

Memorandum of Understanding
Between
The Sonoma County Probation Department
And
Superior Court of California, County of Sonoma
Regarding SB 129-Funded Pretrial Services Program

This Memorandum of Understanding and attached exhibits ("MOU") are entered into by and between the County of Sonoma and the Superior Court of California, County of Sonoma ("Court"). This MOU sets forth each party's roles and responsibilities as they relate to the Pretrial Services Program, for the period July 1, 2021, through June 30, 2023.

WHEREAS, Court has received and will continue to receive funding from the Judicial Council of California ("Judicial Council") for the Pretrial Services Program ("Program") under the terms and conditions of the Agreement No. TBD between Court and the Judicial Council (the "Contract"), and pursuant to the terms as described in Exhibit A;

WHEREAS, Court desires to subcontract with the County of Sonoma's Probation Department ("Probation"), subject to the authorization of the County of Sonoma, for Probation to provide certain services necessary to complete the Program objectives as set forth in the Contract, relevant statute, and as set forth by the Judicial Council;

WHEREAS, the Judicial Council has consented to Court's subcontracting with Probation for certain services necessary to complete the Program objectives as set forth in the Contract;

WHEREAS, it is the intent of the parties that such services be in conformity with the Contract and all applicable federal, state and local laws;

WHEREAS, Court has received, and will continue to receive, SB 129 Funding to administer a Pretrial Program that will fund, implement, operate and evaluate pretrial decision-making in Sonoma County. Judicial officers will make release decisions, at their discretion, prior to arraignment (or at arraignment if a hearing is required) that are informed by a risk assessment conducted by Probation. Such decisions will be implemented by Probation and transmitted to all justice partners; and

WHEREAS, as stated in Senate Bill 129, the Budget Act of 2019 (in section 0250-101-0001-For local assistance, Judicial Branch, Provision 3), the goals of this Pretrial Program are to:

- a. Increase the safe and efficient pre-arraignment and pretrial release of individuals booked into jail by expanding own recognizance and monitored release;
- b. Implement monitoring practices of those released pre-arraignment and pretrial with the least restrictive interventions and practices necessary to

- enhance public safety and return to court;
- c. Expand the use and validation of pretrial risk assessment tools that make their factors, weights and studies publicly available; and,
- d. Assess any disparate impact or bias that may result from the implementation of these programs in order to better understand and reduce biases based on race, ethnicity, and gender in pretrial release decision-making.

NOW, THEREFORE, Court and Probation mutually agree as follows:

1. **Definitions:** If not otherwise defined in this MOU, the definitions of capitalized terms used in this MOU are as set forth in the Contract.
2. **Scope of Services:** Consistent with the terms and conditions of the Contract and this MOU, Probation shall complete all work specified as outlined in Exhibit A, “Work to be Performed,” in accordance with this MOU. Funding for this MOU beyond the current appropriation year is conditional upon appropriation of sufficient funds to support the activities described in this MOU. Should such an appropriation not be approved, the parties will meet and confer in good faith regarding the viability of continuing a pretrial release program if expected or actual funding is withdrawn, reduced, or limited in any way.

Probation warrants to Court that funds provided to Probation under the MOU will only be used for new or expanded services and that no ongoing or completed programs of Probation will duplicate or overlap any Work under the Contract consistent with the requirements outlined in the Exhibit A, “Work to be Performed.”

3. **Term:** This MOU is effective July 1, 2021, through June 30, 2023, and will continue year to year unless terminated. Either party may terminate this MOU earlier by providing written notice of intent to terminate to the other party at least thirty (30) days before the intended termination date. In addition, and upon notice to Probation, Court may terminate this MOU, in whole or in part, without prejudice to any right or remedy of Court, if expected or actual funding is withdrawn, reduced, or limited in any way; subject to the meet and confer requirement in paragraph 2 of this MOU. Court may also terminate this MOU for deficient performance of Probation consistent with the requirements of the Contract and/or this MOU.
4. **Reporting:** The Court and Probation agree to cooperate in efforts to obtain data from the Sonoma County Sheriff’s Office to fulfill the data requirements of the Contract, this MOU, SB129, and/or the Judicial Council.
5. **Compensation for Services:** The maximum amount Court may pay Probation under this MOU for the period July 1, 2021, through June 30, 2022, is \$499,970.84, which is 70% of \$714,244.05, the Judicial Council’s FY 21-22 SB 129 allocation to Sonoma County. The maximum amount Court may pay Probation under this MOU for the period July 1, 2022, through June 30, 2023, is 70% of the Judicial Council’s FY 22-23 SB 129 allocation to Sonoma County. All amounts are subject to the provisions of the

Contract, including all fees and expenses. Court will pay Probation in accordance with Exhibit B, "Fee Schedule."

6. **Requests for Reimbursement:** Requests for reimbursement, with proper financial documentation, shall be submitted to Court monthly in arrears by no later than the 20th day of the following month.

Probation shall submit all invoices with documentation acceptable to Court to support costs billed. Such documentation to be provided to Court monthly includes:

- a. Documentation of salaries and fringe benefits for Probation staff assigned to the Program;
- b. Documentation of costs and copies of vendor invoices, if applicable, for the services listed in Exhibit B, "Fee Schedule"; and
- c. Such additional information as Court may require from Probation to comply with the terms of the Contract.

Subject to compliance with the requirements of the Contract that are applicable to Probation's role as a Subcontractor and this MOU, Court shall reimburse Probation for actual costs incurred following (i) Court's receipt of grant funds from the Judicial Council and (ii) submission to and acceptance by the Judicial Council of required reports identified in the Contract.

If Probation receives payment from Court for a service or reimbursement that is later disallowed, Probation shall promptly refund the disallowed amount upon request. Court may offset the amount disallowed from any payment due or to become due to Probation under this MOU, or any other agreement with Probation or the County of Sonoma.

7. **General Provisions:**

- a. **Entire Agreement.** This MOU, including those portions of the Contract applicable to Probation's services as a Subcontractor of Court, constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all previous modifications, agreements, proposals, negotiations, representations, and commitments, both oral and written, between the parties to this MOU. Headings or captions to the provisions of this MOU are solely for the convenience of the parties, are not part of this MOU, and will not be used to interpret or determine the validity of this MOU. This MOU was negotiated between the parties, and neither party "prepared" this MOU for purposes of California Civil Code §1654. Any ambiguity will not be construed against the drafter, but rather the terms and provisions will be given a reasonable interpretation. This MOU constitutes the entire and final understanding of the parties regarding this matter, and supersedes and terminates any and all prior or contemporaneous negotiations, representations, understandings, discussions, offers, proposals, or MOUs between the parties, whether written or oral, express

- or implied, relating in any way to this matter.
- b. Amendment. No addition to or alteration of the terms of this MOU will be valid unless made in the form of a written amendment, which is formally approved and executed by the governing bodies of each of the parties, or their respective authorized designees.
 - c. Further Assurances. Each party agrees to cooperate with the other, and to execute and deliver, or cause to be executed and delivered, all such other instruments and documents, and to take all such other actions as may be reasonably requested of it from time to time, in order to effectuate the provisions and purposes of this MOU. Time is of the essence in the performance of this MOU.
 - d. Waiver. Any waiver by either party of the terms of this MOU must be in writing, executed by an authorized representative of the waiving party, and will not be construed as a waiver of any succeeding breach of the same or other term of this MOU.
 - e. Severability. The provisions of this MOU are separate and severable. If any provision of this MOU shall be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not be affected or impaired thereby. Any such provision will be enforced to the maximum extent possible so as to affect the reasonable intent of the parties and will be reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.
 - f. Relationship of Parties. Probation and the employees and agents of Probation in the performance of this MOU shall act in an independent capacity and not as officers, employees or agents of the Court or the Judicial Council. Neither Probation nor any person engaged by Probation to perform the services described herein is covered by any employee benefit plans provided to the employees of Court. Each party is liable for the acts and omissions of itself, its employees and its agents. Nothing in this MOU will be construed as creating an employment or agency relationship between the parties. Each party will determine the method, details, and means of performing its obligations under the MOU, including, without limitation, exercising full control over the employment, direction, compensation and discharge of all persons assisting the respective party. Probation will be solely responsible for all matters relating to the payment of its employees, including compliance with social security, withholding any and all employee benefits, and all regulations governing such matters.
 - g. Risk Allocations. It is the intention of both parties that neither will be responsible for the negligent and/or intentional acts and/or omissions of the other, or its judges, subordinate judicial officers, directors, officers, agents and employees. The parties therefore disclaim in its entirety the pro rata risk allocation that could otherwise apply to this MOU pursuant to Government Code section 895.6. Instead, pursuant to Government Code section 895.4, the parties agree to use principles of comparative fault when apportioning any and all losses that may arise out of the performance of this MOU.
 - h. Indemnification. The Court and Probation agree that each of the parties hereto shall fully defend, indemnify and hold each of the other parties, their officers (including

judicial officers), board members, employees and agents harmless from any and all claims, expenses or costs, product infringement, copyright or trade secrets, damage to or destruction of tangible property, damages or liabilities imposed for injury (as defined in Government Code Section 810.8) occurring by reason of the negligent acts or omissions or willful misconduct of the indemnifying party, its officers (judicial officers), board members, employees or agents under or in connection with or arising out of any work, authority or jurisdiction delegated to such party under this MOU. No party, nor any officer (including judicial officers), board member, employee or agent thereof shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions or willful misconduct of other parties thereto, their officers (including judicial officers), board members, employees or agents, under or in connection with or arising out of any work, authority or jurisdiction delegated to such other parties under this MOU.

- i. Counterparts. This MOU may be executed in counterparts, each of which is considered an original but all of which together shall constitute one instrument.
- j. Suspension. The Court may, at any time, issue a Suspend Work Order to require Probation to stop all, or any part, of the work of this MOU, for a period up to ninety (90) days, or for any further period as agreed upon by Judicial Council and the Court, after the Suspend Work Order is delivered to the Court by the Judicial Council of California. If the Suspend Work Order issued under this provision is canceled or the period of the Suspend Work Order or any extension thereof expires, Probation shall resume Work.
- k. No Supplantation. Probation certifies in good faith that, by signing this MOU, no supplantation of nonfederal, state or county funds will occur with funds. Funds may not be used to supplant or replace already allocated funding for salaries of any current Probation staff (including probation officers, treatment personnel or clerical staff). Funds provided pursuant to this MOU may only be used for services noted in Exhibit A, "Work to be Performed."
- l. Lobbying. Amounts disbursed by the Court to Probation shall not be used, indirectly or directly, to influence executive orders or similar promulgation by federal, state, or local agencies, or to influence the passage or defeat of any legislation by federal, state or local legislative bodies.
- m. Political Activities. Probation shall not contribute or make available funds disbursed under this agreement to any political party or association, or the campaign of any candidate for public or party office. Probation shall not use funds awarded to Probation in advocating or opposing ballot measure, initiative, or referendum. Finally, Probation and employees of Probation shall not identify the Court with any partisan or nonpartisan political activity associated with the political party or association or campaign or any candidate for public or party office.
- n. Confidentiality. All financial, statistical, personnel, technical, and other confidential information, including data and data analyses, relating to the Judicial Council's or Court's operations that are designated confidential or which a reasonable person would deem to be confidential, shall be protected by the other party from unauthorized use and disclosure, except that either party may

disclose confidential information as required by law or court order, and the Court may disclose data, data analyses and deliverables as required or permitted by law to perform official duties and its obligation under this Agreement.

- o. Limitation of Publication. Probation is prohibited from publishing or broadcasting any article, press release, advertisement, or other writing that references the Court, "Judicial Council," or "Judicial Council of California," unless previously approved in writing by the Court's CEO or designee, Judicial Council's Principal Manager and Procurement and Public Affairs Officer respectively. Notwithstanding the above, internal communications or writings within Probation or between the Court and Probation making reference to the above terms in quotations shall not require approval by the Judicial Council's Principal Manager, Procurement and Public Affairs Officer.
- p. Data and Data Analyses. The Judicial Council retains and owns all rights (including copyrights), title, and interest in and to any data and data analysis produced by the Judicial Council or its contractors. For any data and data analysis produced by Probation, Probation grants the Judicial Council, and the Court, a perpetual, irrevocable, royalty-free license to use, reproduce, display, distribute and modify the data and data analysis and to sublicense such rights to other entities, in each case for California judicial branch business and operations.
- q. California Law. This MOU shall be subject to and construed in accordance with the laws of the State of California.
- r. Severability. If any term or provision of this MOU is found to be illegal or unenforceable, this MOU shall remain in full force and effect and that term or provision shall be deemed stricken.
- s. Signature Authority. The parties signing this MOU certify that they have proper authorization to do so. Each party's representative who signs this MOU has the authority to bind such party to this MOU.
- t. Insurance Requirements. Probation shall maintain and show proof of adequate insurance coverage before beginning Work of this MOU. Probation's insurance policies must be endorsed to include the Court as an additional insured. The Court must receive certificates of insurance from Probation, or verify coverage is current and on file with the Court, prior to the beginning of any Work. Probation shall maintain insurance coverage that is appropriate to their business operations and the nature of the work, goods, or services provided to the Court. Examples of the types of insurance coverage generally maintained could include, but are not limited to the following:
 - 1. Workers Compensation.
 - 2. Employer's Liability.
 - 3. Commercial General Liability or Evidence of Self-Insurance.
 - 4. Automobile Liability - Owned, non-owned, and hired vehicles, including bodily injury and property damage.
- u. Independent Contractor. Probation, as well as its agents, associates and employees, are and shall be considered to be independent contractors, independent of the Court. Nothing in this MOU is intended to, or shall be construed to, create an employer- employee relationship, a joint venture relationship, or an agency relationship, or to allow the Court to exercise direction or control over the

professional manner in which Probation, performs the services which are the subject matter of this MOU. However, the services provided by Probation, shall be provided in a manner consistent with the standards governing such services and the provisions of this MOU. In performing services under this MOU, Probation, its agents, associates and employees shall not be entitled to any of the benefits or rights accruing to a Court officer or employee. As between Probation and the Court, all parties exclusively assume the responsibility for its own acts and the acts of their agents, associates and employees as they relate to the services to be provided during the course and scope of this sub-contract.

- v. Notices. Any notices required to be given pursuant to the terms and provisions of the MOU shall be in writing and shall be emailed, to:

County: Sonoma County Probation Department
Brad Hecht
600 Administration Drive, Room 104-J
Santa Rosa, CA 95403
brad.hecht@sonoma-county.org

Court: Superior Court of California
County of Sonoma
Ms. Arlene Junior, CEO
600 Administration Drive, Room 106-J
Santa Rosa, CA 95403
ajunior@sonomacourt.org

- w. Retention of Records; Audit. Probation shall maintain all financial data, supporting documents, and all other records related to performance and billing under this MOU for a period in accordance with the Contract, state and federal law, a minimum retention period being no less than four (4) years. The retention period starts from the date of submission of Probation's final payment request. Probation shall permit all records related to performance and billing under the MOU to be inspected and/or audited, at any reasonable time, by an authorized representative of the Court, or of the Judicial Council. This MOU is subject to examination and audit by the State Auditor for a period of three (3) years after final payment.
- x. Limitations on Publication. Probation shall not publish or broadcast any article, press release, advertisement, or other writing that references the Court or Judicial Council unless previously approved in writing by the Court or the Judicial Council respectively.
- y. Interpretation. The provisions and terms of this MOU shall be interpreted in accordance with the plain meaning thereof, and shall not be construed in favor or against any party.
- z. Third-Party Beneficiary. The Judicial Council is a third-party beneficiary of this MOU.

IN WITNESS WHEREOF, Court and Probation executed this MOU on the date(s) indicated below;

**Superior Court of California,
County of Sonoma**

By: _____
Arlene Junior, Court Executive Officer

Date: _____

**Probation Department,
County of Sonoma**

By: _____
David M. Koch, Chief Probation Officer

Date: _____

EXHIBIT A
WORK TO BE PERFORMED

1. PROGRAM REQUIREMENTS

The Court, in partnership with Probation, is responsible for ensuring that the following requirements are met under expansion of Sonoma County's current Pretrial Program ("Program"):

- a. A pretrial risk assessment shall be conducted on all eligible persons booked into and detained in actual jail custody on new charges and who are not otherwise released under existing release policies.
- b. Assessment and release decision shall be completed prior to arraignment for those who are eligible for release without a hearing.
- c. Assessment information shall be provided to the Court prior to arraignment for those for whom a hearing is required.
- d. Persons deemed ineligible for bail under Article I of the California Constitution shall not be assessed.
- e. Each arrested person who is eligible for release on bail under current law shall be entitled at any time to post bail as specified in the county bail schedule or for the amount set on an arrest warrant, or as otherwise set by the Court whether or not a risk assessment has been completed.
- f. Monitoring of those released pre-arraignment and pretrial shall be implemented with the least restrictive interventions and practices necessary to enhance public safety and return to court.
- g. The Program shall be implemented by the Court, in partnership with Probation, on a countywide basis.

2. GENERAL APPROVED USE OF AWARD FUNDS

- a. The Court is responsible for the use of Program Funds. Acceptable uses of Program Funds by Probation include the following:
 - i. Salary and benefits for Probation employees necessary to meet the operational requirements;
 - ii. Technology costs to facilitate information exchanges and process automation between justice system partners. These costs may include software implementation and licensing; professional services for development, integration, data collection and cleaning, and other related professional services; necessary hardware including tablets, computers, servers, etc.
 - iii. Registration fees for trainings and conferences, with proof of attendance, that are directly related to the Program;
 - iv. Equipment, defined as non-expendable items costing \$5,000 or above. Such items shall be clearly related to the Program objectives and directly contribute to Program activities;

- v. Purchase, production, or reproduction of educational and training materials;
 - vi. Costs of pretrial release support services given to program participants. Support may only be provided for transportation (bus, gas, and other transportation passes) and emergency food support. Funds shall not be distributed as cash. Probation shall maintain and provide to the Court both proof of purchase and proof of distribution to program participants.
 - vii. Anyone other than a program participant is prohibited from receiving support services;
 - viii. Costs associated with collecting, maintaining and reporting required data, including computers, staffing and other costs; and
 - ix. Any other expenses directly related to the Program not listed herein, as properly budgeted and approved by the Court;
- b. Probation may subcontract for Services, with written notice to the Court, including but not limited to, assessments, job and educational training, residential or outpatient treatment for mental health or substance abuse/dependence, health screening, transitional/temporary housing, participant travel costs associated with treatment and court appearances, and drug testing, alcohol monitoring, and related supplies.
 - c. Probation may subcontract with a consultant for training and technical assistance related to the Program. The consultant's activities will include training Probation staff.
 - d. Any proposed training of Court staff, including judicial officers, and justice system partners shall have prior written authorization from the Court. Any training materials will be provided in advance of any training to allow the Court to review and if necessary amend, training materials.

3. INELIGIBLE USE OF FUNDS

Ineligible use of award funds, except in situations where prior written approval has been obtained from the Court and Judicial Council, include but are not limited to:

- a. No financial costs may be imposed on released persons for any required conditions or services of pretrial release monitoring;
- b. Duplication of services that are already being provided by a justice system partner;
- c. Food and/or drink of any kind, including bottled water and related purified water dispensers;
- d. Gift cards, field trip passes, movie tickets, or other incentives;
- e. Membership dues;
- f. Penalties, fines, late fees, licenses, interest, damages, and/or settlements resulting from violations or noncompliance by program participants;

- g. Costs for fundraising, scholarships, tuition, stipend, contributions and donations, or non-incentive-related gifts;
- h. Entertainment costs such as show tickets, sporting events, and/or any other events; and
- i. Participant living expenses including food, utility bills, vehicle expenses, parking, medical insurance premiums, etc.

4. DATA STORAGE

The Court shall store all Data from Probation on a secure server and shall implement and maintain appropriate administrative, physical, technical, and procedural safeguards against the destruction, loss, misuse, unauthorized disclosure or access, or alteration of Data.

5. DATA ACCESS AND USE

- a. The Judicial Council may access and use Data submitted by the Court and Probation per Section 7p, "Data and Data Analyses," of this MOU.
- b. Upon discovery or reasonable belief of any data breach, Probation or the Court shall promptly notify the other party. A "data breach" means any access, destruction, loss, theft, use, modification or disclosure by an unauthorized Third Party of confidential or personal Data in the possession of the Court or Probation. The notification shall identify (i) the nature of the data breach; (ii) the data accessed, used or disclosed; (iii) who accessed, used, disclosed and/or received data (if known); (iv) what the Court or Probation has done or will do to mitigate the data breach; and (v) what corrective action the Court or Probation has taken or will take to prevent future data breaches.

6. OUTCOMES REPORTING

- a. Under the "Pretrial Services Pilot Program" MOU, which as amended, terminates on June 30, 2022, Probation submits an automated report, entitled "JCC Monthly Pretrial Upload," by a secure file transfer method to the Judicial Council on the first day of each month. This report includes data beginning in the year 2015 from the Sonoma County jail and from the Pretrial Program. Jail data include details on bookings, such as charges on which individuals are booked and demographics for all individuals booked into county jail during each reporting period. Pretrial data include assessments details, monitoring start and end dates, release types, whether individuals were released pre- or post-arraignment, details about violations, and termination dates and outcomes. Under this MOU, Probation will continue to submit this report monthly. Probation will modify data reported as requested by the Judicial Council or the Court if such data are readily available. If such data are not readily available, a written amendment between the parties to this MOU will define the new requirements.

- b. Failure to Provide Information: The required reporting described in this section is vital to the success of the Program. Therefore, failure to provide any and all of these data in a form that is acceptable to the Judicial Council may result, at the Judicial Council's, or Court's, discretion, in a delay of payment under this MOU or termination of this MOU.

7. DATA SYSTEMS AND INTERFACES FOR OPERATIONS

- a. Court and Probation will use a secure data interface to support the operation of the Program.
- b. Probation will work with Sonoma County Information Systems Department and Noble Software Group to operate a pretrial assessment in a platform allowing access to the assessments as needed by Court and Jail staff. All assessment scores and assessment data will be transmitted electronically to the Court's case management system. Transmittal to the Court's case management system, Odyssey, is prioritized though occurs concurrently with transmissions to other justice partners. Probation agrees to work in good faith with the Court's subcontractors regarding the efficient and accurate electronic transmission of all assessment scores and assessment data. These subcontractors include, but are not limited to, DocuSign and Tyler Technologies.
- c. Presently, the Court uses a system to allow assessment documents to be shared with judicial officers electronically and stored directly into the Court's case management system, and be available to all justice partners. For any prearrestment release decisions, the judicial officer will receive the assessment report electronically prior to the arraignment hearing. For after-hours prearrestment release decisions, the judicial officer will access assessment reports from a tablet, computer, or phone, and will transmit any release decision in a timely fashion, as agreed upon by the parties, to Probation for processing. This decision will also be captured in the Court's case management system.

END OF EXHIBIT

**EXHIBIT B
FEE SCHEDULE**

1. OVERVIEW

This Exhibit describes the Court's payments to Probation for services provided under this MOU.

2. FEE SCHEDULE

2.1. Payments made to Probation during the term of this MOU will not exceed the following amounts:

- For the period July 1, 2021, through June 30, 2022: \$499,970.84, which is 70% of \$714,244.05, the Judicial Council's FY 21-22 SB 129 allocation to Sonoma County.
- For the period July 1, 2022, through June 30, 2023: 70% of the Judicial Council's FY 22-23 SB 129 allocation to Sonoma County.
- For the period July 1, 2023, through June 30, 2025 (if Court exercises its option to extend the term of this Agreement): 70% of the Judicial Council's corresponding SB 129 allocation to Sonoma County.

2.2. For services performed under this MOU, Court will pay Probation actual or projected costs as follows. Costs for each service will not exceed the maximum projected cost indicated below unless agreed to in writing by Court and Probation.

Budget for FY 21-22:

Service	Service Description	Maximum Projected Cost
Probation Staffing	<ul style="list-style-type: none"> • Deputy Probation Officer II • Deputy Probation Officer III • Extra Help Probation Assistant • Extra help Probation Officer • Overtime • Premium pay and shift differential 	\$335,048.34
Operating Expenses	<ul style="list-style-type: none"> • Training • Telecommunication • County IT • County charges for vehicle use • Insurance 	\$32,415.51
Equipment	<ul style="list-style-type: none"> • Maintenance - Equipment • Maintenance - Bldgs. & Improvement • Rents and Leases - Equipment • Safety Supplies/Equipment • Office Furniture/Fixtures 	\$11,362.30

	<ul style="list-style-type: none"> • Minor Equipment/Small Tools • Clothing, Uniforms • Office reconfiguration for new staff 	
Supplies	<ul style="list-style-type: none"> • Waste Disposal Services • Outside Printing and Binding • Courier Services • Mail Services • Office Supplies • Books/Media/Subscriptions • Ergonomic Supplies 	\$585.99
County IT	Implement a database to scan, convert, store, and manage electronic documents	\$120,852.00

Budget for FY 22-23:

Service	Service Description	Maximum Projected Cost
Probation Staffing	<ul style="list-style-type: none"> • Deputy Probation Officer II • Deputy Probation Officer III • Extra Help Probation Assistant • Extra help Probation Officer • Overtime • Premium pay and shift differential 	\$454,766.79
Operating Expenses	<ul style="list-style-type: none"> • Training • Telecommunication • County IT • County charges for vehicle use • Insurance 	\$35,899.31
Equipment	<ul style="list-style-type: none"> • Maintenance - Equipment • Maintenance - Bldgs. & Improvement • Rents and Leases - Equipment • Safety Supplies/Equipment • Office Furniture/Fixtures • Minor Equipment/Small Tools • Clothing, Uniforms • Office reconfiguration for new staff 	\$11,699.11
Supplies	<ul style="list-style-type: none"> • Waste Disposal Services • Outside Printing and Binding • Courier Services • Mail Services • Office Supplies • Books/Media/Subscriptions • Ergonomic Supplies 	\$780.00

END OF EXHIBIT