



**Judicial Council of California**  
**Trial Court Budget Advisory Committee**

**TRIAL COURT BUDGET ADVISORY COMMITTEE**

**MATERIALS FOR APRIL 21, 2023  
 VIRTUAL MEETING**

**Meeting Contents**

<b>Agenda</b> .....	<b>1</b>
<b>Minutes</b>	
Draft Minutes from the April 6, 2023 Meeting .....	<b>3</b>
<b>Discussion and Possible Action Items (Items 1-2)</b>	
<b>Item 1</b> – Prioritization of Trial Court Budget Change Proposal (BCP) Concepts for 2024-25 (Action Required) .....	<b>5</b>
<b>Item 2</b> – Trial Court Trust Fund Funds Held on Behalf Reporting (Information Only).....	<b>9</b>
<b>Attachment A:</b> Summary of Recommended Process, Criteria, and Required Information for Trial Court Trust Fund Fund Balance Held on Behalf of the Courts.....	<b>16</b>
<b>Attachment B:</b> FHOB Status and Completion Reporting for Colusa Superior Court.....	<b>20</b>
<b>Attachment C:</b> FHOB Status and Completion Reporting for Colusa Superior Court.....	<b>21</b>
<b>Attachment D:</b> FHOB Status and Completion Reporting for Colusa Superior Court .....	<b>22</b>
<b>Attachment E:</b> FHOB Status and Completion Reporting for Del Norte Superior Court.....	<b>23</b>
<b>Attachment F:</b> FHOB Status and Completion Reporting for Imperial Superior Court.....	<b>24</b>
<b>Attachment G:</b> FHOB Status and Completion Reporting for Imperial Superior Court.....	<b>26</b>
<b>Attachment H:</b> FHOB Status and Completion Reporting for Imperial Superior Court.....	<b>27</b>
<b>Attachment I:</b> FHOB Status and Completion Reporting for Kern Superior Court.....	<b>28</b>
<b>Attachment J:</b> FHOB Status and Completion Reporting for Placer Superior Court.....	<b>30</b>
<b>Attachment K:</b> FHOB Status and Completion Reporting for Placer Superior Court.....	<b>31</b>
<b>Attachment L:</b> FHOB Status and Completion Reporting for Placer Superior Court.....	<b>33</b>

<b>Attachment M:</b> FHOB Status and Completion Reporting for San Benito Superior Court.....	35
<b>Attachment N:</b> FHOB Status and Completion Reporting for San Benito Superior Court.....	37
<b>Attachment O:</b> FHOB Status and Completion Reporting for San Benito Superior Court.....	39
<b>Attachment P:</b> FHOB Status and Completion Reporting for Shasta Superior Court.....	41
<b>Attachment Q:</b> FHOB Status and Completion Reporting for Sutter Superior Court.....	43
<b>Attachment R:</b> FHOB Status and Completion Reporting for Tehama Superior Court.....	44
<b>Attachment S:</b> FHOB Status and Completion Reporting for Imperial Superior Court.....	46



Judicial Council of California  
Trial Court Budget Advisory Committee

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

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**Date:** Friday, April 21, 2023  
**Time:** 10:00 a.m. - 12:00 p.m.  
**Public Video Livestream:** <https://jcc.granicus.com/player/event/2693>

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

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

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

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

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**Call to Order and Roll Call**

**Approval of Minutes**

Approve minutes of the April 6, 2023 Trial Court Budget Advisory Committee (TCBAC) meeting.

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

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This meeting will be conducted by electronic means with a listen-only conference line available for the public. As such, the public may submit comments for this meeting only in writing. In accordance with California Rules of Court, rule 10.75(k)(1), written comments pertaining to any agenda item of a regularly noticed open meeting can be submitted up to one complete business day before the meeting. For this specific meeting, comments should be e-mailed to [tcbac@jud.ca.gov](mailto:tcbac@jud.ca.gov). Only written comments received by 10:00 a.m. on April 20, 2023, will be provided to advisory body members prior to the start of the meeting.

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

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**Item 1**

**Prioritization of Trial Court Budget Change Proposal (BCP) Concepts for 2024-25 (Action Required)**

Review and prioritize trial court BCP concept submissions in which the TCBAC was identified as having purview and the opportunity to provide input, for submission to the Judicial Branch Budget Committee for its review.

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

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

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**Info 1**

**Trial Court Trust Fund Funds Held on Behalf Reporting**

Annual report to the TCBAC on how funds were expended for projects and planned expenditures that were completed in 2021-22 and the status of projects and planned expenditures not yet complete.

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

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**V. ADJOURNMENT**

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**Adjourn**



**TRIAL COURT BUDGET ADVISORY COMMITTEE**

**MINUTES OF OPEN MEETING**

April 6, 2023

12:00 p.m. – 1:30 p.m.

<https://jcc.granicus.com/player/event/2682>

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**Advisory Body Members Present:** Judges: Hon. Jonathan B. Conklin (Chair), Hon. Jill C. Fannin, Hon. Kimberly A. Gaab, Hon. Patricia L. Kelly, Hon. Erick L. Larsh, Hon. Michael J. Reinhart, and Hon. Michael A. Sachs.

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

**Advisory Body Members Absent:** Hon. Wendy G. Getty, Hon. Kimberly Merrifield, Hon. Kevin M. Seibert, Ms. Kim Bartleson, Mr. Chad Finke, Mr. James Kim, and Mr. Shawn Landry.

**Others Present:** Hon. David Kalemkarian, Hon. David Rubin, Mr. John Wordlaw, Mr. Zlatko Theodorovic, Mr. Jessie Romine, Ms. Rose Lane, Ms. Oksana Tuk, Mr. Gregory Tanaka, and Ms. Heather Pettit.

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**OPEN MEETING**

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**Call to Order and Roll Call**

The vice chair welcomed the members, called the meeting to order at 12:00 p.m., and took roll call.

**Approval of Minutes**

The advisory body reviewed and approved minutes from the March 9, 2023 Trial Court Budget Advisory Committee (TCBAC) meeting.

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**DISCUSSION AND ACTION ITEMS (ITEM 1-4)**

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**Item 1 – 2022-23 Trial Court Trust Fund (TCTF) Allocation Adjustments for the Judicial Council Information Technology (IT) Office (Action Required)**

Consideration of recommendations to adjust the 2022-23 TCTF allocation for the IT Data Center and Cloud Services program and a new Electronic Courts of Appeal Record and Transcripts program.

Presenter(s)/Facilitator(s): Ms. Heather Pettit, Director, Judicial Council Information Technology

**Action:** TCBAC unanimously voted to approve the recommendation for consideration by the Judicial Branch Budget Committee (Budget Committee) at its April 14, 2023 meeting and then the Judicial Council at its May 2023 business meeting.

**Item 2 – Firearm Relinquishment Grant Allocations (Action Required)**

Consideration of a recommendation from the Family and Juvenile Law Advisory Committee for a second cycle of allocating one-time funding included in the 2022 Budget Act to one trial court to support court-based firearm relinquishment programs.

Presenter(s)/Facilitator(s): Mr. Gregory Tanaka, Supervising Attorney, Center for Families, Children & the Courts

**Action:** TCBAC voted to approve (with two abstentions) the recommendation for consideration by the Budget Committee at its April 14, 2023 meeting and then the Judicial Council at its May 2023 business meeting.

**Item 3 – 2022-23 TCTF Allocations Adjustment for the Judicial Council Budget Services Office (Action Required)**

Consideration of a recommendation to adjust the 2022-23 TCTF allocation for elder abuse program reimbursements to the trial courts.

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

**Action:** TCBAC unanimously voted to approve the recommendation for consideration by the Budget Committee at its April 14, 2023 meeting and then the Judicial Council at its May 2023 business meeting.

**Item 4 – Workload Formula Adjustment Request Process (ARP) (Action Required)**

Consideration of the Santa Clara Superior Court ARP submission, to be presented at the May Judicial Council business meeting.

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

**Action:** TCBAC unanimously voted to approve the following recommendation for consideration by the Budget Committee at its April 14, 2023 meeting and then the Judicial Council at its May 2023 business meeting:

A \$2.5 million increase to fund the full \$4.031 million amount of Santa Clara Superior Court's debt service obligation utilizing civil assessment backfill funding, effective July 1, 2023.

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

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None

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**ADJOURNMENT**

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There being no further business, the meeting was adjourned at 12:52 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:** Prioritization of Trial Court Budget Change Proposal (BCP) Concepts for 2024-25

**Date:** 4/13/2023

**Contact:** Rose Lane, Senior Analyst, Judicial Council Budget Services  
916-643-6926 | [rosemary.lane@jud.ca.gov](mailto:rosemary.lane@jud.ca.gov)

**Issue**

Review and prioritize the trial court BCP concepts developed by other advisory committees in which the Trial Court Budget Advisory Committee (TCBAC) was identified as having purview and the opportunity to provide input for submission to the Judicial Branch Budget Committee (Budget Committee) for consideration by the Judicial Council at its July 21, 2023 business meeting.

Of the 10 concepts listed in Table 1 below, eight are facilities related and were ranked in priority order. The remaining concepts are listed in alphabetical order. Details for each of these concepts are included in the report submitted to the Budget Committee on March 14, 2023.<sup>1</sup>

**Table 1**

#	BCP Concept (in priority and then alphabetical order)	2024-25 Estimated Amount	Submitted By
1A	Capital Outlay Funding 2024-25 through 2028-29 <sup>2</sup>	\$196,531,000	Court Facilities Advisory Committee (CFAC)
1B	Capital Outlay Program Support	\$5,000,000	CFAC
2	Trial Court and Courts of Appeal Deferred Maintenance	\$140,825,000	Trial Court Facility Modification Advisory Committee (TCFMAC)
3	Energy Retrofit Deferred Maintenance	\$25,000,000	TCFMAC

<sup>1</sup> Budget Committee meeting report (March 14, 2023), <https://www.courts.ca.gov/documents/jbbc-20230314-materials.pdf>.

<sup>2</sup> A similar BCP was submitted for inclusion in the 2023-24 Governor’s Budget and is pending legislative approval.

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

#	BCP Concept (in priority and then alphabetical order)	2024-25 Estimated Amount	Submitted By
4	Facility Modifications Prioritization and Costs	\$53,000,000	TCFMAC
5	Water Conservation and Leak Detection Measures in Courthouses	\$15,720,000	TCFMAC
6	Trial Court Facilities Maintenance and Utilities	\$96,860,000	TCFMAC
7	Electrical Systems Safety and Reliability Study and Implementation – Statewide Facilities	\$2,938,000	TCFMAC
A	Funding for Cost Increases for Remote Access to Court Proceedings (AB 716)	\$41,713,000	Judicial Council Operations Division: Information Technology
B	Staff Support for Federally Funded Dependency Representation Program	\$969,000	Judicial Council Operations Division: Center for Families, Children & the Courts (CFCC)

For reference, the BCP concepts identified by the TCBAC and ranked in priority order are listed in Table 2 below. Details for each of these concepts are also included in the report to the Budget Committee and will be submitted to the Budget Committee again at its May 17, 2023 meeting for final review, approval, and submission to the council at its July 2023 business meeting.

**Table 2**

#	BCP Concept (in priority order)	2024-25 Estimated Amount	Notes
1	Inflationary Adjustment for Trial Courts (Consumer Price Index) <sup>3</sup>	\$81,537,000	

<sup>3</sup> A similar BCP was submitted for inclusion in the 2023-24 Governor’s Budget and is pending legislative approval.



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

#	BCP Concept (in priority order)	2024-25 Estimated Amount	Notes
2	Facilities Funding	See above	Facilities funding was listed as the second priority with detailed needs identified by the CFAC and TCFMAC.
3	Funding for 50 Additional Judgeships	\$261,000,000 – \$486,000,000	Includes staffing and facilities costs.
4	Self-Help Funding	\$32,773,000	This concept was submitted to the Budget Committee by CFCC and included an expansion above the \$19.1 million request due to TCBAC’s prioritization of these services.
5	Maintaining a Sufficient Pool of Competency to Stand Trial Court Evaluators	\$12,275,000	

**Background**

**2024-25 BCP Concept Development**

At its January 13, 2023 meeting, the TCBAC discussed potential 2024-25 BCP concepts that included full trial court participation by having each TCBAC member reach out to courts to ascertain priorities to report back to the committee.<sup>4</sup>

The TCBAC revisited the priority list at its February 24, 2023 meeting, and asked members to vote on their top choices in order of priority.<sup>5</sup> The identified BCP concepts included in Table 2 were presented to the Budget Committee at its March 2023 meeting and included the full list of branch budget priority submissions for an introductory overview.

<sup>4</sup> TCBAC meeting report (January 13, 2023), <https://www.courts.ca.gov/documents/tcbac-20230113-materials.pdf>; TCBAC meeting minutes (January 13, 2023), <https://www.courts.ca.gov/documents/tcbac-20230113-minutes.pdf>.

<sup>5</sup> TCBAC meeting report (February 24, 2023), <https://www.courts.ca.gov/documents/tcbac-20230224-materials.pdf>; TCBAC meeting minutes (February 24, 2023), <https://www.courts.ca.gov/documents/tcbac-20230224-minutes.pdf>.

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

**Budget Change Proposal Concept Process**

The current BCP process was approved by the Judicial Council and was effective December 16, 2016, providing an opportunity for applicable advisory bodies to offer input and prioritize BCP concepts developed by other committees as time permits.<sup>6</sup>

In preparation for the upcoming Budget Committee meeting in May 2023 to review and approve BCP concepts for submission to the Judicial Council, all BCPs under TCBAC purview have been included for the TCBAC to provide input and prioritize as necessary.

**Options for Discussion**

1. Review and prioritize some or all of the additional BCP concepts developed by other advisory committees in Table 1 for submission to the Budget Committee;
2. Revisit the BCP concepts recommended by the TCBAC in Table 2 in consideration of incorporating the additional concepts in the current ranking order; and/or
3. Submit the additional concepts to the Budget Committee without prioritization.

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<sup>6</sup> Judicial Council meeting report (December 16, 2016), <https://jcc.legistar.com/View.ashx?M=F&ID=4817140&GUID=6165243B-1678-4074-B1D7-AB5A1467CA6F>; Judicial Council meeting minutes (December 16, 2016), <https://jcc.legistar.com/View.ashx?M=M&ID=463484&GUID=8E4B8E76-2D88-480D-843A-6576CC996914>.

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

**Title:** Trial Court Trust Fund (TCTF) Funds Held on Behalf Expenditure Report for 2021-22

**Date:** 4/17/2023

**Contact:** Rose Lane, Senior Analyst, Judicial Council Budget Services  
916-643-6926 | [rosemary.lane@jud.ca.gov](mailto:rosemary.lane@jud.ca.gov)

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**Issue**

Courts are required to report to the Trial Court Budget Advisory Committee (TCBAC) annually 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 is the first report that complies with the new annual reporting requirement and includes projects or planned expenditures not yet complete as of March 2023 and completed projects for 2021-22.

**Background**

Government Code section 68502.5(c)(2)(A) requires the Judicial Council, when setting allocations for trial courts, to set a preliminary allocation in July of each fiscal year. 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 and each court's final allocation is adjusted to stay within the statutory cap that limits carry over funding.

Government Code section 77203(b) authorizes the amount of unexpended funds that a trial court may carry over to the next fiscal year to provide a designated reserve. Effective June 30, 2020, a trial court can carry over unexpended funds in an amount not to exceed three percent of the court's operating budget from the prior fiscal year. This process excludes encumbrances, prepayments, and other excluded funds in the allowable fund balance.

In 2019-20, the amount of funding that a court could carry over was increased from one percent to three percent in recognition of the need for trial courts to have adequate reserve funding to support operational needs and address emergency expenditures.

At its business meeting on July 29, 2014, the council approved an annual process beginning in 2015-16 for courts to provide preliminary and final calculations of the portion of their ending fund balance that is subject to the 1 percent cap.<sup>1</sup>

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<sup>1</sup> Judicial Council meeting report (July 29, 2014), <https://www.courts.ca.gov/documents/jc-20140729-itemC.pdf>;  
Judicial Council meeting minutes (July 29, 2014), <https://www.courts.ca.gov/documents/jc-20140729-minutes.pdf>.

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

At its business meeting on April 15, 2016, the council adopted a process, criteria, and procedures for FHOB of the trial courts. Under this process, 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:

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 replacement 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.<sup>2</sup>

At its business meeting on January 17, 2020, the council adopted revisions to the policy, including streamlining the submission schedule, making a change to the recipient request, and providing language corrections to better align with court year-end financial statements, trial court allocation offsets, and requests to amend previously reviewed requests.<sup>3</sup>

On May 10, 2022, the council adopted additional changes to the policy via a circulating order to revise the reporting requirements to the TCBAC. Previously, the policy stated that courts were required to report the completion of a project or how resources were expended within 90 days to TCBAC. The new requirements changed the reporting to TCBAC from quarterly reporting of completed projects to annual reporting of all projects or planned expenditures completed in a

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<sup>2</sup> Judicial Council meeting report (April 15, 2016),  
<https://jcc.legistar.com/View.ashx?M=F&ID=4378277&GUID=57D6B686-EA95-497E-9A07-226CA724ADCB>;  
Judicial Council meeting minutes (April 15, 2016),  
<https://jcc.legistar.com/View.ashx?M=M&ID=463457&GUID=194A3350-D97F-452B-ACF4-1EBE6C105CCA>.

<sup>3</sup> 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>.

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

fiscal year, as well as a status update on all projects or planned expenditures not yet completed (Attachment A).<sup>4</sup>

**Timeline for Submissions**

Trial courts have three submission deadlines for FHOB requests each year in March, August, and September. Requests are reviewed by the TCBAC’s Fiscal Planning Subcommittee (FPS) with recommendations considered by the Judicial Council for approval. The dates for 2023 requests are outlined below:

Request Due Date	FPS Meeting	Judicial Council Meeting
March 24, 2023	April 20, 2023	July 21, 2023
August 4, 2023	August 31, 2023	November 17, 2023
September 22, 2023	October 19, 2023	January 19, 2024

Unless funds are needed in the same fiscal year for expenditure, approved amounts are distributed to courts at the beginning of the following fiscal year. For example, requests approved by the council at its July 21, 2023 meeting are held in the TCTF and will be distributed to courts at the beginning of the 2024-25 fiscal year. Requests approved by the council at its November 17, 2023 and January 19, 2024 meetings will also be distributed to courts at the beginning of the 2024-25 fiscal year.

The timing of the distribution in the following fiscal year ensures that courts can finalize their year-end financial reports to confirm availability of the amount that has been requested. As noted, courts can ask for the funding in the same fiscal year that the request was approved if needed for project implementation.

**Approvals to Date**

Requests approved by the council since the FHOB policy was implemented in 2015-16 are shown in the table below:

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<sup>4</sup> Judicial Council meeting report (May 10, 2022), <https://jcc.legistar.com/View.ashx?M=F&ID=10830769&GUID=305F68B7-26CF-4E57-B29D-BD15D8B1CB6D>; Judicial Council meeting minutes (May 10, 2022), <https://jcc.legistar.com/View.ashx?M=M&ID=869099&GUID=990E26C2-797D-4F24-BAE0-4945FB131549>.

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

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
<b>Total</b>		<b>\$49.1 Million</b>

**Table A – Status on Projects or Planned Expenditures Not Yet Complete**

The following table includes the projects or planned expenditures not yet complete as of March 2023. Currently, there are a total of 41 open projects:

Court	Original Fiscal Year Approved	Approved Amount	Description of Project or Planned Expenditure	Expenditures to Date <sup>5</sup>	Remaining Balance
Amador	2021-22	\$902,404	Courtroom Addition	0	\$902,404
<b>Amador Subtotal</b>		<b>902,404</b>		<b>0</b>	<b>902,404</b>
Colusa	2019-20	642,352	Case Management System	-231,574	410,778
	2019-20	365,169	Case Management System	-95,809	269,360
	2020-21	283,796	Improvement Projects	0	283,796
	2021-22	168,065	Alterations and Improvements	0	168,065
<b>Colusa Subtotal</b>		<b>1,459,382</b>		<b>-327,383</b>	<b>1,131,999</b>
Del Norte	2019-20	300,000	Court Improvement Projects	0	300,000
<b>Del Norte Subtotal</b>		<b>300,000</b>		<b>0</b>	<b>300,000</b>
El Dorado	2021-22	300,000	Case Management System	0	300,000
<b>El Dorado Subtotal</b>		<b>300,000</b>		<b>0</b>	<b>300,000</b>
Glenn	2020-21	62,414	Improvement Projects	-4,500	57,914
	2021-22	111,000	Digitization Project	0	111,000
<b>Glenn Subtotal</b>		<b>173,414</b>		<b>-4,500</b>	<b>168,914</b>
Imperial	2020-21	761,898	Improvement Projects	-661,407	100,491
	2020-21	198,916	Audio Visual Upgrades	-93,893	105,018

<sup>5</sup> Expenditure information derived from the Phoenix financial system as of February 28, 2023.

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

Court	Original Fiscal Year Approved	Approved Amount	Description of Project or Planned Expenditure	Expenditures to Date <sup>5</sup>	Remaining Balance
	2020-21	74,000	Furniture, Cleaning, Improvements	-44,817	29,183
<b>Imperial Subtotal</b>		<b>1,034,814</b>		<b>-800,117</b>	<b>234,697</b>
Kern	2020-21	1,982,274	Case Management System	-153,150	1,829,124
<b>Kern Subtotal</b>		<b>1,982,274</b>		<b>-153,150</b>	<b>1,829,124</b>
Kings	2021-22	1,045,708	Case Management System	-1,878	1,043,830
	2021-22	380,546	Case Management System	0	380,546
	2021-22	392,882	Improvement Projects	0	392,882
	2021-22	236,348	Alterations / Improvements	0	236,348
<b>Kings Subtotal</b>		<b>2,055,484</b>		<b>-1,878</b>	<b>2,053,606</b>
Lake	2015-16	71,098	Minute Order Generation	-30,000	41,098
<b>Lake Subtotal</b>		<b>71,098</b>		<b>-30,000</b>	<b>41,098</b>
Mono	2021-22	150,000	Case Management System	0	150,000
	2021-22	207,532	Audio Visual	0	207,532
	2021-22	70,000	Vehicle	0	70,000
	2021-22	70,000	Digitize Files	-10,000	60,000
<b>Mono Subtotal</b>		<b>497,532</b>		<b>-10,000</b>	<b>487,532</b>
Monterey	2021-22	297,095	Landscaping, Parking Lot Repairs	-213,786	83,309
	2021-22	329,446	Computer System Sharing/Maintenance	-285,992	43,454
<b>Monterey Subtotal</b>		<b>626,541</b>		<b>-499,778</b>	<b>126,763</b>
Napa	2020-21	55,761	Audio Visual Improvements	-13,593	42,168
<b>Napa Subtotal</b>		<b>55,761</b>		<b>13,593</b>	<b>42,168</b>
Placer	2020-21	125,000	Case Management System	-122,910	2,090
	2020-21	225,000	Improvement Projects	-55,640	169,360
	2020-21	150,000	Feasibility/Improvement Projects	0	150,000
	2021-22	495,000	Video Conf. System Upgrades	0	495,000
	2021-22	80,000	Infrastructure Modifications	0	80,000
<b>Placer Subtotal</b>		<b>1,075,000</b>		<b>-178,550</b>	<b>896,450</b>
Sacramento	2016-17	2,240,214	Case Management System	-1,160,903	1,079,311
<b>Sacramento Subtotal</b>		<b>2,240,214</b>		<b>-1,160,903</b>	<b>1,079,311</b>
San Benito	2020-21	1,000,000	Digitize Physical Case Files	0	1,000,000
	2020-21	643,853	Digitization / Hosting /	-258,162	385,691

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

Court	Original Fiscal Year Approved	Approved Amount	Description of Project or Planned Expenditure	Expenditures to Date <sup>5</sup>	Remaining Balance
			VOIP / Legal		
	2020-21	709,532	Facility Modifications / Upgrades	0	709,532
<b>San Benito Subtotal</b>		<b>2,353,385</b>		<b>-258,162</b>	<b>2,095,223</b>
San Mateo	2021-22	2,333,054	New Builds	0	2,333,054
	2021-22	320,489	Construction	-240,939	307,708
	2021-22	360,915	Floor Repair / Replacement	0	360,915
<b>San Mateo Subtotal</b>		<b>3,014,458</b>		<b>-240,939</b>	<b>2,773,519</b>
Shasta	2020-21	1,588,962	Improvement Projects	-319,803	1,269,159
<b>Shasta Subtotal</b>		<b>1,588,962</b>		<b>-319,803</b>	<b>1,269,159</b>
Sutter	2021-22	559,848	Construction	-35,170	524,678
<b>Sutter Subtotal</b>		<b>559,848</b>		<b>-35,170</b>	<b>524,678</b>
Tehama	2020-21	559,790	Case Management System	-259,152	300,628
<b>Tehama Subtotal</b>		<b>559,790</b>		<b>-259,152</b>	<b>300,638</b>
<b>Total</b>		<b>\$20,850,361</b>		<b>-\$4,293,078</b>	<b>\$16,557,283</b>

**Table B – Status on Completed Projects or Planned Expenditures**

The following table includes the projects or planned expenditures completed in 2021-22:

Court	Original Fiscal Year of Approval	Approved Amount	Description of Project or Planned Expenditure	Total Expenses <sup>6</sup>	Remaining Balance <sup>7</sup>
Imperial	2020-21	\$442,000	Improvement Projects	-\$388,720	<b>\$53,280</b>
Mono	2020-21	36,898	New Car Purchase	-36,898	<b>0</b>
	2020-21	23,102	New Car Purchase	-23,102	<b>0</b>
	2020-21	10,000	New Car Purchase	-10,000	<b>0</b>
Sacramento	2020-21	669,722	Case Management System	-669,722	<b>0</b>
San Francisco	2020-21	385,693	Case Management System	-385,693	<b>0</b>
<b>Total</b>		<b>\$1,567,415</b>		<b>-\$1,514,135</b>	<b>\$53,280</b>

<sup>6</sup> Expenditure information derived from the Phoenix financial system and verified with each court.

<sup>7</sup> Remaining balances from completed projects are returned to the TCTF.



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

Note: Not all courts reported information in time for this annual report. Additional details for some of the projects listed in Table A and Table B are included in Attachments B through S.

**Attachments**

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

**Attachment B:** FHOB Status and Completion Reporting for Colusa Superior Court

**Attachment C:** FHOB Status and Completion Reporting for Colusa Superior Court

**Attachment D:** FHOB Status and Completion Reporting for Colusa Superior Court

**Attachment E:** FHOB Status and Completion Reporting for Del Norte Superior Court

**Attachment F:** FHOB Status and Completion Reporting for Imperial Superior Court

**Attachment G:** FHOB Status and Completion Reporting for Imperial Superior Court

**Attachment H:** FHOB Status and Completion Reporting for Imperial Superior Court

**Attachment I:** FHOB Status and Completion Reporting for Kern Superior Court

**Attachment J:** FHOB Status and Completion Reporting for Placer Superior Court

**Attachment K:** FHOB Status and Completion Reporting for Placer Superior Court

**Attachment L:** FHOB Status and Completion Reporting for Placer Superior Court

**Attachment M:** FHOB Status and Completion Reporting for San Benito Superior Court

**Attachment N:** FHOB Status and Completion Reporting for San Benito Superior Court

**Attachment O:** FHOB Status and Completion Reporting for San Benito Superior Court

**Attachment P:** FHOB Status and Completion Reporting for Shasta Superior Court

**Attachment Q:** FHOB Status and Completion Reporting for Sutter Superior Court

**Attachment R:** FHOB Status and Completion Reporting for Tehama Superior Court

**Attachment S:** FHOB Status and Completion Reporting for Imperial Superior Court

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

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

1. Trial Court Trust Fund fund balance will be held on behalf of trial courts only for expenditures or projects that cannot be funded by a court's annual budget or three-year encumbrance term and that require multiyear savings to implement.
  - a. Categories or activities include, but are not limited to:
    - i) Projects that extend beyond the original planned three-year term process such as expenses related to the delayed opening of new facilities or delayed deployment of new information systems;
    - ii) Technology improvements or infrastructure such as installing a local data center, data center equipment replacement, case management system deployment, converting to a VoIP telephone system, desktop computer replacement, and replacement of backup emergency power systems;
    - iii) Facilities maintenance and repair allowed under rule 10.810 of the California Rules of Court such as flooring replacement and renovation as well as professional facilities maintenance equipment;
    - iv) Court efficiencies projects such as online and smart forms for court users and RFID systems for tracking case files; and
    - v) Other court infrastructure projects such as vehicle replacement and copymachine replacement.
2. The submission, review, and approval process is as follows:
  - a. All requests will be submitted to the Judicial Council for consideration.
  - b. Requests will be submitted to the *director of Budget Services* by the court's presiding judge or court executive officer.
  - c. *Budget Services* staff will review the request, ask the court to provide any missing or incomplete information, draft a preliminary report, share the preliminary report with the court for its comments, revise as necessary, and issue the report to the *Fiscal Planning Subcommittee* of the Trial Court Budget Advisory Committee (TCBAC); the *subcommittee* will meet to review the request, hear any presentation of the court representative, and ask questions of the representative if one participates on behalf of the court; and *Budget Services* office staff will issue a final report on behalf of the *subcommittee* for the council.
  - d. The final report to the *subcommittee* and the Judicial Council will be provided to the requesting court before the report is made publicly available on the California Courts website.
  - e. The court may send a representative to the *subcommittee* and Judicial Council meetings to present its request and respond to questions.

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

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

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

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

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

### **SECTION I**

#### **General Information**

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

### **SECTION II**

#### **Amended Request Changes**

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

### **SECTION III**

#### **Trial Court Operations and Access to Justice**

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

**SECTION IV****Financial Information**

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

## FUNDS HELD ON BEHALF 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."*

<b>WBSE NUMBER:</b>	O-061701		
<b>REPORTING PERIOD:</b>	2021-22; December 2022		
<b>SECTION I: GENERAL INFORMATION</b>			
<b>SUPERIOR COURT:</b>	Colusa		
<b>APPROVAL PERIOD:</b>	2019-20	<b>APPROVED AMOUNT:</b>	\$642,352.00
<b>DETAIL PROVIDED ON APPLICATION:</b>			
Colusa County Superior Court selected to procure the Tyler Technologies, Odyssey case management system and intended to sign a Participating Addendum with said vendor in December, 2019. However, due to the holidays and an unforeseen state of emergency, Colusa was unable to sign the Participating Addendum with Tyler Technologies until April 24, 2020. As a result, the completion date of the project has been extended eighteen (18) months from the signing date.			
<b>SECTION II: STATUS AND COMPLETION REPORTING (TO BE COMPLETED BY COURT)</b>			
<b>PROJECT NOT COMPLETED:</b>	<input checked="" type="checkbox"/>	<b>ESTIMATED DATE OF COMPLETION:</b>	June 30, 2024
<b>PLEASE PROVIDE A PROGRESS AND STATUS REPORT:</b>			
The implementation has taken longer than expected. While the case management system is implemented, additional customization and configuration is required to implement Clerk's Edition, as well as various statistical reports required by the Judicial Council. The project is expected to be completed by June 30, 2024.			
<b>PROJECT COMPLETE:</b>	<input type="checkbox"/>	<b>COMPLETION DATE:</b>	
<b>TOTAL COST OF PROJECT OR PLANNED EXPENDITURE:</b>			
<b>PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WERE EXPENDED:</b>			
<b>CONTACT PERSON AND INFO:</b>	Erika F. Valencia, CEO. (530)458-0695		

## 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."*

<b>WBSE NUMBER:</b>	O-062101		
<b>REPORTING PERIOD:</b>	2021-22; December 2022		
<b>SECTION I: GENERAL INFORMATION</b>			
<b>SUPERIOR COURT:</b>	Colusa		
<b>APPROVAL PERIOD:</b>	2019-20	<b>APPROVED AMOUNT:</b>	\$365,169.00
<b>DETAIL PROVIDED ON APPLICATION:</b>			
Colusa is seeking to outsource the scanning, data entry, and digitization of the court's archive of court case files. This project includes boxing and indexing of files, scanning, data entry, hard copy destruction of eligible files, and archiving historical records. The cost will also include providing the court with a Tyler-compatible electronic document management solution for staff to efficiently locate and retrieve files, including a public terminal for easy access to the public to view and print records.			
<b>SECTION II: STATUS AND COMPLETION REPORTING (TO BE COMPLETED BY COURT)</b>			
<b>PROJECT NOT COMPLETED:</b>	<input checked="" type="checkbox"/>	<b>ESTIMATED DATE OF COMPLETION:</b>	June 30, 2024
<b>PLEASE PROVIDE A PROGRESS AND STATUS REPORT:</b>			
The court has made significant progress as approximately 11,000 court case files have been digitized. However, additional time is needed for the indexing of said files, as well as additional digitizing and destruction. The project is expected to be completed by June 30, 2024.			
<b>PROJECT COMPLETE:</b>	<input type="checkbox"/>	<b>COMPLETION DATE:</b>	
<b>TOTAL COST OF PROJECT OR PLANNED EXPENDITURE:</b>			
<b>PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WERE EXPENDED:</b>			
<b>CONTACT PERSON AND INFO:</b>	Erika F. Valencia, CEO. (530)458-0695		

## 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."*

<b>WBSE NUMBER:</b>	O-062102		
<b>REPORTING PERIOD:</b>	2021-22; December 2022		
<b>SECTION I: GENERAL INFORMATION</b>			
<b>SUPERIOR COURT:</b>	Colusa		
<b>APPROVAL PERIOD:</b>	2020-21	<b>APPROVED AMOUNT:</b>	\$283,796.00
<b>DETAIL PROVIDED ON APPLICATION:</b>			
Colusa Superior Court is looking to complete needed alterations and improvements to the courtrooms. This would include replacing the existing aged and worn carpet, gallery seating, jury seating, and various furniture. This is a financial undertaking that will include the labor for removing the existing seating, flooring, and furniture, and the shipment and installation of a new seating, flooring, and furniture solutions. Colusa is currently in the process of obtaining a quote from CSI Fullmer, a company who has an existing agreement on file with Judicial Council Procurement Services.			
<b>SECTION II: STATUS AND COMPLETION REPORTING (TO BE COMPLETED BY COURT)</b>			
<b>PROJECT NOT COMPLETED:</b>	<input checked="" type="checkbox"/>	<b>ESTIMATED DATE OF COMPLETION:</b>	June 30, 2023
<b>PLEASE PROVIDE A PROGRESS AND STATUS REPORT:</b>			
Colusa has fully executed an IBA for the courtroom project as of September 2022. Colusa is currently waiting on a contractor to be assigned and the project is expected to be completed by June 30, 2023.			
<b>PROJECT COMPLETE:</b>	<input type="checkbox"/>	<b>COMPLETION DATE:</b>	
<b>TOTAL COST OF PROJECT OR PLANNED EXPENDITURE:</b>			
<b>PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WERE EXPENDED:</b>			
<b>CONTACT PERSON AND INFO:</b>	Erika F. Valencia, CEO. (530)458-0695		



## 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."*

<b>WBSE NUMBER:</b>	O-089301		
<b>REPORTING PERIOD:</b>	2021-22; December 2022		
<b>SECTION I: GENERAL INFORMATION</b>			
<b>SUPERIOR COURT:</b>	Del Norte		
<b>APPROVAL PERIOD:</b>	2019-20	<b>APPROVED AMOUNT:</b>	\$300,000.00
<b>DETAIL PROVIDED ON APPLICATION:</b>			
<ul style="list-style-type: none"> <li>Superior Court of Del Norte County request of \$300,000 for court improvement projects.</li> </ul> <p>Due to COVID 19 pandemic, the Court was unable to complete the furniture/remodel project in FY2019-2020. This project was to include the updating of cubicles to adhere to current ADA and ergonomic standards, improve the filing system, which is structurally unsound, and provide more appropriate usage of office space.</p> <p>Additionally, due to the recent departure of Cluster 1 funding assurances, these monies will not be available in FY20/21 and likely beyond. However, this request includes the cost of the entire project. We anticipate if approved to have the project completed by 3rd of the 20/21 fiscal year.</p>			
<b>SECTION II: STATUS AND COMPLETION REPORTING (TO BE COMPLETED BY COURT)</b>			
<b>PROJECT NOT COMPLETED:</b>	<input checked="" type="checkbox"/>	<b>ESTIMATED DATE OF COMPLETION:</b>	6/2023
<b>PLEASE PROVIDE A PROGRESS AND STATUS REPORT:</b>			
Due to supply chain issues this project was delayed waiting for the first phase to be completed. That phase has been completed and this project is slated to be complete by the end of the current fiscal year.			
<b>PROJECT COMPLETE:</b>	<input type="checkbox"/>	<b>COMPLETION DATE:</b>	
<b>TOTAL COST OF PROJECT OR PLANNED EXPENDITURE:</b>			
<b>PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WERE EXPENDED:</b>			
<b>CONTACT PERSON AND INFO:</b>	Lesley Plunkett Lesley.plunkett@delnorte.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."*

<b>WBSE NUMBER:</b>	<b>O-131920-2</b>		
<b>REPORTING PERIOD:</b>	<b>2021-22; December 2022</b>		
<b>SECTION I: GENERAL INFORMATION</b>			
<b>SUPERIOR COURT:</b>	<b>Imperial</b>		
<b>APPROVAL PERIOD:</b>	<b>2020-21</b>	<b>APPROVED AMOUNT:</b>	<b>\$319,898.00</b>
<b>DETAIL PROVIDED ON APPLICATION:</b>			
<p>The Court received approval to have \$761,899 held by JCC in FY 19/20. The total amount was assigned to multiple projects for Fiscal Years 20/21 (\$558,529) and 21/22 (\$203,370). Due to COVID-19, the Court did not have the opportunity to complete all the projects assign to FY 20/21. We would like to move the completion date for the following projects from FY 20/21 to FY 21/22.</p> <ul style="list-style-type: none"> <li>• These are the projects approved that we want to move to FY 21/22: <ul style="list-style-type: none"> <li>#10- Court Room Blinds</li> <li>#11- Winterhaven Site- Shade Structure</li> <li>#12- Window Screens.</li> <li>#13 –Courier Van- Facilities</li> <li>#14 -Facilities Dept Truck</li> <li>#15- E.C. New Flooring.</li> <li>#17- E.C. Painting of Ceilings.</li> <li>#18- Brawley Courthouse Move.</li> <li>#19- File Room Renovation.</li> <li>#20- UV lights into each air handler.</li> </ul> </li> </ul>			
<b>SECTION II: STATUS AND COMPLETION REPORTING (TO BE COMPLETED BY COURT)</b>			
<b>PROJECT NOT COMPLETED:</b>	<input checked="" type="checkbox"/>	<b>ESTIMATED DATE OF COMPLETION:</b>	06/15/2023
<b>PLEASE PROVIDE A PROGRESS AND STATUS REPORT:</b>			
<p>We already completed most of the projects. We are working in the RFP process for some of the projects.</p>			
<b>PROJECT COMPLETE:</b>	<input type="checkbox"/>	<b>COMPLETION DATE:</b>	
<b>TOTAL COST OF PROJECT OR PLANNED EXPENDITURE:</b>			
<b>PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WERE EXPENDED:</b>			

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

<b>CONTACT PERSON AND INFO:</b>	Rodolfo Quintero, 760-336-3520, rquintero@imperial.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."*

<b>WBSE NUMBER:</b>	O-132021-1		
<b>REPORTING PERIOD:</b>	2021-22; December 2022		
<b>SECTION I: GENERAL INFORMATION</b>			
<b>SUPERIOR COURT:</b>	Imperial		
<b>APPROVAL PERIOD:</b>	2020-21	<b>APPROVED AMOUNT:</b>	\$198,916.00
<b>DETAIL PROVIDED ON APPLICATION:</b>			
Four main projects are being requested:			
<ul style="list-style-type: none"> <li>1) Audio Visual upgrade project for all courtrooms in Main Street courthouse along with jury assembly rooms and jury deliberation rooms</li> <li>2) Data Center appliances including servers and storage for virtualized infrastructure</li> <li>3) Networking equipment to fill in need for Main Street Courthouse including additional wireless access points and switching gear</li> <li>4) Software licensing for end user, datacenter, and business systems</li> </ul>			
<b>SECTION II: STATUS AND COMPLETION REPORTING (TO BE COMPLETED BY COURT)</b>			
<b>PROJECT NOT COMPLETED:</b>	<input checked="" type="checkbox"/>	<b>ESTIMATED DATE OF COMPLETION:</b>	05/31/2023
<b>PLEASE PROVIDE A PROGRESS AND STATUS REPORT:</b>			
Vendor is installing the equipment in all the Courtrooms.			
<b>PROJECT COMPLETE:</b>	<input type="checkbox"/>	<b>COMPLETION DATE:</b>	
<b>TOTAL COST OF PROJECT OR PLANNED EXPENDITURE:</b>			
<b>PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WERE EXPENDED:</b>			
<b>CONTACT PERSON AND INFO:</b>	Rodolfo Quintero 760-336-3520 rquintero@imperial.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."*

<b>WBSE NUMBER:</b>	O-132021-2		
<b>REPORTING PERIOD:</b>	2021-22; December 2022		
<b>SECTION I: GENERAL INFORMATION</b>			
<b>SUPERIOR COURT:</b>	Imperial		
<b>APPROVAL PERIOD:</b>	2020-21	<b>APPROVED AMOUNT:</b>	\$74,000.00
<b>DETAIL PROVIDED ON APPLICATION:</b>			
<ul style="list-style-type: none"> <li>• El Centro Courthouse Exterior Improvements-Media blast concrete steps to remove old adhesive, gum, and old paint. Also, remove the polish surface of the concrete due to 97 years of use. Media blasting the building's exterior steps will bring a new appearance and provide a non-slip surface (help prevent any slipping hazards)</li> <li>• El Centro Courthouse Human Resources Dept.-Painting and minor wall repairs, current offices have same paint, wall finish, and previous tenants wall markings from 20years ago when County DA occupied the area.</li> <li>• Replacement of signs and exterior light fixtures</li> </ul>			
<b>SECTION II: STATUS AND COMPLETION REPORTING (TO BE COMPLETED BY COURT)</b>			
<b>PROJECT NOT COMPLETED:</b>	<input checked="" type="checkbox"/>	<b>ESTIMATED DATE OF COMPLETION:</b>	06/15/2023
<b>PLEASE PROVIDE A PROGRESS AND STATUS REPORT:</b>			
We are working in the RFP process for the last project "Exterior Improvement- Media blast concrete steps".			
<b>PROJECT COMPLETE:</b>	<input type="checkbox"/>	<b>COMPLETION DATE:</b>	
<b>TOTAL COST OF PROJECT OR PLANNED EXPENDITURE:</b>			
<b>PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WERE EXPENDED:</b>			
<b>CONTACT PERSON AND INFO:</b>	Rodolfo Quintero, 760-336-3520, rquintero@imperial.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."*

<b>WBSE NUMBER:</b>	O-159301		
<b>REPORTING PERIOD:</b>	2021-22; December 2022		
<b>SECTION I: GENERAL INFORMATION</b>			
<b>SUPERIOR COURT:</b>	Kern		
<b>APPROVAL PERIOD:</b>	2020-21	<b>APPROVED AMOUNT:</b>	\$1,982,274.00
<b>DETAIL PROVIDED ON APPLICATION:</b>			
<ul style="list-style-type: none"> <li>Request of Kern Superior Court to extend completion of its case management system totaling \$1.8 million to 2023-24 for fund balance year 2016-17 and 2020-21 due to a change in vendors.</li> </ul> <p>The Superior Court, County of Kern, entered into a contract with Tyler Technologies, Inc. to replace its antiquated, legacy case management system provided by the County for the last 30-years. The 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. It is respectfully requested that the Superior Court, County of Kern, be allowed carry over funds held to use for the continued conversion of the case management system.</p>			
<b>SECTION II: STATUS AND COMPLETION REPORTING (TO BE COMPLETED BY COURT)</b>			
<b>PROJECT NOT COMPLETED:</b>	<input checked="" type="checkbox"/>	<b>ESTIMATED DATE OF COMPLETION:</b>	12/31/2024
<b>PLEASE PROVIDE A PROGRESS AND STATUS REPORT:</b>			
<p>We are still in the first stage of conversion, which is structure. We have to make sure there are homes and fields for all case data for conversion and go-live as well as complete workbooks for them to populate our offense codes, event codes, hearing codes, justice partner agency/employee info, etc. We have come very far and believe we can finish structure by April 2023, but that is dependent on Journal Technologies ("JTI") completing the corrections we've requested and getting the data from our workbooks into the system. We cannot move onto the next phase until we sign off on structure, which is dependent on completion of all changes. Being that there are nine (9) phases, and we're still in the first one, we are approximately 11% complete. JTI has indicated that structure is one of the most difficult phases, so it is expected that we will move through the others much quicker.</p>			
<b>PROJECT COMPLETE:</b>	<input type="checkbox"/>	<b>COMPLETION DATE:</b>	
<b>TOTAL COST OF PROJECT OR PLANNED EXPENDITURE:</b>			
<b>PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WERE EXPENDED:</b>			

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

<b>CONTACT PERSON AND INFO:</b>	Travis Andreas <a href="mailto:Travis.Andreas@kern.courts.ca.gov">Travis.Andreas@kern.courts.ca.gov</a> 661-868-2610
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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."*

<b>WBSE NUMBER:</b>	O-312005		
<b>REPORTING PERIOD:</b>	2021-22; December 2022		
<b>SECTION I: GENERAL INFORMATION</b>			
<b>SUPERIOR COURT:</b>	Placer		
<b>APPROVAL PERIOD:</b>	2020-21	<b>APPROVED AMOUNT:</b>	\$125,000.00
<b>DETAIL PROVIDED ON APPLICATION:</b>			
<ul style="list-style-type: none"> <li>\$125,000 request of the Placer Superior Court to enhance the court's current CMS</li> </ul> <p>The Court's current database is non-redundant and represents a single point of failure in the court's IT services. Currently, any outage causes a major loss of service for the Court and the public. Since the CMS is the core to all of the public facing interfaces and is the core business application at the Court, having a redundant database would provide better reliability and improve the CMS uptime. Improved uptime serves both the direct public interest in ensuring access to the court online database functions and tools and indirectly by avoiding productivity loss in the event of a system failure. The proposed solution will create near-real time fail over capability.</p>			
<b>SECTION II: STATUS AND COMPLETION REPORTING (TO BE COMPLETED BY COURT)</b>			
<b>PROJECT NOT COMPLETED:</b>	<input checked="" type="checkbox"/>	<b>ESTIMATED DATE OF COMPLETION:</b>	6/30/2023
<b>PLEASE PROVIDE A PROGRESS AND STATUS REPORT:</b>			
Vendor has been in contract since May 2022. Supply chain issues are preventing implementation of project work. The court estimates project will begin soon and be completed by the end of the fiscal year.			
<b>PROJECT COMPLETE:</b>	<input type="checkbox"/>	<b>COMPLETION DATE:</b>	
<b>TOTAL COST OF PROJECT OR PLANNED EXPENDITURE:</b>			\$123,000.00
<b>PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WERE EXPENDED:</b>			
Because the 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.			
<b>CONTACT PERSON AND INFO:</b>	Julie Kelly, Court Fiscal Director <a href="mailto:jkelly@placer.courts.ca.gov">jkelly@placer.courts.ca.gov</a> 916.408.6113		



## 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."*

<b>WBSE NUMBER:</b>	<b>O-312003 (O-312003-1, 003-2)</b>		
<b>REPORTING PERIOD:</b>	<b>2021-22; December 2022</b>		
<b>SECTION I: GENERAL INFORMATION</b>			
<b>SUPERIOR COURT:</b>	<b>Placer</b>		
<b>APPROVAL PERIOD:</b>	<b>2020-21</b>	<b>APPROVED AMOUNT:</b>	<b>\$213,019.00</b>
<b>DETAIL PROVIDED ON APPLICATION:</b>			
<ul style="list-style-type: none"> <li>• \$225,000 request of the Placer Superior Court for court facility and technological improvements.</li> <li>• The Placer Superior Court has three facility-related projects identified for fiscal years 2021/2022. These projects may be completed in the fiscal year or may extend into FY 2022/2023 depending on supply, contractor, and JCC project manager availability.</li> <li>• Historic Courthouse Entry Security Improvements – The 2019/2020 Placer County Grand Jury found deficiencies in the in-custody sally port controls and recommended that the sally port controls be replaced with more modern technology. In addition, the court's exterior door control system is a patchwork system and presents unique challenges to historic building. The current system introduces unnecessary risk which was highlighted for improvement in a recent Placer County Grand Jury Report. The court is working with the Judicial Council Office of Security on improvements to these controls and anticipates submitting a court funded request for items that are court responsibilities during fall 2021.</li> <li>• Gibson Courthouse Self Help Lobby Improvements – The court is reconfiguring its in-person self-help services based on lessons learned during the COVID-19 pandemic. This will include the relocation of existing self-service computers from a small, enclosed area into the larger court lobby. This funding will be used to purchase and install cubicles and enable electrical access to the new location. This does not include the purchase of computers or other technology.</li> <li>• Courtroom Audio/Visual Improvements to Support Evidence Display – Components of the court's courtroom audio/visual systems at the Gibson Courthouse are approaching end of life and require replacement. This effort will include replacement of witness touch screens and document projectors. Dependent on final cost estimates, the court may also include an upgrade of cabling and displays to support 4K display (this is less likely due to possible impacts on remote appearance bandwidth requirements).</li> </ul>			
<b>SECTION II: STATUS AND COMPLETION REPORTING (TO BE COMPLETED BY COURT)</b>			

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

<b>PROJECT NOT COMPLETED:</b>	<input checked="" type="checkbox"/>	<b>ESTIMATED DATE OF COMPLETION:</b>	06/30/2024
<b>PLEASE PROVIDE A PROGRESS AND STATUS REPORT:</b>			
The Self-Help lobby improvements and a security improvement at Gibson courthouse have been completed. The remaining A/V component is still in process with procurement.			
<b>PROJECT COMPLETE:</b>	<input type="checkbox"/>	<b>COMPLETION DATE:</b>	
<b>TOTAL COST OF PROJECT OR PLANNED EXPENDITURE:</b>			
<b>PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WERE EXPENDED:</b>			
<b>CONTACT PERSON AND INFO:</b>	Julie Kelly, Court Fiscal Director <a href="mailto:jkelly@placer.courts.ca.gov">jkelly@placer.courts.ca.gov</a> 916.408.6113		

## 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."*

<b>WBSE NUMBER:</b>	<b>O-312006</b>		
<b>REPORTING PERIOD:</b>	<b>2021-22; December 2022</b>		
<b>SECTION I: GENERAL INFORMATION</b>			
<b>SUPERIOR COURT:</b>	<b>Placer</b>		
<b>APPROVAL PERIOD:</b>	<b>2020-21</b>	<b>APPROVED AMOUNT:</b>	<b>\$150,000.00</b>
<b>DETAIL PROVIDED ON APPLICATION:</b>			
<ul style="list-style-type: none"> <li>• \$150,000 request of the Placer Superior Court to support preplanning efforts and feasibility costs related to the replacement of the Tahoe City courthouse.</li> </ul> <p>The Tahoe City Courthouse Preliminary Planning and feasibility study work will support the planned Tahoe City Courthouse replacement project. The Tahoe City Courthouse was ranked as an "Immediate Need" facility in the Judicial Council's 2019 Reassessment of Trial Court Capital-Outlay Projects and ranked 18<sup>th</sup> in priority order for replacement. On July 9, 2021, the Judicial Council adopted its updated Judicial Branch Five-Year Infrastructure Plan for Fiscal Year 2022-23 (Five-Year Plan), which continued to reflect the Tahoe City Courthouse in the Immediate Need category.</p> <p>The Five-Year Plan anticipates a start date for acquisition and planning efforts for the Tahoe City Courthouse in FY 2025/2026 and funding for construction to be allocated in FY 2026/2027. The court is requesting that \$150,000 be held on behalf of the court to support pre-planning efforts and feasibility related to the ultimate replacement of the courthouse. These funds, along with efforts of court and JCC staff would support the included coordination with Placer County on the feasibility of co-locating the future courthouse and a future county justice center on the current site. The pre-planning work would begin in the current year and extend to the start of acquisition, design and construction efforts as outlined in the Five-Year Plan. This would occur in advance of the Tahoe City Courthouse's final design and construction timeline to reduce potential delays once the Tahoe City Courthouse project is approved for funding based on the Five-Year Plan and the appropriate Budget Act.</p> <p>Due to the complexity of the regulatory environment in the Tahoe Basin, using the intervening years to perform preliminary environmental work, preliminary site planning and feasibility, develop a formal Project Description for submission to the Tahoe Regional Planning Agency, and work with Placer County on the potential parcel split and land transfer or other alternatives, would help ensure design and construction activities can more likely occur per the Five-Year Plan.</p> <p>In addition, this would provide a financial contribution to Placer County to show a commitment to the Burton Creek location and reduce potential rework. This would include retaining architectural services to help with preliminary programming and site planning (expanding on work already done by the County on preliminary</p>			

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

footprints). This consultant would develop graphics and elevations to share during the environmental process and any application for project approvals from the County Community Development and Resource Agency (CDRA) and the Tahoe Regional Planning Agency (TRPA).

\*NOTE: The Placer Superior Court is submitting a Court Funded Facility Request to affect the above transactions and obtain approval of the efforts outlined above. Due to timing, the funds held on behalf and the court funded facility requests must be submitted simultaneously.)

**SECTION II: STATUS AND COMPLETION REPORTING (TO BE COMPLETED BY COURT)**

<b>PROJECT NOT COMPLETED:</b>	<input type="checkbox"/>	<b>ESTIMATED DATE OF COMPLETION:</b>	
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**PLEASE PROVIDE A PROGRESS AND STATUS REPORT:**

<b>PROJECT COMPLETE:</b>	<input checked="" type="checkbox"/>	<b>COMPLETION DATE:</b>	5/13/2022
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<b>TOTAL COST OF PROJECT OR PLANNED EXPENDITURE:</b>	150,000.00
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**PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WERE EXPENDED:**

Court Funded Facility Request CFR-017 was issued and study has been initiated. Funds were deducted from FY2021-22 Distribution #11 and recorded to prepaid account 172001, pending final invoice from County of Placer.

<b>CONTACT PERSON AND INFO:</b>	Julie Kelly, Court Fiscal Director <a href="mailto:jkelly@placer.courts.ca.gov">jkelly@placer.courts.ca.gov</a> 916.408.6113
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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."*

<b>WBSE NUMBER:</b>	O-359303		
<b>REPORTING PERIOD:</b>	2021-22; December 2022		
<b>SECTION I: GENERAL INFORMATION</b>			
<b>SUPERIOR COURT:</b>	San Benito		
<b>APPROVAL PERIOD:</b>	2020-21	<b>APPROVED AMOUNT:</b>	\$1,000,000.00
<b>DETAIL PROVIDED ON APPLICATION:</b>			
<ul style="list-style-type: none"> <li>\$1.5 million request from San Benito Superior Court to digitize physical case files held at an off-site storage facility and to destroy case files that are beyond their retention period.</li> </ul> <p><b>Digitization.</b> In support of the technology goals of the Superior Court of California, County of San Benito ("Court"), the Court respectfully requests that the Judicial Council hold the requested amount on the Court's behalf. The requested amount will be used to digitize physical case files held at an off-site storage facility. As part of the project, the Court will identify and digitize case files that must be retained. In addition, any case files that are beyond their retention period will be destroyed as part of the project. This project will reduce the Court's storage costs and make the remaining case files more easily accessible to the Court and the public.</p> <p><b>Information Technology Hosting.</b> The Court's case management system, email, and other critical information technology tools are currently hosted remotely by another court. Recent electrical and telecommunications disruptions have left the Court unable to conduct court business. The Court wishes to conduct a study of hosting alternatives that may be less prone to disruption, such as local hosting, or switching to a cloud-based solution hosted by a third party.</p>			
<b>SECTION II: STATUS AND COMPLETION REPORTING (TO BE COMPLETED BY COURT)</b>			
<b>PROJECT NOT COMPLETED:</b>	<input checked="" type="checkbox"/>	<b>ESTIMATED DATE OF COMPLETION:</b>	12/31/2023
<b>PLEASE PROVIDE A PROGRESS AND STATUS REPORT:</b>			
Court is starting the initial stages of the study, assessing the Court's needs, and gathering critical information to determine the resources necessary to complete the transfer of IT hosting to in-house hosting.			
<b>PROJECT COMPLETE:</b>	<input type="checkbox"/>	<b>COMPLETION DATE:</b>	
<b>TOTAL COST OF PROJECT OR PLANNED EXPENDITURE:</b>			
<b>PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WERE EXPENDED:</b>			

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

<b>CONTACT PERSON AND INFO:</b>	David Aguirre, CFO Superior Court of San Benito <a href="mailto:daguirre@sanbenito.courts.ca.gov">daguirre@sanbenito.courts.ca.gov</a> 831-636-4057 ext. 212
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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."*

<b>WBSE NUMBER:</b>	O-359302		
<b>REPORTING PERIOD:</b>	2021-22; December 2022		
<b>SECTION I: GENERAL INFORMATION</b>			
<b>SUPERIOR COURT:</b>	San Benito		
<b>APPROVAL PERIOD:</b>	2021-22	<b>APPROVED AMOUNT:</b>	\$643,853.00
<b>DETAIL PROVIDED ON APPLICATION:</b>			
<ul style="list-style-type: none"> <li>• \$644,000 request from San Benito Superior Court for digitizing physical case files, move IT hosting in-house, upgrading VoIP system and calendar boards, and to complete legal projects/agreements.</li> </ul> <p>In support of the technology and legal compliance goals of the Superior Court of California, County of San Benito ("Court"), the Court respectfully request that the Judicial Council hold the requested amount on the Court's behalf. The requested amount will be used on technology and legal projects, as further described below.</p> <p><b>Digitization.</b> The Court is preparing to enter the second phase of its project to digitize physical case files held at an off-site storage facility. As part of the project, the Court will identify and digitize case files that must be retained. In addition, any case files that are beyond their retention period will be destroyed as part of the project. This project will reduce the Court's storage costs, and make the remaining case files more easily accessible to the Court and the public.</p> <p><b>Information Technology Hosting.</b> The Court's case management system, email, and other critical information technology tools are currently hosted remotely by another court. Recent electrical and telecommunications disruptions have left the court unable to conduct court business. The Court wishes to conduct a study of hosting alternatives that may be less prone to disruption, such as local hosting, or switching to a cloud-based solution hosted by a third party.</p> <p><b>Voice over Internet Protocol Telephone System.</b> The Court is in the process of upgrading or replacing its current voice over Internet Protocol ("VoIP") phone system.</p> <p><b>Electronic Calendar Boards.</b> The Court is in the process of upgrading or replacing its electronic calendar boards.</p> <p><b>Legal Projects.</b> The Court has entered into an agreement for the completion of certain legal projects. The projects include updating the Court's local contracting manual, and completing</p>			

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

required collections reporting. The completion of these projects will allow the Court to ensure compliance with its legal obligations.

**Generator**

The Court is in need of a generator to supply electrical power during a power outage and to prevent discontinuity of court operations or disruption of business operations.

**SECTION II: STATUS AND COMPLETION REPORTING (TO BE COMPLETED BY COURT)**

<b>PROJECT NOT COMPLETED:</b> <input checked="" type="checkbox"/>	<b>ESTIMATED DATE OF COMPLETION:</b> 6/30/2023
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**PLEASE PROVIDE A PROGRESS AND STATUS REPORT:**

Digitization: Scanning court records and storage fees: \$105k

IT Hosting: Video conferencing, hosting, \$101k

VoiP: AT&T Consulting: \$21.500

Legal Projects: Consulting Services, \$13K

<b>PROJECT COMPLETE:</b> <input type="checkbox"/>	<b>COMPLETION DATE:</b>
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<b>TOTAL COST OF PROJECT OR PLANNED EXPENDITURE:</b>
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**PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WERE EXPENDED:**

<b>CONTACT PERSON AND INFO:</b>	David Aguirre, CFO Superior Court of San Benito <a href="mailto:daguirre@sanbenito.courts.ca.gov">daguirre@sanbenito.courts.ca.gov</a> 831-636-4057 ext. 212
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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."*

<b>WBSE NUMBER:</b>	<b>O-359301</b>		
<b>REPORTING PERIOD:</b>	<b>2021-22; December 2022</b>		
<b>SECTION I: GENERAL INFORMATION</b>			
<b>SUPERIOR COURT:</b>	<b>San Benito</b>		
<b>APPROVAL PERIOD:</b>	<b>2020-21</b>	<b>APPROVED AMOUNT:</b>	<b>\$514,625.00</b>
<b>DETAIL PROVIDED ON APPLICATION:</b>			
<ul style="list-style-type: none"> <li>Superior Court of San Benito County request to add \$98,824 to its original \$415,801 request for a CMS, and to revise the fiscal years for expenditure to \$205,850 in 2019–20, \$154,387.50 in 2020–21, and \$154,387.50 in 2021–22.</li> </ul> <p>The Court’s request for \$415,801 was approved based on projections. The Court would like to amend this request after the 1% calculation is finalized and there would be an increase of \$98,824 to the previously approved amount.</p> <p>In support of the technology goals of the Superior Court of California, County of San Benito (“Court”), the Court respectfully requests that the Judicial Council hold the requested amount on the Court’s behalf. The requested amount will be used to make certain information technology upgrades, as further described below.</p> <p><b>Additional Expenses related to Case Management System</b> The Court has received funding to replace its case management system (“CMS”), but anticipates that implementation costs will exceed the amount of the funding received. Through an Intra-branch Agreement (“IBA”) signed in December 2017, and subsequently amended, the JCC agreed to fund approximately \$395,000 of implementation costs for the CMS. The Court would like to use multiyear savings to pay for one-time costs that remain after the IBA funds are fully depleted, as well as costs not allowed under the IBA. By way of example, multiyear savings could be used to pay for the creation of certain CMS interfaces to be used to communicate with judicial partners.</p> <p><b>Computers</b> The Court is in the process of replacing outdated desktop computers and associated peripheral devices. According to technology experts, the typical lifespan of a business desktop computer is between three and five years. The Court’s computers are, on average, significantly older.</p> <p><b>Voice over Internet Protocol Telephone System</b> The Court is in the process of upgrading or replacing its Court current voice over Internet Protocol (“VoIP”) phone system.</p> <p><b>Digitization</b> The Court is in the process of initiating the digitization of physical case files held at an off-site storage facility. As part of the project, the Court will identify and digitize case files that must be retained. In addition, any case files that are beyond their retention period will be destroyed as part of the project. This project will reduce the Court’s storage costs and make the remaining case files more easily accessible to the Court and the public.</p> <p><b>Courtroom Visual Displays</b></p>			

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

The Court is in the process of upgrading or replacing the visual display technology in the courtrooms, including the overflow courtroom. The projectors currently installed in the courtrooms are prone to mechanical failures, and require frequent repair and replacement of parts. The projectors are mounted to the ceiling with a housing that limits access, making repairs especially time consuming and expensive. As a consequence, the projectors are often unavailable for use by counsel.

**SECTION II: STATUS AND COMPLETION REPORTING (TO BE COMPLETED BY COURT)**

<b>PROJECT NOT COMPLETED:</b>	<input type="checkbox"/>	<b>ESTIMATED DATE OF COMPLETION:</b>	
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**PLEASE PROVIDE A PROGRESS AND STATUS REPORT:**

<b>PROJECT COMPLETE:</b>	<input checked="" type="checkbox"/>	<b>COMPLETION DATE:</b>	6/30/2022
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<b>TOTAL COST OF PROJECT OR PLANNED EXPENDITURE:</b>	593,000
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**PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WERE EXPENDED:**

Courtroom Visual Displays: Video display monitors, cameras, audio upgrades, microphones including professional installation and testing. \$303K

Digitization: Scanning, indexing, quality control of physical case files, and storage fees: \$137K

Computers: Computers, printers, hardware and connectors: \$60k

CMS: Software, configuration, hosting, installation, licenses : \$73k

Voice over Internet Protocol Telephone System: AT&T consulting: \$20k

<b>CONTACT PERSON AND INFO:</b>	David Aguirre, CFO Superior Court of San Benito <a href="mailto:daguirre@sanbenito.courts.ca.gov">daguirre@sanbenito.courts.ca.gov</a> 831-636-4057 ext. 212
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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."*

<b>WBSE NUMBER:</b>	O-459302		
<b>REPORTING PERIOD:</b>	2021-22; December 2022		
<b>SECTION I: GENERAL INFORMATION</b>			
<b>SUPERIOR COURT:</b>	Shasta		
<b>APPROVAL PERIOD:</b>	2020-21	<b>APPROVED AMOUNT:</b>	\$1,588,962.00
<b>DETAIL PROVIDED ON APPLICATION:</b>			
<ul style="list-style-type: none"> <li>Request from Shasta Superior Court to hold additional funds from its 2020-21 fund balance in excess of the 3 percent cap in the amount of \$1.1 million. This amendment adds to the \$472,000 request originally submitted in July 2020 for facility and courtroom modifications and purchases. The total amount to be held is \$1.6 million.</li> </ul> <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> <ul style="list-style-type: none"> <li>\$400,000 – complete replacement of copy machines and some computers at the time of move-in</li> <li>\$150,000 – hire professional movers to move contents from 3 existing facilities into the new courthouse</li> <li>\$ 50,000 – site furnishings including trash cans, bike rack and benches</li> <li>\$ 65,000 – miscellaneous items such as clocks, garbage cans, microwaves, refrigerators, and other appliances for break areas</li> <li>\$150,000 – replace Marshal's Office handheld radios and repeater for internal communications \$302,292 – augment fixtures and furnishings budget, which was drastically reduced at the time construction was funded.</li> </ul>			
<b>SECTION II: STATUS AND COMPLETION REPORTING (TO BE COMPLETED BY COURT)</b>			
<b>PROJECT NOT COMPLETED:</b>	<input checked="" type="checkbox"/>	<b>ESTIMATED DATE OF COMPLETION:</b>	9-30-23
<b>PLEASE PROVIDE A PROGRESS AND STATUS REPORT:</b>			
Construction has been delayed multiple times. Anticipated completion is now July of 2023. We still expect to expend all the FHOB funds. However, it may take a few months into FY23-24 to complete the purchasing, installation, and payment for these expenses.			
<b>PROJECT COMPLETE:</b>	<input type="checkbox"/>	<b>COMPLETION DATE:</b>	
<b>TOTAL COST OF PROJECT OR PLANNED EXPENDITURE:</b>			
<b>PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WERE EXPENDED:</b>			
<b>CONTACT PERSON AND INFO:</b>	Melissa Fowler-Bradley (MFowler-Bradley@shasta.courts.ca.gov)		

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

## 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."*

<b>WBSE NUMBER:</b>	O-519309		
<b>REPORTING PERIOD:</b>	2021-22; December 2022		
<b>SECTION I: GENERAL INFORMATION</b>			
<b>SUPERIOR COURT:</b>	Sutter		
<b>APPROVAL PERIOD:</b>	2021-22	<b>APPROVED AMOUNT:</b>	\$559,848.00
<b>DETAIL PROVIDED ON APPLICATION:</b>			
<ul style="list-style-type: none"> <li>\$560,000 request of the Sutter Superior Court for facility modifications</li> </ul> <p>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.</p>			
<b>SECTION II: STATUS AND COMPLETION REPORTING (TO BE COMPLETED BY COURT)</b>			
<b>PROJECT NOT COMPLETED:</b>	<input checked="" type="checkbox"/>	<b>ESTIMATED DATE OF COMPLETION:</b>	12/31/2023
<b>PLEASE PROVIDE A PROGRESS AND STATUS REPORT:</b>			
CFR approval letter received January 6, 2023. Waiting to receive IBA for CEO signature. Amended FHOB request submitted to extend time period to FY 23/24.			
<b>PROJECT COMPLETE:</b>	<input type="checkbox"/>	<b>COMPLETION DATE:</b>	
<b>TOTAL COST OF PROJECT OR PLANNED EXPENDITURE:</b>			
<b>PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WERE EXPENDED:</b>			
<b>CONTACT PERSON AND INFO:</b>	Joe Azevedo, CFO; 530.822.3340; jazevedo@suttercourts.com		

## 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."*

<b>WBSE NUMBER:</b>	<b>O-529302 – Records Destruction and Scanning Project</b>		
<b>REPORTING PERIOD:</b>	<b>2021-22; December 2022</b>		
<b>SECTION I: GENERAL INFORMATION</b>			
<b>SUPERIOR COURT:</b>	<b>Tehama</b>		
<b>APPROVAL PERIOD:</b>	<b>2020-21</b>	<b>APPROVED AMOUNT:</b>	<b>\$559,790.00</b>
<b>DETAIL PROVIDED ON APPLICATION:</b>			
<ul style="list-style-type: none"> <li>Request of the Tehama Superior Court to amend its CMS and digital scanning/storage project expenditure plan that moves the project completion from 2021–22 to 2022–23, and to hold additional funds from its 2020–21 fund balance in excess of the 3 percent cap in the amount of \$206,000.</li> </ul> <p>In support of Tehama Superior Court’s long-term business objectives, cost savings measures, and technology goals, this application is submitted to have funds in the amount of \$909,790 held on its behalf. The contribution to these projects in fiscal year 20-21 is \$205,914. The total amount associated with the two projects listed below far exceed our 3% cap on fund balance (approximately \$188k). Those projects are:</p> <ul style="list-style-type: none"> <li><b>Case management system improvement</b> – Tehama Superior Court entered into a contract with Tyler Technologies, Inc. for Support Account Manager (SAM) services to enhance court operations through more effective and efficient use of the case management system. The project is now estimated to cost \$350,000 and is intended to deliver dedicated and customized services needed to expedite the implementation and utilization of various functionality and interfaces.</li> <li><b>Records destruction and scanning project</b> - The Court has accumulated a large volume of files over many years and would like to execute a plan to help modernize its records storage practices. This project will require some staff time, the use of a third-party vendor, and some new equipment in order to be fully completed. The total dollar amount associated with this endeavor is now estimated to be \$559,790.</li> </ul>			
<b>SECTION II: STATUS AND COMPLETION REPORTING (TO BE COMPLETED BY COURT)</b>			
<b>PROJECT NOT COMPLETED:</b>	<input checked="" type="checkbox"/>	<b>ESTIMATED DATE OF COMPLETION:</b>	06/30/2023
<b>PLEASE PROVIDE A PROGRESS AND STATUS REPORT:</b>			
<p>The WBS Number O-529302 is assigned to our records destruction and scanning project. The vendor assigned to this project has completed a large portion and is continually working towards completion. It is anticipated that the project will be complete by 06/30/2023. The Court’s amended request to increase funds in the amount of \$444,197 for this endeavor was approved on 09/01/22. Our vendor has communicated that 90% of the records should be scanned and invoiced by early February with the remainder completed before June 30, 2023.</p>			

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

<b>PROJECT COMPLETE:</b> <input type="checkbox"/>	<b>COMPLETION DATE:</b>
<b>TOTAL COST OF PROJECT OR PLANNED EXPENDITURE:</b>	
<b>PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WERE EXPENDED:</b>	
<b>CONTACT PERSON AND INFO:</b>	Kevin Harrigan, CEO kharrigan@tehamacourt.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."*

<b>WBSE NUMBER:</b>	<b>O-131920-1</b>		
<b>REPORTING PERIOD:</b>	<b>2021-22; December 2022</b>		
<b>SECTION I: GENERAL INFORMATION</b>			
<b>SUPERIOR COURT:</b>	<b>Imperial</b>		
<b>APPROVAL PERIOD:</b>	<b>2020-21</b>	<b>APPROVED AMOUNT:</b>	<b>\$442,000.00</b>
<b>DETAIL PROVIDED ON APPLICATION:</b>			
<p>The Court received approval to have \$761,899 held by JCC in FY 19/20. The total amount was assigned to multiple projects for Fiscal Years 20/21 (\$558,529) and 21/22 (\$203,370). Due to COVID-19, the Court did not have the opportunity to complete all the projects assign to FY 20/21. We would like to move the completion date for the following projects from FY 20/21 to FY 21/22.</p> <p>These are the projects approved that we want to move to FY 21/22:</p> <ul style="list-style-type: none"> <li>#1 – 50 New Courthouse Computer Workstation.</li> <li>#2 - Copiers Machine Replacement</li> <li>#3 – IT Department Truck</li> <li>#4 – Software Upgrades and Replacements</li> <li>#5 – New Courthouse IVTA Construction Costs</li> <li>#6- AV Replacement for Current Courtrooms</li> <li>#7 – Server Room and IDF UPS</li> <li>#8 - Courtroom Interpreter Equipment</li> <li>#9 - Judicial Officers Printers.</li> <li>#16 – Existing Computer Workstations Replacements.</li> </ul>			
<b>SECTION II: STATUS AND COMPLETION REPORTING (TO BE COMPLETED BY COURT)</b>			
<b>PROJECT NOT COMPLETED:</b>	<input type="checkbox"/>	<b>ESTIMATED DATE OF COMPLETION:</b>	
<b>PLEASE PROVIDE A PROGRESS AND STATUS REPORT:</b>			
<b>PROJECT COMPLETE:</b>	<input checked="" type="checkbox"/>	<b>COMPLETION DATE:</b>	01/04/2023
<b>TOTAL COST OF PROJECT OR PLANNED EXPENDITURE:</b>			\$442,000



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

**PLEASE PROVIDE A DESCRIPTION OF HOW THE FUNDS WERE EXPENDED:**

Funds were used on approved projects.

**CONTACT PERSON AND INFO:**

Rodolfo Quintero, 760-336-3520,  
rquintero@imperial.courts.ca.gov