

# Court Facilities Advisory Committee

## Annual Agenda<sup>1</sup>—2022

Approved by Executive and Planning Committee: March 10, 2022

### I. COMMITTEE INFORMATION

<b>Chair:</b>	Hon. Brad R. Hill, Administrative Presiding Justice, Court of Appeal, Fifth Appellate District
<b>Lead Staff:</b>	Ms. Pella McCormick, Director, Facilities Services Mr. Chris Magnusson, Facilities Supervisor, Facilities Services
<b>Committee's Charge/Membership:</b> <a href="#">Rule 10.62</a> of the California Rules of Court states the charge of the Court Facilities Advisory Committee (CFAC), which is to make recommendations to the Judicial Council concerning the judicial branch capital program for the trial and appellate courts.  <a href="#">Rule 10.62(b)</a> sets forth the membership position of the committee. The CFAC currently has 17 members. The current committee <a href="#">roster</a> is available on the committee's web page.	
<b>Subcommittees/Working Groups<sup>2</sup>:</b> 1. Courthouse Cost Reduction Subcommittee 2. Independent Outside Oversight Consultant Subcommittee 3. Subcommittee on Courthouse Names	
<b>Meetings Planned for 2022<sup>3</sup> (Advisory body and all subcommittees and working groups)</b> No meetings are planned at this time.*  *Please note: Historically, the committee has met on an ad hoc basis. This trend will continue within the 2022 calendar year, and the committee/its subcommittees is expected to meet approximately five times.  <input type="checkbox"/> Check here if exception to policy is granted by Executive Office or rule of court.	

<sup>1</sup> The annual agenda outlines the work a committee will focus on in the coming year and identifies areas of collaboration with other advisory bodies and the Judicial Council staff resources.

<sup>2</sup> California Rules of Court, rule 10.30 (c) allows an advisory body to form subgroups, composed entirely of current members of the advisory body, to carry out the body's duties, subject to available resources, with the approval of its oversight committee.

<sup>3</sup> Refer to [Operating Standards for Judicial Council Advisory Bodies](#) for governance on in-person meetings.

## II. COMMITTEE PROJECTS

#	New or One-Time Projects <sup>4</sup>	
1.	<p><b>Project Title</b>  <b>Judicial Branch Five-Year Infrastructure Plan for Fiscal Year (FY) 2023–24</b></p>	<p><b>Priority<sup>5</sup> 1</b>  <b>Strategic Plan Goal<sup>6</sup> VI</b></p>
<p><b>Project Summary<sup>7</sup>:</b> Review of the <i>Judicial Branch Five-Year Infrastructure Plan</i> for FY 2023–24, which forms the basis for trial court capital-outlay project funding requests for the upcoming and outlying fiscal years. Submit a recommendation for Judicial Council consideration on the five-year plan’s submission to the California Department of Finance (DOF).</p> <p><b>Status/Timeline:</b> The five-year plan is proposed for the July 2022 Judicial Council meeting and due in August 2022 to the DOF.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services, Budget Services, and Legal Services.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts; justice partners; DOF; Legislature; and Office of Governor.</p> <p><b>AC Collaboration:</b> Executive and Planning Committee.</p>		

<sup>4</sup> All proposed projects for the year must be included on the Annual Agenda. If a project implements policy or is a program, identify it as *implementation* or a *program* in the project description and attach the Judicial Council authorization/assignment or prior approved Annual Agenda to this Annual Agenda.

<sup>5</sup> For non-rules and forms projects, select priority level 1 (must be done) or 2 (should be done). For rules and forms proposals, select one of the following priority levels: 1(a) Urgently needed to conform to the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

<sup>6</sup> Indicate which goal number of [The Strategic Plan for California’s Judicial Branch](#) the project most closely aligns.

<sup>7</sup> A key objective is a strategic aim, purpose, or “end of action” to be achieved for the coming year.

# New or One-Time Projects <sup>4</sup>		
2.	<b>Project Title</b> <b>Update to the Judicial Branch Capital Program Management Manual</b>	<b>Priority<sup>5</sup> 1</b>
		<b>Strategic Plan Goal<sup>6</sup> VI</b>
<p><b>Project Summary<sup>7</sup>:</b> Review of the updated <i>Judicial Branch Capital Program Management Manual</i>, which documents uniform policies and procedures to guide strategic management of the judicial branch’s courthouse construction program, helping to ensure uniform and accountable court construction processes. An updated management manual is necessary for it to be a functional tool for Facilities Services staff. Submit a recommendation for Judicial Council consideration to approve the updated management manual.</p> <p><b>Status/Timeline:</b> The updated management manual is proposed for the July 2022 Judicial Council meeting.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services, Budget Services, and Legal Services.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts; justice partners; and DOF.</p> <p><b>AC Collaboration:</b> Executive and Planning Committee.</p>		
3.	<b>Project Title</b> <b>Courthouse of the Future</b>	<b>Priority<sup>5</sup> 1</b>
		<b>Strategic Plan Goal<sup>6</sup> VI</b>
<p><b>Project Summary<sup>7</sup>:</b> Review of how the courthouse of the future will be different including pandemic <i>lessons learned</i>, the hybrid courtroom and Digital Court, and applicability to future capital projects. Submit recommendations as needed for Judicial Council consideration.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services, Budget Services, Legal Services, and Information Technology.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts; justice partners; DOF; Legislature; and Office of Governor.</p> <p><b>AC Collaboration:</b> Information Technology Advisory Committee, Ad Hoc Workgroup on Post-Pandemic Initiatives, Workload Assessment Advisory Committee, and Courthouse Cost Reduction Subcommittee.</p>		

# Ongoing Projects and Activities <sup>4</sup>		
1.	<b>Project Title</b> <b>Judicial Branch Courthouse Construction Projects</b>	<b>Priority<sup>5</sup> 1</b>
		<b>Strategic Plan Goal<sup>6</sup> VI</b>
<p><b>Project Summary<sup>7</sup>:</b> Review of Judicial Council-approved new courthouse construction and renovation projects in relation to available construction program budget. Submit recommendations for Judicial Council consideration on how projects should proceed with available project budgets.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services, Budget Services, and Legal Services.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts; justice partners; DOF; and State Public Works Board.</p> <p><b>AC Collaboration:</b> Judicial Branch Budget Committee and Courthouse Cost Reduction Subcommittee.</p>		
2.	<b>Project Title</b> <b>Recommendations of the Independent Oversight Consultant (IOC)</b>	<b>Priority<sup>5</sup> 1</b>
		<b>Strategic Plan Goal<sup>6</sup> VI</b>
<p><b>Project Summary<sup>7</sup>:</b> Review and monitor implementation of IOC recommendations.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services, Budget Services, and Legal Services.</p> <p><input type="checkbox"/> <i>The project includes allocations or distributions of funds to the courts, which have been reviewed and approved by Budget Service.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts and justice partners.</p> <p><b>AC Collaboration:</b> Independent Outside Oversight Consultant Subcommittee.</p>		

# Ongoing Projects and Activities <sup>4</sup>					
3.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 75%;"><b>Project Title</b> <b>Courthouse Construction Project Cost Reductions</b></td> <td style="width: 25%; text-align: center;"><b>Priority<sup>5</sup> 1</b></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Strategic Plan Goal<sup>6</sup> VI</b></td> </tr> </table> <p><b>Project Summary<sup>7</sup>:</b> Oversight of reductions to courthouse project costs. Submit recommendations as needed for Judicial Council consideration.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services, Budget Services, and Legal Services.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts; justice partners; DOF; and State Public Works Board.</p> <p><b>AC Collaboration:</b> Courthouse Cost Reduction Subcommittee.</p>	<b>Project Title</b> <b>Courthouse Construction Project Cost Reductions</b>	<b>Priority<sup>5</sup> 1</b>	<b>Strategic Plan Goal<sup>6</sup> VI</b>	
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#	Ongoing Projects and Activities <sup>4</sup>	
5.	<b>Project Title</b> <b>Additional Funding for Existing Courthouse Operations, Maintenance, and Facility Modifications</b>	<b>Priority<sup>5</sup> 1</b> <b>Strategic Plan Goal<sup>6</sup> VI</b>
<p><b>Project Summary<sup>7</sup>:</b> Coordinate with the Judicial Council and its Trial Court Facility Modification Advisory Committee to seek additional funding for existing courthouse operations, maintenance, and facility modifications.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services, Budget Services, and Legal Services.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts; justice partners; DOF; Legislature; and Office of Governor.</p> <p><b>AC Collaboration:</b> Trial Court Facility Modification Advisory Committee.</p>		

### III. LIST OF 2021 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	Ongoing: Review of Judicial Council-approved new courthouse construction and renovation projects in relation to available construction program budget and recommend how to proceed.
2.	Ongoing: Review and monitor implementation of IOC recommendations.
3.	Ongoing: Oversight of reductions to courthouse project costs.
4.	Ongoing: Coordinate with the Judicial Council and its Judicial Branch Budget Committee and Executive and Planning Committee to provide funding for the Judicial Branch Capital Program.
5.	Ongoing: Coordinate with the Judicial Council and its Trial Court Facility Modification Advisory Committee to seek additional funding for existing courthouse operations, maintenance, and facility modifications.
6.	Completed: On June 16, 2021, the CFAC received an informational director’s report that pandemic <i>lessons learned</i> , and their effect on planning the courthouse of the future, continue to be studied. The goal is to identify innovations implemented during the pandemic that may revise the trial court facilities standards or may require formal policy to shape long-term use of courthouse spaces.
7.	Completed: On June 16, 2021, the CFAC reviewed and approved the draft <i>Judicial Branch Five-Year Infrastructure Plan for Fiscal Year 2022–23</i> for submission to the Judicial Council for approval and submission to DOF. This five-year plan for trial court capital-outlay projects forms the basis for capital project funding requests for the upcoming and outlying fiscal years. Subsequently, the five-year plan for FY 2022–23 was forwarded to the council, who approved it on July 9, 2021, and directed its submission to DOF to meet the deadline of August 2, 2021.
8.	Completed: On October 12, 2021, the CFAC approved the <i>Conflict of Interest Policy for Design-Build Projects</i> for submission to the Judicial Council for adoption. The conflict of interest policy governs the ability of a person or entity seeking to perform services for the Judicial Council on a design-build project to submit a proposal as a design-build entity, or to join a design-build team. Assembly Bill 143 (Stats. 2021, ch. 79), enacted on July 16, 2021, reauthorized the Judicial Council to utilize the design-build delivery method for its courthouse construction program. The conflict of interest policy shall apply to consultants and contractors for design-build projects authorized under article 7.1, Superior Court Design-Build Projects (Gov. Code §§ 70398-70398.7). Subsequently, the policy was forwarded to the council, who approved it on November 19, 2021.
9.	Completed: On November 9, 2021, the CFAC received an informational director’s report on the status of active courthouse capital projects/studies, projects recently completed for the Siskiyou and Tuolumne courts, and the revision to the <i>Judicial Branch Capital Program Management Manual</i> . For the program management manual, and because its revision is still in progress, it is expected that a draft will be presented to the committee for review next year.

#	Project Highlights and Achievements
10.	Completed: On November 9, 2021, the CFAC received an informational presentation from Facilities Services staff on some pandemic <i>lessons learned</i> from the National Center for State Courts and their effect on planning the courthouse of the future.
11.	Completed: On November 9, 2021, the CFAC received a comprehensive informational presentation from Facilities Services staff on the use of the Design-Build delivery method for capital projects of the judicial branch’s courthouse construction program. This presentation built upon the February 2020 presentation, emphasizing the committee’s key decision-making touchpoints during the lifespan of a capital project.