

## Tenth Judicial District Court Capital Project for Security

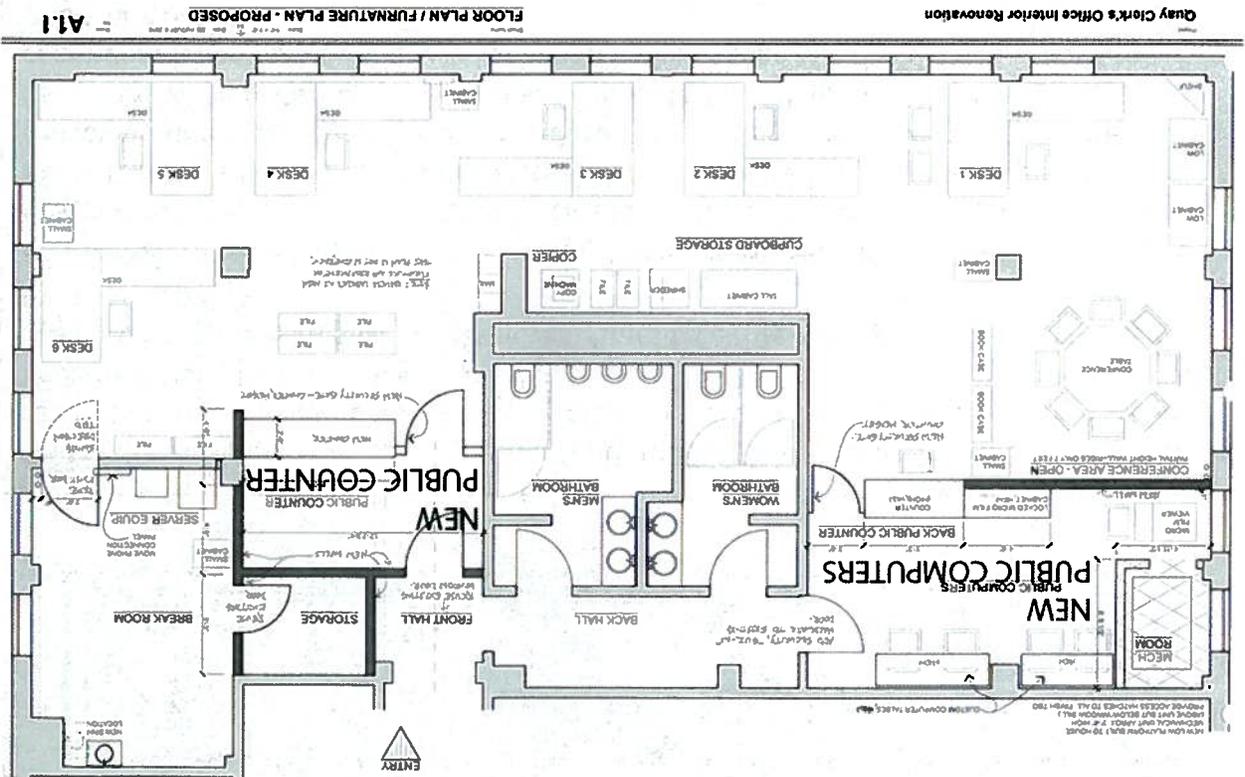
One of the most important issues for the Tenth Judicial District Court in FY 16 is its Capital request. The Tenth has operated many years without funds for on-the-job physical security and protection of its employees. The demeanor of litigants and of the public in some cases has become more aggressive. Clerks now at times face threatening behavior when serving the general public.

An Architect knowledgeable in re-structuring historical buildings has been contracted for this design work. Design goals include enhancing staff security while increasing general access to public records. Over the years some alterations have covered up or replaced period ornamentation. Respecting the 1932 art-deco construction the new work will update usefulness while restoring these historical elements. Furnishings for the new public records computer stations can be produced at a local junior college metal and wood shop in the style of the original.

The cost estimate for this renovation work is **\$200,000.00** to cover a security reconfiguration of the Clerk's Office public counter, installing wheel chair accessible computer stations, and modern wiring and lighting. Attached is a layout drawing along with photos for review of these much needed security and infrastructure enhancements.



Figure 1 (top): Proposed floor plan for Clerk's Offices showing new secure public counter and new accessible public computers with secure service counter.  
 Figure 2 (left): Ceiling to be restored. Original lights to be rewired and new lights, of period appropriate style, to replace mismatched fluorescents. Figure 3 (middle): Fake wood paneling (from 1970's) to be removed. Figure 4 (right): Original wood details and art-deco fixtures to be refurbished.



## Tenth Judicial District Court FY 16 Needs and Justification

Financial Specialist  
New Cost \$60.7

As a rural District and the smallest court in the Judiciary this will be the most important hire this court can make. Currently we are the only Judicial District that does not have a Financial Specialist. The Court Executive Officer/Court Financial Officer cares for those duties in addition to management and human resources. In a few years the Court Executive Officer will retire after 24 years of handling all the fiscal and management duties. It will take 2 to 3 years to train this person in all annual cycles of the financial duties. The Financial Specialist will be trained by the time the Court Executive Officer is replaced.

The incumbent Financial Specialist will need to learn the idiosyncrasies of the SHARE System. (Not only the financial side but in this case also the human resource side of SHARE). Understanding the running of reports, operating transfers, journal entries, entering of purchase orders and then vouchers are each complex jobs in themselves. Absorbing the procurement code and applying that to SHARE, mastering entering of time, approving time and entering changes on employees into SHARE will also be required. The incumbent must learn BPS (budget software) and the various budget processes. Since this and other projects take place only once yearly—in staggered sequence—this process among others will be an involved ordeal for the new hire. Further, skill must be gained in the Odyssey software (for case records) and its financial aspects, State Treasurer Reports, Litigant accounts and balancing and uploading those deposits. In view of the complexity of this set of duties and the need for the court to transition to the future without any problems this position and funding should be awarded at an additional cost of **\$60.7**

