

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVES AOC RESTRUCTURING

DATE	5/29/2013
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 black; height: 20px; width: 100%; margin-top: 5px;"></div> <div style="margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-bottom: 5px;"> File Attachment</div> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> File Attachment</div> </div>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> <div style="margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> File Attachment</div> </div>	
<input checked="" type="checkbox"/> Other: <p>Responses to this Directive have involved development and implementation of several initiatives and measures designed to address facilities maintenance needs through fiscal planning and sourcing of potential revenue streams. In addition to those indicated above, these include:</p> <p>* 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</p>	


subsequently-constructed facilities.


* Report of the internal audit performed by the AOC to identify potential efficiencies and recommendations on the administration of facility management services was accepted by the Judicial Council at its April 26 meeting.

* 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; cumulative revenues through March 31, 2013, have reached \$17.7 million (see attachment).

* A proposed plan to implement the recommendations of the internal audit report which promote efficiencies in the administration of TCFTF funds.

* 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.





 Cmltv and Ann Revenue +
 Rent Reduction.pdf
 Adobe Acrobat Document
 177 KB







 BranchRentReduction-
 20130628.pdf
 Adobe Acrobat Document
 503 KB

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.

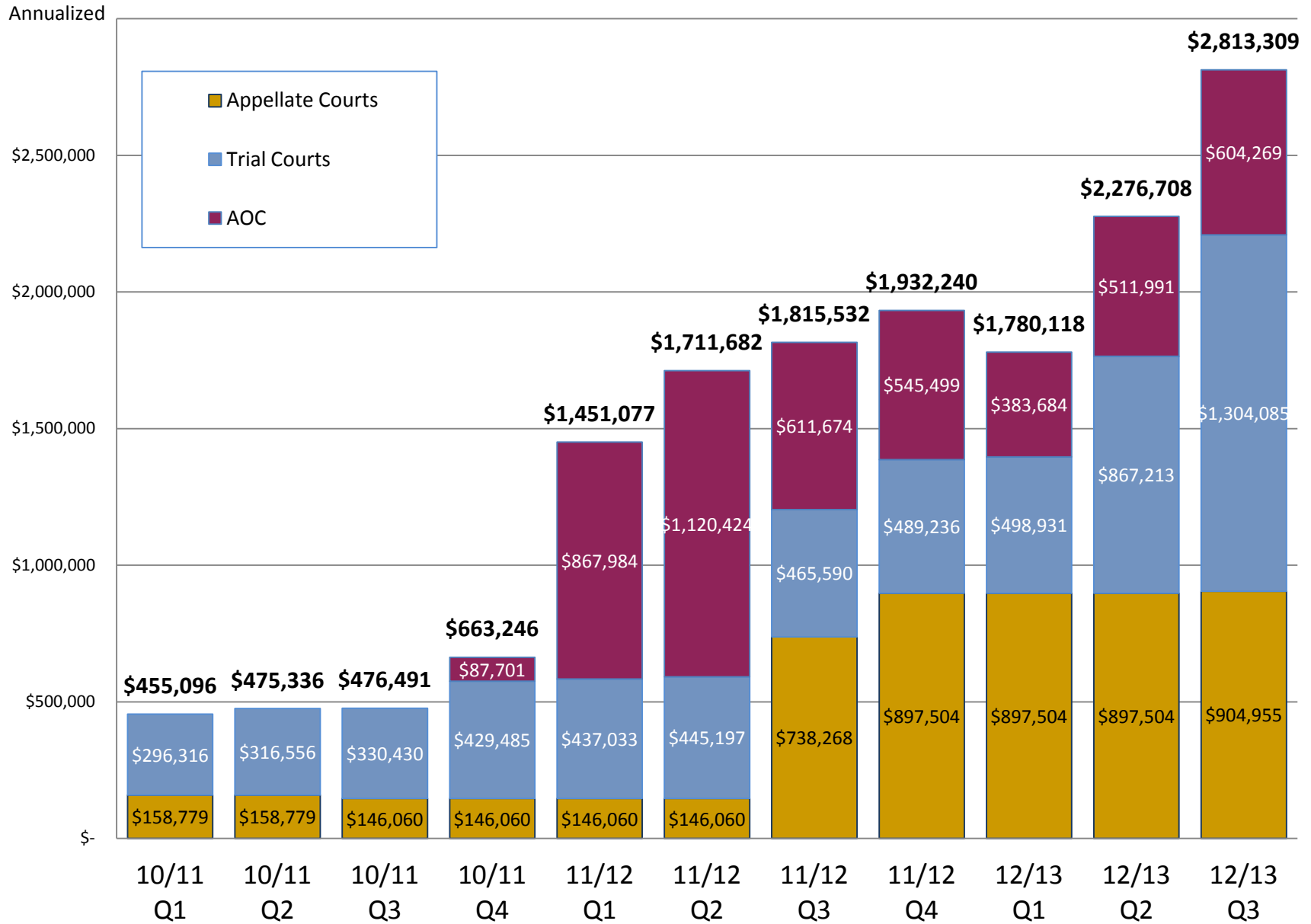
ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

<input type="checkbox"/> PROCEDURES/ POLICIES UPDATED OR DEVELOPED	<div data-bbox="487 1495 1388 1543" style="border: 1px solid black; height: 23px; margin-bottom: 10px;"></div> <div data-bbox="511 1554 820 1617" style="border: 1px solid black; padding: 2px; margin-bottom: 10px;"> File Attachment</div> <div data-bbox="511 1648 820 1711" style="border: 1px solid black; padding: 2px;"> File Attachment</div>
<input type="checkbox"/> TRAINING UPDATED OR DEVELOPED	<div data-bbox="487 1722 1388 1774" style="border: 1px solid black; height: 25px; margin-bottom: 10px;"></div> <div data-bbox="511 1785 820 1848" style="border: 1px solid black; padding: 2px;"> File Attachment</div>
	<div data-bbox="487 1858 1388 1900" style="border: 1px solid black; height: 20px;"></div>

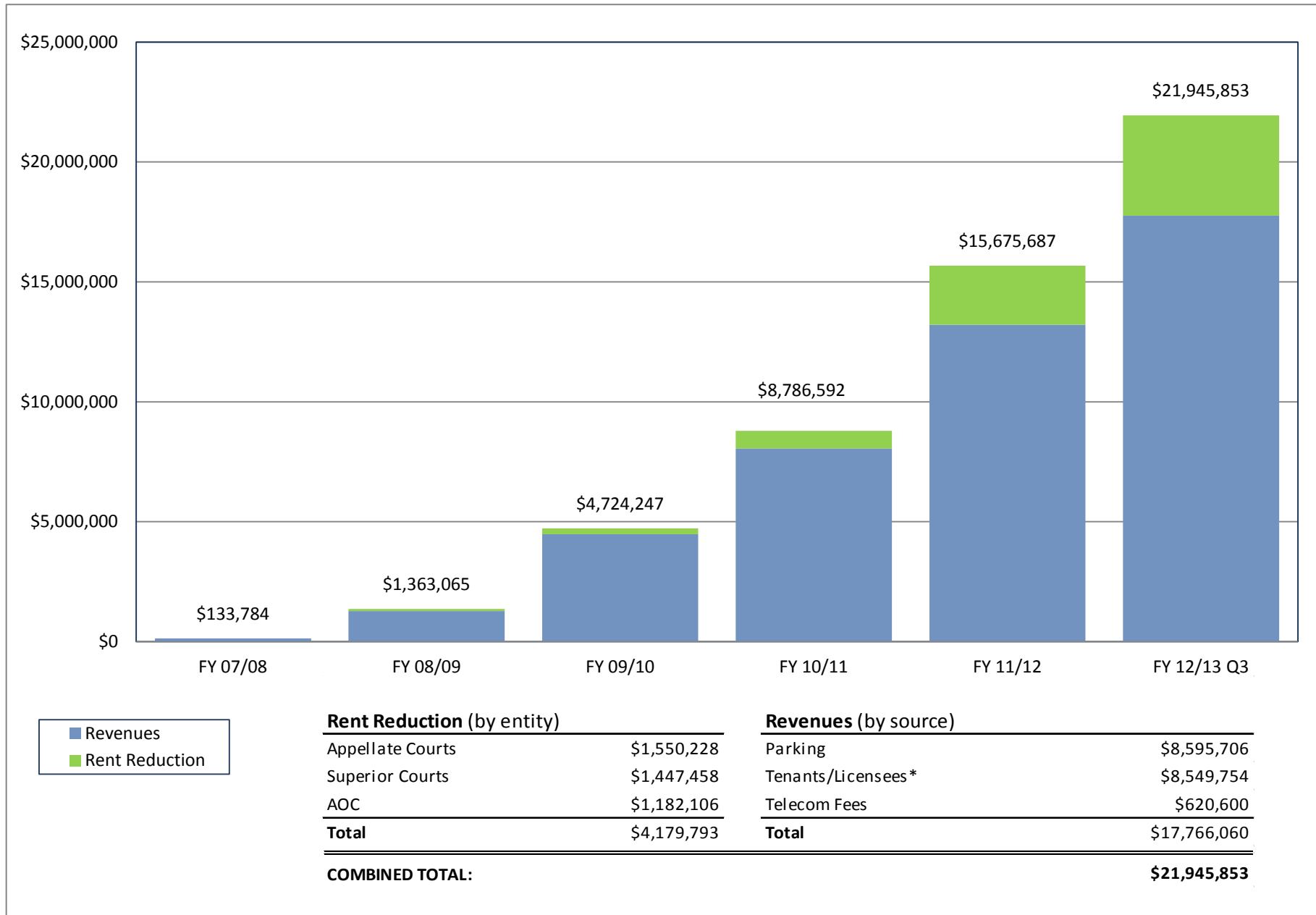
<input checked="" type="checkbox"/> SAVINGS	 File Attachment
<input type="checkbox"/> COST	 File Attachment
<input type="checkbox"/> EFFICIENCIES	 File Attachment
<input type="checkbox"/> SERVICE LEVEL IMPACT	 File Attachment
<input type="checkbox"/> OTHER	 File Attachment
ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL	
ADOC REVIEW	Administrative Director of the Courts Review Date: 6/13/2013 <input type="text"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW	
E&P REVIEW	Executive and Planning Review Date: 6/17/2013 <input type="text"/>



Rent Reductions FY 2010/11 - Q3 FY 2012/13

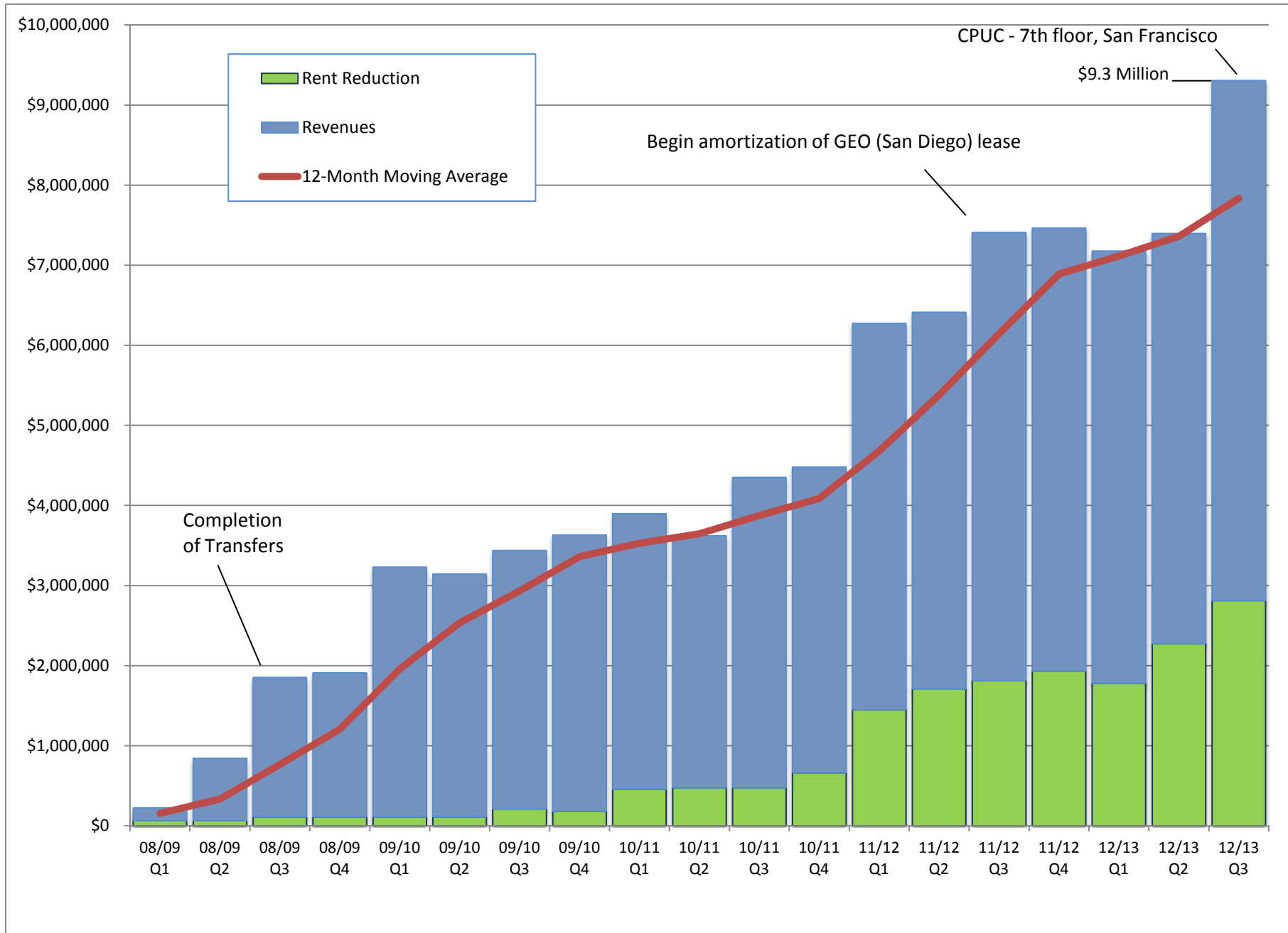


CUMULATIVE JUDICIAL BRANCH FACILITY REVENUES AND RENT REDUCTION FY 07/08 - Q3 FY 2012/13





ANNUALIZED FACILITY REVENUES * AND RENT REDUCTION FY 2008/09 - Q3 FY 2012/13



* From Parking Operations, Office Space Lease Agreements, Food Service Licenses and Telecom Licenses (see following pages)