



JUDICIAL COUNCIL OF CALIFORNIA

TRIAL COURT FACILITY MODIFICATION
ADVISORY COMMITTEE

www.courts.ca.gov/tcfmac.htm
tcfmac@jud.ca.gov

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TRIAL COURT FACILITY MODIFICATION ADVISORY COMMITTEE

NOTICE AND AGENDA OF OPEN MEETING

Open to the Public (Cal. Rules of Court, rule 10.75(c)(1) and (e)(2))

THIS MEETING IS BEING CONDUCTED BY ELECTRONIC MEANS

THIS MEETING IS BEING RECORDED

Date: June 1, 2020
Time: 12:00 Noon – 1:00 PM
Public Call-in Number: 1-877-820-7831; passcode 4502468 (Listen Only)

This meeting is being held due to an urgent matter requiring a prompt response by the committee. Meeting materials for open portions of the meeting will be posted on the advisory body web page on the California Courts website at least 24 hours before the meeting. Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order.

I. OPEN MEETING (CAL. RULES OF COURT, RULE 10.75(C)(1))

Call to Order and Roll Call

II. PUBLIC COMMENT (CAL. RULES OF COURT, RULE 10.75(K)(1))

In accordance with California Rules of Court, rule 10.75(k)(1), written comments pertaining to any agenda item of a regularly noticed open meeting can be submitted up to one complete business day before the meeting. For this specific meeting, comments should be e-mailed to tcfmac@jud.ca.gov no later than 4:00 PM on May 29, 2020. Only written comments received by this deadline will be provided to advisory body members.

III. DISCUSSION ITEMS (ITEMS 1-2)

Item 1

May Revision Impact to the Court Facility Trust Fund (No Action Required)

Updated status of the Court Facility Trust Fund (Fund 3066), including proposed reductions in the May Revision of the 2020/21 State Budget.

Presenters: Mr. Mike Courtney, Director, Facilities Services
Ms. Donna Newman, Budget Supervisor, Budget Services

Item 2

Social Distancing Best Practices Guide (No Action Required)

Social Distancing Best Practices Guide for Trial Courts status report.

Presenter: Mr. Mike Courtney, Director, Facilities Services

IV. ACTION ITEMS (ITEMS 1-1)

Item 1

Allocation and reimbursement of not more than \$5,000,000 from the Court Facilities Trust Fund to assist trial courts with temporary facilities modifications in response to COVID-19 (Discussion and Action Required)

SUMMARY:

Pursuant to Government Code 70352, Judicial Council funds will be made available to trial courts for temporary facilities modifications related to COVID-19. The Committee conditionally approved the use of Maintenance Budget (CFTF 3066) funds up to \$5,000,000 to develop and implement social distancing measures at the trial court facilities. Staff will present i) two methodologies for the allocation of the funds, ii) an overview of eligible costs, and iii) the reimbursement process.

Presenter: Mr. Mike Courtney, Director, Facilities Services

ACTION:

- i) Approve one of the following methodologies to allocate up to \$5,000,000 from the Maintenance Budget (CFTF 3066) to trial courts statewide for temporary facilities modifications related to the re-opening of courthouses during the COVID-19 pandemic.
Option 1 - Allocate funding by number of courtrooms per court, with a \$10,000 minimum for small courts.
Option 2 – Allocate funding by the total court exclusive area per court, with a \$10,000 minimum.
- ii) Approve the following eligible costs for temporary trial court facilities modifications related to Covid-19:
 - a. Temporary signage
 - b. Temporary removal of high touch surfaces
 - c. Hand sanitizer and other Personal Protective Equipment
 - d. Additional disinfecting and sanitizing costs
 - e. Temporary reconfiguring of physical space to ensure Social Distancing
 - f. Creating temporary physical barriers to reduce COVID-19 transmission
 - g. Temporary court labor costs
 - h. Other temporary measures upon approval

Permanent improvements are not eligible for reimbursement:

- a. Structural Improvements

- b. Ballistic glazing
 - c. Audio visual improvements
 - d. HVAC improvements
 - e. Other permanent improvements
- iii) Approve the following process for trial courts to recover eligible costs for temporary facilities modifications related to Covid-19:
- a. Submit receipts with a written description of the work completed, the location (courthouse) in which it was completed, and how the work supports the response to COVID-19
 - b. Reimbursement requests to be submitted once monthly through December 11, 2020
 - c. Alternatively, a trial court may submit a request to Judicial Council Facilities Services to provide the eligible modifications, services, or products not to exceed the trial court's specified allocation amount.

V. ADJOURNMENT

Adjourn