

**Sample LAR for
Appellate Courts
2022–23 Biennium**

Legislative Appropriations Request

Sample Form for Cover and Title Sheet

**Legislative Appropriations Request
For Fiscal Years 2022 and 2023**

**Submitted to the
Office of the Governor, Budget Division,
and the Legislative Budget Board**

by

Court or Agency Name

Date of Submission

Agency code: **200** Agency name: **Sample Appellate Court**

| Goal / Objective / STRATEGY | Exp 2019 | Est 2020 | Bud 2021 | Req 2022 | Req 2023 |
|---------------------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| 1 Appellate Court Operations | | | | | |
| 1 Appellate Court Operations | | | | | |
| 1 APPELLATE COURT OPERATIONS | \$2,225,199 | \$2,273,854 | \$2,179,527 | \$2,363,276 | \$2,363,276 |
| TOTAL, GOAL 1 | \$2,225,199 | \$2,273,854 | \$2,179,527 | \$2,363,276 | \$2,363,276 |
| TOTAL, AGENCY STRATEGY REQUEST | \$2,225,199 | \$2,273,854 | \$2,179,527 | \$2,363,276 | \$2,363,276 |
| TOTAL, AGENCY RIDER APPROPRIATIONS REQUEST | | | | \$0 | \$0 |
| GRAND TOTAL, AGENCY REQUEST | \$2,225,199 | \$2,273,854 | \$2,179,527 | \$2,363,276 | \$2,363,276 |
| <u>METHOD OF FINANCING:</u> | | | | | |
| General Revenue Funds: | | | | | |
| 1 General Revenue Fund | 2,084,749 | 2,130,785 | 2,063,065 | 2,221,626 | 2,221,626 |
| | \$2,084,749 | \$2,130,785 | \$2,063,065 | \$2,221,626 | \$2,221,626 |
| Other Funds: | | | | | |
| 573 Judicial Fund | 92,450 | 92,450 | 69,588 | 92,450 | 92,450 |
| 666 Appropriated Receipts | 12,000 | 14,619 | 10,874 | 13,200 | 13,200 |
| 777 Interagency Contracts | 36,000 | 36,000 | 36,000 | 36,000 | 36,000 |
| | \$140,450 | \$143,069 | \$116,462 | \$141,650 | \$141,650 |
| TOTAL, METHOD OF FINANCING | \$2,225,199 | \$2,273,854 | \$2,179,527 | \$2,363,276 | \$2,363,276 |

Agency code: 200

Agency name: Sample Appellate Court

| METHOD OF FINANCING | | Exp 2019 | Est 2020 | Bud 2021 | Req 2022 | Req 2023 |
|------------------------|-------------------------------------------------------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| GENERAL REVENUE | | | | | | |
| 1 | General Revenue Fund | | | | | |
| | <i>REGULAR APPROPRIATIONS</i> | | | | | |
| | Regular Appropriations from MOF Table (2018–19 GAA) | \$2,024,695 | \$0 | \$0 | \$0 | \$0 |
| | Regular Appropriations from MOF Table (2020–21 GAA) | \$0 | \$2,144,785 | \$2,144,785 | \$0 | \$0 |
| | Regular Appropriations from MOF Table | \$0 | \$0 | \$0 | \$2,221,626 | \$2,221,626 |
| | <i>TRANSFERS</i> | | | | | |
| | → Art IX, Sec 18.02, Salary Increase for General State Employees (2018-19) | \$45,000 | \$0 | \$0 | \$0 | \$0 |
| | ABEST supplies standard descriptions for certain commonly used appropriation items. | | | | | |
| | <i>LAPSED APPROPRIATIONS</i> | | | | | |
| | Lapsed Appropriations | (\$876) | \$0 | (\$95,720) | \$0 | \$0 |
| | <i>UNEXPENDED BALANCES AUTHORITY</i> | | | | | |
| | Strategy A.1.1, Appellate Court Operations (2018–19 GAA) | \$15,930 | \$0 | \$0 | \$0 | \$0 |
| | Strategy A.1.1, Appellate Court Operations (2020-21 GAA) | \$0 | (\$14,000) | \$14,000 | \$0 | \$0 |
| TOTAL, | General Revenue Fund | \$2,084,749 | \$2,130,785 | \$2,063,065 | \$2,221,626 | \$2,221,626 |
| TOTAL, | ALL GENERAL REVENUE | \$2,084,749 | \$2,130,785 | \$2,063,065 | \$2,221,626 | \$2,221,626 |

All "Regular Appropriations from MOF Table" entries should match **Conference Committee Report**, Senate Bill 1, Eighty-fifth Legislature, Regular Session, 2017.

All "Regular Appropriations from MOF Table" entries should match **Conference Committee Report**, House Bill 1, Eighty-sixth Legislature, 2019.

Agency code: 200

Agency name: Sample Appellate Court

| METHOD OF FINANCING | | Exp 2019 | Est 2020 | Bud 2021 | Req 2022 | Req 2023 |
|-------------------------------|-----------------------------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| OTHER FUNDS | | | | | | |
| 573 | Judicial Fund No. 573 | | | | | |
| <i>REGULAR APPROPRIATIONS</i> | | | | | | |
| | Regular Appropriations from MOF Table (2018–19 GAA) | \$92,450 | \$0 | \$0 | \$0 | \$0 |
| | Regular Appropriations from MOF Table (2020–21 GAA) | \$0 | \$92,450 | \$92,450 | \$0 | \$0 |
| | Regular Appropriations from MOF Table | \$0 | \$0 | \$0 | \$92,450 | \$92,450 |
| <i>LAPSED APPROPRIATIONS</i> | | | | | | |
| | Lapsed Appropriations | \$0 | \$0 | (\$22,862) | \$0 | \$0 |
| TOTAL, | Judicial Fund No. 573 | \$92,450 | \$92,450 | \$69,588 | \$92,450 | \$92,450 |
| 666 | Appropriated Receipts | | | | | |
| <i>REGULAR APPROPRIATIONS</i> | | | | | | |
| | Regular Appropriations from MOF Table (2018–19 GAA) | \$12,000 | \$0 | \$0 | \$0 | \$0 |
| | Regular Appropriations from MOF Table (2020–21 GAA) | \$0 | \$12,000 | \$12,000 | \$0 | \$0 |
| | Regular Appropriations from MOF Table | \$0 | \$0 | \$0 | \$13,200 | \$13,200 |
| <i>RIDER APPROPRIATIONS:</i> | | | | | | |
| | Art IX, Sec. 8.02 Reimbursements & Payments (2018-19 GAA) | \$0 | \$0 | \$0 | \$0 | \$0 |
| | Art IX, Sec. 8.02 Reimbursements & Payments (2020-21 GAA) | \$0 | \$2,619 | (\$1,126) | \$0 | \$0 |
| TOTAL, | Appropriated Receipts | \$12,000 | \$14,619 | \$10,874 | \$13,200 | \$13,200 |
| 777 | Interagency Contracts | | | | | |
| <i>REGULAR APPROPRIATIONS</i> | | | | | | |
| | Regular Appropriations from MOF Table (2018–19 GAA) | \$36,000 | \$0 | \$0 | \$0 | \$0 |
| | Regular Appropriations from MOF Table (2020–21 GAA) | \$0 | \$36,000 | \$36,000 | \$0 | \$0 |
| | Regular Appropriations from MOF Table | \$0 | \$0 | \$0 | \$36,000 | \$36,000 |
| TOTAL, | Interagency Contracts | \$36,000 | \$36,000 | \$36,000 | \$36,000 | \$36,000 |
| TOTAL, ALL OTHER FUNDS | | \$140,450 | \$143,069 | \$116,462 | \$141,650 | \$141,650 |
| GRAND TOTAL | | \$2,225,199 | \$2,273,854 | \$2,179,527 | \$2,363,276 | \$2,363,276 |

Judicial Fund No. 573 Lapses are typically attributed to judicial vacancies.

Represents the amount of total revenue collected above the appropriated amount.

Represents the difference between collected and appropriated amounts when total revenues collected are below the appropriated amount.

Agency code: 200

Agency name: Sample Appellate Court

| METHOD OF FINANCING | Exp 2019 | Est 2020 | Bud 2021 | Req 2022 | Req 2023 |
|-----------------------------------------------------|-------------|-------------|-------------|-------------|-------------|
| FULL-TIME-EQUIVALENT POSITIONS | | | | | |
| <i>REGULAR APPROPRIATIONS</i> | | | | | |
| Regular Appropriations from MOF Table (2018–19 GAA) | 34.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Regular Appropriations from MOF Table (2020–21 GAA) | 0.0 | 33.0 | 33.0 | 0.0 | 0.0 |
| Regular Appropriations from MOF Table | 0.0 | 0.0 | 0.0 | 33.0 | 33.0 |
| <i>UNAUTHORIZED NUMBER OVER (BELOW) CAP</i> | | | | | |
| Unauthorized Number Over (Below) Cap | (0.4) | 0.7 | (1.0) | 0.0 | 0.0 |
| TOTAL, ADJUSTED FTES | 33.6 | 33.7 | 32.0 | 33.0 | 33.0 |

Total adjusted FTEs reported as expended for fiscal year 2019 should equal the annual average FTE count for fiscal year 2019 as reported by the State Auditor's Office. Amounts for 2020-21 should include the best estimates at the time of submission.

Note: Appellate Courts are not subject to FTE limitation, Art. IV Special Provisions, Sec. 3(a) (2020-21 GAA)

| Agency code: 200 | | Agency name: Sample Appellate Court | | | | |
|-------------------------------------|--------------------------|--------------------------------------------|--------------------|--------------------|--------------------|--------------------|
| OBJECT OF EXPENSE | | Exp 2019 | Est 2020 | Bud 2021 | BL 2022 | BL 2023 |
| 1001 | SALARIES AND WAGES | \$2,048,780 | \$2,081,373 | \$2,028,505 | \$2,206,351 | \$2,206,120 |
| 1002 | OTHER PERSONNEL COSTS | \$78,492 | \$74,589 | \$80,303 | \$86,544 | \$86,544 |
| 2003 | CONSUMABLE SUPPLIES | \$19,958 | \$24,625 | \$11,556 | \$31,280 | \$31,277 |
| 2004 | UTILITIES | \$2,086 | \$2,235 | \$2,400 | \$2,629 | \$2,629 |
| 2005 | TRAVEL | \$3,928 | \$6,637 | \$5,114 | \$4,892 | \$5,126 |
| 2007 | RENT - MACHINE AND OTHER | \$3,073 | \$5,253 | \$5,333 | \$5,561 | \$5,561 |
| 2009 | OTHER OPERATING EXPENSE | \$57,211 | \$74,681 | \$46,315 | \$26,020 | \$26,020 |
| 5000 | CAPITAL EXPENDITURES | \$11,672 | \$4,461 | \$0 | \$0 | \$0 |
| OOE Total (Excluding Riders) | | \$2,225,199 | \$2,273,854 | \$2,179,527 | \$2,363,276 | \$2,363,276 |
| OOE Total (Riders) | | | | | \$0 | \$0 |
| Grand Total | | \$2,225,199 | \$2,273,854 | \$2,179,527 | \$2,363,276 | \$2,363,276 |

| Agency code: 200 | | Agency name: Sample Appellate Court | | | | |
|-------------------------------|----------------------------------|--------------------------------------------|-----------------------|----------------------|-----------------------|-----------------------|
| Code | Type of Expense | Estimated 2019 | Estimated 2020 | Budgeted 2021 | Requested 2022 | Requested 2023 |
| 1 | Westlaw/Lexis | 2,041 | 2,674 | 2,554 | 2,802 | 2,800 |
| 2 | Registrations/Training | 12,585 | 13,819 | 9,598 | 13,140 | 13,134 |
| 3 | Maintenance & Repair | 23,483 | 32,012 | 17,100 | 4,922 | 4,930 |
| 4 | Furniture & Equipment (Expensed) | 4,626 | 4,184 | 2,457 | 0 | 0 |
| 5 | Printing & Reproduction | 1,019 | 1,438 | 1,149 | 1,011 | 1,011 |
| 6 | Miscellaneous Expenses | 11,323 | 18,302 | 11,082 | 1,618 | 1,618 |
| 7 | Rental & Leases | 2,134 | 2,252 | 2,374 | 2,528 | 2,528 |
| Total, Operating Costs | | \$57,211 | \$74,681 | \$46,315 | \$26,020 | \$26,020 |

Agency code: **200**

Agency name: **Sample Appellate Court**

| Goal / Objective / OUTCOME | Exp 2019 | Est 2020 | Bud 2021 | BL 2022 | BL 2023 |
|---------------------------------------------------------------|----------|----------|----------|----------|----------|
| 1 Appellate Court Operations | | | | | |
| 1 Appellate Court Operations | | | | | |
| 1 Clearance Rate | 100.00 % | 100.00 % | 100.00 % | 100.00 % | 100.00 % |
| 2 Percentage of Cases Under Submission for Less Than One Year | 100.00 % | 100.00 % | 100.00 % | 100.00 % | 100.00 % |
| 3 Percentage of Cases Pending for Less Than Two Years | 100.00 % | 100.00 % | 100.00 % | 100.00 % | 100.00 % |

Agency code: **200**

Agency name: **Sample Appellate Court**

| Priority | Item | 2022 | | | 2023 | | | Biennium | |
|-----------------------------------------|---------------------------------------|---------------------|------------------|------------|---------------------|------------------|------------|---------------------|------------------|
| | | GR and GR Dedicated | All Funds | FTEs | GR and GR Dedicated | All Funds | FTEs | GR and GR Dedicated | All Funds |
| 1 | Similar Funding for Same-sized Courts | \$129,500 | \$129,500 | 1.0 | \$129,500 | \$129,500 | 1.0 | \$259,000 | \$259,000 |
| Total, Exceptional Items Request | | \$129,500 | \$129,500 | 1.0 | \$129,500 | \$129,500 | 1.0 | \$259,000 | \$259,000 |
| Method of Financing | | | | | | | | | |
| | General Revenue | \$129,500 | \$129,500 | | \$129,500 | \$129,500 | | \$259,000 | \$259,000 |
| | General Revenue - Dedicated | \$0 | \$0 | | \$0 | \$0 | | \$0 | \$0 |
| | Federal Funds | \$0 | \$0 | | \$0 | \$0 | | \$0 | \$0 |
| | Other Funds | \$0 | \$0 | | \$0 | \$0 | | \$0 | \$0 |
| | | \$129,500 | \$129,500 | | \$129,500 | \$129,500 | | \$259,000 | \$259,000 |

Full-Time-Equivalent Positions

1.0

1.0

Agency code: 200

Agency Name: **Sample Appellate Court**

| Goal / Objective / STRATEGY | Base 2022 | Base 2023 | Exceptional 2022 | Exceptional 2023 | Total Request 2022 | Total Request 2023 |
|---------------------------------------------------|----------------------|----------------------|-----------------------------|-----------------------------|-------------------------------|-------------------------------|
| 1 Appellate Court Operations | | | | | | |
| 1 <i>Appellate Court Operations</i> | | | | | | |
| 1 APPELLATE COURT OPERATIONS | \$2,363,276 | \$2,363,276 | \$129,500 | \$129,500 | \$2,492,776 | \$2,492,776 |
| TOTAL, GOAL 1 | \$2,363,276 | \$2,363,276 | \$129,500 | \$129,500 | \$2,492,776 | \$2,492,776 |
| TOTAL, AGENCY STRATEGY REQUEST | \$2,363,276 | \$2,363,276 | \$129,500 | \$129,500 | \$2,492,776 | \$2,492,776 |
| TOTAL, AGENCY RIDER APPROPRIATIONS REQUEST | | | | | | |
| GRAND TOTAL, AGENCY REQUEST | \$2,363,276 | \$2,363,276 | \$129,500 | \$129,500 | \$2,492,776 | \$2,492,776 |

Agency code: 235

Agency Name: **Fifteenth Court of Appeals District**

| Goal / Objective / STRATEGY | Base 2022 | Base 2023 | Exceptional 2022 | Exceptional 2023 | Total Request 2022 | Total Request 2023 |
|---------------------------------------|----------------------|----------------------|-----------------------------|-----------------------------|-------------------------------|-------------------------------|
| General Revenue Funds: | | | | | | |
| 1 GENERAL REVENUE FUND | \$2,221,626 | \$2,221,626 | \$129,500 | \$129,500 | \$2,351,126 | \$2,351,126 |
| | \$2,221,626 | \$2,221,626 | \$129,500 | \$129,500 | \$2,351,126 | \$2,351,126 |
| Other Funds: | | | | | | |
| 573 JUDICIAL FUND NO. 573 | \$92,450 | \$92,450 | \$0 | \$0 | \$92,450 | \$92,450 |
| 666 APPROPRIATED RECEIPTS | 13,200 | 13,200 | 0 | 0 | 13,200 | 13,200 |
| 777 INTERAGENCY CONTRACTS | 36,000 | 36,000 | 0 | 0 | 36,000 | 36,000 |
| | \$141,650 | \$141,650 | \$0 | \$0 | \$141,650 | \$141,650 |
| TOTAL, METHOD OF FINANCING | \$2,363,276 | \$2,363,276 | \$129,500 | \$129,500 | \$2,492,776 | \$2,492,776 |
| FULL TIME EQUIVALENT POSITIONS | 33.0 | 33.0 | 1.0 | 1.0 | 34.0 | 34.0 |

Agency code: 200

Agency name: Sample Appellate Court

| Goal / Objective / OUTCOME | BL 2022 | BL 2023 | Excp 2022 | Excp 2023 | Total Request 2022 | Total Request 2023 |
|----------------------------------------------------------------------|------------|------------|--------------|--------------|--------------------------|--------------------------|
| 1 Appellate Court Operations | | | | | | |
| 1 Appellate Court Operations | | | | | | |
| 1 Clearance Rate | 100.00 % | 100.00 % | 100.00 % | 100.00 % | 100.00 % | 100.00 % |
| 2 Percentage of Cases Under Submission for Less Than One Year | 100.00 % | 100.00 % | 100.00 % | 100.00 % | 100.00 % | 100.00 % |
| 3 Percentage of Cases Pending for Less Than Two Years | 100.00 % | 100.00 % | 100.00 % | 100.00 % | 100.00 % | 100.00 % |

Reminder: All performance measures included in each appellate court or judicial agency should be included in the LAR.

Agency Code: **200** Agency name: **Sample Appellate Court**

GOAL: 1 Appellate Court Operations
 OBJECTIVE: 1 Appellate Court Operations
 STRATEGY: 1 Appellate Court Operations

Statewide Goal/Benchmark: 0 0
 Service Categories:
 Service: 01 Income: A.2 Age: B.3

| CODE | DESCRIPTION | Exp 2019 | Est 2020 | Bud 2021 | BL 2022 | BL 2023 |
|----------------------------------------------|-----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Output Measures: | | | | | | |
| 1 | Number of Civil Cases Disposed | 463.00 | 448.00 | 481.00 | 476.00 | 476.00 |
| 2 | Number of Criminal Cases Disposed | 512.00 | 543.00 | 538.00 | 551.00 | 551.00 |
| Explanatory/Input Measures: | | | | | | |
| 1 | Number of Civil Cases Filed | 478.00 | 480.00 | 480.00 | 482.00 | 482.00 |
| 2 | Number of Criminal Cases Filed | 554.00 | 560.00 | 560.00 | 566.00 | 566.00 |
| 3 | Number of Cases Transferred In | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| 4 | Number of Cases Transferred Out | 22.00 | 22.00 | 22.00 | 22.00 | 22.00 |
| Objects of Expense: | | | | | | |
| 1001 | SALARIES AND WAGES | \$2,048,780 | \$2,081,373 | \$2,028,505 | \$2,206,351 | \$2,206,120 |
| 1002 | OTHER PERSONNEL COSTS | \$78,492 | \$74,589 | \$80,303 | \$86,544 | \$86,544 |
| 2003 | CONSUMABLE SUPPLIES | \$19,958 | \$24,625 | \$11,556 | \$31,280 | \$31,277 |
| 2004 | UTILITIES | \$2,086 | \$2,235 | \$2,400 | \$2,629 | \$2,629 |
| 2005 | TRAVEL | \$3,928 | \$6,637 | \$5,114 | \$4,892 | \$5,126 |
| 2007 | RENT-MACHINE AND OTHER | \$3,073 | \$5,253 | \$5,333 | \$5,561 | \$5,561 |
| 2009 | OTHER OPERATING EXPENSE | \$57,211 | \$74,681 | \$46,315 | \$26,020 | \$26,020 |
| 5000 | CAPITAL EXPENDITURES | \$11,672 | \$4,461 | \$0 | \$0 | \$0 |
| TOTAL, OBJECT OF EXPENSE | | \$2,225,199 | \$2,273,854 | \$2,179,527 | \$2,363,276 | \$2,363,276 |
| Method of Financing: | | | | | | |
| 1 | GENERAL REVENUE FUND | \$2,084,749 | \$2,130,785 | \$2,063,065 | \$2,221,626 | \$2,221,626 |
| SUBTOTAL, MOF (GENERAL REVENUE FUNDS) | | \$2,084,749 | \$2,130,785 | \$2,063,065 | \$2,221,626 | \$2,221,626 |
| Method of Financing: | | | | | | |
| 573 | JUDICIAL FUND NO. 573 | \$92,450 | \$92,450 | \$69,588 | \$92,450 | \$92,450 |
| 666 | APPROPRIATED RECEIPTS | \$12,000 | \$14,619 | \$10,874 | \$13,200 | \$13,200 |
| 777 | INTERAGENCY CONTRACTS | \$36,000 | \$36,000 | \$36,000 | \$36,000 | \$36,000 |
| SUBTOTAL, MOF (OTHER FUNDS) | | \$140,450 | \$143,069 | \$116,462 | \$141,650 | \$141,650 |

Reminder: All performance measures of each appellate court or judicial agency should be included in the LAR.

| | | | | | |
|----------------------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| TOTAL, METHOD OF FINANCE (INCLUDING RIDERS) | \$2,225,199 | \$2,273,854 | \$2,179,527 | \$2,363,276 | \$2,363,276 |
| TOTAL, METHOD OF FINANCE (EXCLUDING RIDERS) | \$2,225,199 | \$2,273,854 | \$2,179,527 | \$2,363,276 | \$2,363,276 |
| FULL-TIME-EQUIVALENT POSITIONS: | 33.6 | 33.7 | 32.0 | 33.0 | 33.0 |

STRATEGY DESCRIPTION AND JUSTIFICATION:

The Sample Appellate Court was created in 1912 by an amendment to Article 1822, V.T.C.S. pursuant to authority granted by Article V Section 1, Texas Constitution. This Court has intermediated appellate jurisdiction of civil and criminal cases appealed from lower courts in civil cases where judgements rendered exceeds \$100, exclusive of costs and other civil proceedings as provided by law; and in criminal cases except in post-conviction writs of habeas corpus and where the death penalty has been imposed. The court has jurisdiction in seventeen counties.

EXTERNAL/INTERNAL FACTORS IMPACTING STRATEGY:

Court of Appeals are, by nature, small agencies with highly specialized staff. The main factor which drives this strategy is the need to attract and retain highly trained and knowledgeable staff to work on an increasing caseload.

Agency code: 200

Agency name: **Sample Appellate Court**

| CODE | DESCRIPTION | Excp 2022 | Excp 2023 |
|-------------------------------------------------------------------------------------------------------|--------------------------|------------------|------------------|
| Item Name: Similar Funding for Same-sized Courts | | | |
| Item Priority: 1 | | | |
| Includes Funding for the Following Strategy or Strategies: 01-01-01 Appellate Court Operations | | | |
| OBJECTS OF EXPENSE: | | | |
| 1001 | SALARIES AND WAGES | \$126,500 | \$126,500 |
| 2003 | CONSUMABLE SUPPLIES | 300 | 300 |
| 2005 | TRAVEL | 500 | 500 |
| 2009 | OTHER OPERATING EXPENSES | 2,200 | 2,200 |
| TOTAL, OBJECT OF EXPENSE | | \$129,500 | \$129,500 |
| METHOD OF FINANCING: | | | |
| 1 | GENERAL REVENUE FUND | \$129,500 | \$129,500 |
| TOTAL, METHOD OF FINANCING | | \$129,500 | \$129,500 |
| FULL-TIME-EQUIVALENT POSITIONS (FTE): | | 1.0 | 1.0 |

DESCRIPTION/JUSTIFICATION:

Funding for this exceptional item will provide block grant funding for Similar Funding for Same-sized Courts. The funding would allow the court to 1) hire 1.0 staff attorney paid a salary of \$79,750 per fiscal year); 2) increase the pay of 5.0 staff attorneys from \$71,400 to \$79,750 (\$41,750 per fiscal year); 3) increase non-attorney staff salaries (\$5,000 per fiscal year); and cover inflationary increases in operating and training expenses (\$3,000 per fiscal year).

EXTERNAL/INTERNAL FACTORS

The additional salary amounts provided in this item will allow the court to retain a highly specialized staff. Compensation from the private sector exacerbates turnover which has an adverse effect on clearance rates. Inflationary increases have affected court operating costs in recent years. Additional funding for consumable supplies and travel is requested.

Agency code: **200**

Agency name: **Sample Appellate Court**

| CODE DESCRIPTION | Excp 2022 | Excp 2023 |
|-----------------------------------------------------------------|------------------|------------------|
| Item Name: Similar Funding for Same-sized Courts | | |
| Allocation to Strategy: 1-1-1 Appellate Court Operations | | |
| OBJECTS OF EXPENSE: | | |
| 1001 SALARIES AND WAGES | \$126,500 | \$126,500 |
| 2003 CONSUMABLE SUPPLIES | 300 | 300 |
| 2005 TRAVEL | 500 | 500 |
| 2009 OTHER OPERATING EXPENSE | 2,200 | 2,200 |
| TOTAL, OBJECT OF EXPENSE | \$129,500 | \$129,500 |
| METHOD OF FINANCING: | | |
| 1 GENERAL REVENUE FUND | \$129,500 | \$129,500 |
| TOTAL, METHOD OF FINANCING | \$129,500 | \$129,500 |
| FULL-TIME-EQUIVALENT POSITIONS (FTE): | 1.0 | 1.0 |

Agency code: **200** Agency name: **Sample Appellate Court**

GOAL: 1 Appellate Court Operations Statewide Goal/Benchmark: 0 - 0
OBJECTIVE: 1 Appellate Court Operations Service Categories:
STRATEGY: 1 Appellate Court Operations Service: 01 Income: A.2 Age: B.3

| CODE | DESCRIPTION | Excp 2022 | Excp 2023 |
|-------------|--------------------|------------------|------------------|
|-------------|--------------------|------------------|------------------|

STRATEGY IMPACT ON OUTCOME MEASURES:

| | | |
|------------------|------|------|
| 1 Clearance Rate | 100% | 100% |
|------------------|------|------|

OBJECTS OF EXPENSE:

| | | |
|------------------------------|---------|---------|
| 1001 SALARIES AND WAGES | 126,500 | 126,500 |
| 2003 CONSUMABLE SUPPLIES | 300 | 300 |
| 2005 TRAVEL | 500 | 500 |
| 2009 OTHER OPERATING EXPENSE | 2,200 | 2,200 |

| | | |
|----------------------------------|------------------|------------------|
| Total, Objects of Expense | \$129,500 | \$129,500 |
|----------------------------------|------------------|------------------|

METHOD OF FINANCING:

| | | |
|------------------------|---------|---------|
| 1 GENERAL REVENUE FUND | 129,500 | 129,500 |
|------------------------|---------|---------|

| | | |
|---------------------------------|------------------|------------------|
| Total, Method of Finance | \$129,500 | \$129,500 |
|---------------------------------|------------------|------------------|

FULL-TIME-EQUIVALENT POSITIONS (FTE):

| | |
|-----|-----|
| 1.0 | 1.0 |
|-----|-----|

EXCEPTIONAL ITEM(S) INCLUDED IN STRATEGY:

Similar Funding for Same-size Courts

6.A. HISTORICALLY UNDERUTILIZED BUSINESS SUPPORTING SCHEDULE

87th Regular Session, Agency Submission, Version 1
Automated Budget and Evaluation System of Texas (ABEST)

Agency Code: **200**

Agency Name: **Sample Appellate Court**

COMPARISON TO STATEWIDE HUB PROCUREMENT

A. Fiscal Year 2018 - 2019 HUB Expenditure Information

| Statewide HUB Goals | Procurement Category | <u>HUB Expenditures FY 2018</u> | | | | Total Expenditures FY 2018 | <u>HUB Expenditures FY 2019</u> | | | | Total Expenditures FY 2019 |
|------------------------|----------------------------|---------------------------------|--------------|------------|-----------------|----------------------------------|---------------------------------|--------------|------------|-----------------|----------------------------------|
| | | % Goal | % Actual | Difference | Actual \$ | | % Goal | % Actual | Difference | Actual \$ | |
| 11.9% | Heavy Construction | 0.0% | 0.0% | 0.0% | \$0 | \$0 | 0.0% | 0.0% | 0.0% | \$0 | \$0 |
| 26.1% | Building Construction | 0.0% | 0.0% | 0.0% | 0 | 0 | 0.0% | 0.0% | 0.0% | 0 | 0 |
| 57.2% | Special Trade Construction | 0.0% | 0.0% | 0.0% | 0 | 0 | 0.0% | 0.0% | 0.0% | 0 | 0 |
| 20.0% | Professional Services | 21.0% | 21.3% | 0.3% | 25,200 | 118,310 | 22.0% | 22.6% | 0.6% | 27,850 | 123,230 |
| 33.0% | Other Services | 34.0% | 10.2% | -23.8% | 8,300 | 81,373 | 35.0% | 17.0% | -18.0% | 10,710 | 63,000 |
| 12.6% | Commodities | 12.0% | 8.7% | -3.3% | 11,000 | 126,436 | 13.0% | 13.5% | 0.5% | 13,433 | 99,466 |
| | Total Expenditures | | 13.6% | | \$44,500 | \$326,119 | | 18.2% | | \$51,993 | \$285,696 |

B. Assessment of Fiscal Year 2018-2019 Efforts to Meet HUB Procurement Goals

Attainment:

The agency attained or exceeded one of three, or 33%, of the applicable statewide HUB procurement goals in FY 2018. The agency attained or exceeded two of three, or 67%, of the applicable statewide HUB procurement goals in FY 2019.

Applicability:

The "Heavy Construction," "Building Construction," and "Special Trade Construction" categories are not applicable to agency operations in either fiscal year 2018 or fiscal year 2019 since the agency did not have any strategies or programs related to construction.

Factors Affecting Attainment:

In both fiscal year 2018 and 2019, the goal of the "Other Services" category was not met since the only contract in that category was a specialized maintenance contract that limited the agency to contracting with one non-HUB vendor.

"Good-Faith" Efforts:

The agency made the following good faith efforts to comply with statewide HUB procurement goals per 34 TAC Section 20.13(d):

- ensured that contract specifications, terms, and conditions reflected the agency's actual requirements, were clearly stated, and did not impose unreasonable or unnecessary contract requirements.
- provided potential bidders with a list of certified HUBs for subcontracting, and
- prepared and distributed information on procurement procedures in a manner that encouraged participation in agency contracts by all businesses.

6.B. Current Biennium Onetime Expenditure Schedule

| | | | | |
|----------------------------|-----------------------------------------------|---------------------|---------------------------------|---------------------------|
| Agency Code: 200 | Agency Name: Sample Appellate Court | Prepared By: | | Date: 7/15/2020 |
| Item | 2020-21 Est/Bud | | 2022-23 Baseline Request | |
| | Amount | MOF | Amount | MOF |
| Office Expansion | \$200,000 | General Revenue | \$0 | |

**6.B. Current Biennium One-time Expenditure Schedule
Part 1 - Strategy Allocation 2022-23 Biennium**

| Agency Code: 200 | Agency Name: Sample Appellate Court | Prepared By: | Date 7/15/2020 | | |
|------------------------------------------------------------------|-------------------------------------------------------|---------------------------|--------------------------|---------------------------|---------------------------|
| PROJECT ITEM: Office Expansion | | | | | |
| ALLOCATION TO STRATEGY: 1.1.1. Appellate Court Operations | | | | | |
| Code | Strategy Allocation | Estimated 2020 | Budgeted 2021 | Requested 2022 | Requested 2023 |
| 2009 | Objects of Expense: Other Operating Expense | \$200,000 | \$0 | \$0 | \$0 |
| | Total, Objects of Expense | \$200,000 | \$0 | \$0 | \$0 |
| | Method of Financing: General Revenue | \$200,000 | \$0 | \$0 | \$0 |
| | Total, Method of Financing | \$200,000 | \$0 | \$0 | \$0 |

Description of Item for 2020-21

Funding was appropriated for a buildout of office space to house additional staff.

6.H. Estimated Total of All Agency Funds Outside the GAA Bill Pattern
Sample Appellate Court

| | | |
|-----------------------------------------------------------------------------------|-----------|----------------|
| ESTIMATED GRAND TOTAL OF AGENCY FUNDS OUTSIDE THE 2022-23 GAA BILL PATTERN | \$ | 614,038 |
|-----------------------------------------------------------------------------------|-----------|----------------|

Local Funds

| | | | |
|----------------------------------------|-----------|----------------|--|
| Estimated Beginning Balance in FY 2020 | \$ | 234,350 | |
| Estimated Revenues FY 2020 | \$ | 242,650 | |
| Estimated Revenues FY 2021 | \$ | 236,482 | |
| FY 2020-21 Total | \$ | 713,482 | |
| | | | |
| Estimated Beginning Balance in FY 2022 | \$ | 114,038 | |
| Estimated Revenues FY 2022 | \$ | 250,000 | |
| Estimated Revenues FY 2023 | \$ | 250,000 | |
| FY 2022-23 Total | \$ | 614,038 | |

Constitutional or Statutory Creation and Use of Funds:

| |
|------------------------------------------------------------------------------------------|
| Subchapter C, Sec. 22.2041 Texas Government Code and Sec. 659.021 Texas Government Code. |
|------------------------------------------------------------------------------------------|

Method of Calculation and Revenue Assumptions:

| |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| In accordance with above referenced statute, the District and County Clerks of the various courts in the counties that compose the Sample Appellate Court District are to collect and remit a \$5.00 filing fee on each civil suit filed in a county court, county court-at-law, probate court, or district court. |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Agency code: **200**

Agency name: **Sample Appellate Court**

| Strategy | | Exp 2019 | Est 2020 | Bud 2021 | BL 2022 | BL 2023 |
|-----------------------------|-----------------------------------|------------------|------------------|------------------|------------------|------------------|
| 01-01-01 | Appellate Court Operations | | | | | |
| OBJECTS OF EXPENSE | | | | | | |
| 1001 | SALARIES AND WAGES | \$102,298 | \$114,148 | \$116,982 | \$114,329 | \$115,003 |
| 1002 | OTHER PERSONNEL COSTS | 556 | 622 | 636 | 622 | 626 |
| 2003 | COMSUMABLE SUPPLIES | 443 | 495 | 507 | 495 | 498 |
| 2004 | UTILITIES | 709 | 793 | 811 | 792 | 797 |
| 2005 | TRAVEL | 354 | 396 | 405 | 396 | 398 |
| 2009 | OTHER OPERATING EXPENSE | 840 | 939 | 961 | 939 | 944 |
| 5000 | CAPITAL EXPENDITURES | 0 | 0 | 0 | 0 | 0 |
| | Total, Objects of Expense | \$105,201 | \$117,648 | \$120,302 | \$117,573 | \$118,266 |
| METHOD OF FINANCING: | | | | | | |
| 1 | GENERAL REVENUE FUND | \$105,201 | \$117,648 | \$120,302 | \$117,573 | \$118,266 |
| | Total, Method of Financing | | | | | |

FULL TIME EQUIVALENT POSITIONS

Description

The administrative and support costs in this strategy are related to the percentage of salaries and related operating costs of court personnel performing administrative functions. Direct administrative salary costs for 2020 are shown as follows:

| | | | | |
|----------------------|-----------|------|------------------|------------|
| Chief Justice | \$156,500 | 10% | \$15,650 | 0.10 |
| Chief Staff Attorney | 94,950 | 5% | 4,748 | 0.05 |
| Clerk | 75,000 | 15% | 11,250 | 0.15 |
| Deputy Clerk | 55,000 | 20% | 11,000 | 0.2 |
| Accountant IV | 44,000 | 100% | 44,000 | 1 |
| Ad. Tech III | 27,500 | 100% | 27,500 | 1 |
| | | | <u>\$114,148</u> | <u>2.5</u> |

Capital Expenditure Detail

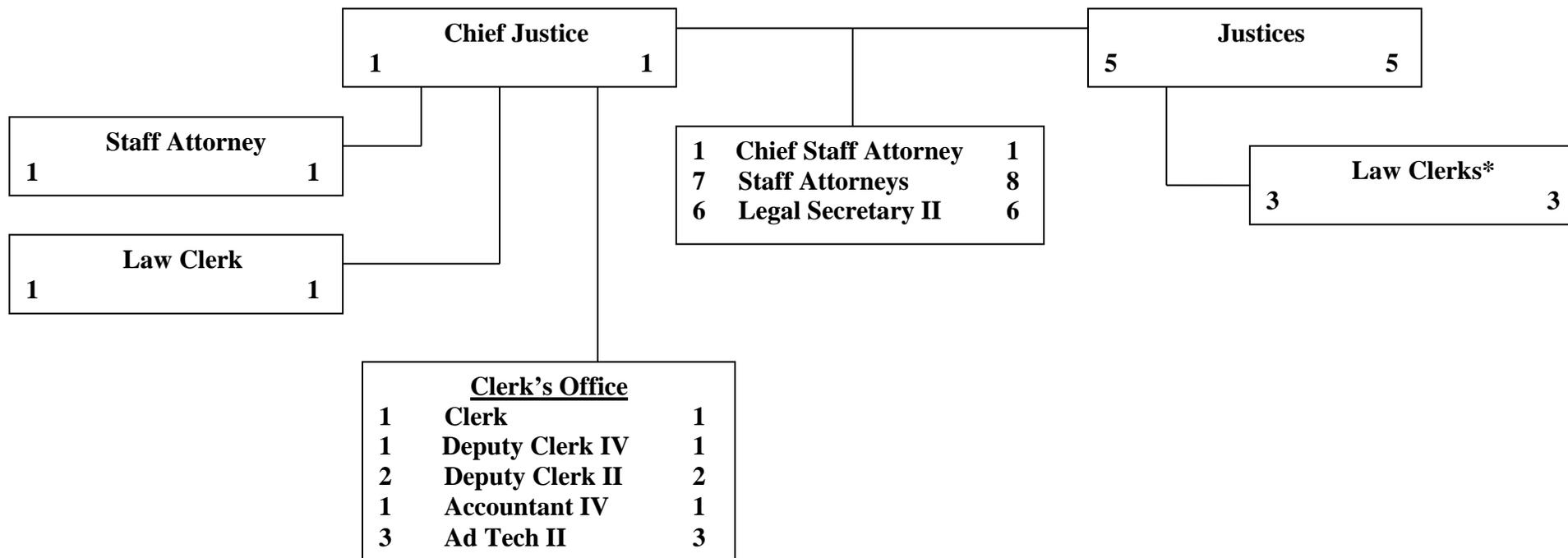
| Agency Code: | Court/Agency: | Strategy: | | | Prepared by: | | Date: | Strategy: |
|---------------------------------------------|---------------------------------------------------------|----------------------------|-----------|------------------|-------------------|------------------|-------------------|-------------------|
| 200 | Sample Appellate Court | Appellate Court Operations | | | Jane Doe | | 8/1/2020 | 01 |
| Itemization by Capital Expenditure Category | | Number of Units | Unit Cost | Expended FY 2019 | Estimated FY 2020 | Budgeted FY 2021 | Requested FY 2022 | Requested FY 2023 |
| Category | Description of Items | | | | | | | |
| 5005 | Acquisition of Information Resource Technologies | | | | | | | |
| | Desktop Computers | 7 | \$667 | | \$ 4,672 | | | |
| | | | | | | | | |
| | | | | | | | | |
| 5007 | Acquisition of Capital Equipment and Items | | | | | | | |
| | Copy Machine (R) | 2 | \$5,718 | \$ 11,436 | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | TOTAL | | | \$11,436 | \$4,672 | \$0 | \$0 | \$0 |
| | GRAND TOTAL: CAPITAL EXPENDITURES | | | \$11,436 | \$4,672 | \$0 | \$0 | \$0 |

Organization Chart

Submit an organizational chart of the court or agency. This information will not appear in ABEST and should be submitted as a word-processing document. List the personnel position titles in each functional unit. The number on the left is the number of budgeted personnel for fiscal year 2021. The number on the right is the number of positions requested for the 2022–23 biennium, including exceptional item positions.

As indicated in the example, please mark the positions that are exceptional items with an asterisk and include the text “Employee related to Exceptional Item.” If personnel functions cannot be clearly explained through the use of a position title listed on the organizational chart, attach a supplementary page which briefly explain the deviation from the function indicated on the chart

**Organization Chart
Sample Appellate Court
2020-21**



*Employee (1.0 FTE) related to Exceptional Item