

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVES AOC RESTRUCTURING

DATE	4/2/2013
PREPARED BY	Burt Hirschfeld
OFFICE NAME	<u>Office of Real Estate and Facilities Management</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	138
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider SEC Recommendation 7-67 and, once organizational changes are made as approved by the Judicial Council, evaluate and make recommendations to the Judicial Council regarding fiscal planning for facilities maintenance for new and existing facilities and revenue streams to fund increased costs for maintenance of court facilities.
SEC RECOMMENDATION	Fiscal planning for facilities maintenance for new and existing facilities needs to become an immediate priority, and revenue streams to fund increased costs for maintenance of court facilities must be identified and obtained.
RESPONSE (check applicable boxes)	
<input type="checkbox"/> This directive has been completed and implemented: <div style="border: 1px solid gray; height: 20px; width: 100%; margin-bottom: 5px;"></div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> File Attachment</div> <div style="border: 1px solid gray; padding: 2px;"> File Attachment</div>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration: <div style="border: 1px solid gray; height: 20px; width: 100%; margin-bottom: 5px;"></div> <div style="border: 1px solid gray; padding: 2px;"> File Attachment</div>	
<input checked="" type="checkbox"/> Other: Responses to this Directive have involved development and implementation of several initiatives and measures designed to address to support facilities maintenance needs through fiscal planning and sourcing potential revenue streams. In addition to those indicated above, these include: * Submission of a Budget Change Proposal (BCP) to increase the Trial Court Facilities Trust Fund (TCFTF) budget by \$1.6 million, starting in FY 2013-2014. This does not represent increased costs to operate and maintain the existing facilities portfolio since the end of transfers in 2009; it is intended to address the maintenance, utility and insurance expenses for space added by	

subsequently-constructed facilities.

* Submission of an internal audit report to identify potential efficiencies and recommendations on the administration of facility management services will be on the agenda of the April meeting of the Judicial Council.

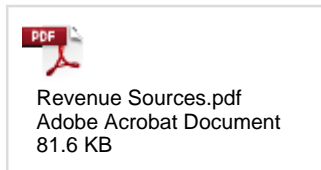
* Generation of revenues from leases and licenses from office space occupants, food service operators, telecommunications service providers and parking operations. Current annualized income is approximately \$6.3 million (see attachment).

* A proposed plan to implement the recommendations of the internal audit report which promote efficiencies in the administration of TCFTF funds (to be reviewed with the AOC Executive Office on April 10, 2013).

* Using the Computer Aided Facilities Management (CAFM) application to collect detailed cost data on firm-fixed price costs; undertaken to inform future contract bids by facilities service providers.

As of July 2012, the charge of the Facility Modification Advisory Committee was formally amended to clarify this committee specifically has the charge of approving both facility modification and operations and maintenance requests on behalf of the trial courts.

The ADOC requests that the council approve the following proposed timeline: ADOC interim update to the council at the October 2013 council meeting and final report at the December 2013 meeting.



TIMELINE AND RESOURCES FOR IMPLEMENTATION

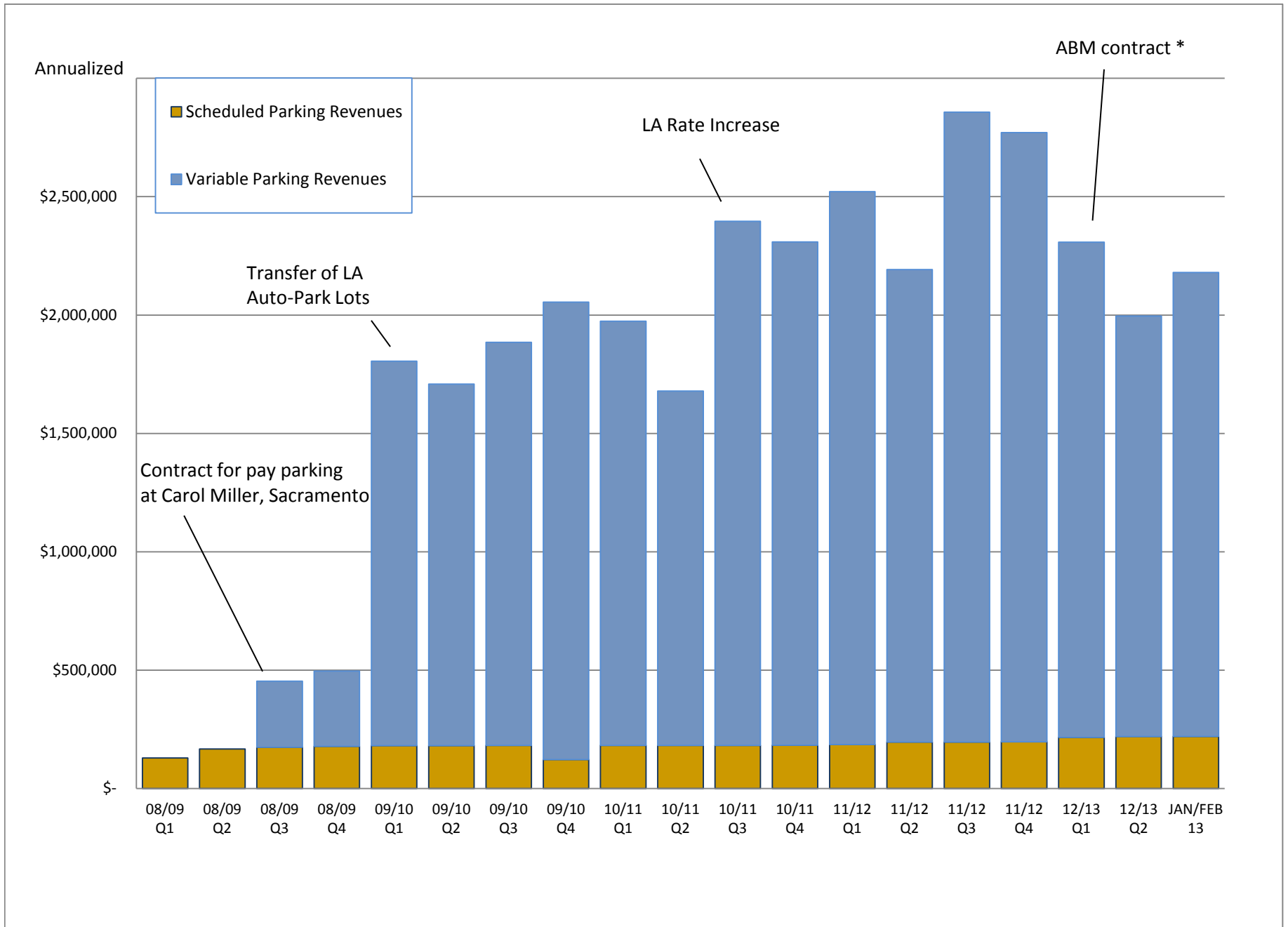
IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE	Multiple dates, the last of which may be based on decisions regarding implementation of the proposed audit plan.
RESOURCES REQUIRED FOR IMPLEMENTATION	Continued involvement by key staff from the following offices: Real Estate and Facilities Management; Judicial Branch Capital Programs; Fiscal Services.

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<input type="text"/> <input type="button" value="File Attachment"/>
<input checked="" type="checkbox"/> SAVINGS	<input type="text"/> <input type="button" value="File Attachment"/>
	<input type="text"/>

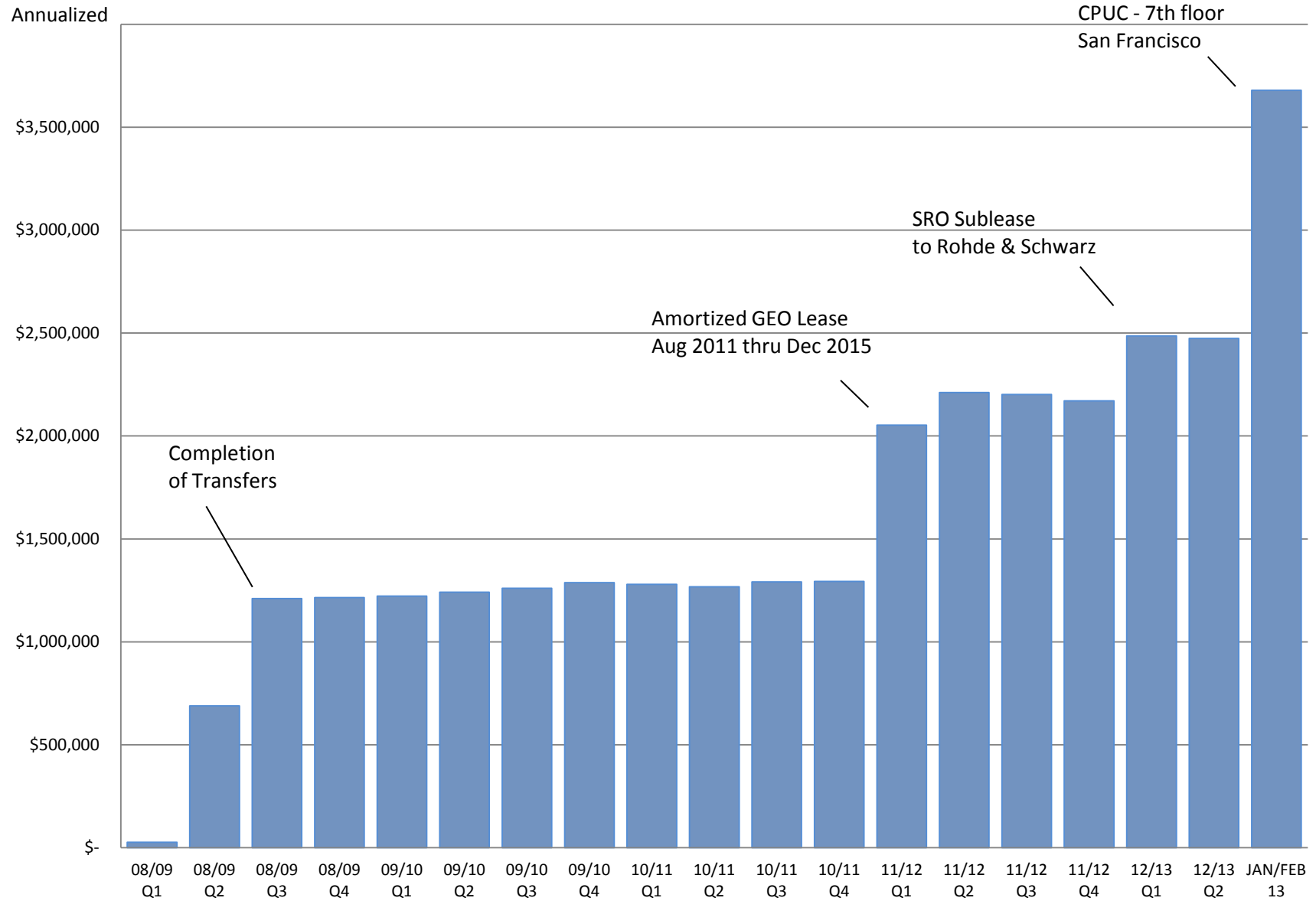
<input type="checkbox"/> COST	<input type="text"/> <input type="text"/>
<input type="checkbox"/> EFFICIENCIES	<input type="text"/> <input type="text"/>
<input type="checkbox"/> SERVICE LEVEL IMPACT	<input type="text"/> <input type="text"/>
<input type="checkbox"/> OTHER	<input type="text"/> <input type="text"/>
ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL	
ADOC REVIEW	Administrative Director of the Courts Review Date: <input type="text" value="4/10/2013"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW	
E&P REVIEW	Executive and Planning Review Date: <input type="text" value="4/17/2013"/>

AOC Parking Revenues FY 2008/09 - Jan/Feb 2013 (Q3 FY 2012/13)



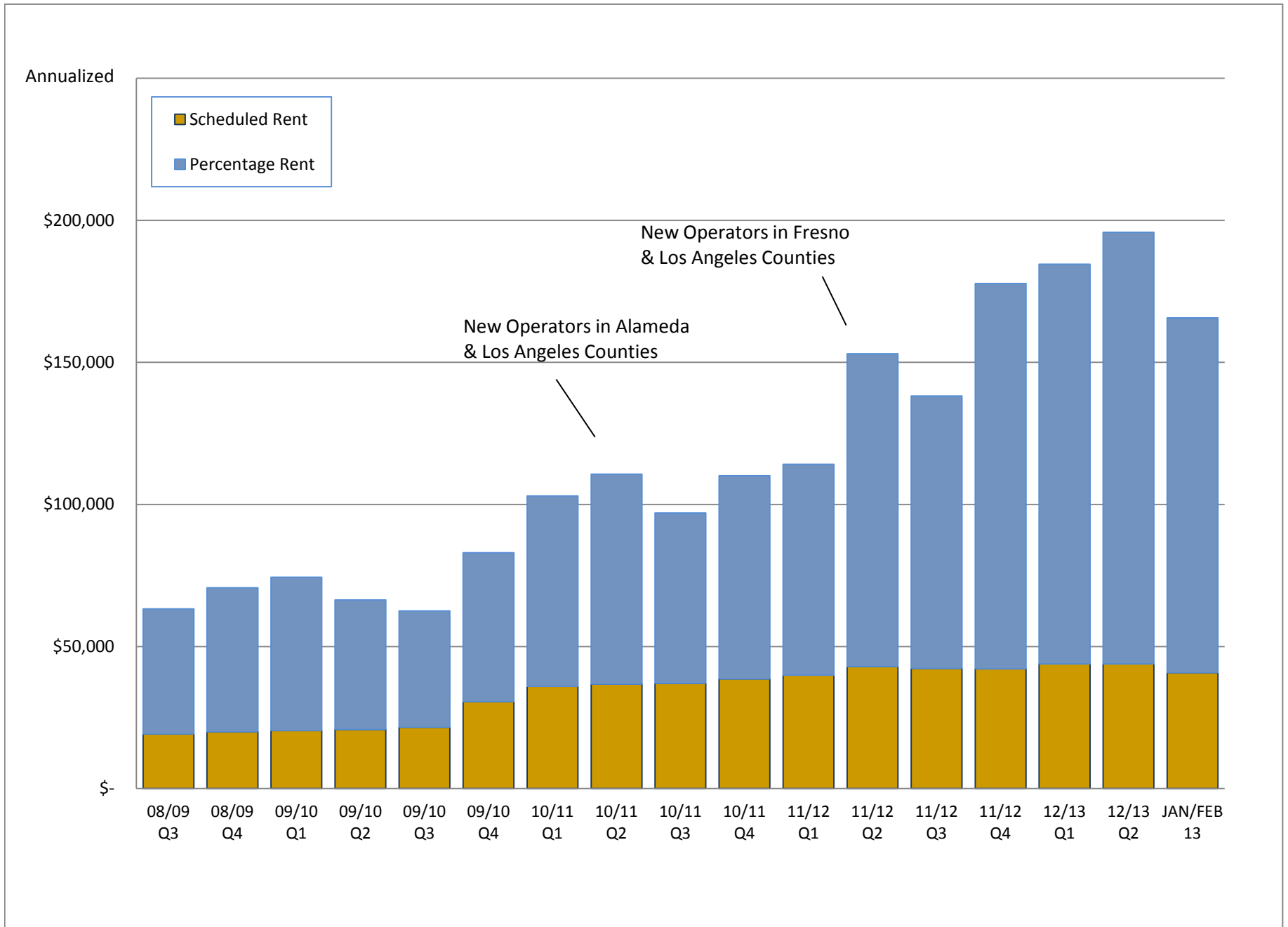
* includes one-time start-up costs

AOC Office Revenues FY 2008/09 - Jan/Feb 2013 (Q3 FY 2012/13)



GEO Lease full term rent of \$4.8 million rec'd Aug 2011 and amortized through Dec 2015. Revenue to be booked as of Jul 2014.

AOC Food Service Revenues FY 2008/09 - Jan/Feb 2013 (Q3 FY 2012/13)



AOC Telecom Revenues FY 2009/10 - Jan/Feb 2013 (Q3 FY 2012/13)

