

2018-19 Biennial Review of Children's Waiting Room Fund Balances

Court	2016-17	2017-18	2018-19	Highest Dist.	CWR 2018-19 Fund Balance as of 6/30/2019	2019-20 CWR Reduction	Info Only						
	Col. A	Col. B	Col. C	Col. D			Col. E	Col. F	CWR 2016-17 Fund Balance	CWR 2017-18 Fund Balance	CWR 2018-19 Fund Balance	Calculated CWR Reduction	Adjustments to CWR Reductions ^{1,2}
							Col. G	Col. H	Col. I	Col. J	Col. K	Col. L	Col. M
Alameda	161,044	169,579	174,451	174,451	57,265	-	69,270	26,055	57,265	-	-	-	-
Alpine	-	-	-	-	-	-	-	-	-	-	-	-	-
Amador	-	-	-	-	-	-	-	-	-	-	-	-	-
Butte	23,243	11,227	-	23,243	-	-	10,011	21,512	-	-	-	-	-
Calaveras	-	-	-	-	-	-	-	-	-	-	-	-	-
Colusa	-	-	-	-	-	-	-	-	-	-	-	-	-
Contra Costa	110,553	116,444	126,445	126,445	247,164	(120,719)	177,534	157,459	247,164	(120,719)	-	-	120,719
Del Norte	-	-	-	-	-	-	-	-	-	-	-	-	-
El Dorado	-	-	-	-	-	-	-	-	-	-	-	-	-
Fresno	102,249	110,504	117,334	117,334	-	-	-	-	-	-	-	-	-
Glenn	-	-	-	-	-	-	-	-	-	-	-	-	-
Humboldt	-	-	-	-	-	-	-	-	-	-	-	-	-
Imperial	-	-	-	-	-	-	-	-	-	-	-	-	-
Inyo	-	-	-	-	-	-	-	-	-	-	-	-	-
Kern	-	-	-	-	-	-	-	-	-	-	-	-	-
Kings	-	-	-	-	-	-	-	-	-	-	-	-	-
Lake	-	-	-	-	-	-	-	-	-	-	-	-	-
Lassen	-	-	-	-	-	-	-	-	-	-	-	-	-
Los Angeles ²	1,135,306	1,480,168	1,603,832	1,603,832	TBD	TBD	555,010	671,158	-	TBD	TBD	TBD	TBD
Madera	-	-	-	-	-	-	-	-	-	-	-	-	-
Marin	-	-	-	-	-	-	-	-	-	-	-	-	-
Mariposa	-	-	-	-	-	-	-	-	-	-	-	-	-
Mendocino	-	-	-	-	-	-	-	-	-	-	-	-	-
Merced	-	-	-	-	-	-	-	-	-	-	-	-	-
Modoc	-	-	-	-	-	-	-	-	-	-	-	-	-
Mono	-	-	-	-	-	-	-	-	-	-	-	-	-
Monterey	34,348	(104,004)	-	34,348	-	-	103,177	-	-	-	-	-	-
Napa	-	-	-	-	-	-	-	-	-	-	-	-	-
Nevada	-	-	-	-	-	-	-	-	-	-	-	-	-
Orange	395,975	421,645	447,379	447,379	285,378	-	747,898	456,858	285,378	-	-	-	-
Placer	-	-	-	-	-	-	-	-	-	-	-	-	-
Plumas	-	-	-	-	-	-	-	-	-	-	-	-	-
Riverside	267,712	287,070	328,848	328,848	263,223	-	141,514	194,075	263,223	-	-	-	-
Sacramento	331,970	348,234	314,540	348,234	431,227	(82,993)	368,698	453,105	431,227	(82,993)	-	(82,993)	-
San Benito	-	-	-	-	-	-	-	-	-	-	-	-	-
San Bernardino	254,178	288,108	299,668	299,668	375,427	(75,759)	126,416	258,444	375,427	(75,759)	-	-	75,759
San Diego	363,973	380,780	407,575	407,575	-	-	-	-	-	-	-	-	-
San Francisco	119,097	124,923	130,501	130,501	-	-	-	-	-	-	-	-	-
San Joaquin	-	91,233	94,255	94,255	164,335	(70,081)	-	68,742	164,335	(70,081)	-	(70,081)	-
San Luis Obispo	25,058	25,681	28,232	28,232	83,133	(54,901)	55,670	51,123	83,133	(54,901)	-	(54,901)	-
San Mateo	68,540	71,715	76,285	76,285	155,953	(79,668)	200,875	162,638	155,953	(79,668)	79,668	-	-
Santa Barbara	41,033	43,675	45,150	45,150	334,221	(289,071)	484,419	395,528	334,221	(289,071)	-	-	289,071
Santa Clara	148,907	162,279	172,182	172,182	-	-	125,995	154,955	-	-	-	-	-
Santa Cruz	-	-	-	-	-	-	-	-	-	-	-	-	-
Shasta	-	-	-	-	-	-	-	-	-	-	-	-	-
Sierra	-	-	-	-	-	-	-	-	-	-	-	-	-
Siskiyou	-	-	-	-	-	-	-	-	-	-	-	-	-
Solano	48,472	54,379	59,359	59,359	33,029	-	46,860	37,345	33,029	-	-	-	-
Sonoma	46,841	49,926	54,341	54,341	14,356	-	7,382	8,204	14,356	-	-	-	-
Stanislaus	20,812	-	-	20,812	-	-	82,229	65	-	-	-	-	-
Sutter	-	-	-	-	-	-	-	-	-	-	-	-	-
Tehama	-	-	-	-	-	-	-	-	-	-	-	-	-
Trinity	-	-	-	-	-	-	-	-	-	-	-	-	-
Tulare	-	-	-	-	-	-	-	-	-	-	-	-	-
Tuolumne	-	-	-	-	-	-	-	-	-	-	-	-	-
Ventura	87,949	92,008	97,711	97,711	15,179	-	45,345	40,122	15,179	-	-	-	-
Yolo	-	-	-	-	-	-	-	-	-	-	-	-	-
Yuba	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	3,787,262	4,225,573	4,578,087	4,690,184	2,459,889	(773,191)	3,348,303	3,157,388	2,459,889	(773,191)	79,668	(207,975)	485,549

¹San Mateo transferred non-CWR funds into its CWR account to cover expenditures in excess of CWR revenues. Therefore, the cap adjustment does not apply.

²Los Angeles has not yet closed for 2018-19. Fund Balance Cap will be calculated after expected closing by September 23, 2019.

**CHILDREN'S WAITING ROOM (CWR)
ANNUAL REPORTING FOR MULTI-YEAR CONTRACTS /
BIENNIAL FUND BALANCE CAP REVIEW**



Please check all that apply:

- ANNUAL REPORTING FOR MULTI-YEAR CONTRACTS** *(Complete Sections I and II)*
- BIENNIAL FUND BALANCE CAP REVIEW** *(Complete Sections I, II, and III)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT:
Contra Costa

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

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

Fae Li, Director of Finance
725 Court Street, 4th Floor; Martinez, CA 95443

DATE OF SUBMISSION:
8/30/2019

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 previously received a cap adjustment, and at the time was operating a Children's Waiting Room (CWR) in its Pittsburg Courthouse. The Court closed its Pittsburg Courthouse CWR in October 2018 due to decreased demand and usage of the CWR so that it may relocate the CWR to its Martinez Family Law Courthouse where demand for CWR services is much higher. The FY 18/19 expenditures of \$34,429 below reflects operating the Pittsburg CWR for three months prior to the temporary closure.

Construction on the new Martinez Family Law Courthouse CWR completed in July 2019. During the temporary closure period, the Court issued an RFP for a vendor to operate its new CWR. A prospective vendor submitted a cost proposal to operate the CWR for approximately \$220,000 per year, but the Court did not accept this proposal since it is significantly higher than its historical annual CWR allocation. The Court continues its search for a CWR vendor but anticipates that once a CWR vendor is secured, its annual cost of operating the CWR will exceed the annual CWR allocation, and will need to use its CWR fund balance to cover the funding shortfall. The Court requests a cap adjustment to \$247,164 so that it may retain its full fund balance to cover these anticipated annual funding shortfalls in order to allow the Court to operate its new CWR.

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	2016-17	2017-18	2018-19	2019-20	2020-21	2021-2022
1	Revenue Distributed to the Court		-731,860	115,472	124,134	125,000	125,000	125,000
2	Expenditures		135,601	135,547	34,429	137,500	178,500	187,425
3	Fund Balance	1,044,995	177,534	157,459	247,164	234,664	181,164	118,739
CWR Fund Balance above CAP Calculation:								
4	Highest Year of Revenue Distributed to the Court	124,134						
5	Fund Balance at the End of the Current Fiscal Year	247,164						
6	Amount to Return to the TCTF	123,030						
7	Requested Adjustment to Fund Balance CAP ¹	120,719						
¹ 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):

FY 2019-2020: The Court anticipates annual operating costs of \$170,000 for CWR vendor. Since the Court anticipates opening its new Martinez Family Law Courthouse CWR by October 1, 2019, the estimated expenditures of \$137,500 represents 9 months of operating a CWR.

FY 2020-2021: \$178,500 = \$170,000 annual operating budget for year 1 * 5% increase

FY 2021-2022: \$187,425 = \$178,500 annual operating budget for year 2 * 5% increase

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):

**CHILDREN'S WAITING ROOM (CWR)
ANNUAL REPORTING FOR MULTI-YEAR CONTRACTS /
BIENNIAL FUND BALANCE CAP REVIEW**

Please check all that apply:

ANNUAL REPORTING FOR MULTI-YEAR CONTRACTS *(Complete Sections I and II)*

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



SECTION I: GENERAL INFORMATION

SUPERIOR COURT:

San Bernardino

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

Nancy Eberhardt, Court Executive Officer

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

Kristine Swensson
247 W 3rd Street, 11th Floor
San Bernardino, CA 92415
(909) 708-8744
kswensson@sb-court.org

DATE OF SUBMISSION:

8/30/2019

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):*

In April 2016, the Superior Court of San Bernardino County (Court) obtained approval from the Judicial Council to receive Children's Waiting Room fee revenue effective July 1, 2016. This approval allows for the Court to collect \$5 of each designated filing fee pursuant to Government Code 70640.

As planned in the original request for funding, the Court was successful in opening three children's waiting rooms. Currently, the Court operates waiting rooms in the San Bernardino Justice Center (SBJC), Fontana Courthouse, and the Historic Courthouse. The hours of operations are 8:00 AM to 4:00 PM for all locations. These waiting rooms provide much needed services to over 1600 children annually and have provided a safe place for children to stay while their parents or guardians participate in court matters or proceedings. Services include providing children with activities focused on education and engagement. These childcare services are provided in both English and Spanish.

The Court recently executed a multi-year contract with "Choices for Children" to provide childcare services from July 1, 2019 through June 20, 2022. Additionally, the contract allows for two one-year extensions for renewal at the Court's discretion. This new contract increased rates from \$247,033.72 to \$251,700.00, resulting in a 2% increase.

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):

Fiscal Year	Actual			Estimated			
	Beginning Fund Balance	2016-17	2017-18	2018-19	2019-20	2020-21	2021-2022
Revenue Distributed to the Court		254,235	286,646	309,200	290,000	295,000	300,000
Expenditures		127,819	154,618	192,217	247,003	353,791	359,791
Fund Balance		126,416	258,444	375,427	418,424	359,633	299,842
Fund Balance above CAP Calculation:							
Highest Year of Revenue Distributed to the Court	299,668						
Fund Balance at the End of the Current Fiscal Year	375,427						
Amount to Return to the TCTF	75,759						
Requested Adjustment to Fund Balance CAP ¹	75,759						
to the Director of Budget Services within 60 days of the end of the fiscal year							

Note: The table in Section II A. includes interest earned and accrual adjustments under the section that is entitled "Revenue Distributed to the Court" because there is not a separate line/row for these items. These amounts are needed to accurately account for the ending fund balance total.

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 plans to continue to expand children's waiting room services over the next several years. This expansion includes both an increase in utilization of services at existing locations and an expansion to the high desert region of the County near Victorville. Below is a more detailed expenditure plan for Fiscal Year (FY) 2019-20 through 2021-22:

FY 2019-20 – the expenditure amount in row 2 reflects both the newly contracted rates with a slight increase projected in service utilization for existing locations.

FY 2020-21 – the expenditure amount for this year includes an increase to the projected contract amount of approximately \$57,000 to provide for a half year of two additional staff and oversight of a new location in the high desert, near Victorville. This year also includes \$50,000 in one-time purchases to buy furniture, books, supplies, equipment, and other necessities to set forth plans for the opening of a new waiting room in a space that the Court plans to occupy in FY 2020-21.

FY 2021-22 – the expenditure amount for this year includes the increase in contract costs due to the expansion to the high desert area near Victorville in FY 2020-21.

The projections included in Section II A indicate that the Court will be able to utilize fund balance in excess of the cap by FY 2021-22. Therefore, the Court is requesting a three-year exception to the fund balance cap and be permitted to use the funds in excess of the cap of \$75,759 to further expansion of services.

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 respectfully requesting a three-year exception to the fund balance cap be approved so that it may continue efforts to expand children's waiting room services in the County.

Specifically, the Court intends to open a new waiting room in the high desert area of the County, near Victorville, in a facility that is being provided by County Probation. This location is expected to house family law courtrooms, mediation services, self-help, and a new children's waiting room. This facility is slated to open in FY 2020-21. The opening of this new location, coupled with the current increase in contract rates and projected utilization will mean that the Court will start utilizing fund balance as soon as FY 2020-21. Should the funds of \$75,759 be swept now, the Court might have to reconsider the sustainability of opening any additional locations and may be unable to expand into the Victorville area in the near future.

**CHILDREN'S WAITING ROOM (CWR)
ANNUAL REPORTING FOR MULTI-YEAR CONTRACTS /
BIENNIAL FUND BALANCE CAP REVIEW**



Please check all that apply:

- ANNUAL REPORTING FOR MULTI-YEAR CONTRACTS** *(Complete Sections I and II)*
- 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:
8/23/2019

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 fund. The court currently operates two children's waiting rooms in the major population centers within the county. The first is 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 children's waiting room is operated in the juvenile court building in Santa Maria. Both rooms were previously opened a limited number of hours under the supervision of a contracted non-profit agency.

In order to better serve the needs of the public, a multi-year contract was negotiated with the non-profit agency Community Action Commission to operate both rooms on a full-time basis. The contract and expanded hours became effective on June 1, 2017. The children's waiting room in Santa Barbara was previously opened 24 hours per week, it's now serving the public 40 hours per week. The children's waiting room in Santa Maria at the juvenile court building was previously opened 8 hours per week, it's now serving the public 35 hours per week. Over the past year (FY 2018–19) a total of 684 families with 996 children used the children's waiting rooms. The court will continue to use its fund balance for the increase in services available to the public.

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	2016-17	2017-18	2018-19	2019-20	2020-21	2021-2022
1	Revenue Distributed to the Court		41,033	43,677	45,150	45,150	45,150	45,150
2	Expenditures		63,205	138,413	114,858	157,745	157,745	157,745
3	Fund Balance	506,591	484,419	389,683	319,975	207,380	94,785	-17,810

CWR Fund Balance above CAP Calculation:

4	Highest Year of Revenue Distributed to the Court	45,150						
5	Fund Balance at the End of the Current Fiscal Year ¹	334,221						
6	Amount to Return to the TCTF	289,071						
7	Requested Adjustment to Fund Balance CAP ²	289,071						

¹Amount Includes interest earned.

²Due to the Director of Budget Services within 60 days of the end of the fiscal year.

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 has a multi-year Children's Waiting Room agreement with Community Action Commission. Within the next three fiscal years the court will be incurring an estimated (based on maximum amount of agreement) total of \$473,235 in expenditures to run the children's waiting rooms at both its locations. However, only \$135,450 is estimated (based on prior year) to be received in revenues during the same period leaving a large deficit. Without an ability to use existing reserves the court would have to cease operating the children's waiting rooms in Santa Barbara and Santa Maria.

Ongoing Expenses	Annual Max Amount
Children's Waiting Room Services – Santa Barbara	83,359
Children's Waiting Room Services – Santa Maria	74,386
Annual Total	\$157,745

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 total cost of operating the two centers is estimated at \$157,745 annually. Assuming annual revenue of \$45,150, the court would need an additional \$112,595 in ongoing costs each year. Using the balance in the Children's Waiting Room fund will continue to allow the court to provide full-time services in Santa Barbara and Santa Maria. The court could operate both children's waiting rooms to better serve the community for another two years. At the end of that time the court would have exhausted the balance of the fund and would either find an alternate source of funding or reduce the schedule.