



ADMINISTRATIVE OFFICE  
OF THE COURTS

JUDICIAL AND COURT ADMINISTRATIVE  
SERVICES DIVISION  
OFFICE OF REAL ESTATE & FACILITIES MANAGEMENT

**Judicial Council of California**  
**Trial Court Facility Modifications Advisory Committee Meeting Report**  
**Thursday-Friday, May 15-16, 2014**  
**10:00AM – 5:00PM May 15**  
**8:30AM – 3:30PM May 16**  
**In Person Meeting**

The Trial Court Facility Modifications Advisory Committee (TCFMAC) participated in an in person two-day meeting on Thursday-Friday, May 15-16, 2014.

**Background:** The Trial Court Facility Modification Working Group was established by Judicial Council policy in 2005. The working group, first met in April 2006 and operated under the *Trial Court Facility Modifications Policy* adopted by the Judicial Council in 2005 and revised on July 27, 2012. The primary oversight responsibility included reviewing statewide facility modification requests and approving facility modification funding.

The working group's charge was formalized by the Judicial Council on December 14, 2012, and the working group was assigned additional oversight responsibility for the operations and maintenance of existing facilities, noncapital-related real estate transactions, energy management, and environmental management and sustainability. On April 25, 2013, the working group's status was elevated to that of advisory committee.

**Advisory Committee Members:**

- Hon. David Edwin Power, Chair
- Hon. William F. Highberger, Vice-Chair
- Hon. Donald C. Byrd
- Hon. Laura W. Halgren
- Ms. Linda Romero-Soles, Court Executive Officer
- Ms. Christina M. Volkers, Court Executive Officer
- Ms. Jeanine D. Tucker, Court Executive Officer
- Mr. Michael M. Roddy, Court Executive Officer

**Guests from the Superior Court of Orange County:**

- Hon. Glenda Sanders, Presiding Judge
- Hon. Charles Margines, Assistant Presiding Judge
- Mr. Alan Carlson, Court Executive Officer
- Mr. Anthony Palumbo, Court Facilities Manager

**Guest Presenters:**

- Ms. Sherri Carter, Court Executive Officer, Los Angeles Court
- Ms. Kristi Kussman, Court Executive Officer, Imperial Court
- Mr. Sam Hamrick, Court Executive Officer, Riverside Court
- Ms. Thu Nguyen, Assistant Court Executive Officer, San Luis Obispo Court
- Mr. Sergio Valdez, Facilities Manager, Imperial Court
- Mr. Chris Talbot, Deputy Executive Officer, Riverside Court

- Mr. David Aldana, Assistant Deputy Executive Officer-Facilities, Riverside Court
- Mr. Tim Roberts, Facilities Director, San Luis Obispo Court

**AOC Staff:**

- Mr. Curt Soderlund, Chief Administrative Officer
- Mr. Burt Hirschfeld, Assistant Director
- Mr. Gerald "Jerry" Pfab, Senior Manager
- Mr. Patrick McGrath, Operations Manager
- Ms. Christa Jennings, Court Services Analyst
- Ms. Gisele Corrie, Senior Manager
- Mr. Nick Turner, Regional Manager
- Mr. Kenneth Kachold, Regional Manager
- Ms. M.R. Gafill, Regional Manager
- Mr. Daniel Hutton, Supervising Facilities Management Administrator
- Ms. Eunice Calvert-Banks, Manager
- Ms. Theresa Dunn, Senior Real Estate Analyst
- Ms. Laura Sainz, Manager
- Ms. Maura Clark, Utility Engineer/Analyst

**Guests:**

- Ms. Paula Osborne, Deputy Finance Officer, Riverside Court



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## Meeting Overview

In addition to the standard facility modification projects and discussions, this meeting covered the following primary topics:

1. Court-Funded Facilities Request Update and Form Revision
2. San Joaquin Lease Follow-up
3. Request for Admin. Waiver for Seismic V Lease
4. Delegated Courts Presentations – Pilot Program Review
5. Service Provider Performance Update
6. Elevator Renewal Costs (Cab Replacement vs. Renovation)
7. Guidelines for Prioritizing and Ranking Facility Modifications (Draft)
8. El Monte Parking Update
9. Rule 10.75 Discussion
10. Governor's May Revise and FM Budget for FY 14-15
11. Draft Judicial Council Reports
12. Electric Vehicle Charging Stations – Potential Program Options and Proposed Policy
13. Solar Project Financing Options

## Day 1 – May 15, 2014

### Chair Opening Comments

Judge Power welcomed everyone and called the meeting to order.

### Facility Modification Consent Calendar

The consent calendar consisting of the meeting agenda, notes from the April 11, 2014, meeting and, the Executive Summary was adopted.

### Priority 1 Facility Modifications (Emergency – List A)

The list was discussed and approved. 40 Priority 1 FMs were approved with an estimated cost to the Facility Modification Program budget of \$1.2 million. To date spending is at 83% of the annual allocation and under budget.

### \$15/5 Rule FM Funding Report (List B)

The list was discussed and approved. 75 new Facility Modifications were approved with an estimated cost to the Facility Modification Program budget of \$460k. To date spending is 61% of the annual allocation and under budget.

### Cost Increases (List C)

The list was discussed and approved. Six projects require cost increases over \$50K, for a total increase to the Facility Modification Program budget of \$958k.

### Recommended Facility Modifications (List D)

The list was discussed and approved. Items 1-10 were recommended for funding with a total potential cost to the Facility Modification Program budget of \$459k.



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### **FMs Approved but not Encumbered (List E)**

There are currently 29 pending projects with shared-cost county approval pending with a total pending liability of \$16.7 million.

### **Completed Facility Modifications (List G)**

123 Facility Modifications were completed with a total cost to the Facility Modification Program budget of \$1.4 million. Of the 123 completed projects, 112 projects with current year funding were completed under budget with a total savings of \$333k.

### **Canceled Facility Modifications (List H)**

Six funded Facility Modifications were canceled. All six of the canceled projects were funded with current year funding for a total savings of \$123k. There were 56 non-funded Facility Modifications canceled.

### **Court-Funded Facilities Request Process Update**

The AOC is in the process of putting funds on contract with service providers and finalizing Intra-Branch Agreements. All funds must be put on contract by June 30, 2014 to ensure projects will proceed. The advisory committee informed staff that they believe the financial staff located in the courts would be willing to assist AOC Contracting with the pending iProcurement Requisitions to ensure funding is put on contracts for all of the pending requisitions.

### **Real Estate: San Joaquin Lease Follow-up**

At the April meeting, the TCFMAC authorized AOC staff to terminate the lease for the first and second floors in the event the landlord would not agree to a lease for the first floor of the building. After notifying the landlord that AOC would only lease the first floor, or else terminate the lease and move the court out of the building, AOC and landlord were able to negotiate a lease extension for the first floor space only. The AOC will lease the first floor for 33 months (with 6 one month options to extend) at an average rent of \$1.54/SF. The termination of the rental of the second floor and negotiations for an extension of only the first floor lease resulted in a savings of more than \$800,000 over the new term of the lease.

### **Real Estate: Request for Admin. Waiver for Seismic V Lease**

AOC staff provided an overview of the Los Angeles Central Civil West lease and the request for an administrative waiver for the seismic V lease. The advisory committee agreed that the administrative waiver was appropriate.

### **Lunch Caucus 12:00 – 1:00**

### **Delegated Courts – Presentation**

Court executive officers and facilities staff from the four delegated courts (Imperial, Orange, Riverside, and San Luis Obispo) provided a status update on the delegated pilot program. The AOC and the delegated courts presented a joint recommendation on how the program should proceed. After discussion and review the advisory committee is open to program expansion. The program is operationally working well and the Intra-Branch Agreements for each of the delegated courts are being revised with the goal of streamlining the fiscal reporting requirements.



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### **Service Provider Performance Update**

The AOC reported on the performance of the regional operations and maintenance service providers which serve the 54 counties that are not part of the Trial Court Facility Maintenance Pilot Program. These contractors provide standardized and cost effective service levels across the state. The local courts involved in the performance panel review were satisfied the service providers' performance.

### **Elevator Renewal Costs (Cab Replacement vs. Renovation)**

AOC staff provided an overview of elevator renewal costs to highlight the cost differences between cab replacements versus cab renovations. The overview noted that the industry standard is to renovate the elevator cab, and the cost to renovate is 50% less than the replacement cost.

### **Court-Funded Facilities Request Form Revisions**

AOC staff reported on the changes to the current form to make the form more usable. The updated form will be posted to Serranus.

### **El Monte Parking Update**

The advisory committee discussed the parking issues occurring at the strip mall adjacent to the Los Angeles El Monte Courthouse. A letter from the AOC will be drafted and sent to the owner of the strip mall.

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## **Day 2 – May 16, 2014**

### **Rule 10.75 Discussion**

Justice Douglas P. Miller, Chair of the Executive and Planning Committee participate telephonically regarding the implementation of CRC 10.75, *Meetings of Advisory Bodies*. Linda Nguyen, attorney, from the AOC Legal Services Office attended the discussed to assist with implementation questions from the committee. The AOC Legal Services Office and the Trial Court Liaison Office will continue to support the advisory committee in the implementation of CRC 10.75.

### **Governor's May Revise Budget and FM Budget for FY 14-15**

AOC staff provided a report on the current status of the Budget Change Proposals (BCP) approved in the Governor's budget. In July of last year, the advisory committee recommended and the Judicial Council of California (JCC) approved the submittal of BCP to improve the overall funding condition of the statewide facilities program. The Governor's budget partially approved a BCP for a 10 year appropriation authority increase of \$15 million per year from the State Court Facilities Construction Fund (SCFCF). With the approval of the Governor's budget, the Facility Modification Program will have a total of \$65 million in facility modification funding for fiscal year 2014-2015, a \$15 million increase from the prior fiscal year.

### **TCFMAC Judicial Council Reports**

- FY 14-15 FM Budget Allocation – This report will be released on Serranus for a 10-day invitation to comment period within the next week. This report is tentatively scheduled for the July 29 Judicial Council Agenda.



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- FY 13-14 Q3 Activity Report – This report is scheduled as an Information Only Item on the June 16 Judicial Council Agenda.

### **Electric Vehicle Charging Stations and Proposed Policy Discussion**

AOC staff provided an overview of a potential electric vehicle charging pilot program to discuss potential costs, logistics, and policy implementation. A draft guideline was presented by the advisory committee and ultimately adopted as Guideline 16 of the Guidelines for Prioritizing and Ranking Facility Modifications.

### **Financing Solar Projects**

The TCFMAC and AOC staff continues to explore ways to decrease the cost for utility services. Maura Clark, utility engineer/analyst presented a report on solar options, which have the potential to reduce costs for court facilities. A further report on solar options will be reviewed at a future meeting.

### **Trial Court Vendor Policy**

The Trial Court Vendor Policy was deferred to the next meeting due to time constraints.

### **Court Tour – Orange County Central Justice Center**

### **Next Meetings**

<b>Date</b>	<b>Day of Week</b>	<b>Type of Meeting</b>
July 11, 2014	Friday	In Person
August 25, 2014	Monday	Phone
October 20, 2014	Monday	In Person
December 15, 2014	Monday	Phone

### **July Meeting Agenda Discussion**

Topics for the next meeting include the Trial Court Vendor Policy, Power Purchase Agreements for solar projects, and confirmation of the FY 14-15 Facility Modification Budget.

### **Closing Comments**

Judge Power thanked everyone for their contributions and thanked staff for preparing meeting materials.

### **Staff Contacts**

Patrick McGrath and Christa Jennings are identified as the staff contacts for the Trial Court Facility Modification Advisory Committee to direct their questions, concerns, and comments.

Respectfully submitted,

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Patrick McGrath



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**Facility Operations Manager and Staff to the Trial Court  
Facility Modifications Advisory Committee**