface with the Sheriff's Department <p>These data interfaces will reduce staff time in case processing. The interfaces will also improve data accuracy among justice partners. Data will no longer be required to be printed, sent to a justice partner and then data entered into the justice partner's system, and vice versa.</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			2023-24
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
<p>Court submitted an amended request to extend the date of completion for the two remaining interfaces to 6/30/24 which was approved 11/17/23. Status</p> <p>Report for Interface projects:</p> <ol style="list-style-type: none"> 1. Electronic Citation Interface: The Clearlake Police Department needs to set up an FTP site and then they will need at least 3 months more to implement. Completion date may need to be extended to FY24/25. 2. Department of Child Support Services: Implemented and paid for in FY2022 3. Warrant Interface with the Sheriff's Department: Clearlake Police Department is working with the Sherrif Dept. They need to purchase two separate servers. Completion date may need to be extended to FY24/25. 			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Michaela Noland, Administrative Services Manager, michaela.noland@lake.courts.ca.gov		
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :			
Krista LeVier, CEO			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-179302
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: ACTIVE

SECTION I: GENERAL INFORMATION

SUPERIOR COURT:	Lake		
TIME PERIOD:	2021-22 - 2025-26	APPROVED AMOUNT:	439,842
EXPENDITURES TO DATE:			-

PROJECT DETAIL PROVIDED ON APPLICATION:

Lake County Superior Court requested \$439,842 to be held on the court's behalf for one time project costs related to the completion and move to a new courthouse. The court is responsible for moving costs and some equipment and furnishing costs for the new Lake County Courthouse. The courthouse is a new court construction project estimated to be complete in late 2025 or early 2026. Given the uncertain nature of future funding for the trial courts, it was necessary and fiscally responsible to begin reserving funds for one-time project costs when the court had the resources to do so.

SECTION II: STATUS AND COMPLETION REPORTING

ESTIMATED DATE OF COMPLETION:	6/30/2026
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PLEASE PROVIDE A PROGRESS AND STATUS REPORT:

No expenditures expected until FY25.

SECTION III: CONTACT AND AUTHORIZATION

CONTACT PERSON AND INFO:	Michaela Noland, Administrative Services Manager, michaela.noland@lake.courts.ca.gov
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :	Krista LeVier, CEO

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-179304	PROJECT STATUS:	ACTIVE
REPORTING PERIOD:	As of December 2023		

SECTION I: GENERAL INFORMATION

SUPERIOR COURT:	Lake		
TIME PERIOD:	2022-23 - 2023-24	APPROVED AMOUNT:	17,500
EXPENDITURES TO DATE:			3,500

PROJECT DETAIL PROVIDED ON APPLICATION:

This original request was submitted for meeting on 7/21/23 to receive approval to be considered for FHOB approval at JCC meeting on 11/17/23.

The Court contracted with Journal Technologies on 6/29/21 to configure several necessary changes to the Court's case management system. Three of the configurations have not been finished:

1. Fix several work queues that have outstanding tasks.
2. Create Pre-trial diversion minutes
3. Create Workflow for destruction of cannabis cases per HS11361.5

SECTION II: STATUS AND COMPLETION REPORTING

ESTIMATED DATE OF COMPLETION:	6/30/2024
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PLEASE PROVIDE A PROGRESS AND STATUS REPORT:

At the end of FY22/23 the court was able to unencumber \$8,271 of the \$17,500. Court submitted an amended request to have the lesser amount of \$9,229 held on behalf of the court.

Status Report for Court Case Management configuration Changes:

1. Fix several work queues that have outstanding tasks. -Journal Technologies has not started on the project. Completion date may need to be extended to FY24/25.
2. Create Pre-trial diversion minutes -Completed & paid by court FY22 encumbrance (not FHOB)
3. Create Workflow for destruction of cannabis cases per HS11361.5 -The court is waiting on JTI to complete configuration per court contract. Completion date may need to be extended to FY24/25.

SECTION III: CONTACT AND AUTHORIZATION

CONTACT PERSON AND INFO:	Michaela Noland, Administrative Services Manager, michaela.noland@lake.courts.ca.gov
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PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :

Krista LeVier, CEO

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-179305
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: **ACTIVE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	Lake		
TIME PERIOD:	2022-23 - 2025-26	APPROVED AMOUNT:	178,225
EXPENDITURES TO DATE:			-
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>Lake County Superior Court requested \$178,225 to be held on the court's behalf for one time project costs related to the completion and move to a new courthouse. The court is responsible for moving costs and some equipment and furnishing costs for the new Lake County Courthouse. The courthouse is a new court construction project estimated to be complete in late 2025 or early 2026.</p> <p>Given the uncertain nature of future funding for the trial courts, it was necessary and fiscally responsible to begin reserving funds for one-time project costs when the court had the resources to do so.</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			6/30/2026
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
No expenditures expected until FY25			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Michaela Noland, Administrative Services Manager, michaela.noland@lake.courts.ca.gov		
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :			
Krista LeVier, CEO			

FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE STATUS AND COMPLETION REPORTING

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

Table with 2 columns: Label (WBSE NUMBER, REPORTING PERIOD) and Value (O-229301, As of December 2023)

PROJECT STATUS: ACTIVE

SECTION I: GENERAL INFORMATION

Table with 4 columns: SUPERIOR COURT (Mariposa), TIME PERIOD (2021-22 -), APPROVED AMOUNT (53,753), EXPENDITURES TO DATE (53,753)

PROJECT DETAIL PROVIDED ON APPLICATION: We would like funds held on behalf of the trial court for a project that will extend past the fiscal year to improve the courts workspace layout for the court offices. Including a more conducive and ergonomically set up to allow more efficiencies within the office.

SECTION II: STATUS AND COMPLETION REPORTING

Table with 2 columns: ESTIMATED DATE OF COMPLETION (12/31/2024)

PLEASE PROVIDE A PROGRESS AND STATUS REPORT: The court has made very little progress in this area due to many challenging circumstances. The court is very small with limited abilities, shortage of staff and a turnover both in operations and administration, implementing a new case management system in parallel with many other projects. The court has obtained a project management number, also had obtained additional resources through the Court Funded Facilities Request (CFR) process, CRF 22-CFR026 for additional funding. Internally we had gathered information from the operations supervisor and bench. There has been initial searches on current master agreements and companies' that other sister courts and the county have used. We have had intial meetings with the county and their ADA contact. There has been measurments taken and is now in the hands of the county for drawings, design layout and estimates.

SECTION III: CONTACT AND AUTHORIZATION

Table with 2 columns: CONTACT PERSON AND INFO (Desire Leard, CEO)

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

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-229302
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: **ACTIVE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	Mariposa		
TIME PERIOD:	2022-23 -	APPROVED AMOUNT:	351,836
EXPENDITURES TO DATE:			351,836
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>We would like funds held on behalf of the trial court for a project that will extend past the fiscal year to improve the courts workspace layout for the court offices include the extension of the public counters, adhering to the ADA standards, new flooring and interior painting and wire clean up, while including a more conducive and ergonomically set up to allow more efficiencies within the office.</p> <p>The public counterspace is not sufficient for public use. It's easy to underestimate the importance of this detail. This is the first stop in the courthouse after a member of the public passed through security, to pick up paperwork, drop off paperwork, seek out directions and obtain answers to general questions in a small area. There is no room for someone to set their paperwork down, sign documents, and there is not a handicap counter space. People be leaned on the counter top over the years and it requires continual management of</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			12/31/2025
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
<p>The court has obtained a project management number, Internally we had gathered information from the operations supervisor and bench. There has been initial searches on current master agreements and companies' that other sister courts and the county have used. We have had intial internal meetings and meetings with the county and their ADA contact. There has been measurments taken and is now in the hands of the county for drawings, design layout and estimates.</p>			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Desire Leard, CEO		
PERSON AUTHORIZING REQUEST (<i>Presiding Judge, Court Executive Officer, or Designee</i>) :			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-269305-1-18	PROJECT STATUS:	COMPLETE
REPORTING PERIOD:	2022-23		

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	Mono		
TIME PERIOD:	2018-19 - 2022-23	APPROVED AMOUNT:	45,000
TOTAL COST OF PROJECT:			45,000
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>Technology request to hold TCTF funds for desktop computer replacement for all employees. The average lifespan of desktop computers is three to five years. While many computers can remain operational several years after their projected lifespan, the accumulation of files, software, and updates take a toll on the hardware. Mono replaced all desktop computers in FY 16-17, so they are getting close to the end of their lifespan. Due to our IT resources we are implementing a replacement plan of half of our hardware one year and the next half the subsequent year.</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
COMPLETION DATE:			6/30/2023
PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WERE EXPENDED:			
<p>The court purchased enough computers to replace them for all employees.</p>			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Tammy Laframboise, 760-923-2304		
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :			
Lester Perpall			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-269308-1-19
REPORTING PERIOD:	2022-23

PROJECT STATUS: **COMPLETE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	Mono		
TIME PERIOD:	2019-20 - 2022-23	APPROVED AMOUNT:	72,000
TOTAL COST OF PROJECT:			72,000
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>Technology request to hold TCTF funds for phone server replacement. The VoIP servers will be at end of life so the court will need to seek professional services to support the design, deployment and configuration of a new platform. This requires two redundant cisco servers, VM Ware licensing, migration of data to new servers and configuration of high availability back-up. Additionally, configure UC, Unity and UCCX and test the configuration and phone tree.</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
COMPLETION DATE:			6/30/2023
PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WERE EXPENDED:			
<p>The court entered into an agreement to purchase the necessary equipment and labor required to maintain the phone support to the Judge's, court staff and the public.</p>			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Tammy Laframboise, 760-923-2304		
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :			
Lester Perpall			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-269306-1-18, O-269306-1-19 & O-269306-1-21	PROJECT STATUS:	ACTIVE
REPORTING PERIOD:	As of December 2023		

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	Mono		
TIME PERIOD:	2018-19 - 2023-24	APPROVED AMOUNT:	70,000
EXPENDITURES TO DATE:			-
PROJECT DETAIL PROVIDED ON APPLICATION:			
Request to hold TCTF funds for vehicle replacement of our 2012 Ford Escape. We consider a 10-year lifespan for a vehicle in the mountainous, winter driving environment of Mono County to be appropriate with regard to safety and reliability.			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			6/30/2024
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
Will be starting the RFP process to complete a vehicle purchase by 06/30/2024.			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Tammy Laframboise, 760-923-2304		
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :			
Lester Perpall			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-272202
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: **ACTIVE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	Monterey County		
TIME PERIOD:	2022-23 - 2024-25	APPROVED AMOUNT:	70,000
EXPENDITURES TO DATE:			7,058
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>The purpose of this request is to fund the following security projects:</p> <ol style="list-style-type: none"> 1. Marina Courthouse – Install security bollards on the exterior front entrance of the facility. 2. Marina Courthouse – Install security barriers in the public lobby area in the weapons screening area. 3. Salinas Courthouse – Install security informational, wayfinding, and evacuation signage in the facility. 4. King City Courthouse – Install security informational, wayfinding, and evacuation signage in the facility. 			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			6/30/2024
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
<p>Signage for the Salinas courthouse has been purchased and installed. The court has, through the JCC, funded a facilities project to install security bollards at the Marina Courthouse which may not be completed until FY 2024-2025. The court anticipates installing the security barriers in Marina and the signage in King City this fiscal year.</p>			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Colin Simpson colin.simpson@monterey.courts.ca.gov		
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :			
Chris Ruhl, CEO			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-272206
REPORTING PERIOD:	2022-23

PROJECT STATUS: **COMPLETE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	Monterey County		
TIME PERIOD:	2022-23 - 2023-24	APPROVED AMOUNT:	38,389
TOTAL COST OF PROJECT:			38,389
PROJECT DETAIL PROVIDED ON APPLICATION:			
The purpose of this request is to fund the replacement of a 2007 Camry vehicle, a fixed asset.			
SECTION II: STATUS AND COMPLETION REPORTING			
COMPLETION DATE:			8/31/2023
PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WERE EXPENDED:			
The funds were expended to replace a 2007 Camry vehicle, a fixed asset.			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Colin Simpson colin.simpson@monterey.courts.ca.gov		
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :			
Chris Ruhl, CEO			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-272205
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: **ACTIVE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	Monterey County		
TIME PERIOD:	2022-23 - 2024-25	APPROVED AMOUNT:	25,000
EXPENDITURES TO DATE:			-
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>The purpose of this request is to fund the services of a consultant to advise the Monterey County Superior Court on the design and construction of the new Fort Ord Courthouse.</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			6/30/2025
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
<p>The new court construction project is nearing the end of the Acquisition and Performance Criteria phase. Once in the Design Phase, the court will contract with a consultant to advise as needed.</p>			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Colin Simpson colin.simpson@monterey.courts.ca.gov		
PERSON AUTHORIZING REQUEST (<i>Presiding Judge, Court Executive Officer, or Designee</i>) :			
Chris Ruhl, CEO			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-272401
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: **ACTIVE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	Monterey County		
TIME PERIOD:	2025-26 - 2025-26	APPROVED AMOUNT:	507,403
EXPENDITURES TO DATE:			-
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>These funds reflect a large portion of one-time project costs to equip and furnish the new Family Justice Center and Civil Courthouse as part of the courthouse construction project. These court costs of \$507,403 are necessary so that the new courthouse may be opened to serve the public. The Judicial Council will have already committed significant resources to this project of \$135,483,000. Given the uncertain nature of present and future funding for the judicial branch and trial courts. The court deems it prudent and necessary to begin reserving funding to cover local court costs for this project now when the court has the resources to do so. This would mitigate the risks of absorbing future budget reductions that would hamper the court's ability to meet its obligations related to the courthouse project as well as general court operations and services.</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			6/30/2026
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
<p>The new court construction project is nearing the end of the Acquisition and Performance Criteria phase, so no costs that are the court's responsibility have been incurred yet.</p>			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Colin Simpson colin.simpson@monterey.courts.ca.gov		
PERSON AUTHORIZING REQUEST (<i>Presiding Judge, Court Executive Officer, or Designee</i>) :			
Hon. Julie R. Culver, Presiding Judge			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-272101, O-272204	PROJECT STATUS:	COMPLETE
REPORTING PERIOD:	2022-23		

SECTION I: GENERAL INFORMATION

SUPERIOR COURT:	Monterey County		
TIME PERIOD:	2021-22 - 2023-24	APPROVED AMOUNT:	329,446
TOTAL COST OF PROJECT:			391,398

PROJECT DETAIL PROVIDED ON APPLICATION:

The project is to upgrade the power infrastructure and data center (Main Data Facility, MDF) located in the Court's King City facility. This upgrade would allow the facility to become a disaster recovery site to meet existing and future information technology and operational needs. Phase III of the project to include a generator to support the energy capacity needs of the disaster recovery site.

SECTION II: STATUS AND COMPLETION REPORTING

COMPLETION DATE:	10/31/2023
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PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WERE EXPENDED:

The funds were expended to upgrade the power infrastructure and data center (Main Data Facility, MDF) located in the Court's King City facility. This upgrade allowed the facility to become a disaster recovery site to meet existing and future information technology and operational needs. Phase III of the project included a generator to support the energy capacity needs of the disaster recovery site.

SECTION III: CONTACT AND AUTHORIZATION

CONTACT PERSON AND INFO:	Colin Simpson colin.simpson@monterey.courts.ca.gov
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PERSON AUTHORIZING REQUEST (*Presiding Judge, Court Executive Officer, or Designee*) :

Chris Ruhl, CEO

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-272001, O-272203
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: **ACTIVE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	Monterey County		
TIME PERIOD:	2020-21 - 2024-25	APPROVED AMOUNT:	297,095
EXPENDITURES TO DATE:			212,602
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>To reestablish services in King City, the court will need to expend significant one-time monies to make the courthouse operational again. The Judicial Council (JCC) and the County of Monterey have already committed significant resources to this project. The timing of the court's role in readying the courthouse depends on the completion of projects to:</p> <ol style="list-style-type: none"> 1. Replace the roof of the building, which has already been approved by the JCC's Trial Court Facilities Modification Advisory Committee (TCFMAC) and funded by the JCC and the county – the building is jointly occupied by the court and the county – with the project managed by the JCC. 2. Subsequently complete significant interior facility repairs, as approved by the JCC's TCFMAC. 			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			6/1/2025
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
<p>Nearly all renovation work has been completed. The public space/front counter still needs to be replaced and brought up to current standards. The wall surface surrounding the front window should be updated at the same time. The estimated cost is \$55,600 and requires coordination with JCC facilities staff. In addition, the court continues coordinating with the county to improve landscaping and the safety conditions of the parking lot. The King City Courthouse parking lot needs significant improvements to prevent damage to the Court and visitors' vehicles. It also became evident that the landscaping, like the parking lot, reflected many years of neglect creating safety hazards for the visiting public. The estimated cost of this is \$50,000.</p>			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Colin Simpson colin.simpson@monterey.courts.ca.gov		
PERSON AUTHORIZING REQUEST (<i>Presiding Judge, Court Executive Officer, or Designee</i>) :			
Chris Ruhl, CEO			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-272201
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: **ACTIVE**

SECTION I: GENERAL INFORMATION

SUPERIOR COURT:	Monterey County		
TIME PERIOD:	2022-23 - 2023-24	APPROVED AMOUNT:	514,321
EXPENDITURES TO DATE:			119,852

PROJECT DETAIL PROVIDED ON APPLICATION:

The purpose of this request is to fund maintenance and repair projects allowed under rule 10.810 of the California Rules of Court to replace the flooring, painting, and other interior repairs, as needed, at the Salinas and Marina Courthouses.

SECTION II: STATUS AND COMPLETION REPORTING

ESTIMATED DATE OF COMPLETION:	6/30/2024
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PLEASE PROVIDE A PROGRESS AND STATUS REPORT:

A contract was awarded and work has begun on the courthouse painting project with a contract amount of \$290,424. The court completed the RFP process for the carpet replacement project and is currently working with a vendor to price and provide a schedule for the project.

SECTION III: CONTACT AND AUTHORIZATION

CONTACT PERSON AND INFO: Colin Simpson colin.simpson@monterey.courts.ca.gov

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

Chris Ruhl, CEO

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: **ACTIVE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	Nevada County		
TIME PERIOD:	2022-23 - 2023-24	APPROVED AMOUNT:	35,000
EXPENDITURES TO DATE:			-
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>Courthouse furniture in public sitting areas and meeting spaces for the public are well used and not aging well. The public responds negatively and voices disapproval. Chairs are dirty, with damaged fabric and cushions. Not only is furniture ugly and uncomfortable it is a poor representation of the court's mission to serve the public well. Replacing this furniture will improve the public-accessible spaces of the courthouse and elicit better customer satisfaction.</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			6/30/2023
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
In progress.			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Theresa Lambert 530-362-5267 theresa.lambert@nccourt.net		
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :			
Laila Waheed, CEO			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:		PROJECT STATUS:	ACTIVE
REPORTING PERIOD:	As of December 2023		

SECTION I: GENERAL INFORMATION

SUPERIOR COURT:	Nevada County		
TIME PERIOD:	2022-23 - 2023-24	APPROVED AMOUNT:	45,000
		EXPENDITURES TO DATE:	-

PROJECT DETAIL PROVIDED ON APPLICATION:

Vehicle purchase for travel between court locations will allow for staff to travel safely and efficiently. The court's existing vehicle is aging and is not as efficient as newer models. A replacement vehicle will improve staff safety and reduce the court's fossil fuel footprint.

SECTION II: STATUS AND COMPLETION REPORTING

ESTIMATED DATE OF COMPLETION:	6/30/2023
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PLEASE PROVIDE A PROGRESS AND STATUS REPORT:

Not started as of 1/2/2024

SECTION III: CONTACT AND AUTHORIZATION

CONTACT PERSON AND INFO:	Theresa Lambert 530-362-5267 theresa.lambert@nccourt.net
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :	
Laila Waheed, CEO	

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: **ACTIVE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	Nevada County		
TIME PERIOD:	2022-23 - 2023-24	APPROVED AMOUNT:	30,000
EXPENDITURES TO DATE:			-
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>Work management systems allow for the automation, streamlining and tracking for work within the court to deliver faster access to justice through digital workflow technologies. This funding will allow the court to transition 35% of all public requests into a digital workflow leveraging the existing court website and integration of phone calls into the digital workflow system. This initiative is a force multiplier and will decrease time to resolve public requests, reduce errors and defects, while allowing a data driven approach to operational efficiency for work flowing through this system. The court's implementation of Zendesk is in a Phase 1 pilot and this funding would allow for a Phase II pilot to expand usage across the organization. The court expects a 10% efficiency gain YoY through the data collected from the workflow management system. The court expects large efficiencies to result from the implementation of Zendesk to handle public, partner and internal work more effectively with the use of templates and redirection to existing resources where possible.</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			6/30/2023
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
In progress. Further work pending FHOB approval.			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Theresa Lambert 530-362-5267 theresa.lambert@nccourt.net		
PERSON AUTHORIZING REQUEST (<i>Presiding Judge, Court Executive Officer, or Designee</i>) :			
Laila Waheed, CEO			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:		PROJECT STATUS:	ACTIVE
REPORTING PERIOD:	As of December 2023		

SECTION I: GENERAL INFORMATION

SUPERIOR COURT:	PLACER		
TIME PERIOD:	2022-23 - 2024-25	APPROVED AMOUNT:	495,000
EXPENDITURES TO DATE:			106,016

PROJECT DETAIL PROVIDED ON APPLICATION:

The functionality of the Gibson Courtrooms' Audio Video System has evolved away from the system's initial design. The main purpose centered on occasional video conferencing with the California Department of Corrections and Rehabilitation (CDCR) and did not take into account the evolution of remote appearances within courtrooms. Remote appearances have since become a daily occurrence of the courtroom experience, and while the current system supports remote appearances, it does have limitations.

This system was designed and installed between 2006 and 2008. Several of its components are over 15 years old, are end-of-life due to the discontinuation of parts, and support from manufacturers. The Court has continually maintained and updated this system by replacing key components as needed, but this approach is unfit for long-term technology advancements in a Digital Courtroom.

The current core system lacks camera and video conferencing that support common connection methods; our cameras do not have the suggested resolution for remote proceedings. In conjunction with insufficient camera and video resolution, Teams is not native to the system and relies on third party applications for connectivity.

The court intends to upgrade current system to meet the JCC's recommended minimum Digital Courtroom specifications, replacing any components that are end of life or older than 5 years. The court estimates a total project cost of \$1.2 to \$1.5 million.

SECTION II: STATUS AND COMPLETION REPORTING

ESTIMATED DATE OF COMPLETION:	6/30/2025
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PLEASE PROVIDE A PROGRESS AND STATUS REPORT:

The court has completed the design build and operational planning phase for this project. Equipment installations for the first series of courtrooms are scheduled to begin February 15, 2024. Installations are projected to conclude beginning-mid 2025.

SECTION III: CONTACT AND AUTHORIZATION

CONTACT PERSON AND INFO:	Julie Kelly, Chief Administrative Officer jkelly@placer.courts.ca.gov
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PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :

Jake Chatters, Court Executive Officer jchatters@placer.court.ca.gov

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-312006
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: ACTIVE

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	PLACER		
TIME PERIOD:	2021-22 - 2023-24	APPROVED AMOUNT:	150,000
EXPENDITURES TO DATE:			-
PROJECT DETAIL PROVIDED ON APPLICATION:			
Request by the Placer Superior Court to support preplanning efforts and feasibility costs related to the replacement of the Tahoe City courthouse.			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			TBD
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
The Court is awaiting the release of the Governor's January proposed budget to determine if this capital improvement plan can remain a pursuable option.			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Julie Kelly, Chief Administrative Officer jkelly@placer.courts.ca.gov		
PERSON AUTHORIZING REQUEST (<i>Presiding Judge, Court Executive Officer, or Designee</i>) :			
Jake Chatters, Court Executive Officer jchatters@placer.courts.ca.gov			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-312005
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: **ACTIVE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	PLACER		
TIME PERIOD:	2020-21 - 2023-24	APPROVED AMOUNT:	125,000
EXPENDITURES TO DATE:			61,455
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>Original request was to fund CMS upgrade. Because Judicial Council allocated Modernization funding to facilitate the upgrade of the court's CMS, this project was amended to provide an upgrade to the Placer Court Juvenile Justice Courtroom A/V system. The current system is in serious disrepair, with discontinued components and no support from current manufacturers. Microphones and video equipment do not operate. With the swift evolution of video conferencing, it is vital to have functioning audio/video infrastructure in this courtroom. Provide an upgrade to the Placer Court Juvenile Justice Courtroom A/V system. The current system is in serious disrepair, with discontinued components and no support from current manufacturers. Microphones and video equipment do not operate. With the swift evolution of video conferencing, it is vital to have functioning audio/video infrastructure in this courtroom.</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			1/31/2024
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
<p>Project is in Test Phase with anticipated final billing from vendor by January 31, 2024.</p>			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Julie Kelly, Chief Administrative Office jkelly@placer.courts.ca.gov		
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :			
Jake Chatters, Court Executive Officer			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-332302
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: **ACTIVE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	Riverside		
TIME PERIOD:	2022-23 - 2024-25	APPROVED AMOUNT:	838,493
EXPENDITURES TO DATE:			-
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>This request is to fund the purchase of court responsible items for the new Indio Juvenile and Family Courthouse, which is slated to be finished in August 2024 and occupied shortly thereafter. The new courthouse will replace a two-courtroom function of the existing Juvenile Court, absorb two courtrooms from the Family Division at the existing Larson Justice Center, and provide space for one new judgeship. Spaces are included for court administration, court security operations, holding, and building support. The new building will be approximately 53,255 square feet and will include 130 parking places for court staff and visitors, eight secure judges' parking spaces, and a secure sally port for in-custody transport. The facility will provide a safe, accessible, and operationally efficient building for court staff, judicial officers, and members of the Riverside County community.</p> <p>Court responsible items include but are not limited to: office equipment, trash cans and bins (offices and outside), moving costs, safes for safekeeping of the court's cash and check deposits, telephones, a telephone system, and network and various other IT-related equipment. These purchases must be made from the court's budget as they are not part of the funding provided for the construction of the project.</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			5/13/2025
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
<p>Project has been delayed by several issues and is significantly behind the original scheduled dates for completion (original scheduled completion date was 2/16/2024) . With approved extensions to the planned completion date, the contract completion date is currently reported as 7/1/24, but the JCC Project Team is tracking a project completion date of 5/13/2025. The Court has not determined a planned start of operations date at this time. Court Facilities has not started ordering materials covered by the FHOB funds. Court Facilities will need to make an assessment as to the potential value of combining this project's orders with the material orders for the Meniffee Justice Center project. Court IT is likely tracking a similar assessment for the timing of material orders.</p>			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Kit Kurisaki, Assistant Deputy Executive Officer of Facilities 951-777-3113 kit.kurisaki@riverside.courts.ca.gov 951-777-3113		
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :			
Jason Galkin, Court Executive Officer			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-332301
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: **ACTIVE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	Riverside		
TIME PERIOD:	2022-23 - 2023-24	APPROVED AMOUNT:	1,347,824
EXPENDITURES TO DATE:			69,103
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>This request is to fund the purchase of court responsible items for the new Menifee Courthouse, which is slated to be finished on March 21, 2024, and occupied in late March/early April 2024. The Menifee Courthouse will replace an existing, out dated 5-courtroom facility (Hemet) with a new 9-courtroom modern courthouse. Services in the new building will include: family, traffic, and civil case calendars along with family law mediation, self-help, and jury. The 3-story court building is approximately 85,010 square feet and will be part of the City of Menifee Town Center Development. The new building will provide a safe, accessible, and operationally efficient building for court staff, judicial officers, and members of the Riverside County community.</p> <p>Court responsible items include but are not limited to: office equipment, trash cans and bins (offices and outside), moving costs, safes for safekeeping of the court's cash and check deposits, telephones, a telephone system, and network and various other IT-related equipment. These purchases must be made from the court's budget as they are not part of the funding provided for the construction of the project.</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			7/8/2024
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
<p>Project appears to be on schedule and on budget. Substantial completion date being reported by the JCC Project Team is 3/21/24. Preliminary planning by the Court anticipates a start of operations on Monday, July 8, 2024. Court IT has already started placing orders for materials covered by the FHOB funds. Court Facilities anticipates starting orders for materials covered by the FHOB funds in January 2024.</p>			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Kit Kurisaki 951-777-3113 kit.kurisaki@riverside.courts.ca.gov		
PERSON AUTHORIZING REQUEST (<i>Presiding Judge, Court Executive Officer, or Designee</i>) :			
Jason Galkin, Court Executive Officer			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-342201
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: **ACTIVE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	Sacramento		
TIME PERIOD:	2021-22 - 2024-25	APPROVED AMOUNT:	3,946,130
EXPENDITURES TO DATE:			12/19/2023
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>The court is scheduled to occupy a new 53-courtroom, 18-story courthouse in FY 2023-24. The new facility will relocate 45 courtrooms along with the operational and administrative units from the existing Gordon D. Schaber Courthouse and surrounding locations in the downtown area. The court's goal during the occupation phase is to minimize the time needed to move from the various downtown facilities into the new courthouse and thus mitigate the impacts to the public, security services, and the justice community as much as possible.</p> <p>These funds will be used to procure the equipment and professional services required to occupy the new courthouse. This equipment includes telephony and information technology equipment as well as additional seating for high-volume courtrooms, moving costs, and other office supplies and equipment classified as court-funded obligations, which are not covered under the construction project's funding.</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			9/30/2024
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
<p>The Certificate of Occupancy has been extended to September 2024. The Court has purchased telephones so as to have sufficient time for programming and our badge access cards. The Court will continue to purchase the required items and secure moving services as we get closer to occupying the building.</p> <p>We plan to move furniture and equipment in as soon as possible after the Certificate of Occupancy is obtained. We will relocate staff in stages once the space is furnished and in working condition.</p> <p>The court intends to submit an amendment to continue using the funds in FY 2024-25, which will include updates to the Expenditures for FY 2022-23 and FY 2023-24.</p>			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Laetesia Ible, Chief Financial Officer (IbleL@saccourt.ca.gov)		
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :			
Lee Seale, Court Executive Officer (SealeL@saccourt.ca.gov)			

FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE STATUS AND COMPLETION REPORTING

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

Table with 2 columns: Field Name, Value. Fields include WBSE NUMBER (O-349301) and REPORTING PERIOD (As of December 2023).

PROJECT STATUS: ACTIVE

SECTION I: GENERAL INFORMATION

Table with 4 columns: Field Name, Value 1, Field Name, Value 2. Fields include SUPERIOR COURT (Sacramento), TIME PERIOD (- 2024-25), APPROVED AMOUNT (2,240,214), and EXPENDITURES TO DATE (12/19/2023).

PROJECT DETAIL PROVIDED ON APPLICATION: Original Funds Held On Behalf (FHOB) request for Project 34-16-01-00 was submitted in Fiscal Year (FY) 2015-16. Original FHOB request for Project 34-17-01-00 was submitted in FY 2016-17. The court is replacing two of its oldest case management systems (CMS) projects in the Criminal and Family Law Divisions, and started the Phase II upgrade of its Traffic division C-Track implementation: Criminal CMS Project: replaces a county-owned mainframe system that is being phased out by the county, which 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, which will enable the court to employ e-filing services and improve order generation; and the Traffic CMS Project, which replaced a 16 year old CMS. The first phase of the Traffic CMS project went live in January 2019 and the remaining deliverables are slated for completion in FY 2022-23. This request is to amend the amount held in the TCTF to continue funding the court's CMS Projects.

SECTION II: STATUS AND COMPLETION REPORTING

Table with 2 columns: Field Name, Value. Field: ESTIMATED DATE OF COMPLETION: 6/30/2025

PLEASE PROVIDE A PROGRESS AND STATUS REPORT: The court is currently in the early implementation phases with JTI for the Criminal CMS Project. At present, the team is documenting data gaps in the eCourt screens. Go-live is targeted for Q2/Q3 of FY 2024-25. As noted above, the court discovered two separate FHOB requests were submitted to support different phases of this project but generally the same scope of work. As a result, they were combined and are being tracked under WBSE O-349301. Please see ActiveProject_Contd tab containing additional amendments. AMENDMENT REQUEST #5 reflects a revision to AMENDMENT REQUEST #4. However, we were unable to locate an approval for the revised document, only the original amendment, which was approved on 7/15/22. The court intends to submit an amendment to continue using the funds in FY 2024-25, which will include the revisions.

SECTION III: CONTACT AND AUTHORIZATION

Table with 2 columns: Field Name, Value. Fields include CONTACT PERSON AND INFO (Laetesia Ible, Chief Financial Officer (IbleL@saccourt.ca.gov)) and PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) (Lee Seale, Court Executive Officer (SealeL@saccourt.ca.gov)).

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-362303	PROJECT STATUS:	ACTIVE
REPORTING PERIOD:	As of December 2023		

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	San Bernardino		
TIME PERIOD:	2022-23 - 2025-26	APPROVED AMOUNT:	2,500,000
EXPENDITURES TO DATE:			-
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>The San Bernardino Superior Court requests approval for this TCTF Funds Held on Behalf in the amount of \$2,500,000 to improve our jury assembly and deliberation rooms. The Court's jury assembly rooms and deliberation rooms play a crucial role in ensuring a fair and efficient trial process. The current environment is aged, rundown (includes torn furniture), and presents safety risks (some of our deliberation rooms have old stoves). Additionally, the jury assembly and deliberation rooms lack the comfort and amenities necessary to provide jurors with an optimal experience during this critical phase of the (trial) process. One such amenity is modern audio/visual (AV) equipment. The jury assembly and deliberation rooms that will be upgraded and repaired range from 20 to 30 years old.</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			6/30/2026
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
<p>This project is scheduled to begin in FY 2023-24; project is pending final revised scope and cost refinement. Project completion date may be pushed out as the project is county-wide (multiple geographical locations) and may take additional time to complete.</p>			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Kurt Feir KFeir@sb-court.org (909) 708-8787		
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :			
Anabel Z. Romero, Court Executive Officer			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-362302
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: **ACTIVE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	San Bernardino		
TIME PERIOD:	2022-23 - 2025-26	APPROVED AMOUNT:	2,337,861
EXPENDITURES TO DATE:			-
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>The San Bernardino Superior Court Juvenile case management system is the last case type to transition from its existing legacy case management system (all other litigation types have transitioned to Odyssey). The Court is actively exploring a case management system that will support electronic storage of files, electronic statistical data submission, and interfaces with various justice partners. The new system will eliminate manual processes and allow the Juvenile Division to achieve a paperless environment. The vision and direction of San Bernardino Superior Court is for enhanced use of technology within the Juvenile division. Funding for this project allows San Bernardino Superior Court to move towards implementation of a successful product.</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			3/1/2026
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
<p>Proposal to build case management system approved by Court Executive Team and Technology Committee. Final project approvals are anticipated in January 2024. Two sub-committees are working on maintenance of current functionalities (of the existing system) and new functionalities to be introduced by the new system. These span various courtroom functions as well as clerk's office and reporting needs. The Court will be working with the County's Innovation and Technology Department (ITD) for this project and will provide updated timeline details in the next report.</p>			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Kurt Feir KFeir@sb-court.org (909) 708-8787		
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :			
Anabel Z. Romero, Court Executive Officer			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-362301	PROJECT STATUS:	ACTIVE
REPORTING PERIOD:	As of December 2023		

SECTION I: GENERAL INFORMATION

SUPERIOR COURT:	San Bernardino		
TIME PERIOD:	2022-23 - 2023-24	APPROVED AMOUNT:	4,000,000
EXPENDITURES TO DATE:			-

PROJECT DETAIL PROVIDED ON APPLICATION:

The Judicial Council submitted a Budget Change Proposal (BCP) to secure one-time state funding of \$1,289,989 to construct facility space related to six new judgeships funded through the 2022 Budget Act. The Court identified the remodeling of the Annex building of the Historic Courthouse to accommodate the increase in courtrooms needed. After identifying the space for the judgeships, it was determined that the BCP funding secured was insufficient to cover all facilities costs associated to the project. The scope of work for this project includes renovations to six courtrooms on the 4th and 5th floors and support space on the 2nd floor. This includes new finishes, repaired finishes, lighting and mechanical repairs, furniture, AV installation, and ADA upgrades. Based on this, the estimated amount needed to fully fund the project is \$4,800,000. The \$4,000,000 requested to be held is to cover the observed cost funding gap and any unforeseen project costs.

SECTION II: STATUS AND COMPLETION REPORTING

ESTIMATED DATE OF COMPLETION:	6/30/2026
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PLEASE PROVIDE A PROGRESS AND STATUS REPORT:

Please note that for the estimated date of completion, we are reflecting when we anticipate work on the project to be complete. Construction cost bids received in May 2023 for build out came in at approximately \$5,600,000. The JCC re-bid the project in December of 2023 and bids are expected back in January of 2024. For cost (the time period outlined), the presumption is that the entire \$4,000,000 will be swept by the JCC this fiscal year to fund the project, as the budget appropriation for the facilities needs for San Bernardino is insufficient to house the new judgeships.

SECTION III: CONTACT AND AUTHORIZATION

CONTACT PERSON AND INFO:	Kurt Feir KFeir@sb-court.org (909) 708-8787
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :	
Anabel Z. Romero, Court Executive Officer	

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-362304	PROJECT STATUS:	ACTIVE
REPORTING PERIOD:	As of December 2023		

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	San Bernardino		
TIME PERIOD:	2022-23 - 2024-25	APPROVED AMOUNT:	600,000
EXPENDITURES TO DATE:			-
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>The San Bernardino Superior Court plans to pilot a limited expansion of its existing "For the Record" (FTR) service agreement to include "speech-to-text" real-time technologies in litigation types where FTR/electronic recording is authorized. Adding this innovative functionality is in line with our strategic plan to continuously leverage technology to modernize our courtrooms. Pilot installations of this advance software will provide judicial officers with real-time record of recorded proceedings, where appropriate. Leveraging new technologies delivers on the Court's overall mission and responsibility to modernize its operations to better serve the community at-large. The cost of the pilot program will be based on the number of courtrooms and the duration of use during the day. The licensing rate for full-day use is estimated at: Full-Day Use: \$15,840 per courtroom, annually, this does not include any additional equipment and/or infrastructure. The Court is requesting that \$600,000 be held in the TCTF to allow for initial pilot and further expansion.</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			6/30/2025
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
<p>Requisition in progress for four (4) FTR Justice Cloud Essential & RealTime Speech-to-Text licenses to be deployed to four misdemeanor and small claims courtrooms. The four licenses acquired will cost \$63,360. Additional licenses to be obtained in the second half of the fiscal year and will continue through FY 2024-25 for additional courtrooms where electronic recording is authorized.</p>			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Kurt Feir KFeir@sb-court.org (909) 708-8787		
PERSON AUTHORIZING REQUEST (<i>Presiding Judge, Court Executive Officer, or Designee</i>) :			
Anabel Z. Romero, Court Executive Officer			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-399304
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: **ACTIVE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	San Joaquin		
TIME PERIOD:	2022-23 - 2025-26	APPROVED AMOUNT:	661,839
EXPENDITURES TO DATE:			-
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>The Court will pay for the repair and upgrade of our Stockton HVAC system. In the summer of 2022, our main HVAC chiller went down for several weeks. The smaller backup unit was not able to cool the courthouse. It was so hot in the courthouse that some staff had to go home. The HVAC system repair and upgrade will be a suitable backup in case the main chiller goes down. This will decrease the risk of having to send people home during a heatwave.</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			6/30/2024
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
<p>We are waiting for an updated quote from the vendor. This project will be reviewed at the Judicial Council meeting in January 2024.</p>			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Stephanie Bohrer, CEO		
PERSON AUTHORIZING REQUEST (<i>Presiding Judge, Court Executive Officer, or Designee</i>) :			

FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

Table with 2 columns: Field Name, Value. Rows: WBSE NUMBER: O-399302, REPORTING PERIOD: As of December 2023

PROJECT STATUS: ACTIVE

SECTION I: GENERAL INFORMATION

Table with 4 columns: Field Name, Value 1, Value 2, Value 3. Rows: SUPERIOR COURT: San Joaquin, TIME PERIOD: 2022-23 - 2023-24, APPROVED AMOUNT: 357,520, EXPENDITURES TO DATE: -

PROJECT DETAIL PROVIDED ON APPLICATION:
The Court will pay for the purchase of a back-up generator and the necessary facility improvements to the Manteca Courthouse's County-Wide Data Center. This generator will help mitigate the risk of data loss or service interruption during a power outage. The back-up generator will enable the Court to provide consistent, convenient and secure digital access to Court case information while ensuring the Court data is secure from loss in the event of a power outage. The JCC has encumbered \$2,001 for FY 23/24 as of 12/20/23.

SECTION II: STATUS AND COMPLETION REPORTING

Table with 2 columns: Field Name, Value. Row: ESTIMATED DATE OF COMPLETION: 6/30/2024

PLEASE PROVIDE A PROGRESS AND STATUS REPORT:
We are waiting for an updated quote from the Judicial Council. This project will be reviewed at the Judicial Council meeting in January 2024.

SECTION III: CONTACT AND AUTHORIZATION

Table with 2 columns: Field Name, Value. Row: CONTACT PERSON AND INFO: Stephanie Bohrer, CEO

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

Empty box for signature or name of the authorizing person.

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-399303
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: ACTIVE

SECTION I: GENERAL INFORMATION

SUPERIOR COURT:	San Joaquin		
TIME PERIOD:	2022-23 - 2024-25	APPROVED AMOUNT:	265,200
EXPENDITURES TO DATE:			-

PROJECT DETAIL PROVIDED ON APPLICATION:

The Court will purchase an alternative Public Address (PA) system for the Stockton Courthouse. This system will be used to broadcast alarms and provide voice announcements to single or multiple areas of the Courthouse in the event of an emergency and we are unable to access the main PA system. The alternative PA system will be included in our Emergency plan as directed by the 2022 California Fire Code, Section 404.2.1 (7): "Fire evacuation plans shall include...the preferred and any alternative means of notifying occupants of a fire or emergency..." Our current PA system is located at the Courthouse entrance. In the event we are unable to access the PA system, we currently do not have an effective way to communicate to judicial officers, staff and court users throughout the entire Courthouse. This alternative PA system will enable the Court to broadcast emergency instructions throughout the entire Courthouse.

SECTION II: STATUS AND COMPLETION REPORTING

ESTIMATED DATE OF COMPLETION:	6/30/2024
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PLEASE PROVIDE A PROGRESS AND STATUS REPORT:

We are waiting for an updated quote from the vendor. This project will be reviewed at the Judicial Council meeting in January 2024.

SECTION III: CONTACT AND AUTHORIZATION

CONTACT PERSON AND INFO:	Stephanie Bohrer, CEO
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PERSON AUTHORIZING REQUEST (*Presiding Judge, Court Executive Officer, or Designee*) :

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**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-399301
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: **ACTIVE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	San Joaquin		
TIME PERIOD:	2022-23 - 2025-26	APPROVED AMOUNT:	4,463,211
EXPENDITURES TO DATE:			15,699
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>The Court will pay for the build out of one shelled courtroom 6B in our 2017 Stockton facility to accommodate our new judgeship appointed in FY19/20. The FHOB is to set aside money for the review, contractor procurement, and the construction phase of the project. We anticipate the project will be completed by November 2025. The Judicial Council has encumbered \$203,923.05 for this project, of that encumbrance, the court has spent \$15,699 as of 12/18/23.</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			11/7/2025
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
<p>We are working on the 100% working drawings package and we anticipate it to be completed at the end of January 2024. Our schedule is as follows: Preliminary Plan Start Date 7/1/22 Finish date 10/3/23; Working Drawings Start Date 10/4/23 Finish date 9/10/24; Bid / Award Start Date 9/11/24 Finish Date 12/6/24; Construction Start Date 12/6/24 Finish date 9/6/25; Occupancy Start Date 9/7/25 - Finish Date 11/7/25</p>			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Stephanie Bohrer, CEO		
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-402204
REPORTING PERIOD:	2022-23

PROJECT STATUS: **COMPLETE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	San Luis Obispo		
TIME PERIOD:	2021-22 - 2022-23	APPROVED AMOUNT:	53,405
TOTAL COST OF PROJECT:			53,405
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>3. Court Van Replacement:</p> <p>The court will purchase a Ford transit van to replace the van the court was forced to retire due to age and maintenance issues. The court has been operating without a van since March 2021. Purchase of a transit van will provide a vehicle capable of supporting day-to-day facilities management and IT operations, which often must move large or numerous items or pieces of equipment between court facilities around the county. The court has been operating without a van since March 2021. The court has only two other vehicles, both Ford Focus sedans. Amendments #1 and #2 made no changes to this project.</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
COMPLETION DATE:			4/27/2023
PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WERE EXPENDED:			
The court has purchased a Ford transit van.			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Geoff O'Quest, CFO geoff.oquest@slo.courts.ca.gov		
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :			
Michael Powell, CEO michael.powell@slo.courts.ca.gov			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-402202
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: **ACTIVE**

SECTION I: GENERAL INFORMATION

SUPERIOR COURT:	San Luis Obispo		
TIME PERIOD:	2021-22 - 2023-24	APPROVED AMOUNT:	296,595
EXPENDITURES TO DATE:			297,973

PROJECT DETAIL PROVIDED ON APPLICATION:

1. Renovation of Staff Workspaces:

The court will renovate its open office workspace in staff areas in the court's main courthouse in San Luis Obispo. The court's current modular workspace furniture is more than 20 years old and show wear and grime. New modular workspace furniture will be purchased and installed, and the old furniture will be removed. Amendment #1 (Approved 7/21/23) added that funds will also be used to construct four staff offices. Amendment #2 requests reallocation of funds from courtroom technology upgrades to staff workspace renovations, increasing total project funding to \$376,595. Amendment #2 was submitted 9/21/2023 and approved by the TCBAC Fiscal Planning Subcommittee on 10/19/2023. The court anticipates final approval at the JCC's January 2024 meeting (1/18-1/19/2024).

SECTION II: STATUS AND COMPLETION REPORTING

ESTIMATED DATE OF COMPLETION:	6/30/2024
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PLEASE PROVIDE A PROGRESS AND STATUS REPORT:

The courts's main court clerk office area in room 220, which houses over 30 staff, has been reconfigured, the decades old modular furniture has been removed, and new modular workspace furniture has been installed. The final installation and punch list items for that space are currently underway. Additional furniture replacement is planned as part of the construction of four staff offices (per approved CFR) and the reconfiguration of staff areas outside room 220.

SECTION III: CONTACT AND AUTHORIZATION

CONTACT PERSON AND INFO: Geoff O'Quest, CFO geoff.oquest@slo.courts.ca.gov

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

Michael Powell, CEO
michael.powell@slo.courts.ca.gov

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-402203
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: **ACTIVE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	San Luis Obispo		
TIME PERIOD:	2021-22 - 2023-24	APPROVED AMOUNT:	121,740
EXPENDITURES TO DATE:			-
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>2. Courtroom Technology Upgrades: The court will upgrade its current ad hoc Zoom court technology in its two largest courtrooms and make its hybrid online/in-person court capability permanent, reliable, and more seamless for court users both online and in person. Amendment #1 made no changes to this project. Amendment #2 requests reallocation of funds from courtroom technology upgrades to staff workspace renovations, decreasing total project funding to \$41,740. Amendment #2 was submitted 9/21/2023 and approved by the TCBAC Fiscal Planning Subcommittee on 10/19/2023. The court anticipates final approval at the JCC's January 2024 meeting (1/18-1/19/2024).</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			6/30/2024
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
<p>The court has contracted with Court Video Conferencing Services (CVCS) for courtroom audio-visual technology upgrades in the seconde half of FY 203-24. This work is anticipated to be completed and the amended total project funding of \$41,740 expended by 6/30/2024.</p>			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Geoff O'Quest, CFO geoff.oquest@slo.courts.ca.gov		
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :			
Michael Powell, CEO michael.powell@slo.courts.ca.gov			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	0-412623	PROJECT STATUS:	ACTIVE
REPORTING PERIOD:	As of December 2023		

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	San Mateo		
TIME PERIOD:	2018-19 - 2025-26	APPROVED AMOUNT:	2,333,054
EXPENDITURES TO DATE:			-
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>To set aside \$1 million that will be due to the County of San Mateo as part of a \$9 million contractual agreement between the Court and the County whereby the County will build 2 new courtrooms, a new traffic clerk office, and a new conference room on the first floor of the Hall of Justice (HOJ), the County will vacate its current space on the first floor of HOJ, and the Court gives up the traffic annex building next to the HOJ in Redwood City so that the County can build a new county office building, which will house the county occupants vacating the HOJ.</p> <p>In addition, \$660,000 will be set aside for furniture, fixtures, and equipment (FF&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.</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			6/30/2026
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
<p>Given the significant cost increases, estimated to be \$15 million more than the original estimate was made in 2018, the Court and County reduced and refined the original scope of the project to converting spaces currently utilized by the County of San Mateo to 2 courtrooms, 2 chambers, reduced renovations to the Clerk's Office and addition of a Self Help Center on the first floor of the Court's Hall of Justice facility. With the County's new County Office Building 3 (COB3) scheduled to open in July 2024 (delayed about 2 years), the conversion of the space is tentatively scheduled to begin in December 2024 and to be completed by June 30, 2026. The current estimated cost of the project, at a reduced scale, is \$15.8 million, which is still \$6.9 million more than the original estimate was \$8.9 million, with the County contributing \$7.9 million. The Court and County are still negotiating a funding plan that addresses the significant increase in project costs, which includes the Court increasing its contribution based on the original estimate. Its likely the Court will need to contribute at least \$3 million more from these accumulated reserves to keep the project on track. The Court is pursuing all options, including additional State funding and increased County contributions to plug the funding gap and replace the two courtrooms it gave up in exchange for allowing the County to build its new office building on the vacated traffic division building.</p>			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Steven Chang		
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :			
Steven Chang, Director of Finance			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	0-411902
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: **ACTIVE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	San Mateo		
TIME PERIOD:	2017-18 - 2025-26	APPROVED AMOUNT:	660,915
EXPENDITURES TO DATE:			15,030
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>Estimated \$1.4 million to repair and/or replace about 230,000 square feet of flooring and carpeting in the Court's Hall of Justice facility in Redwood City.</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			6/30/2026
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
<p>The Court intends to use the remaining balance of \$644,885 for the flooring and carpeting costs associated with converting spaces currently utilized by the County of San Mateo into 2 courtrooms, 2 chambers, and a conference room on the first floor of the Court's Hall of Justice facility. With the County's new County Office Building 3 (COB3) scheduled to open in July 2024 (delayed about 2 years), the conversion of the space is tentatively scheduled to begin in December 2024 and to be completed by June 30, 2026. The current estimated cost of the project, at a reduced scale, is \$15.8 million, which is still \$6.9 million more than the original estimate was \$8.9 million, with the County contributing \$7.9 million. The Court and County are still negotiating a funding plan that addresses the significant increase in project costs, which includes the Court increasing its contribution based on the original estimate. Its likely the Court will need to contribute at least \$3 million more from these accumulated reserves to keep the project on track.</p>			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Steven Chang		
PERSON AUTHORIZING REQUEST (<i>Presiding Judge, Court Executive Officer, or Designee</i>) :			
Steven Chang, Director of Finance			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: **ACTIVE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	Santa Clara		
TIME PERIOD:	2023-24 - 2023-24	APPROVED AMOUNT:	350,000
EXPENDITURES TO DATE:			-
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>We are partnering with Tyler Technologies to implement an automated minute order process. With competing IT projects and limited resources we are hoping to have these funds held on behalf of the Court in order to ensure its availability when we do have the resources.</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			6/30/2023
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
<p>Still discussing scope.</p>			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Walter Eissmann Weissmann@scscourt.org		
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :			
Walter Eissmann			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-459302
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: **ACTIVE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	Shasta		
TIME PERIOD:	2019-20 - 2023-24	APPROVED AMOUNT:	1,588,962
EXPENDITURES TO DATE:			917,914
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>Amendment: Due to numerous construction delays, the certificate of occupancy for the new Redding courthouse is now expected in October of 2023. The construction delays have delayed the expenditure of a significant amount of these funds. At the end of FY22-23, expenditures relating to \$772,055.30 of these funds are still pending and will need to be expended in FY23-24.</p> <p>The funds are needed for the new Redding courthouse, which is currently under construction. Certificate of Occupancy is delayed until April 18, 2022. Projected move-in date is June 2022.</p> <p>Among the expenses to be covered are:</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
<p>Construction has been delayed multiple times. \$917,913.59 has been expended on furnishings and construction related items through December 15, 2023. The remainder of the funds are needed as construction is finishing and the Court transitions to the new building. Among these expenses is \$300,317.34 for approved CFR #45-CFR002. The Certificate of Occupancy was issued by the Fire Marshall on December 15, 2023. We expect the remainder of the available funds to be expended over the next few months with the CFR mentioned and as we move into the new building.</p>			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Melissa Fowler-Bradley (MFowler-Bradley@shasta.courts.ca.gov)		
PERSON AUTHORIZING REQUEST (<i>Presiding Judge, Court Executive Officer, or Designee</i>) :			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-462202
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: **ACTIVE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	Sierra		
TIME PERIOD:	2021-22 - 2023-24	APPROVED AMOUNT:	29,604
EXPENDITURES TO DATE:			1,738
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>This project was initiated to complete needed alterations and improvements in the courtroom including: replacing the furniture and seating in the well area, replacing the flooring, painting of the courtroom, judges chambers, court offices. Refurbishing the clerk's station, bench, jury chairs and gallery pews. Recovering the acoustic panels and replacing the county seal with a State of California seal.</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			6/30/2024
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
<p>The acoustic panels have been recovered. The Court has signed and issued a PO for new furniture and seating in the well area. The Court recently signed off on the proof for the new State of California seal. New flooring has been installed. The painting of the courtroom, chambers, and court offices has been completed. The refurbishing of the jury chairs and gallery pews has been completed. The Court has received and signed quotes for the replacement of the countertop at the clerks station and bench.</p>			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Ann Mendez, CEO (530) 289-2902		
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :			
Ann Mendez, CEO			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-519309
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: **ACTIVE**

SECTION I: GENERAL INFORMATION

SUPERIOR COURT:	Sutter		
TIME PERIOD:	2020-21 - 2023-24	APPROVED AMOUNT:	559,848
EXPENDITURES TO DATE:			65,504

PROJECT DETAIL PROVIDED ON APPLICATION:

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.

The Court respectfully requests extending the timeline to spend the identified savings to FY 23-24.

SECTION II: STATUS AND COMPLETION REPORTING

ESTIMATED DATE OF COMPLETION:	5/1/2024
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PLEASE PROVIDE A PROGRESS AND STATUS REPORT:

Cubicle buildout complete. Office buildout is about 50% complete. Buildout should be completed by 3/1/2024. Once buildout is complete and furnished, staff moves will begin. Entire project should be completed by 5/1/2024.

Although \$65,504 of actual expenditures have been recorded, the remaining amount is recorded in Prepaid Expenses.

SECTION III: CONTACT AND AUTHORIZATION

CONTACT PERSON AND INFO: Joe Azevedo, CAO, jazevedo@suttercourts.com

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

Stephanie M. Hansel, Court Executive Officer

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-519310
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: **ACTIVE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	Sutter		
TIME PERIOD:	2021-22 - 2023-24	APPROVED AMOUNT:	604,596
EXPENDITURES TO DATE:			102,573
PROJECT DETAIL PROVIDED ON APPLICATION:			
<p>The Court respectfully requests \$604,596.00 be held for additional technological enhancements and facilities modifications.</p> <p>The Court respectfully requests extending the timeline to spend the identified savings through FY 23-24.</p>			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			6/30/2024
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
<p>Majority of projects are complete. There are nearly \$328,600 encumbered waiting for vendor to submit final line drawings for otherwise completed AV projects throughout the courthouse.</p>			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Joe Azevedo, CAO; jazevedo@suttercourts.com		
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :			
Stephanie M. Hansel, Court Executive Officer			

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-529302
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: ACTIVE

SECTION I: GENERAL INFORMATION

SUPERIOR COURT:	Tehama		
TIME PERIOD:	2017-18 - 2022-23	APPROVED AMOUNT:	1,003,987
EXPENDITURES TO DATE:			350,411

PROJECT DETAIL PROVIDED ON APPLICATION:

Records desruction and modernization.

SECTION II: STATUS AND COMPLETION REPORTING

ESTIMATED DATE OF COMPLETION:	6/30/2025
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PLEASE PROVIDE A PROGRESS AND STATUS REPORT:

The Court continues its efforts to vacate storage facilities downtown which should be completed no later than 6/30/2024. The Court continues work with our scanning vendor SoftFile to have paper records turned into digital files and hope that all records will be scanned no later than 6/30/2025.

SECTION III: CONTACT AND AUTHORIZATION

CONTACT PERSON AND INFO:	Jo Wardinski, Administrative Services Director
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :	
Kevin Harrigan, Court Executive Officer	

**FUNDS HELD ON BEHALF PROJECT OR PLANNED EXPENDITURE
STATUS AND COMPLETION REPORTING**

Per Judicial Council policy, "Courts are required to report to the Trial Court Budget Advisory Committee annually on the status of the project or planned expenditure if not yet complete, and how the funds were expended for completed projects and planned expenditures."

WBSE NUMBER:	O-529301
REPORTING PERIOD:	As of December 2023

PROJECT STATUS: **ACTIVE**

SECTION I: GENERAL INFORMATION			
SUPERIOR COURT:	Tehama		
TIME PERIOD:	2017-18 - 2022-23	APPROVED AMOUNT:	481,816
EXPENDITURES TO DATE:			355,060
PROJECT DETAIL PROVIDED ON APPLICATION:			
Case management system improvement.			
SECTION II: STATUS AND COMPLETION REPORTING			
ESTIMATED DATE OF COMPLETION:			6/30/2025
PLEASE PROVIDE A PROGRESS AND STATUS REPORT:			
The Court continues to work with Tyler Technologies, Inc. and their Support Account Manager to enhance court operations through more effective and efficient use of the case management system. The customized services to expedite various improvements and utilization of various functionality is scheduled to continue through FY 24-25.			
SECTION III: CONTACT AND AUTHORIZATION			
CONTACT PERSON AND INFO:	Jo Wardinski, Administrative Services Director		
PERSON AUTHORIZING REQUEST (Presiding Judge, Court Executive Officer, or Designee) :			
Kevin Harrigan, Court Executive Officer			

1 **Process, Criteria, and Required Information for Trial Court Trust Fund Fund**
2 **Balance Held on Behalf of the Courts**

3
4 **Recommended Process for Trial Court Trust Fund Fund Balance Held on Behalf**
5 **of the Courts**

- 6
7 1. Trial Court Trust Fund fund balance will be held on behalf of trial courts only for
8 expenditures or projects that cannot be funded by a court’s annual budget or three-year
9 encumbrance term and that require multiyear savings to implement. The program is
10 not intended to address ongoing activities or commitments.
- 11 a. Allowable categories or activities include, but are not limited to:
 - 12 i) Projects that extend beyond the original planned three-year term process such as
13 expenses related to the delayed opening of new facilities or delayed deployment of
14 new information systems;
 - 15 ii) Technology improvements or infrastructure such as installing a local data center, data
16 center equipment replacement, case management system deployment, converting to a
17 new telephone system, desktop computer replacement, and replacement of backup
18 emergency power systems;
 - 19 iii) Facilities maintenance and repair allowed under rule 10.810 of the California Rules of
20 Court such as flooring replacement and renovation as well as professional facilities
21 maintenance equipment;
 - 22 iv) Court efficiency projects such as online and smart forms for court users and
23 systems for tracking case files; and
 - 24 v) Other court infrastructure projects such as vehicle replacement and copy
25 machine replacement.
 - 26
27 2. The submission, review, and approval process is as follows:
 - 28 a. All funds held on behalf requests for the prior fiscal year will be submitted once per year
29 in the fall, after courts complete their year-end close-out, for consideration by the Judicial
30 Council at its January business meeting.
 - 31 b. Requests will be submitted to the Judicial Council’s Director of Budget Services by
32 the court’s presiding judge or court executive officer.
 - 33 c. Budget Services staff will review the request, ask the court to provide any missing or
34 incomplete information, draft a preliminary report and share it with the court for any
35 comments, revise as necessary, and issue the report to the Fiscal Planning Subcommittee
36 of the Trial Court Budget Advisory Committee (TCBAC). The subcommittee will meet
37 to consider the request and hear any presentations from representatives of the requesting
38 courts. Budget Services staff will issue a final report on behalf of the subcommittee for
39 consideration by the Judicial Council.
 - 40 d. The final report to the subcommittee and the Judicial Council will be provided to the
41 requesting court before the report is made publicly available on the California Courts
42 website.
 - 43 e. The court is strongly encouraged to send a representative to the subcommittee meetings

44 and may send a representative to the Judicial Council meetings to respond to questions.

- 45 3. To be considered at the January Judicial Council business meeting, requests must
46 be submitted to the Director of Budget Services no later than September 25.
47
- 48 4. The Judicial Council may consider including appropriate terms and conditions that courts
49 must accept for the council to approve designating TCTF fund balance be held on the
50 court's behalf.
51 a. Failure to comply with the terms and conditions will result in the immediate change in
52 the designation of the related TCTF fund balance from restricted to unrestricted and
53 no longer held on behalf of the court unless the council specifies an alternative action.
54
- 55 5. Request for funds held on behalf of the trial courts may be submitted for the following:
56 a. Requests for new projects or planned expenditures using prior fiscal year funding.
57 b. Requests for new projects or planned expenditures using unspent funding from a
58 previously approved project that has been completed or surrendered by the requesting
59 court.
60 c. Requests to amend previously approved projects or planned expenditures to adjust the
61 amount of funding needed and/or the expenditure period to complete the original
62 project.
63 d. Denied requests will result in the immediate change in the designation of the related
64 TCTF fund balance from restricted to unrestricted and will no longer be held on
65 behalf of the requesting court unless the Judicial Council specifies an alternative
66 action.
67
- 68 6. Courts will be reimbursed monthly for actual expenses submitted for the approved project
69 and recorded in the Judicial Council's Phoenix SAP accounting system.
70 a. Distribution of funding may be approved without a recorded expense at the discretion
71 of the Judicial Council's Director of Budget Services. The court must submit a request
72 and justification explaining why the funding is needed prior to incurring and reporting
73 expenditures for the project.
74
- 75 7. Courts are required to report to the Trial Court Budget Advisory Committee annually on
76 the status of each project or planned expenditure and how the funds were expended until
77 the project is completed. For completed projects a final report must be submitted, and then
78 no further reporting is required.
79
- 80 8. During the required trial court audit cycle, a review of any funds that were held on behalf
81 of the courts will be made to confirm that they were used for their approved purpose.

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

84
85 TCTF fund balance will be held on behalf of the trial courts only for expenditures or projects
86 that cannot be funded by the court's annual budget or three-year encumbrance term and that

87 require multiyear savings to implement.

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

90

91 Trial courts are required to provide all applicable information as requested on the *Application for*
92 *TCTF Funds Held on Behalf of the Court.*