



Judicial Council of California

455 Golden Gate Avenue · San Francisco, California 94102-3688

www.courts.ca.gov

REPORT TO THE JUDICIAL COUNCIL

Item No.: 24-043

For business meeting on January 19, 2024

Title

Trial Court Budget: Children’s Waiting
Room Fund Balance Cap Adjustments

Agenda Item Type

Action Required

Effective Date

January 19, 2024

Rules, Forms, Standards, or Statutes Affected

None

Date of Report

December 15, 2023

Recommended by

Fiscal Planning Subcommittee of the Trial
Court Budget Advisory Committee
Hon. Jonathan B. Conklin, Chair

Contact

Oksana Tuk, 916-643-8027
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Executive Summary

The Fiscal Planning Subcommittee of the Trial Court Budget Advisory Committee recommends the approval of children’s waiting room fund balance cap adjustments requested by six superior courts. The total amount requested would increase fund balance caps by \$3.8 million.

Recommendation

The Fiscal Planning Subcommittee recommends that, effective January 19, 2024, the Judicial Council approve children’s waiting room fund balance cap adjustments totaling \$3.8 million for the following six courts:

1. Los Angeles Superior Court—increase of \$3 million
2. Sacramento Superior Court—increase of \$50,000
3. San Francisco Superior Court—increase of \$191,000
4. Santa Barbara Superior Court—increase of \$358,000
5. Santa Clara Superior Court—increase of \$100,000
6. Ventura Superior Court—increase of \$178,000

Relevant Previous Council Action

Pursuant to Government Code section 70640, the Judicial Council adopted a policy and procedure on June 27, 2014, on court requests for children’s waiting room (CWR) distributions.¹ The following are revisions to the initial policy:

- On December 12, 2014, the council amended the process for courts to request CWR distributions to clarify when distributions may be requested in advance of the planned opening of a CWR, as well as when distributions will end for temporary or permanent closures.²
- On June 26, 2015, the council further revised its CWR distribution policy by placing a cap on the amount of CWR fund balance that courts can accumulate.³ The cap equals the highest annual distribution within the three most recent fiscal years. Courts with fund balances that exceed the cap are required to return the amount above the cap to the Trial Court Trust Fund (TCTF) in the subsequent fiscal year unless the council approves a court’s request to increase its cap.
- On March 24, 2017, the council approved additional revisions to the policy to extend the review and adjustment of CWR fund balances from an annual to a biennial schedule, occurring in fiscal years ending in an odd number and beginning with the 2016–17 fund balances.⁴
- On July 24, 2020, the council took further action to remove the annual reporting requirement for courts that receive a CWR cap adjustment and directed that CWR requests come to the council directly from the Fiscal Planning Subcommittee.⁵

¹ Judicial Council of Cal., Advisory Com. Rep., *Trial Court Allocations: Children’s Waiting Room Distribution* (June 27, 2014), www.courts.ca.gov/documents/jc-20140627-itemK.pdf; Judicial Council of Cal., mins. (June 27, 2014), p. 10, www.courts.ca.gov/documents/jc-20140627-minutes.pdf.

² Judicial Council of Cal., Advisory Com. Rep., *Trial Courts: Distribution Request Process for Children’s Waiting Rooms and Distribution Request from a Court* (Dec. 12, 2014), www.courts.ca.gov/documents/jc-20141212-itemD.pdf; Judicial Council of Cal., mins. (Dec. 12, 2014), p. 15, www.courts.ca.gov/documents/jc-20141212-minutes.pdf.

³ Judicial Council of Cal., Advisory Com. Rep., *Trial Courts: Children’s Waiting Room Policy* (June 26, 2015), www.courts.ca.gov/documents/jc-20150626-itemH.pdf; Judicial Council of Cal., mins. (June 26, 2015), p. 22, www.courts.ca.gov/documents/jc-20150626-minutes.pdf.

⁴ Judicial Council of Cal., Advisory Com. Rep., *Trial Courts: Children’s Waiting Room Policy* (Mar. 24, 2017), <https://jcc.legistar.com/View.ashx?M=F&ID=5005745&GUID=C29E79A9-B372-46C1-9EFF-10AA6B8E627C>; Judicial Council of Cal., mins. (Mar. 24, 2017), p. 14, <https://jcc.legistar.com/View.ashx?M=M&ID=512287&GUID=36F65B81-0E08-4742-BB85-AEDC68B7ED15>.

⁵ Judicial Council of Cal., Advisory Com. Rep., *Trial Courts: Update to the Children’s Waiting Room Distribution and Fund Balance Policy* (July 24, 2020), <https://jcc.legistar.com/View.ashx?M=F&ID=8643506&GUID=BF60227F-157A-4BBE-8BD5-A0B5F4804971>; Judicial Council of Cal., mins. (July 24, 2020), p. 6, <https://jcc.legistar.com/View.ashx?M=M&ID=711582&GUID=90001AF2-7CEE-4F0F-906B-29A03ED9CB43>.

Analysis/Rationale

CWR distributions to trial courts from first paper filing fee revenues deposited into the TCTF can only be spent on costs associated with operating a CWR. CWR distributions that are not needed by a court are retained in the TCTF and used to support trial court operations, allocations, or as unrestricted fund balance that can be allocated by the council for other purposes. The current *Children's Waiting Room (CWR) Distribution and Fund Balance Policy* (Attachment A) requires courts to do the following:

- Monitor their CWR distribution amount per filing to ensure it is adequate to meet their CWR needs without accumulating an amount in excess of the cap.
- Return the amount of fund balance that exceeds the cap by the end of the fiscal year to the TCTF, unless the council approves a court's request for a cap adjustment.
- Explain the extenuating circumstances and expenditure plan for a cap adjustment to the director of the Judicial Council Budget Services office for consideration by the Fiscal Planning Subcommittee and the Judicial Council within 60 days of the end of the fiscal year for which the adjustment is being requested.

CWR fund balance cap adjustment requests

On August 21, 2023, Judicial Council Budget Services staff sent out the Estimated 2022–23 CWR Fund Balance Cap Reductions to all trial courts. This summary details the 16 courts that had CWR fund balances above the cap (Attachment B), of which six courts submitted CWR fund balance cap adjustment requests totaling \$3.8 million, which were approved by the Fiscal Planning Subcommittee at its meeting on October 19, 2023, for recommendation to the council. The rationale provided in each court's request is as follows:

- ***Los Angeles Superior Court: \$3 million (Attachment C)***
In response to the COVID-19 pandemic, the court temporarily closed all CWR locations in March 2020. On November 13, 2020, the Judicial Council approved the court's request to continue the distribution of the CWR funds to support its operations upon reopening. Currently, eight CWR centers have reopened throughout courthouses in Los Angeles County with increased capacity and improved services.

The court plans to open at least one new center and relocate other centers to larger spaces within the courthouses. The expenditure projection for 2023–24 through 2025–26 reflects the absorption of anticipated cost-of-living and inflationary increases, as well as expansion of services. The costs of opening new locations and enhancement projects for existing centers is also included in the projected expenditures. The revenue currently generated from the filing fee will not be sufficient to support the projected ongoing costs associated with CWR operations. As such, a cap adjustment of \$2,968,000 to CWR fund balance is necessary to address increased operational costs and the court's plan to implement CWR enhancements.

- ***Sacramento Superior Court: \$50,000 (Attachment D)***

The court's contract for CWR services was temporarily terminated in March 2021 due to the court's closures in response to the COVID-19 pandemic, resulting in reduced expenditures and an increased fund balance. In 2022–23, the court executed a new contract and implemented a phased approach to reestablish CWR services. Currently, the court's CWR program is fully operational at three trial courts with plans to potentially reinstate CWR services in two more locations. This includes moving one of the existing CWRs to the new courthouse opening in 2023–24. Beginning in 2023–24, based on estimated expenses for the next three years, including annual cost increases, the court anticipates that costs will exceed revenues for the CWR program. As a result, the court requests to retain \$50,000 of the \$557,000 excess fund balance to ensure the program is fully supported and operational across all sites.

- ***San Francisco Superior Court: \$191,000 (Attachment E)***

The court closed its CWRs in March 2020 due to the COVID-19 pandemic and its impact on court operations. The court submitted a request for continued CWR funds distribution during its temporary closure, which was approved by the Judicial Council at its October 1, 2021, business meeting.

Currently, the court is in contract negotiations to open both of its CWR locations. The estimated cost to reopen is \$307,000 for the first year, \$374,895 for the second year, and \$393,188 for the third year. The CWRs are planned to reopen in October 2023. Retention of the full fund balance, which requires a \$191,000 cap adjustment, would aid the court in offsetting the cost associated with providing services that ensure the health and safety of the people the court serves.

- ***Santa Barbara Superior Court: \$358,000 (Attachment F)***

On March 17, 2020, all the court's nonemergency services were suspended by administrative order due to the COVID-19 pandemic, which included suspension of the CWR services. The court is having difficulty in securing a new vendor to service its CWRs. The court's goal is to establish a multiyear CWR agreement with a new vendor and reopen its CWRs on January 2, 2024. The total cost to operate the two centers is estimated at \$173,519 annually.

Use of the CWR balance will allow the court to provide full-time services in Santa Barbara and Santa Maria through at least 2025–26. Without an ability to use existing reserves, the court would have to permanently cease operating its CWRs, reducing court access to families. Thousands of families have used its CWRs since June 2017. Therefore, the court is requesting to retain \$358,000 to support CWR operations.

- ***Santa Clara Superior Court: \$100,000 (Attachment G)***

Due to the COVID-19 pandemic, the court's CWRs have been closed for the past three years. As such, the court has accumulated a \$466,000 CWR fund balance. The court is in the process of seeking a new service provider to reopen its two CWRs. Due to cost increases over the last few years, the estimated annual cost to properly operate each CWR is

approximately \$200,000. As a result of decreased CWR revenue, a significant shortage throughout 2023–24 is expected, and the deficit is likely to continue to grow. The court’s maximum CWR fund balance is \$162,000. The court is requesting to retain \$100,000 of the \$304,000 over the cap to reopen its CWRs and have sufficient funds to operate them properly.

- ***Ventura Superior Court: \$178,000 (Attachment H)***

In March 2020, due to the COVID-19 pandemic and its impact on court operations, the court closed two CWRs. The court submitted a request for continued CWR distribution during its temporary closure, which was approved by the Judicial Council at its October 1, 2021, business meeting. The temporary closure and continued fund distribution resulted in a \$272,000 fund balance, of which \$178,000 is above the cap. The fund balance will be used to offset the cost of the CWRs once the court is able to fully staff them. As of August 2023, one CWR is open, with the second planned to open once staff are hired.

CWR fund balances for Riverside and San Bernardino superior courts

The Riverside Superior Court is receiving additional CWR revenue from its county. This revenue should not be included in the fund balance cap; however, it was included when the court prepared its calculations. After further research and discussion with the court, it was determined that the court’s CWR fund balance does not exceed the cap when only council-distributed funds are considered (per current CWR policy); therefore, no reduction is needed.

The San Bernardino Superior Court temporarily closed all CWR locations in March 2020, and in September 2020 the Judicial Council approved the court’s request to continue the distribution of the CWR funds to support its operations upon reopening. In 2021–22, the court requested a temporary stoppage of the existing CWR fee distribution and later requested an extension of six months in 2022–23. According to the CWR policy (section D), the cap applies only to courts that have received at least 12 months of distributions in a fiscal year while operating a CWR. Therefore, the court is excluded from this round of cap reductions.

CWR fund balance reductions

The remaining eight courts with CWR fund balances above the cap (Alameda, Contra Costa, Orange, San Joaquin, San Luis Obispo, San Mateo, Solano, and Sonoma) concurred with the fund balance reductions that were applied in the October 2023 distribution for 2023–24.

Policy implications

None.

Comments

This recommendation did not circulate for comment and received no public comment.

Alternatives considered

None.

Fiscal and Operational Impacts

An increase to these cap adjustments does not result in additional costs and allows affected courts to maintain existing or planned operations of their CWRs.

Attachments and Links

1. Attachment A: *Children’s Waiting Room (CWR) Distribution and Fund Balance Policy*
2. Attachment B: Estimated 2022–23 CWR Fund Balance Cap Reductions
3. Attachment C: Los Angeles Superior Court—Fund balance cap adjustment request
4. Attachment D: Sacramento Superior Court—Fund balance cap adjustment request
5. Attachment E: San Francisco Superior Court—Fund balance cap adjustment request
6. Attachment F: Santa Barbara Superior Court—Fund balance cap adjustment request
7. Attachment G: Santa Clara Superior Court—Fund balance cap adjustment request
8. Attachment H: Ventura Superior Court—Fund balance cap adjustment request

Children's Waiting Room (CWR) Distribution and Fund Balance Policy

A court's presiding judge or executive officer must submit a request to the director of Judicial Council (JC) Budget Services office 70 business days prior to the date of the council meeting at which the court is requesting consideration.

A. Applying for a New CWR Distribution

- The request must include the following information:
 - Date of the council meeting at which the court is requesting consideration.
 - Requested effective date of the distribution (July 1 or January 1). If a court wants to begin receiving distributions more than one year in advance of the planned opening date of a CWR, the request should include an explanation of the extenuating circumstance(s).
 - The scheduled opening date of the CWR(s).
 - Description of the CWR(s).
 - The date when the court intends to make expenditures related to operating its CWR(s).
 - The requested distribution amount between \$2 and \$5. Courts can request JC Budget Services to provide an estimate of annual distributions.
- The Fiscal Planning Subcommittee (FPS) will make a recommendation to the council on each court's request.
- If the council approves that distributions begin prior to the operating of a CWR but the court does not operate a CWR six months after their planned opening date, the court must apply for a continued distribution.

B. Requesting a Decreased CWR Distribution Amount

- Any court's request to decrease its existing CWR distribution must be approved by the Judicial Council and the request can be implemented by JC Budget Services staff, effective either January 1 or July 1.

C. Temporarily or Permanently Ceasing CWR Operations

- Courts that cease operating all CWRs must notify the director of JC Budget Services within 60 days of the cessation date. Unless a court provides notification and applies to continue receiving distributions while not operating a CWR within 60 days of the cessation date, the court's CWR distributions will be stopped either January 1 or July 1, whichever is earlier, and the court will be required to return any CWR fund balance to the Trial Court Trust Fund (TCTF).
- For courts that are required to return all of their remaining CWR fund balance to the TCTF, the return of the CWR fund balance will occur on the February trial court distribution for those courts that the CWR distribution stopped on January 1, and on the August distribution for those courts that the CWR distributions stopped on July 1. Courts may also request return of any remaining CWR fund balance at any time.
- If there is a dispute between a court and JC Budget Services staff over the amount of CWR fund balance to be returned to the TCTF, the dispute will be brought before the TCBAC and the Judicial Council if the two parties cannot come to a resolution within 90 days of the cessation date.

- An application for a continued distribution must include all the information required of courts applying for a new distribution (see section A above) as well as the amount of any CWR fund balance.
- The FPS will make a recommendation to the Judicial Council on each court's application.
- For courts that apply and whose application is denied by the Judicial Council, any CWR fund balance shall be returned to the TCTF.

D. Cap on CWR Fund Balance

- Courts shall monitor the CWR distribution amount per filing to ensure it is adequate to meet the CWR needs of the court without accumulating an amount in excess of the cap described below.
- Effective July 1, 2015, there shall be a cap on the amount of CWR fund balance that courts can carry forward from one fiscal year to the next. The cap shall be the amount of the highest annual distribution within the three most recent fiscal years.
- Courts that have a CWR fund balance greater than the cap (as described above) at the end of fiscal years ending with an odd number will be required to return the amount above the cap to the TCTF in the subsequent fiscal year.
- If a court wants to seek a cap adjustment, it must submit a request explaining the extenuating circumstance(s) and include its CWR expenditure plan to the director of JC Budget Services for consideration by the FPS and the Judicial Council. The request must be received by the director of JC Budget Services within 60 days of the end of the fiscal year for which the adjustment is being requested.
- For courts that are required to return the portion of their CWR fund balance above the cap to the TCTF, the return of the CWR fund balance will occur on the October trial court distribution, unless the court has a request for a cap adjustment pending Judicial Council consideration.
- Courts that have submitted a request for a cap adjustment will have action taken on their fund balance in the next scheduled distribution following Judicial Council consideration of the cap adjustment request.
- If there is a dispute between a court and JC Budget Services staff over the amount of CWR fund balance to be returned to the TCTF, the dispute will be brought before the TCBAC and the Judicial Council if the two parties cannot come to a resolution within 90 days of the cessation date.
- The cap applies only to courts that have received at least 12 months of distributions in a fiscal year while operating a CWR.
- JC Budget Services staff will report any return of CWR fund balance through the trial court distribution process to the FPS and the Judicial Council.

Biennial Review of Children's Waiting Room (CWR) 2022-23 Fund Balances

| Court | 2020-21 | 2021-22 | 2022-23 | Highest Distribution |
|-----------------|------------------|------------------|------------------|----------------------|
| | A | B | C | D |
| San Luis Obispo | 25,602 | 24,703 | 24,363 | 25,602 |
| San Mateo | 69,768 | 64,836 | 68,362 | 69,768 |
| Santa Barbara | 38,340 | 39,042 | 39,908 | 39,908 |
| Santa Clara | 149,064 | 150,561 | 162,109 | 162,109 |
| Santa Cruz | - | - | - | - |
| Shasta | - | - | - | - |
| Sierra | - | - | - | - |
| Siskiyou | - | - | - | - |
| Solano | 46,719 | 45,836 | 53,220 | 53,220 |
| Sonoma | 48,535 | 46,022 | 48,920 | 48,920 |
| Stanislaus | - | - | - | - |
| Sutter | - | - | - | - |
| Tehama | - | - | - | - |
| Trinity | - | - | - | - |
| Tulare | - | - | - | - |
| Tuolumne | - | - | - | - |
| Ventura | 94,128 | 84,685 | 87,237 | 94,128 |
| Yolo | - | - | - | - |
| Yuba | - | - | - | - |
| Total | 3,833,909 | 3,686,517 | 4,110,827 | 4,257,294 |

| CWR 2022-23 Fund Balance as of 06/30/2023 | 2023-24 CWR Reduction |
|---|-----------------------|
| E | F (E - D) |
| 82,253 | (56,651) |
| 216,750 | (146,982) |
| 397,644 | (357,735) |
| 466,392 | (304,283) |
| - | - |
| - | - |
| - | - |
| - | - |
| - | - |
| 163,615 | (110,395) |
| 151,850 | (102,930) |
| - | - |
| - | - |
| - | - |
| - | - |
| - | - |
| - | - |
| - | - |
| 271,869 | (177,741) |
| - | - |
| - | - |
| 10,228,847 | (6,354,311) |

| 2020-21 CWR Fund Balance Reduction (Informational Only) | | | | | |
|---|--|--------------------------|-------------------------------|--|---|
| 2020-21 CWR Fund Balance | Highest Distribution in Prior 3 Fiscal Years | Calculated CWR Reduction | Adjustments to CWR Reductions | JC-Approved Cap Adjustment Requests (01/21/22) | 2021-22 Allocation Reduction (Dist. #4) |
| G | H | I | J | K | L |
| 79,884 | 28,232 | (51,652) | - | - | (51,652) |
| 143,292 | 76,285 | (67,007) | - | - | (67,007) |
| 304,612 | 45,150 | (259,462) | - | 259,462 | - |
| 139,574 | 172,182 | - | - | - | - |
| - | - | - | - | - | - |
| - | - | - | - | - | - |
| - | - | - | - | - | - |
| - | - | - | - | - | - |
| 87,150 | 59,359 | (27,790) | - | - | (27,790) |
| 57,524 | 54,341 | (3,183) | - | - | (3,183) |
| - | - | - | - | - | - |
| - | - | - | - | - | - |
| - | - | - | - | - | - |
| - | - | - | - | - | - |
| - | - | - | - | - | - |
| 100,051 | 97,711 | (2,339) | - | 2,339 | - |
| - | - | - | - | - | - |
| - | - | - | - | - | - |
| 3,920,603 | 4,578,087 | (1,555,806) | - | 2,276,397 | (573,505) |



CHILDREN’S WAITING ROOM (CWR)
BIENNIAL FUND BALANCE CAP REVIEW

BIENNIAL FUND BALANCE CAP REVIEW (Complete Sections I, II, and III)

SECTION I: GENERAL INFORMATION

SUPERIOR COURT:
Los Angeles

PERSON AUTHORIZING REPORT (Presiding Judge or Court Executive Officer):

David Slayton – Executive Officer/Clerk of Court

CONTACT PERSON AND CONTACT INFO (Please include mailing address, email, and phone number):

Jeremy D. Cortez
111 North Hill Street, Rm. 105-E
Los Angeles, CA 90012
(213)633-0109
JDCortez@lacourt.org

DATE OF SUBMISSION:
8/29/2023

RECEIVED AT LEAST 12 MONTHS OF DISTRIBUTIONS IN THE LAST FISCAL YEAR:
YES [X] NO [] (No biennial reporting is required if less than 12 months of distributions received)

DO YOU HAVE MULTI-YEAR CONTRACTS? YES [X] NO [] (If yes, provide an explanation of the contracts in the CWR Program Update below)

CWR PROGRAM UPDATE (Please briefly summarize the status of your current program):

Eight child waiting room centers have reopened throughout courthouses in Los Angeles County. A new vendor was onboarded for the centers. The court has reopened the centers with increased capacity for children and toddlers and has improved services within the centers by updating the aesthetics and furniture in the centers, improving signage, and adding interactive toys and iPads for the children to use when in the centers. The court plans to continue to standardize the security set-up and equipment available in those centers, open at least one new center, and relocate some of its centers to larger spaces within the courthouse.

SECTION II: FINANCIAL INFORMATION

A. THREE-YEAR HISTORY AND THREE-YEAR PROJECTION OF YEAR END FUND BALANCES, REVENUES, AND EXPENDITURES (Double click below for Excel spreadsheet. Please populate rows 1 and 2, and the beginning fund balance in cell A3. The rest of the sheet is formula driven and will automatically populate. If requesting an adjustment to the calculated CAP and return of funds to the Trial Court Trust Fund (TCTF), enter the amount (row 7) being requested and complete Section III):

| Row | Fiscal Year | A | B | C | D | E | F | G | |
|-----|---|------------------------|-----------|-----------|-----------|------------------|-----------|-----------|--|
| | | <i>Actual</i> | | | | <i>Estimated</i> | | | |
| | | Beginning Fund Balance | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-2026 | |
| 1 | Revenue Distributed to the Court | | 1,418,004 | 1,337,247 | 1,513,024 | 1,588,675 | 1,668,109 | 1,751,514 | |
| 2 | Expenditures | | 0 | 0 | 1,421,171 | 4,791,000 | 1,784,158 | 1,917,969 | |
| 3 | Fund Balance | 1,475,785 | 2,893,789 | 4,231,036 | 4,322,889 | 1,120,564 | 1,004,515 | 838,060 | |

CWR Fund Balance above CAP Calculation:

| | | | | | | | | |
|---|---|-----------|--|--|--|--|--|--|
| 4 | Highest Year of Revenue Distributed to the Court | 1,513,024 | | | | | | |
| 5 | Fund Balance at the End of the Current Fiscal Year | 4,480,730 | | | | | | |
| 6 | Amount to Return to the TCTF | 2,967,706 | | | | | | |
| 7 | Requested Adjustment to Fund Balance CAP¹ | 2,967,706 | | | | | | |

¹Due to the Director of Budget Services within 60 days of the end of the fiscal year

B. CURRENT DETAILED EXPENDITURE PROJECTIONS/PLAN FOR NEXT THREE FISCAL YEARS (Please provide an explanation of the expenditure plan that ties to row 2, columns E, F, and G):

The expenditure plan reflected for 2023-24 through 2025-26 is based on plans to absorb upcoming cost-of-living increases, inflationary increases, expansion of services including the opening of new locations and enhancement projects for existing centers. These enhancements include but are not limited to critical security upgrades, new security systems, new flooring, fresh paint, new furniture, and electronic devices such as iPads loaded with educational programs.

The annual estimated ongoing operating costs of \$1.78M in 2023-24 are anticipated to increase each subsequent year. It is important to note that the estimate for ongoing costs is higher than the estimate for revenue. Because the revenue currently generated from the distribution of the filing fee will not be sufficient to support the ongoing costs associated with CWR operations in the future, the CWR fund balance is necessary to allow the Court to implement its enhancement plan and remain open in future years. When the filing fee distribution of revenue and the fund balance can no longer sustain the operating costs, if determined necessary, the Court will request an increase in the distribution of the filing fee and / or look to identify another funding source to sustain CWR operations.

For the reasons stated above, we are respectfully requesting that the cap on the amount of CWR fund balance that the Court can carry forward not be applied/imposed at the end of 2022-23. Approval to retain the fund balance in its entirety will allow the Court to continue to recover from the pandemic and provide a safe, secure, and healthy environment for children while in our care.

SECTION III: RETURNING FUNDS ABOVE THE CAP TO THE TCTF

A. IF APPEALING THE AMOUNT CALCULATED TO RETURN TO TCTF IN CELL A6, PLEASE PROVIDE YOUR JUSTIFICATION BELOW (Include a summary of your ongoing CWR expenditure plan):

na



**CHILDREN'S WAITING ROOM (CWR)
BIENNIAL FUND BALANCE CAP REVIEW**

BIENNIAL FUND BALANCE CAP REVIEW *(Complete Sections I, II, and III)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT:
Sacramento

PERSON AUTHORIZING REPORT *(Presiding Judge or Court Executive Officer):*
Lee Seale, Court Executive Officer

CONTACT PERSON AND CONTACT INFO *(Please include mailing address, email, and phone number):*

Laetesia Ible, Chief Financial Officer
Finance Division
813 Sixth Street
Sacramento, CA 95814
IbleL@saccourt.ca.gov
916-874-4965

DATE OF SUBMISSION:
8/31/2023

RECEIVED AT LEAST 12 MONTHS OF DISTRIBUTIONS IN THE LAST FISCAL YEAR:
YES **NO** *(No biennial reporting is required if less than 12 months of distributions received)*

DO YOU HAVE MULTI-YEAR CONTRACTS? YES **NO** *(If yes, provide an explanation of the contracts in the CWR Program Update below)*

CWR PROGRAM UPDATE *(Please briefly summarize the status of your current program):*

The Superior Court of California, County of Sacramento Children's Waiting Room (CWR) Program is fully operational at all the trial court sites. In Fiscal Year 2021-22, due to closures resultant from the COVID-19 pandemic, the court's contract with the CWR provider was terminated. However, in Fiscal Year 2022-23, the court and its CWR provider executed a new contract and implemented a phased approach to reestablish CWR services when the court reopened. The phased approach has allowed both the court and the CWR provider to evaluate what impact technological changes implemented during the pandemic have on future CWR operations and workload. The court provides children's waiting rooms in three facilities:

| Courthouse | Hours of Operation & Ages | Maximum Occupancy | Square Footage |
|--|--|-------------------|----------------|
| Gordon D. Schaber Downtown Courthouse 720 9 th Street (Civil and Criminal Cases) | 8:30 am - 12:00 pm 1:00 pm - 4:30 pm 2.5 years to 12 years | 10 | 293 sq.ft. |
| William R. Ridgeway Family Relations Courthouse 3341 Power Inn Road (Family Law and Probate Cases) | 8:15 am - 12:00 pm 12:45 pm - 4:30 pm Infants to 12 years | 24 | 1,620 sq.ft. |
| Carol Miller Justice Center 301 Bicentennial Circle (Traffic, Small Claims, and Unlawful Detainer Cases) | 8:30 am - 12:00 pm 1:00 pm - 4:00 pm 2.5 years to 12 years | 16 | 560 sq.ft. |

SECTION II: FINANCIAL INFORMATION

A. THREE-YEAR HISTORY AND THREE-YEAR PROJECTION OF YEAR END FUND BALANCES, REVENUES, AND EXPENDITURES (Double click below for Excel spreadsheet. Please populate rows 1 and 2, and the beginning fund balance in cell A3. The rest of the sheet is formula driven and will automatically populate. If requesting an adjustment to the calculated CAP and return of funds to the Trial Court Trust Fund (TCTF), enter the amount (row 7) being requested and complete Section III):

| | | A | B | C | D | E | F | G |
|--|---|------------------------|---------|---------|------------------|---------|---------|---------|
| Row | Fiscal Year | <i>Actual</i> | | | <i>Estimated</i> | | | |
| | | Beginning Fund Balance | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26 |
| 1 | Revenue Distributed to the Court | | 184,598 | 377,721 | 341,079 | 377,721 | 377,721 | 377,721 |
| 2 | Expenditures | | 43,716 | 50,634 | 216,099 | 410,721 | 454,838 | 389,897 |
| 3 | Fund Balance | 303,461 | 444,344 | 771,430 | 896,410 | 863,410 | 786,293 | 774,117 |
| CWR Fund Balance above CAP Calculation: | | | | | | | | |
| 4 | Highest Year of Revenue Distributed to the Court | 377,721 | | | | | | |
| 5 | Fund Balance at the End of the Current Fiscal Year | 896,410 | | | | | | |
| 6 | Amount to Return to the TCTF | 518,689 | | | | | | |
| 7 | Requested Adjustment to Fund Balance CAP ¹ | 50,000 | | | | | | |

¹Due to the Director of Budget Services within 60 days of the end of the fiscal year

B. CURRENT DETAILED EXPENDITURE PROJECTIONS/PLAN FOR NEXT THREE FISCAL YEARS (Please provide an explanation of the expenditure plan that ties to row 2, columns E, F, and G):

Each courthouse in Sacramento County processes cases, provides support services, and hosts trials and hearings based on case types. The average length of a child’s visit, which ranges from one to three hours, varies according to the type of case processed or heard at the courthouse. Upon reinstating the CWR program in Fiscal Year 2022-23, the court executed a three-year contract with its CWR provider, YMCA of Superior California, to provide high-quality supervised care in three courthouses in Sacramento for children whose parents or guardians are attending a court hearing as a litigant, witness, or for other court-related purposes. In addition to negotiated and contracted cost increases in Fiscal Year 2024-25, the court has projected increased one-time and ongoing costs to potentially reinstate the CWR program at the Juvenile Justice Center (JJC) upon relocation of Dependency Court to the JJC building as well as a short-term increase for a potential fifth program site while the downtown courthouse transitions to the new courthouse, provided there is a need and the CWR provider can accommodate and support the need. One-time costs include materials, supplies, and equipment at the reinstated and new program sites. The budget to provide these services over the next three years is as follows:

| Children's Waiting Room Program Budget | FY 23-24 | FY 24-25 | FY 25-26 |
|---|------------------|------------------|------------------|
| Contracted Personnel Costs | | | |
| Gordon D. Schaber Main Courthouse | \$40,161 | \$442,169 | \$44,277 |
| William R. Ridgeway Family Relations Center | \$175,478 | \$188,844 | \$193,465 |
| Juvenile Justice Center | N/A | \$21,085 | \$44,277 |
| Carol Miller Justice Center | \$42,376 | \$46,283 | \$48,597 |
| Personnel Cost Subtotal | \$258,015 | \$298,381 | \$330,617 |
| Operational Costs | \$117,028 | \$118,731 | \$19,668 |
| Other Costs | \$35,678 | \$37,726 | \$39,612 |
| Total Program Cost | \$410,721 | \$454,838 | \$389,897 |

SECTION III: RETURNING FUNDS ABOVE THE CAP TO THE TCTF

A. IF APPEALING THE AMOUNT CALCULATED TO RETURN TO TCTF IN CELL A6, PLEASE PROVIDE YOUR JUSTIFICATION BELOW (Include a summary of your ongoing CWR expenditure plan):

Based on estimated expenses outlined in the court's executed contract for CWR services at four locations for the next three years, including annual cost increases (see budget table in Section B), the court anticipates costs will exceed the assessed fees funding the CWR program, beginning Fiscal Year 2023-24. Additionally, the court also has a new courthouse under construction with occupancy slated for 2023-24. The existing CWR at the Gordon D. Schaber Downtown Courthouse will be moving to the new courthouse and there will be expenditures tied to that move. As a result, the court requests to retain up to \$50,000 of the \$518,689 over the fund balance cap to ensure the program is fully supported and operational across all sites, despite increasing costs to do business and relocation of services into the new courthouse.



**CHILDREN'S WAITING ROOM (CWR)
BIENNIAL FUND BALANCE CAP REVIEW**

BIENNIAL FUND BALANCE CAP REVIEW *(Complete Sections I, II, and III)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT:
San Francisco

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

Brandon Riley, CEO

CONTACT PERSON AND CONTACT INFO *(Please include mailing address, email, and phone number):*

Laural Ayala, 400 McAllister Street, San Francisco. layala@sftc.org 415-551-5711

DATE OF SUBMISSION:
8/28/2023
At 4:18pm

RECEIVED AT LEAST 12 MONTHS OF DISTRIBUTIONS IN THE LAST FISCAL YEAR:
YES **NO** *(No biennial reporting is required if less than 12 months of distributions received)*

DO YOU HAVE MULTI-YEAR CONTRACTS? YES **NO** *(If yes, provide an explanation of the contracts in the CWR Program Update below)*

CWR PROGRAM UPDATE *(Please briefly summarize the status of your current program):*

The San Francisco Superior Court (Court) closed its CWR in March 2020 due to the COVID-19 pandemic and its impact on court operations. The court evaluated its options to enable the reopening of the CWR based on guidance provided by state and local public health agencies. The court submitted a request for continued distribution during its temporary closure, which was approved by the council at its October 1, 2021, business meeting.

The Court has accepted the budget from a vendor and have walked the spaces with the vendor, and is now in contract negotiations to open both CWR locations—CCC and at HOJ. The cost to re-open is \$307,000 for the first year; an estimation of \$374,895 for the second year; and \$393,188 for the third year.

The Judicial Council has also started lease agreement negotiations with the vendor.

SECTION II: FINANCIAL INFORMATION

A. THREE-YEAR HISTORY AND THREE-YEAR PROJECTION OF YEAR END FUND BALANCES, REVENUES, AND EXPENDITURES (Double click below for Excel spreadsheet. Please populate rows 1 and 2, and the beginning fund balance in cell A3. The rest of the sheet is formula driven and will automatically populate. If requesting an adjustment to the calculated CAP and return of funds to the Trial Court Trust Fund (TCTF), enter the amount (row 7) being requested and complete Section III):

| | | | | | | | |
|---------------------|--|--------|---------|---------|---------|----------|----------|
| Expenditures | | 12,033 | 0 | 0 | 307,381 | 374,895 | 383,188 |
| Fund Balance | | 87,700 | 193,237 | 296,813 | 93,432 | -177,463 | -456,651 |

Fund Balance above CAP Calculation:

| | | | | | | | |
|---|---------|--|--|--|--|--|--|
| Highest Year of Revenue Distributed to the Court | 105,537 | | | | | | |
| Fund Balance at the End of the Current Fiscal Year | 296,813 | | | | | | |
| Amount to Return to the TCTF | 191,276 | | | | | | |
| Requested Adjustment to Fund Balance CAP¹ | 296,813 | | | | | | |

to the Director of Budget Services within 60 days of the end of the fiscal year

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

B. CURRENT DETAILED EXPENDITURE PROJECTIONS/PLAN FOR NEXT THREE FISCAL YEARS (Please provide an explanation of the expenditure plan that ties to row 2, columns E, F, and G):

The CWR at two locations is planned to open October 1, 2023. The amounts in the budget for FY23-24, 24-25, and 25-26 are based on two full-time staff at each location so that the CWRs can remain open during Court hours: \$307,000 for the first year; an estimation of \$374,895 for the second year; and \$393,188 for the third year.

SECTION III: RETURNING FUNDS ABOVE THE CAP TO THE TCTF

A. IF APPEALING THE AMOUNT CALCULATED TO RETURN TO TCTF IN CELL A6, PLEASE PROVIDE YOUR JUSTIFICATION BELOW *(Include a summary of your ongoing CWR expenditure plan):*

The San Francisco Superior Court (Court) closed its CWR in March 2020 due to the COVID-19 pandemic and its impact on court operations. The court evaluated its options to enable the reopening of the CWR based on guidance provided by state and local public health agencies. The court submitted a request for continued distribution during its temporary closure, which was approved by the council at its October 1, 2021, business meeting.

The number of families returning to the Court has increased and children are now waiting in the hallways or are now brought into the court room—both of which are not ideal situations for the children and other court clients.

The Court is now in contract negotiations with a vendor to open both CWR locations—CCC and at HOJ. The cost to re-open is \$307,000 for the first year, an estimation of \$374,895 for the second year; and \$393,188 for the third year.



CHILDREN'S WAITING ROOM (CWR) BIENNIAL FUND BALANCE CAP REVIEW

BIENNIAL FUND BALANCE CAP REVIEW *(Complete Sections I, II, and III)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT:
Santa Barbara

PERSON AUTHORIZING REPORT *(Presiding Judge or Court Executive Officer):*
Darrel Parker, CEO

CONTACT PERSON AND CONTACT INFO *(Please include mailing address, email, and phone number):*

Patrick Ballard, CFO
1100 Anacapa St, 2nd Floor
Santa Barbara, CA 93101
pballard@sbcourts.org
phone: (805) 882-4682

DATE OF SUBMISSION:
8/29/2023

RECEIVED AT LEAST 12 MONTHS OF DISTRIBUTIONS IN THE LAST FISCAL YEAR:
YES NO *(No biennial reporting is required if less than 12 months of distributions received)*

DO YOU HAVE MULTI-YEAR CONTRACTS? YES NO *(If yes, provide an explanation of the contracts in the CWR Program Update below)*

CWR PROGRAM UPDATE *(Please briefly summarize the status of your current program):*

The Superior Court of California, County of Santa Barbara requests a cap adjustment to the funds accumulated in its Children's Waiting Room (CWR) fund. Up until March 2020, the court operated two CWRs in the major population centers within the county. The first was operated in downtown Santa Barbara, at the Figueroa Division, a criminal court building adjacent to the civil and family courts located in the historic courthouse. The second CWR was operated in the juvenile court building in Santa Maria.

In order to better serve the needs of the public, a multi-year contract was negotiated with the non-profit agency Community Action Commission (CAC) to operate both rooms on a full-time basis. The contract and expanded hours became effective on June 1, 2017. The CWR in Santa Barbara was previously opened 24 hours per week and then began serving the public 40 hours per week. The CWR in Santa Maria at the juvenile court building was previously opened 8 hours per week and then began serving the public 35 hours per week. From June 1, 2017 through March 13, 2020, a total of 1,908 families with 2,624 children used the CWRs.

On March 17, 2020 all Santa Barbara Superior Court non-emergency services were suspended by administrative order due to the COVID-19 pandemic, which included suspension of the CWR service. There were numerous orders after the original which extended the suspension of non-emergency services.

Anticipating expanding public access (since the suspension of non-emergency services) to our court facilities on June 15, 2021, the court reached out to CAC regarding reopening the CWRs to meet the demand of the many families with children in our county who would need to use our CWRs. CAC replied by letting the court know they would no longer be able to operate the CWRs because the two teachers who were assigned to the CWRs were needed in their classrooms.

On July 11, 2022, the court posted RFP Number 212203 for Children's Waiting Room Services on its website, and sent an invitation to bid to childcare organizations in Santa Barbara county. The RFP due date was Friday, July 29, 2022, 15 business days after the initial posting and invitations. The court did not receive any proposals, and no award was made.

SECTION II: FINANCIAL INFORMATION

A. THREE-YEAR HISTORY AND THREE-YEAR PROJECTION OF YEAR END FUND BALANCES, REVENUES, AND EXPENDITURES (Double click below for Excel spreadsheet. Please populate rows 1 and 2, and the beginning fund balance in cell A3. The rest of the sheet is formula driven and will automatically populate. If requesting an adjustment to the calculated CAP and return of funds to the Trial Court Trust Fund (TCTF), enter the amount (row 7) being requested and complete Section III):

| | A | B | C | D | E | F | G |
|---|---|------------------------|---------|---------|-----------|---------|---------|
| Row | Fiscal Year | Actual | | | Estimated | | |
| | | Beginning Fund Balance | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 |
| 1 | Revenue Distributed to the Court | | 38,340 | 39,402 | 39,908 | 39,908 | 39,908 |
| 2 | Expenditures | | 864 | 864 | 0 | 86,760 | 173,519 |
| 3 | Fund Balance | | 304,612 | 343,990 | 397,644 | 350,792 | 217,181 |
| CWR Fund Balance above CAP Calculation: | | | | | | | |
| 4 | Highest Year of Revenue Distributed to the Court | 39,908 | | | | | |
| 5 | Fund Balance at the End of the Current Fiscal Year ¹ | 397,644 | | | | | |
| 6 | Amount to Return to the TCTF | 397,644 | | | | | |
| 7 | Requested Adjustment to Fund Balance CAP ² | 397,644 | | | | | |
| ¹ Amount includes interest earned. | | | | | | | |
| ² Due to the Director of Budget Services within 60 days of the end of the fiscal year. | | | | | | | |

B. CURRENT DETAILED EXPENDITURE PROJECTIONS/PLAN FOR NEXT THREE FISCAL YEARS (Please provide an explanation of the expenditure plan that ties to row 2, columns E, F, and G):

The court is actively pursuing the creation of CWR Assistant court employee positions. The court is also ready to once again begin the procurement process to establish a multi-year CWR agreement with a new vendor. The goal is to reopen the court's CWRs on January 2, 2024. Within the next three fiscal years the court will be incurring an estimated (based on our previous agreement plus an inflation adjustment) total of \$433,798 in expenditures to run the CWRs at both its locations. Without an ability to use existing reserves the court would have to permanently cease operating the CWRs in Santa Barbara and Santa Maria, decreasing court access to families with children, whose visits have numbered in the thousands since June of 2017.

| Est. Ongoing Expenses | Annual Max Amount |
|--|-------------------|
| Children's Waiting Room Services – Santa Barbara | 91,695 |
| Children's Waiting Room Services – Santa Maria | 81,824 |
| Annual Total | \$173,519 |

SECTION III: RETURNING FUNDS ABOVE THE CAP TO THE TCTF

A. IF APPEALING THE AMOUNT CALCULATED TO RETURN TO TCTF IN CELL A6, PLEASE PROVIDE YOUR JUSTIFICATION BELOW *(Include a summary of your ongoing CWR expenditure plan):*

While the court has experienced difficulty staffing our CWRs, we are still working towards the goal of opening our CWRs by January 2, 2024. The total cost to operate the two centers is estimated at \$173,519 annually. Being able to use the balance in the CWR fund will allow the court to resume and provide full-time services in Santa Barbara and Santa Maria through at least FY 2025-26.

The court feels one of the most essential services for litigants is the child care provided in our CWRs while they leave their children in the care of professional staff to engage in court business. Please be sensitive to our plight and grant our request to keep our existing CWR fund balance reserves.



**CHILDREN'S WAITING ROOM (CWR)
BIENNIAL FUND BALANCE CAP REVIEW**

BIENNIAL FUND BALANCE CAP REVIEW *(Complete Sections I, II, and III)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT:
Santa Clara

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

Rebecca Fleming

CONTACT PERSON AND CONTACT INFO *(Please include mailing address, email, and phone number):*

Walter Eissmann
191 N 1st St.
San Jose, CA 95113
408-882-2871
weissmann@scscourt.org

DATE OF SUBMISSION:
8/29/2023

RECEIVED AT LEAST 12 MONTHS OF DISTRIBUTIONS IN THE LAST FISCAL YEAR:
YES **NO** *(No biennial reporting is required if less than 12 months of distributions received)*

DO YOU HAVE MULTI-YEAR CONTRACTS? **YES** **NO** *(If yes, provide an explanation of the contracts in the CWR Program Update below)*

CWR PROGRAM UPDATE *(Please briefly summarize the status of your current program):*

On average we receive roughly \$155k towards CWR annually. Due to COVID, we had closed our CWR for the past 3 years so we have run up a balance of roughly \$466k. Prior to receiving this notice that the funds above our cap would be swept back to the JCC, we had sent out a PRF to receive bids on re-opening a CWR both at our Santa Clara, FJCC building and our Courthouse in Morgan hill. The final date for bidders to ask questions is Aug 25th with a final submission date of Sept 9th. Looking at the costs prior to COVID and understanding that costs have risen significantly during COVID, we are anticipating the annual cost to properly run a CWR be roughly \$200k at each of the 2 locations. If you were to sweep the stated \$306k from our accrued balance it would leave us with \$162k in the account with an expectation of receiving our average of \$155k throughout FY2324 which would give us roughly \$317k to operate the 2 waiting rooms which would fall short of our estimate of \$400k. We would like to request that we keep \$100k more than our cap of \$162k – so we request that our cap be raised to \$262k so we only return \$206k while we hope to receive reasonable bids to re-open our CWRs in the stated locations and have the funds to run them properly.

SECTION II: FINANCIAL INFORMATION

A. THREE-YEAR HISTORY AND THREE-YEAR PROJECTION OF YEAR END FUND BALANCES, REVENUES, AND EXPENDITURES *(Double click below for Excel spreadsheet. Please populate rows 1 and 2, and the beginning fund balance in cell A3. The rest of the sheet is formula driven and will automatically populate. If requesting an adjustment to the calculated CAP and return of funds to the Trial Court Trust Fund (TCTF), enter the amount (row 7) being requested and complete Section III):*

| | | A | B | C | D | E | F | G |
|--|--|------------------------|------------|-------------|------------------|-------------|-------------|-------------|
| Row | Fiscal Year | <i>Actual</i> | | | <i>Estimated</i> | | | |
| | | Beginning Fund Balance | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-2026 |
| 1 | Revenue Distributed to the Court | | 97,943,851 | 106,676,466 | 118,844,455 | 118,140,701 | 121,684,922 | 125,335,470 |
| 2 | Expenditures | | 97,916,593 | 101,044,535 | 113,490,802 | 117,856,276 | 121,391,964 | 125,033,723 |
| 3 | Fund Balance | 533,449 | 560,707 | 6,192,638 | 11,546,291 | 11,830,716 | 12,123,674 | 12,425,420 |
| CWR Fund Balance above CAP Calculation: | | | | | | | | |
| 4 | Highest Year of Revenue Distributed to the Court | 118,844,455 | | | | | | |
| 5 | Fund Balance at the End of the Current Fiscal Year | 11,546,291 | | | | | | |
| 6 | Amount to Return to the TCTF | 0 | | | | | | |
| 7 | Requested Adjustment to Fund Balance CAP | 100,000.00 | | | | | | |

B. CURRENT DETAILED EXPENDITURE PROJECTIONS/PLAN FOR NEXT THREE FISCAL YEARS *(Please provide an explanation of the expenditure plan that ties to row 2, columns E, F, and G):*

As far as the CWR expenditures, this was detailed in the CWR Program Update section,

SECTION III: RETURNING FUNDS ABOVE THE CAP TO THE TCTF

A. IF APPEALING THE AMOUNT CALCULATED TO RETURN TO TCTF IN CELL A6, PLEASE PROVIDE YOUR JUSTIFICATION BELOW *(Include a summary of your ongoing CWR expenditure plan):*

Again, as far as expenditures related to the CWR, this was detailed in the Program Update Section.



**CHILDREN'S WAITING ROOM (CWR)
BIENNIAL FUND BALANCE CAP REVIEW**

BIENNIAL FUND BALANCE CAP REVIEW *(Complete Sections I, II, and III)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT:
Ventura

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

Brenda L. McCormick

CONTACT PERSON AND CONTACT INFO *(Please include mailing address, email, and phone number):* **Richard Cabral, 800 S. Victoria Ave, Ventura, CA 93009**
richard.cabral@ventura.courts.ca.gov **(805) 289-8881**

DATE OF SUBMISSION:
8/25/2023

RECEIVED AT LEAST 12 MONTHS OF DISTRIBUTIONS IN THE LAST FISCAL YEAR:
YES NO *(No biennial reporting is required if less than 12 months of distributions received)*

DO YOU HAVE MULTI-YEAR CONTRACTS? YES NO *(If yes, provide an explanation of the contracts in the CWR Program Update below)*

CWR PROGRAM UPDATE *(Please briefly summarize the status of your current program):*

The court's two children's waiting rooms (CWR) were closed due to the COVID pandemic. The Court is now in the position to reopen the CWR's. The Court opened one of the children's waiting rooms on August 7th, 2023. Plans are to open the second children's waiting room as soon as another employee can be hired to staff it. There is currently an open recruitment for that position.

SECTION II: FINANCIAL INFORMATION

A. THREE-YEAR HISTORY AND THREE-YEAR PROJECTION OF YEAR END FUND BALANCES, REVENUES, AND EXPENDITURES (Double click below for Excel spreadsheet. Please populate rows 1 and 2, and the beginning fund balance in cell A3. The rest of the sheet is formula driven and will automatically populate. If requesting an adjustment to the calculated CAP and return of funds to the Trial Court Trust Fund (TCTF), enter the amount (row 7) being requested and complete Section III):

| | | A | B | C | D | E | F | G |
|--|---|------------------------|---------|---------|------------------|---------|---------|-----------|
| Row | Fiscal Year | <i>Actual</i> | | | <i>Estimated</i> | | | |
| | | Beginning Fund Balance | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-2026 |
| 1 | Revenue Distributed to the Court | | 94,128 | 84,685 | 87,237 | 85,000 | 85,000 | 85,000 |
| 2 | Expenditures | | 13 | 52 | 52 | 132,600 | 165,800 | 174,200 |
| 3 | Fund Balance | 5,936 | 100,051 | 184,684 | 271,869 | 224,269 | 143,469 | 54,269 |
| CWR Fund Balance above CAP Calculation: | | | | | | | | |
| 4 | Highest Year of Revenue Distributed to the Court | 94,128 | | | | | | |
| 5 | Fund Balance at the End of the Current Fiscal Year | 271,869 | | | | | | |
| 6 | Amount to Return to the TCTF | 177,741 | | | | | | |
| 7 | Requested Adjustment to Fund Balance CAP ¹ | 177,741 | | | | | | |

¹Due to the Director of Budget Services within 60 days of the end of the fiscal year

B. CURRENT DETAILED EXPENDITURE PROJECTIONS/PLAN FOR NEXT THREE FISCAL YEARS (Please provide an explanation of the expenditure plan that ties to row 2, columns E, F, and G):

We are projecting one employee from August 17th, 2023, to June 30th, 2024.
 Second one from September 18th, 2023, to June 30th, 2024.

| | 2023-24 | 2024-25 | 2025-26 |
|-----------------------|----------------|----------------|----------------|
| Salaries and Benefits | 126,600 | 159,800 | 168,200 |
| Operating Expenses | 6,000 | 6,000 | 6,000 |
| Total | 132,600 | 165,800 | 174,200 |

SECTION III: RETURNING FUNDS ABOVE THE CAP TO THE TCTF

A. IF APPEALING THE AMOUNT CALCULATED TO RETURN TO TCTF IN CELL A6, PLEASE PROVIDE YOUR JUSTIFICATION BELOW *(Include a summary of your ongoing CWR expenditure plan):*

The Court is requesting to retain the funds (\$177,741) to offset the cost of the CWR. In FY 2020-21 the CWR was closed due to the pandemic which resulted in a \$271,869 fund balance that will be used once the Court is able to fully staff the CWR.

Thank you for your consideration.