

2018-19 FY Initial Funding Request and Budget Change Proposal Concept

Requesting Entity:

Requesting Entity Contact:

JCC Office Liaison:

Finance Office Liaison:

Date Prepared:

Document Tracking Number:

SECTION 1 – Initial Funding Request:

- A. Working Title:** *The working title should convey who the request is for and what the funding will address.*
- B. Description of Funding Request:** *Provide a summary of the request identifying the problem, measures taken to date to address the problem, and why the problem cannot be addressed within existing resources.*
- C. Estimated Costs:** *If known, provide estimated costs, fund sources, and position information.*
- D. Relevance to the Judicial Branch Budget and Other Funding Requests:** *Provide a brief statement as to how this request fits into the overall funding needs of the Judicial Branch, including previous action taken on similar requests, if any.*
- E. Required Review/Approvals:** *If known, please list all subcommittees, advisory committees, or unique approvers needed to review/approve the funding request prior to submission to the Judicial Council.*
- F. Proposed Lead Advisory Committee:** *Provide a proposed lead advisory committee including an explanation as to why this committee should be designated as lead.*

2018-19 FY Initial Funding Request and Budget Change Proposal Concept

SECTION 2 – Budget Change Proposal Concept: *Once the Initial Funding Request has been given approval to continue, complete Section 2 to provide additional details about the request.*

Proposal Title: Judicial Officer Orientation Programs

Fiscal Summary:

Fund Source	Proposed JCC Positions	Total Personal Services	Operating Expenses & Equipment	Proposal Total 2018-19	Proposal Total 2019-20	Proposal Total 2020-21
GF	0.0	\$ -	\$ -	\$ 787,000	\$ 787,000	\$ 787,000

Proposal Summary: *Provide succinct summary of request – six to eight sentences.*

The Judicial Council’s Center for Judicial Education and Research (CJER) requests an ongoing augmentation of \$787,000 General Fund beginning in 2018-19 to support the direct costs of faculty and trial court participants at required education courses (identified in Rules of Court 10.451 – 10.462) for newly appointed or elected judges, newly hired subordinate judicial officers (SJOs), and judges and SJOs assigned to adjudicate a substantive law assignment in which they have not worked before (e.g. reassigned from a Criminal Law Court to a Family Law Court). Additionally, this request proposes provisional language to provide additional augmentation authority during the fiscal year (upon approval of the Department of Finance) to the extent that existing resources are insufficient to support the number of judges/SJOs requiring orientation education and training. This request will shift a portion of the funding currently provided from the State Trial Court Improvement and Modernization Fund (IMF) to the General Fund. The cost estimate for this proposal is primarily based on the constant of 104 new judicial officers being appointed, elected, or hired on an annual basis, which is derived from the average attendance of new judicial officers at the B.E. Witkin Judicial College over the past 25 years. For judges new to a judicial assignment area, the cost estimate is based on actual attendance numbers from FY 14-15 and the aggregate of standard course participation numbers (totaling 347 annually) for the nine Primary Assignment Orientation (PAO) courses.

When the current Governor leaves office, CJER expects, 2018-19, and 2019-20 to have a much higher-than-average attendance by new judges, consistent with the past levels of appointments by outgoing governors. Attendance at the Judicial College has ranged between 54 and 142 judges over the past 26 years (please see **Attachment A** showing Judicial College attendance from 1990-2017). This will increase the number of judicial orientation participants and therefore the costs. Further, accelerating and variable costs for lodging when the economy is strong compound this fluctuating cost problem, particularly in the Bay Area and Sacramento where the majority of judicial orientation education is provided.

CJER has invested in a variety of distance, local and regional education approaches over the past fifteen years to maximize the delivery of educational resources for all judicial branch members, and live education for experienced judges has been reduced by more than 50% in recent years. The remaining live face-to-face educational opportunities are needed to provide the types of continuing education that have been consistently identified as essential for the state’s experienced judicial officers. Stable funding is

2018-19 FY Initial Funding Request and Budget Change Proposal Concept

required for judicial orientation education in order to avoid severe ad hoc reductions in the funding for CJER's remaining live continuing education for experienced judges in order to pay for the fluctuating cost increases in the orientation programs.

Background Information: *Provide background details about the program including resources currently dedicated/expended to support existing workload (i.e. dollars and positions); purpose of program, what clientele is being served? Who benefits (i.e. public, courts, other governmental entities).*

By rule of court, newly appointed, elected, or hired judges and subordinate judicial officers (SJO) must complete CJER's New Judge Orientation and the B.E. Witkin Judicial College, as well as an orientation course from CJER in their primary assignment area¹. These three programs enable the new judge and SJO to transition from their former role of an attorney to that of a judicial officer. These programs also provide foundational education in their role as a judicial officer, as well as essential education specific to their initial bench assignment. The courses are planned and provided to judicial officers by trained expert faculty drawn from among their peers on the bench. The general public benefits directly and profoundly from the improved judicial decision-making of judicial officers informed by these courses.²

Currently, \$1.202 million is allocated from the IMF to CJER to support not only these required statewide orientation courses for trial court judicial officers, but also to provide continuing statewide education to experienced trial court judges, court executives, managers and court staff. This proposal will reduce the amount needed annually from the IMF to \$599,000 to support these other types of training/CJER activities, and will bring the total statewide training budget to \$1.386 million (\$599,000 IMF/\$787,000 GF).

The CJER IMF allocation, intended to enable consistent statewide education, was originally associated with state trial court funding and provided via several BCPs in the late 1990s and early 2000s. Once encompassing \$3.6 Million, and reduced and redirected by more than 60% to a current level of \$1.2 Million, CJER's IMF budget is no longer sufficient to meet the education needs identified by the CJER Governing Committee, the Judicial Council Advisory Committee charged with implementing the Council's Strategic Plan (Education is Goal 5 of the Judicial Council's Strategic Plan). The largest portion of this budget by far funds orientation for judicial officers new to the bench and new to their substantive law assignment. More than 50% of live education for experienced judges has been eliminated in recent years as a result of severe funding reductions.

Justification: *Explain how this proposal will address or solve the problem. What are the adverse impacts if this proposal is not approved? Why does this have to be done now?*

This proposal addresses two primary problems. The first is that the reduced solvency of the IMF is causing ongoing reductions to CJER's overall allocation and impacting the ability of the Council to provide its recommended curriculum of education to all judicial officers, court managers and personnel. The second is that the fluctuating cost of the judicial orientation programs from year to year due primarily

¹ Cal.Rule of Court 10.462(c)

² Additionally, experienced Judges are expected to and experienced SJOs are required to complete an orientation course when they are beginning a new assignment.

2018-19 FY Initial Funding Request and Budget Change Proposal Concept

to the variable number of judicial appointments by the State Executive impacts CJER's ability to effectively plan for and implement all other judicial branch education programming in any given fiscal year.

This BCP is timely because a review of attendance at the Judicial College over the past 25 years demonstrates a spike in judicial appointments when a Governor leaves office (see **Attachment A**). Because of this, a large unfunded increase in costs is anticipated in FY2018-19 and 2019-20 when the current Governor leaves office. The current CJER IMF allocation could not absorb those anticipated costs without eliminating most, if not all of the remaining live education for experienced judges.

This BCP enables CJER to anticipate and address this expected cost increase by proposing provisional language to provide additional augmentation authority during the fiscal year (upon approval of the Department of Finance) to the extent that existing resources are insufficient to support the variable number of judges/SJOs requiring orientation education and training. It further proposes that in order to balance out these as needed augmentations, the use of the funding be limited to the specific purpose of judicial orientation and the funds returned to the General Fund in years when costs are less than standard.

Fiscal Impact: *Provide a brief recap of costs, methodology, assumptions and future-year costs for this proposal. Where applicable, briefly summarize information regarding proposed fund source and viability of using resources from the proposed fund (can fund support request, potential negative fund balance in future, etc). What actions, approvals or resource requirements from other governmental entities (or courts) are required to implement this proposal?*

The \$787,000 General Fund allocation will support the direct costs of participants (consisting of trial court judicial officers) and faculty (consisting primarily of subject matter expert judges trained as faculty and a small number of paid subject matter experts). Estimated costs are based on the long term average number of 104 participants annually for the New Judge Orientation and B.E. Witkin Judicial College (see **Attachment A**) and 347 participants annually for the various Primary Assignment Orientation Courses (based both on standard participant maximums for each course and actual past attendance at those courses in FY14-15).

The cost breakdown between the three Orientation areas is shown in the table below. Detailed cost breakdown documents for each area are included as **Attachments B, C and D**.

	Participants	Faculty		Total
New Judge Orientation (9 Sessions)	\$104,000	\$45,000		\$149,000
B.E. Witkin Judicial College	\$260,000	\$65,000		\$325,000
Primary Assignment Orientation Courses	\$260,000	\$53,000		\$313,000
Total	\$624,000	\$163,000		\$787,000

This request is consistent with a previously approved 2016-17 Governor's Budget BCP which shifted costs for the Phoenix Program from the IMF to the General Fund, which is better able than the IMF to both accommodate the scope of these costs and provide for the variable funding amount required from

2018-19 FY Initial Funding Request and Budget Change Proposal Concept

year to year. Orientation of judicial officers to their new role on the bench and to their substantive law assignments is a critical function of the judicial branch. It is required to ensure the fair administration of justice, to meet the diverse needs of the public and to enhance the trust and confidence of the people of California in their courts.

There are no approvals required from other governmental entities to implement this proposal.

Outcomes and Accountability: *How will improvements or changes be measured? How will the requested resources be accounted for and monitored?*

The requested resources will be accounted for by allocating them to specific General Fund Project Cost Centers (PCCs) for each of the three programs with which they can be tracked independently within the CJER General Fund allocation. A detailed annual account will be provided showing the cost elements of the programs (including the number of new judges, number of faculty, number of lodging nights, lodging rates secured through the use of appropriate contracting procedures, and ancillary costs such as those for materials, business meals or transportation). This detailed cost analysis will be used to determine whether additional resources are needed or whether unused funding should be returned to the State General Fund. The potential use of the funds would be limited and any unused funding would not be available for reallocation to other GF projects and would revert to the State General Fund.

Projected Outcomes:

The most important outcome of this proposal is stability and the ability to adjust the budget to meet the varying number and cost of new judicial officers requiring orientation as well as fluctuations in the market costs for lodging. This is essential for CJER to be able to meet rule and statutory requirements in years when a large number of new judicial officers require orientation while still being able to provide the continuing education that has been identified as essential for experienced judicial officers.

Workload Measure	2014-15 Past Year	2015-16 Past Year	2016-17 Current Year	2017-18 Budget Year
Average of 104 NJO participants	94	88	Not yet available	Unknown
Average of 104 Judicial College participants	72	96	88	84
Standard of 347 PAO Participants	327	316	Not yet available	Unknown

2018-19 FY Initial Funding Request and Budget Change Proposal Concept

Other Alternatives Considered: *Include a minimum of three alternatives, provide cost estimates and briefly describe why the alternative is not the recommended option.*

- 1) Do nothing. This will result in insufficient IMF funding for judicial orientation programs in future years. Costs required to fund the mandated courses could result in elimination of funding for most or all other live judicial education programs unless supplemental funding is arranged.
- 2) Move all CJER IMF costs to the General Fund and provide a small augmentation as requested while including the proposed provisional language to provide additional augmentation authority during the fiscal year (upon approval of the Department of Finance) to the extent that existing resources are insufficient to support the number of judges/SJOs requiring orientation education and training. This would provide maximum flexibility.
- 3) Provide only partial augmentation, but with the proposed provisional language to provide additional augmentation authority during the fiscal year (upon approval of the Department of Finance) to the extent that existing resources are insufficient to support the number of judges/SJOs requiring orientation education and training. Although this would partially mitigate the problem of unstable funding, it would not be sufficient to avoid periodic reductions in the live continuing judicial education that has been identified as essential for experienced judges.

2017-2018 FY Initial Funding Request and Budget Change Proposal Concept

Attachment A

B.E. Witkin Judicial College – Attendance History of New Judicial Officers 1990-2016

year	attendance
2017	Est. 104
2016	88
2015	96
2014	72
2013	72
2012	54
2011	115
2010	106
2009	130
2008	100
2007	119
2006	105
2005	62
2004	112
2003	130
2002	95
2001	104
2000	78
1999	98
1998	142
1997	112
1996	112
1995	110
1994	98
1993	86
1992	Not Available
1991	132
1990	148
average	104

2017-2018 FY Initial Funding Request and Budget Change Proposal Concept

Attachment B

Cost breakdown for the New Judge Orientation Program (NJO)

The cost estimate for the New Judge Orientation program is attached. It assumes a standard of nine (9) sessions per year and 104 total participants. It also assumes a venue at a government meeting facility in the Bay Area at which ancillary program costs are lower than at a private meeting venue. The standard configuration for an NJO session includes twelve (12) participants and four (4) faculty. In years when a larger number of participants must attend (additional judges are appointed or elected and more subordinate judicial officers are hired), a larger number of sessions and/or participants per session is typically necessary.

FOOD & BEVERAGE ESTIMATES

EA/S - Education Attorney/ Specialist	Meal Cost	IMF	Assigned	Assigned	Appellate	Appellate	DV	DV	Crim	Crim	IMF Faculty	IMF Faculty	Crim	Crim
		Participants	Judges	Judges	Participants	Participants	Participants	Participants	Participants	Participants		Participants	Subtotal	Subtotal
Breakfast (Day 1)	\$8.00	104	\$832.00	0	\$0.00	0	\$0.00	0	\$0.00	0	36	\$288.00	0	\$0.00
AM Break (Day 1)	\$2.00	104	\$208.00	0	\$0.00	0	\$0.00	0	\$0.00	0	36	\$72.00	0	\$0.00
Lunch (Day 1)	\$12.00	104	\$1,248.00	0	\$0.00	0	\$0.00	0	\$0.00	0	36	\$432.00	0	\$0.00
PM Break (Day 1)	\$4.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	0	\$0.00	0	\$0.00
Breakfast (Day 2)	\$8.00	104	\$832.00	0	\$0.00	0	\$0.00	0	\$0.00	0	36	\$288.00	0	\$0.00
AM Break (Day 2)	\$2.00	104	\$208.00	0	\$0.00	0	\$0.00	0	\$0.00	0	36	\$72.00	0	\$0.00
Lunch (Day 2)	\$12.00	104	\$1,248.00	0	\$0.00	0	\$0.00	0	\$0.00	0	36	\$432.00	0	\$0.00
PM Break (Day 2)	\$4.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	0	\$0.00	0	\$0.00
Breakfast (Day 3)	\$8.00	104	\$832.00	0	\$0.00	0	\$0.00	0	\$0.00	0	36	\$288.00	0	\$0.00
AM Break (Day 3)	\$2.00	104	\$208.00	0	\$0.00	0	\$0.00	0	\$0.00	0	36	\$72.00	0	\$0.00
Lunch (Day 3)	\$12.00	104	\$1,248.00	0	\$0.00	0	\$0.00	0	\$0.00	0	36	\$432.00	0	\$0.00
PM Break (Day 3)	\$4.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	0	\$0.00	0	\$0.00
Breakfast (Day 4)	\$8.00	104	\$832.00	0	\$0.00	0	\$0.00	0	\$0.00	0	36	\$288.00	0	\$0.00
AM Break (Day 4)	\$2.00	104	\$208.00	0	\$0.00	0	\$0.00	0	\$0.00	0	36	\$72.00	0	\$0.00
Lunch (Day 4)	\$12.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	0	\$0.00	0	\$0.00
PM Break (Day 4)	\$4.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	0	\$0.00	0	\$0.00
Breakfast (Day 5)	\$8.00	104	\$832.00	0	\$0.00	0	\$0.00	0	\$0.00	0	36	\$288.00	0	\$0.00
AM Break (Day 5)	\$2.00	104	\$208.00	0	\$0.00	0	\$0.00	0	\$0.00	0	36	\$72.00	0	\$0.00
Totals:			\$8,944.00		\$0.00		\$0.00		\$0.00		\$0.00	\$3,096.00		\$0.00

PROJECT CODE BREAKDOWN

Fill in project cost centers:	F&B	Lodging	Meeting Room	Audio Visual	Admin Operating	TOTALS	Other Costs	Travel Expenses	TOTAL PROJECT ESTIMATES
IMF Participants	0159-45051101-0217-59-15	\$8,944.00	\$78,000.00			\$86,944.00	\$6,120.00		\$93,064.00
Assigned Judges	0932-45167006-0717-59-15	\$0.00	\$0.00			\$0.00			\$0.00
Appellate Participants		\$0.00	\$0.00			\$0.00			\$0.00
DV Participant Meals	0159-45051109-0217-59-15	\$0.00	\$0.00			\$0.00			\$0.00
Crim Realignment Participant	0001-05017001-0217-00-15	\$0.00	\$0.00			\$0.00			\$0.00
IMF Faculty	0159-45051105-0217-59-15	\$3,096.00	\$27,000.00			\$30,096.00	\$10,300.00		\$40,396.00
Crim Realignment Faculty	0001-05017003-0217-00-15	\$0.00	\$0.00			\$0.00			\$0.00
DV Faculty Meals	0159-45051105-0217-59-15	\$0.00	\$0.00			\$0.00			\$0.00
VAWEP Lodg (Fac &Part)	0001-04021074-0217-00-15-54		\$0.00			\$0.00			\$0.00
Content	0001-05012040-0217-00-15	\$0.00	\$0.00			\$0.00			\$0.00
PDET & Conf Serv Staff	0001-05013008-0217-00-15	\$0.00	\$0.00			\$0.00			\$0.00
Open Staff	0001-05012003-0217-00-15	\$0.00	\$0.00			\$0.00			\$0.00
DES Staff	0001-05013005-0217-00-15	\$0.00	\$0.00			\$0.00			\$0.00
AOC Guest/Exec meals	0001-05011001-0217-00-15	\$0.00	\$0.00			\$0.00			\$0.00
OPEN	0001-05012005-0217-00-15	\$0.00	\$0.00			\$0.00			\$0.00
OPEN		\$0.00	\$0.00			\$0.00			\$0.00
OPEN		\$0.00	\$0.00			\$0.00			\$0.00
Totals:		\$12,040.00	\$105,000.00			\$117,040.00			\$133,460.00

TOTAL PROJECT ESTIMATE

2017-2018 FY Initial Funding Request and Budget Change Proposal Concept

Attachment C

Cost breakdown for the B.E. Witkin Judicial College

The cost estimate for the B.E. Witkin Judicial College is attached. It assumes a standard of 104 attendees. The cost breakdown shows the complete cost of the program. The IMF funding items being requested in this BCP (the IMF-funded costs for participants and faculty lodging and meals) are highlighted and shown as project codes 0159-45051102 and 0159-45051105. In addition, faculty travel cost is estimated at a standard cost of \$250 for each regular faculty and \$750 for each seminar leader. The amount is shown with a lodging cost at the Bay Area Maximum of \$150/night. These costs have varied significantly in recent years and are very much subject to the health of the overall economy. Lodging costs have ranged between \$105 - \$189/night over the past ten years. Also, as noted earlier, when additional judges are appointed or elected and more subordinate judicial officers are hired, a larger number of participants must attend, which increases the number and cost of seminar leaders required as well as increasing participant costs.

Project Cost Estimate

B.E. Witkin Judicial College 2017 estimate with 104 attendees

FOOD & BEVERAGE ESTIMATES

EA/S - Education Attorney/ Specialist	IMF		GF		Appell		DV		OPEN		IMF Faculty		
	Meal Cost	Participants	Participants Subtotal	Participants	Participants Subtotal	Participants	Participants Subtotal	Participants	Participants Subtotal	Participant	Part Subtotal	Faculty	Subtotal
Breakfast (Day 1)	\$25.00	104	\$2,600.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	19	\$475.00
AM Break (Day 1)	\$8.00	104	\$832.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	19	\$152.00
Lunch (Day 1)	\$40.00	104	\$4,160.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	19	\$760.00
PM Break (Day 1)	\$0.00	104	\$0.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	19	\$0.00
Breakfast (Day 2)	\$25.00	104	\$2,600.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	19	\$475.00
AM Break (Day 2)	\$8.00	104	\$832.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	19	\$152.00
Lunch (Day 2)	\$40.00	104	\$4,160.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	19	\$760.00
PM Break (Day 2)	\$0.00	104	\$0.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	19	\$0.00
Box Dinner (Day 2)	\$40.00	62	\$2,480.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	2	\$80.00
Breakfast (Day 3)	\$25.00	104	\$2,600.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	19	\$475.00
AM Break (Day 3)	\$8.00	104	\$832.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	19	\$152.00
Lunch (Day 3)	\$40.00	104	\$4,160.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	19	\$760.00
PM Break (Day 3)	\$0.00	104	\$0.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	19	\$0.00
Breakfast (Day 4)	\$25.00	104	\$2,600.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	19	\$475.00
AM Break (Day 4)	\$8.00	104	\$832.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	19	\$152.00
Lunch (Day 4)	\$40.00	104	\$4,160.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	19	\$760.00
PM Break (Day 4)	\$0.00	104	\$0.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	19	\$0.00
Breakfast (Day 5)	\$25.00	104	\$2,600.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	19	\$475.00
AM Break (Day 5)	\$8.00	104	\$832.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	19	\$152.00
Lunch (Day 5)	\$40.00	104	\$4,160.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	19	\$760.00
Lunch (Day 9)	\$40.00	104	\$4,160.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	24	\$960.00
PM Break (Day 9)	\$0.00	104	\$0.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	24	\$0.00
Breakfast (Day 10)	\$25.00	104	\$2,600.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	23	\$575.00
AM Break (Day 10)	\$8.00	104	\$832.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	23	\$184.00
Lunch (Day 10)	\$40.00	104	\$4,160.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	23	\$920.00
PM Break (Day 10)	\$0.00	104	\$0.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	23	\$0.00
Traynor Dinner (Day 10)	\$40.00	104	\$4,160.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	15	\$600.00
Breakfast (Day 11)	\$25.00	104	\$2,600.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	25	\$625.00
AM Break (Day 11)	\$8.00	104	\$832.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	25	\$200.00
Lunch (Day 11)	\$40.00	104	\$4,160.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	25	\$1,000.00
PM Break (Day 11)	\$0.00	104	\$0.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	25	\$0.00
Breakfast (Day 12)	\$25.00	104	\$2,600.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	25	\$625.00
AM Break (Day 12)	\$8.00	104	\$832.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	25	\$200.00
Lunch (Day 12)	\$40.00	104	\$4,160.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	22	\$880.00
PM Break (Day 12)	\$0.00	104	\$0.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	22	\$0.00
Commencement Dinner (Day 12)	\$40.00	104	\$4,160.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	15	\$600.00
Breakfast (Day 13)	\$25.00	104	\$2,600.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	25	\$625.00
AM Break (Day 13)	\$8.00	104	\$832.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	25	\$200.00
<i>Totals:</i>			\$79,128.00		\$0.00		\$0.00		\$0.00		\$0.00		\$15,209.00

Project Cost Estimate

PROJECT CODE BREAKDOWN

PROJECT CODE BREAKDOWN									TOTAL PROJECT ESTIMATES		
	Fill in project cost centers:	F&B	Lodging	Meeting Room	Audio Visual	Admin Operating	CONTRACT TOTALS	Other Costs	Travel Expenses		
IMF Participants	0159-45051102-0217-59-16	\$79,128.00	\$150,803.40	\$20,000.00	\$5,000.00		\$254,931.40	\$9,600.00		\$264,531.40	IMF Participants
GF Participants	0001-05013008-0217-00-16	\$0.00	\$0.00				\$0.00			\$0.00	GF Participants
IMF Faculty	0159-45051105-0217-59-16	\$15,209.00	\$32,120.00				\$47,329.00		\$20,750.00	\$68,079.00	IMF Faculty
DV Faculty Meals	0159-45051105-0217-59-16	\$120.00					\$120.00			\$120.00	DV Faculty Meals
VAWEP Lodging (Fac &Part)	0001-04021075-0217-00-14-540		\$481.80				\$481.80			\$481.80	VAWEP Lodging (Fac &Part)
Content Staff	0001-05012040-0217-00-16	\$1,182.00	\$1,445.40				\$2,627.40			\$2,627.40	Content Staff
Delivery & Conf Serv Staff	0001-05013008-0217-00-16	\$3,685.00	\$5,781.60	\$0.00	\$0.00	\$500.00	\$9,966.60			\$9,966.60	Delivery & Conf Serv Staff
AOC Guest/Exec meals	0001-05011001-0217-00-16					\$750.00	\$750.00			\$750.00	AOC Guest/Exec meals
Appell Participants	0001-18012003-0217-00-16	\$0.00	\$0.00				\$0.00			\$0.00	Appell Participants
DV Participant Meals		\$0.00					\$0.00			\$0.00	DV Participant Meals
Crim Realignment Faculty	0001-05017003-0217-00-16	\$146.00	\$481.80				\$627.80			\$627.80	Crim Realignment Faculty
OPEN - Staff		\$0.00					\$0.00			\$0.00	OPEN - Staff
DES Staff		\$0.00	\$0.00				\$0.00			\$0.00	DES Staff
OPEN		\$0.00					\$0.00			\$0.00	OPEN
ContractTotals:		\$99,470.00	\$191,114.00	\$20,000.00	\$5,000.00	\$1,250.00	\$316,834.00			\$347,184.00	TOTAL PROJECT ESITMATE

LODGING ESTIMATES

*Include tax and surcharge in room cost.

	Attendees	# nights	Room Cost*	Sub total
IMF Participants	104	9	\$160.60	\$150,321.60
IMF Participants extra	1	3	\$160.60	\$481.80
IMF Faculty	1	56	\$160.60	\$8,993.60
IMF Faculty -Seminar Leaders, Dean, As. Dean	16	9	\$160.60	\$23,126.40
VAWEP Lodg (Fac &Part)	3	1	\$160.60	\$481.80
Content Staff	1	9	\$160.60	\$1,445.40
Delivery & Conf Serv Staff	4	9	\$160.60	\$5,781.60
Open	0	0	\$160.60	\$0.00
Appell Participants	0	0	\$160.60	\$0.00
Crim Realignment Faculty	3	1	\$160.60	\$481.80
DES Staff	0	0	\$160.60	\$0.00
GF Participants	0	9	\$160.60	\$0.00
Estimated Total				\$191,114.00

ROOM BLOCK

	Total Nights	Total Rooms Blocked
IMF Participants	936	1190
IMF Participants extra night	3	
IMF Faculty	56	
IMF-Faculty - Seminar Leaders	144	
VAWEP Lodg (Fac &Part)	3	
Content Staff & Contract Faculty	9	
PDET & Conf Serv Staff	36	
Assigned Judges	0	
Appell Participants	0	
Crim Realignment Faculty	3	
DES Staff	0	
GF Participants	0	
TOTAL		1190

Project Cost Estimate

Crim												
Crim	Realignmen	Faculty	DV	DV Faculty	Content	Content	PDET &	PDET & Conf	Attendee	Daily Total		
nt Faculty	t Subtotal	Subtotal	Faculty	Subtotal	Staff	Staff Subtotal	Conf Serv Staff	Serv Staff Subtotal	Total			
0	\$0.00	0	\$0.00	2	\$50.00	5	\$125.00	130	\$3,250.00	Room Rate	\$140.00	
0	\$0.00	0	\$0.00	2	\$16.00	5	\$40.00	130	\$1,040.00	Tax	\$14.00	
0	\$0.00	0	\$0.00	2	\$80.00	5	\$200.00	130	\$5,200.00	TID	\$1.00	
0	\$0.00	0	\$0.00	2	\$0.00	5	\$0.00	130	\$0.00	CA Asses Fee	\$5.60	
0	\$0.00	0	\$0.00	2	\$50.00	5	\$125.00	130	\$3,250.00	Total/night	\$160.60	
0	\$0.00	0	\$0.00	2	\$16.00	5	\$40.00	130	\$1,040.00	OTHER PART. IMF COSTS		
0	\$0.00	0	\$0.00	2	\$80.00	5	\$200.00	130	\$5,200.00	Transportation	\$2,500.00	
0	\$0.00	0	\$0.00	2	\$0.00	5	\$0.00	130	\$0.00	Printing/Shipping	\$3,500.00	
0	\$0.00	0	\$0.00	1	\$40.00	0	\$0.00	65	\$2,600.00	Computer Rental	\$2,600.00	
0	\$0.00	0	\$0.00	2	\$50.00	5	\$125.00	130	\$3,250.00	Delancey Street	\$1,000.00	
0	\$0.00	0	\$0.00	2	\$16.00	5	\$40.00	130	\$1,040.00	Other Cost Total:	\$9,600.00	
0	\$0.00	0	\$0.00	2	\$80.00	5	\$200.00	130	\$5,200.00			
0	\$0.00	0	\$0.00	2	\$0.00	5	\$0.00	130	\$0.00			
0	\$0.00	0	\$0.00	2	\$50.00	5	\$125.00	130	\$3,250.00	EXHIBIT		
0	\$0.00	0	\$0.00	2	\$16.00	5	\$40.00	130	\$1,040.00	Fill in:		
0	\$0.00	0	\$0.00	2	\$80.00	5	\$200.00	130	\$5,200.00	Chapter:	TBD	
0	\$0.00	0	\$0.00	2	\$0.00	5	\$0.00	130	\$0.00	Statute:	2016	
0	\$0.00	0	\$0.00	2	\$50.00	5	\$125.00	130	\$3,250.00	Fiscal Year:	2016-2017	
0	\$0.00	0	\$0.00	2	\$16.00	5	\$40.00	130	\$1,040.00			
0	\$0.00	0	\$0.00	2	\$80.00	5	\$200.00	130	\$5,200.00	CONTRACT TOTALS		
0	\$0.00	0	\$0.00	2	\$80.00	5	\$200.00	135	\$5,400.00	Lodging	\$191,114.00	
0	\$0.00	0	\$0.00	2	\$0.00	5	\$0.00	135	\$0.00	Food & Bev.	\$99,470.00	
2	\$50.00	0	\$0.00	1	\$25.00	5	\$125.00	135	\$3,375.00	Room Rental	\$20,000.00	
2	\$16.00	0	\$0.00	1	\$8.00	5	\$40.00	135	\$1,080.00	Audio Visual	\$5,000.00	
2	\$80.00	0	\$0.00	1	\$40.00	5	\$200.00	135	\$5,400.00	Admin/Oper	\$1,250.00	
2	\$0.00	0	\$0.00	1	\$0.00	5	\$0.00	135	\$0.00	Grand Total:	\$316,834.00	
0	\$0.00	0	\$0.00	1	\$40.00	5	\$200.00	125	\$5,000.00			
0	\$0.00	0	\$0.00	1	\$25.00	5	\$125.00	135	\$3,375.00	OTHER (FACULTY IMF COSTS)		
0	\$0.00	0	\$0.00	1	\$8.00	5	\$40.00	135	\$1,080.00	Faculty Travel @ \$250		
0	\$0.00	0	\$0.00	1	\$40.00	5	\$200.00	135	\$5,400.00	Seminar Leader Travel @ \$750		
0	\$0.00	0	\$0.00	1	\$0.00	5	\$0.00	135	\$0.00	Other Cost Total:		
0	\$0.00	0	\$0.00	1	\$25.00	5	\$125.00	135	\$3,375.00			
0	\$0.00	0	\$0.00	1	\$8.00	5	\$40.00	135	\$1,080.00			
0	\$0.00	3	\$120.00	1	\$40.00	5	\$200.00	135	\$5,400.00			
0	\$0.00	3	\$0.00	1	\$0.00	5	\$0.00	135	\$0.00			
0	\$0.00	0	\$0.00	1	\$40.00	5	\$200.00	125	\$5,000.00			
0	\$0.00	0	\$0.00	1	\$25.00	5	\$125.00	135	\$3,375.00			
0	\$0.00	0	\$0.00	1	\$8.00	5	\$40.00	135	\$1,080.00			
Estimated Total										\$99,470.00		

2017-2018 FY Initial Funding Request and Budget Change Proposal Concept

Attachment D

Cost assumptions for Primary Assignment Orientation (PAO) Courses.

In addition to the NJO Program and the Judicial College, "Judicial Officer Orientation Programming" is defined to include nine (9) Primary Assignment Orientation Courses, some of which are offered multiple times during each fiscal year. The courses have standard configurations for participant maximums, faculty numbers and contracted expert faculty. The attendance assumption of 347 is consistent with past actual attendance at these courses. The specific courses are:

6004	Family Law PAO Course	2x/Year
6006	Juvenile Dependency PAO Course	2x/Year
6007	Juvenile Delinquency PAO Course	2x/Year
6008	Probate PAO	1x/Year
6009	Traffic PAO	1x/Year
6010	Orientation for Experienced Civil Law Judges Course	1x/Year
6011	Civil Law Basic Orientation General Jurisdiction Course	1x/Year
6012	Limited Jurisdiction, small claims, Unlawful Detainer Civil PAO	1x/Year
6014	Criminal Law PAO Orientation Course	3x/Year

Spreadsheets with detailed cost information for each course are attached.

PROGRAM COST ESTIMATION

Program/Course Name: Family Law Orientation (6004)
 Onsite, Sacramento
 Proposed Program Location:
 Proposed Program Dates: February 2017

Total Program Budget Receive from fiscal manager

	Participant	Faculty
Lodging	\$10,753	\$2,805
F & B	\$2,530	\$660
Contracted Expert Faculty		\$1,200
A/V Costs	\$0	
Meeting Room Rental	\$967	
Printing/Shipping	\$400	
Travel		\$1,500
Transportation	\$2,000	
TOTAL	\$16,649	\$6,165
GRAND TOTAL	<u>\$22,814</u>	

Participant Faculty

Number	23	6	IMF Participants only
Room Rate	110	110	
# of overnights	5	5	
% of participants expected for lodging	0.85	0.85	(e.g. 65% would be .65)
Number of Meals			
# of Breakfasts	5	5	
# of AM Breaks	5	5	
# of Lunches	5	5	
# of PM Breaks			

Breakfast	\$8	\$8	\$40	\$40
AM Break	\$2	\$2	\$10	\$10
Lunch	\$12	\$12	\$60	\$60
PM Break	\$0	\$0	\$0	\$0
	\$22	\$22	\$110	\$110

Standard Faculty Travel Estimate \$250

Branch Lodging Rates:

San Francisco County \$150

Monterey and San Diego Counties \$125 (San Diego does not waive tax)

LA, Orange, and Ventura Counties \$120 (Anaheim doesn't waive tax)

Alameda, San Mateo, and Santa Clara Counties \$140 (San Jose doesn't waive tax)

All other counties \$110

PROGRAM COST ESTIMATION

Program/Course Name: Family Law Orientation (6004)
 Onsite, San Francisco
 Proposed Program Location:
 Proposed Program Dates: January 2017

Total Program Budget Receive from fiscal manager

	Participant	Faculty
Lodging	\$14,956	\$3,902
F & B	\$2,530	\$660
Contracted Expert Faculty		\$1,200
A/V Costs	\$0	
Meeting Room Rental	\$0	
Printing/Shipping	\$400	
Travel		\$1,500
Transportation	\$600	
TOTAL	\$18,486	\$7,262
GRAND TOTAL	\$25,747	

Participant Faculty

	Participant	Faculty	
Number	23	6	IMF Participants only
Room Rate	153	153	
# of overnights	5	5	
% of participants expected for lodging	0.85	0.85	(e.g. 65% would be .65)
Number of Meals			
# of Breakfasts	5	5	
# of AM Breaks	5	5	
# of Lunches	5	5	
# of PM Breaks			

Breakfast	\$8	\$8	\$40	\$40
AM Break	\$2	\$2	\$10	\$10
Lunch	\$12	\$12	\$60	\$60
PM Break	\$0	\$0	\$0	\$0
	\$22	\$22	\$110	\$110

Standard Faculty Travel Estimate \$250

Branch Lodging Rates:

- San Francisco County \$150
- Monterey and San Diego Counties \$125 (San Diego does not waive tax)
- LA, Orange, and Ventura Counties \$120 (Anaheim doesn't waive tax)
- Alameda, San Mateo, and Santa Clara Counties \$140 (San Jose doesn't waive tax)
- All other counties \$110

PROGRAM COST ESTIMATION

Program/Course Name: **Juvenile Dependency Orientation (6006)**
Onsite, San Francisco

Proposed Program Location: **Onsite, San Francisco**

Proposed Program Dates: **January & June 2017**

Total Program Budget **Receive from fiscal manager**

	Participant	Faculty		Participant	Faculty		
Lodging	\$15,606	\$2,678	Number	24	7	IMF Participants only	
F & B	\$2,640	\$770	Room Rate	153	153		
Contracted Expert Faculty		\$1,200					
A/V Costs	\$0		# of overnights	5	5		
Meeting Room Rental	\$0		% of participants expected for lodging	0.85	0.5	(e.g. 65% would be .65)	
Printing/Shipping	\$400						
Travel		\$1,750					
Transportation	\$600		Number of Meals				
TOTAL	\$19,246	\$6,398	# of Breakfasts	5	5		
GRAND TOTAL	<u>\$25,644</u>		# of AM Breaks	5	5		
			# of Lunches	5	5		
			# of PM Breaks				
			Breakfast	\$8	\$8	\$40	\$40
			AM Break	\$2	\$2	\$10	\$10
			Lunch	\$12	\$12	\$60	\$60
			PM Break	\$0	\$0	\$0	\$0
				\$22	\$22	\$110	\$110

Standard Faculty Travel Estimate \$250

Branch Lodging Rates:

- San Francisco County \$150
- Monterey and San Diego Counties \$125 (San Diego does not waive tax)
- LA, Orange, and Ventura Counties \$120 (Anaheim doesn't waive tax)
- Alameda, San Mateo, and Santa Clara Counties \$140 (San Jose doesn't waive tax)
- All other counties \$110

PROGRAM COST ESTIMATION

Program/Course Name: **Juvenile Delinquency Orientation (6007)**
Onsite, Sacramento

Proposed Program Location: **February 2017**

Proposed Program Dates: **February 2017**

Total Program Budget **Receive from fiscal manager**

	Participant	Faculty		Participant	Faculty	
Lodging	\$11,220	\$2,805	Number	24	6	IMF Participants only
F & B	\$2,640	\$660	Room Rate	110	110	
Contracted Expert Faculty		\$1,200	# of overnights	5	5	
A/V Costs	\$0		% of participants expected for lodging	0.85	0.85	(e.g. 65% would be .65)
Meeting Room Rental	\$967					
Printing/Shipping	\$400					
Travel		\$1,500	Number of Meals			
Transportation	\$2,000		# of Breakfasts	5	5	
TOTAL	\$17,227	\$6,165	# of AM Breaks	5	5	
GRAND TOTAL	<u>\$23,392</u>		# of Lunches	5	5	
			# of PM Breaks			
			Breakfast	\$8	\$8	\$40 \$40
			AM Break	\$2	\$2	\$10 \$10
			Lunch	\$12	\$12	\$60 \$60
			PM Break	\$0	\$0	\$0 \$0
				\$22	\$22	\$110 \$110

Standard Faculty Travel Estimate \$250

Branch Lodging Rates:

- San Francisco County \$150
- Monterey and San Diego Counties \$125 (San Diego does not waive tax)
- LA, Orange, and Ventura Counties \$120 (Anaheim doesn't waive tax)
- Alameda, San Mateo, and Santa Clara Counties \$140 (San Jose doesn't waive tax)
- All other counties \$110

PROGRAM COST ESTIMATION

Program/Course Name: **Juvenile Delinquency Orientation (6007)**
Onsite, San Francisco

Proposed Program Location: **Onsite, San Francisco**

Proposed Program Dates: **November 2016**

Total Program Budget **Receive from fiscal manager**

	Participant	Faculty		Participant	Faculty		
Lodging	\$15,606	\$2,678	Number	24	7	IMF Participants only	
F & B	\$2,640	\$770	Room Rate	153	153		
Contracted Expert Faculty		\$1,200					
A/V Costs	\$0		# of overnights	5	5		
Meeting Room Rental	\$0		% of participants expected for lodging	0.85	0.5	(e.g. 65% would be .65)	
Printing/Shipping	\$400						
Travel		\$1,750					
Transportation	\$600		Number of Meals				
TOTAL	\$19,246	\$6,398	# of Breakfasts	5	5		
GRAND TOTAL	<u>\$25,644</u>		# of AM Breaks	5	5		
			# of Lunches	5	5		
			# of PM Breaks				
			Breakfast	\$8	\$8	\$40	\$40
			AM Break	\$2	\$2	\$10	\$10
			Lunch	\$12	\$12	\$60	\$60
			PM Break	\$0	\$0	\$0	\$0
				\$22	\$22	\$110	\$110

Standard Faculty Travel Estimate \$250

Branch Lodging Rates:

- San Francisco County \$150
- Monterey and San Diego Counties \$125 (San Diego does not waive tax)
- LA, Orange, and Ventura Counties \$120 (Anaheim doesn't waive tax)
- Alameda, San Mateo, and Santa Clara Counties \$140 (San Jose doesn't waive tax)
- All other counties \$110

PROGRAM COST ESTIMATION

Program/Course Name: Probate Orientation (6008)
 Onsite, San Francisco
 Proposed Program Location:
 Proposed Program Dates: January 2017

Total Program Budget: Receive from fiscal manager

	Participant	Faculty
Lodging	\$11,054	\$2,678
F & B	\$1,870	\$770
Contracted Expert Faculty		\$0
A/V Costs	\$0	
Meeting Room Rental	\$0	
Printing/Shipping	\$400	
Travel		\$1,750
Transportation	\$600	
TOTAL	\$13,924	\$5,198
GRAND TOTAL	\$19,122	

Participant Faculty

	Participant	Faculty	
Number	17	7	IMF Participants only
Room Rate	153	153	
# of overnights	5	5	
% of participants expected for lodging	0.85	0.5	(e.g. 65% would be .65)
Number of Meals			
# of Breakfasts	5	5	
# of AM Breaks	5	5	
# of Lunches	5	5	
# of PM Breaks			

Breakfast	\$8	\$8	\$40	\$40
AM Break	\$2	\$2	\$10	\$10
Lunch	\$12	\$12	\$60	\$60
PM Break	\$0	\$0	\$0	\$0
	\$22	\$22	\$110	\$110

Standard Faculty Travel Estimate \$250

Branch Lodging Rates:

- San Francisco County \$150
- Monterey and San Diego Counties \$125 (San Diego does not waive tax)
- LA, Orange, and Ventura Counties \$120 (Anaheim doesn't waive tax)
- Alameda, San Mateo, and Santa Clara Counties \$140 (San Jose doesn't waive tax)
- All other counties \$110

PROGRAM COST ESTIMATION

Program/Course Name: **Traffic Orientation (6009)**
 Proposed Program Location: **Onsite, San Francisco**
 Proposed Program Dates: **June 2017**

Total Program Budget **Receive from fiscal manager**

	Participant	Faculty
Lodging	\$4,422	\$780
F & B	\$748	\$132
Contracted Expert Faculty		\$0
A/V Costs	\$0	
Meeting Room Rental	\$0	
Printing/Shipping	\$100	
Travel		\$750
Transportation	\$500	
TOTAL	\$5,770	\$1,662
GRAND TOTAL	\$7,432	

Participant Faculty

Number	17	3	IMF Participants
Room Rate	153	153	
# of overnights	2	2	
% of participants expected for lodging	0.85	0.85	(e.g. 65% would be .65)

Number of Meals

# of Breakfasts	2	2		
# of AM Breaks	2	2		
# of Lunches	2	2		
# of PM Breaks				
Breakfast	\$8	\$8	\$16	\$16
AM Break	\$2	\$2	\$4	\$4
Lunch	\$12	\$12	\$24	\$24
PM Break	\$0	\$0	\$0	\$0
	\$22	\$22	\$44	\$44

Standard Faculty Travel Estimate \$250

Branch Lodging Rates:

- San Francisco County \$150
- Monterey and San Diego Counties \$125 (San Diego does not waive tax)
- LA, Orange, and Ventura Counties \$120 (Anaheim doesn't waive tax)
- Alameda, San Mateo, and Santa Clara Counties \$140 (San Jose doesn't waive tax)
- All other counties \$110

PROGRAM COST ESTIMATION

Program/Course Name: **Civil: Orientation for Experienced Civil Law Judges (6010)**

Proposed Program Location: **Onsite, San Francisco**

Proposed Program Dates: **June 2017**

Total Program Budget **Receive from fiscal manager**

	Participant	Faculty		Participant	Faculty		
Lodging	\$8,193	\$1,170	Number	21	3	IMF Participants only	
F & B	\$1,386	\$198	Room Rate	153	153		
Contracted Expert Faculty		\$0	# of overnights	3	3		
A/V Costs	\$0		% of participants expected for lodging	0.85	0.85	(e.g. 65% would be .65)	
Meeting Room Rental	\$0		Number of Meals				
Printing/Shipping	\$100		# of Breakfasts	3	3		
Travel		\$750	# of AM Breaks	3	3		
Transportation	\$500		# of Lunches	3	3		
TOTAL	\$10,179	\$2,118	# of PM Breaks				
GRAND TOTAL	\$12,298		Breakfast	\$8	\$8	\$24	\$24
			AM Break	\$2	\$2	\$6	\$6
			Lunch	\$12	\$12	\$36	\$36
			PM Break	\$0	\$0	\$0	\$0
				\$22	\$22	\$66	\$66

Standard Faculty Travel Estimate \$250

Branch Lodging Rates:

- San Francisco County \$150
- Monterey and San Diego Counties \$125 (San Diego does not waive tax)
- LA, Orange, and Ventura Counties \$120 (Anaheim doesn't waive tax)
- Alameda, San Mateo, and Santa Clara Counties \$140 (San Jose doesn't waive tax)
- All other counties \$110

PROGRAM COST ESTIMATION

Program/Course Name: **Basic Civil Law Orientation (6011)**
 Onsite, San Francisco
 Proposed Program Location:
 Proposed Program Dates: **January 2017**

Total Program Budget **Receive from fiscal manager**

	Participant	Faculty
Lodging	\$14,306	\$1,951
F & B	\$2,420	\$330
Contracted Expert Faculty		\$0
A/V Costs	\$0	
Meeting Room Rental	\$0	
Printing/Shipping	\$400	
Travel		\$750
Transportation	\$600	
TOTAL	\$17,726	\$3,031
GRAND TOTAL	\$20,756	

Participant Faculty

	Participant	Faculty	
Number	22	3	IMF Participants only
Room Rate	153	153	
# of overnights	5	5	
% of participants expected for lodging	0.85	0.85	(e.g. 65% would be .65)
Number of Meals			
# of Breakfasts	5	5	
# of AM Breaks	5	5	
# of Lunches	5	5	
# of PM Breaks			

Breakfast	\$8	\$8	\$40	\$40
AM Break	\$2	\$2	\$10	\$10
Lunch	\$12	\$12	\$60	\$60
PM Break	\$0	\$0	\$0	\$0
	\$22	\$22	\$110	\$110

Standard Faculty Travel Estimate \$250

Branch Lodging Rates:

- San Francisco County \$150
- Monterey and San Diego Counties \$125 (San Diego does not waive tax)
- LA, Orange, and Ventura Counties \$120 (Anaheim doesn't waive tax)
- Alameda, San Mateo, and Santa Clara Counties \$140 (San Jose doesn't waive tax)
- All other counties \$110

PROGRAM COST ESTIMATION

Program/Course Name: Civil: Limited Jurisdiction, Small Claims, and Unlawful Detainer (6012)
 Onsite, San Francisco

Proposed Program Location:

Proposed Program Dates: September 2016

Total Program Budget Receive from fiscal manager

	Participant	Faculty		Participant	Faculty	
Lodging	\$7,803	\$1,239	Number	20	3	IMF Participants only
F & B	\$1,320	\$198	Room Rate	153	153	
		\$0				
A/V Costs	\$0		# of overnights	3	3	
Meeting Room Rental	\$0		% of participants expected for lodging	0.85	0.9	(e.g. 65% would be .65)
Printing/Shipping	\$100					
Travel		\$750				
Transportation	\$667		Number of Meals			
TOTAL	\$9,890	\$2,187	# of Breakfasts	3	3	
GRAND TOTAL	<u>\$12,077</u>		# of AM Breaks	3	3	
			# of Lunches	3	3	
			# of PM Breaks			
			Breakfast	\$8	\$8	\$24 \$24
			AM Break	\$2	\$2	\$6 \$6
			Lunch	\$12	\$12	\$36 \$36
			PM Break	\$0	\$0	\$0 \$0
				\$22	\$22	\$66 \$66

Standard Faculty Travel Estimate \$250

Branch Lodging Rates:

- San Francisco County \$150
- Monterey and San Diego Counties \$125 (San Diego does not waive tax)
- LA, Orange, and Ventura Counties \$120 (Anaheim doesn't waive tax)
- Alameda, San Mateo, and Santa Clara Counties \$140 (San Jose doesn't waive tax)
- All other counties \$110

PROGRAM COST ESTIMATION

Program/Course Name: Criminal Law Orientation (6014)
 Onsite, San Francisco

Proposed Program Location: [Redacted]

Proposed Program Dates: September 2016, January & June 2017

Total Program Budget Receive from fiscal manager

	Participant	Faculty		Participant	Faculty	
Lodging	\$23,409	\$2,295	Number	36	6	IMF Participants only
F & B	\$3,960	\$660	Room Rate	153	153	
Contracted Expert Faculty		\$0	# of overnights	5	5	
A/V Costs	\$0	[Redacted]	% of participants expected for lodging	0.85	0.5	(e.g. 65% would be .65)
Meeting Room Rental	\$0	[Redacted]				
Printing/Shipping	\$400	[Redacted]				
Travel	[Redacted]	\$1,500				
Transportation	\$600		Number of Meals			
TOTAL	\$28,369	\$4,455	# of Breakfasts	5	5	
GRAND TOTAL	<u>\$32,824</u>		# of AM Breaks	5	5	
			# of Lunches	5	5	
			# of PM Breaks			
			Breakfast	\$8	\$8	\$40 \$40
			AM Break	\$2	\$2	\$10 \$10
			Lunch	\$12	\$12	\$60 \$60
			PM Break	\$0	\$0	\$0 \$0
				\$22	\$22	\$110 \$110

Standard Faculty Travel Estimate \$250

Branch Lodging Rates:

- San Francisco County \$150
- Monterey and San Diego Counties \$125 (San Diego does not waive tax)
- LA, Orange, and Ventura Counties \$120 (Anaheim doesn't waive tax)
- Alameda, San Mateo, and Santa Clara Counties \$140 (San Jose doesn't waive tax)
- All other counties \$110