

## MEMORANDUM OF UNDERSTANDING

### (FY2013-14/CFRs 09-CFR002; 09-CFR003/PROJECTS) REGARDING FUNDING MECHANISMS FOR THE JUDGE'S BENCH EXTENSION PROJECT – BUILDING C (09-B1) AND ADA UPGRADES PROJECT– CAMERON PARK COURTHOUSE (09-C1)

This Memorandum of Understanding (this “**MOU**”) is entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2014 (the “**Effective Date**”) by and between the Judicial Council of California (“**Judicial Council**”), Administrative Office of the Courts (together with the Judicial Council, the “**AOC**”), the Superior Court of California, County of El Dorado (the “**Court**”), and the County of El Dorado (the “**County**”). For the purpose of this MOU, the AOC, the Court, and the County are sometimes individually referred to as a “**Party**” and together referred to as the “**Parties**”.

#### **BACKGROUND AND PURPOSE OF MOU:**

A. On or about November 20, 2008, the County submitted to the AOC a “County Courthouse Construction Fund Request for Approval of Expenditure or Encumbrance” (the “**Request**”) requesting the AOC’s approval to encumber certain funds in the County’s Courthouse Construction Fund established pursuant to Government Code section 76100 (the “**CCF**”) including the sums of (a) \$277,200 as funding for ADA upgrades at the court facility located at 2850 Fairlane Court, Placerville, California and known as Building C , and (b) \$311,680 as funding for ADA upgrades at the El Dorado Center, South Lake Tahoe and the Cameron Park Courthouse.

B. By letter dated February 23, 2009 from Mr. William C. Vickrey, the Administrative Director of the Courts, the AOC approved the encumbrance of the CCF Funds for the Project.

C. On November 13, 2013, the Court submitted to the AOC a Court-Funded Facilities Request (a “**CFR**”) for a project to make the courtroom judge/clerk’s bench accessible by providing a ramp and space for a second clerk workstation in the courtroom in Building C (the “**Building C Project**”). The CFR was reviewed and approved by the Trial Court Facility Modification Advisory Committee of the Judicial Council (the “**TCFMAC**”) on January 17, 2014. A copy of the CFR and corresponding approval letter for the Building C Project is attached hereto as **Exhibit “A”**.

D. On November 13, 2013, the Court submitted a CFR to the AOC to modify the clerk’s public counter, public restrooms and entrance doors to meet ADA requirements in the Cameron Park Courthouse (the “**Cameron Park Project**”). This CFR was reviewed and approved by the TCFMAC of the Judicial Council on January 17, 2014. A copy of the CFR and corresponding approval letter for the Cameron Park

Project is attached hereto as **Exhibit “B”**. As the context warrants, the Building C Project and the Cameron Park Project may each hereafter be referred to as a **“Project”** or together as the **“Projects.”**

E. The total estimated cost of the Building C Project is \$21,350 (the **“Building C Estimated Project Budget”**) as shown on Exhibit A.

F. The total estimate cost of the Cameron Park Project is \$58,331.58 (the **“Cameron Park Estimated Project Budget”**) as shown on Exhibit B. As the context warrants, the Building C Estimated Project Budget and the Cameron Park Estimated Project Budget may each hereafter be referred to as an **“Estimated Project Budget”** or together as the **“Estimated Project Budgets.”**

G. The Parties intend that the Building C Project and Cameron Park Project will each be funded entirely by the CCF funds encumbered pursuant to the Request approved by the AOC in Mr. Vickrey’s February 23, 2009 letter, subject to compliance with the conditions set forth therein.

H. This MOU establishes the funding, payment, and reimbursement mechanisms that the Parties will follow in connection with the funding and expenditure of the CCF Funds for construction and completion of the Projects.

NOW, THEREFORE, in consideration of the foregoing premises and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the AOC, the Court, and the County hereby agree as follows:

**AGREEMENT:**

**1. AOC RIGHTS AND OBLIGATIONS.**

1.1. The Contracts. The AOC will award, and execute construction contracts with Pride Industries for the Building C Project and for the Cameron Park Project in conformance with the project scope, description and Estimated Project Budgets for each Project’s CFR attached hereto as Exhibits A and B (each a **“Contract”** and together, the **“Contracts”**).

1.2. Reductions from TCTF Distributions. After the AOC has entered into the Contract for a Project, at the AOC’s next distribution to the Court from the Trial Court Trust Fund (the **“TCTF”**), the AOC shall reduce its TCTF distribution by an amount equal to the full sum of the Contract. In addition, if any Change Order (defined below) is approved by the Court pursuant to this MOU, the AOC will reduce its next TCTF distribution to the Court following approval of that Change Order by an amount equal to the amount set forth in the Change Order.

1.3. Management of Project. The AOC shall manage and administer the permitting, construction, and completion of the Projects in consultation with and for the benefit of the Court in accordance with this MOU.

1.4. Change Orders.

1.4.1. AOC Initiated. The AOC will obtain advance written approval from the Court for all change orders or other discretionary changes to a Project that it deems necessary.

1.4.2. Court Initiated. The Court may request the AOC to implement design changes related to a Project. The AOC agrees to implement any changes requested by the Court except as may be prohibited by applicable local building ordinances and provided such changes are reasonable and are consistent with Judicial Council Standards for Court Construction, and do not increase the cost of the Project in question beyond the total amount of unexpended CCF Funds allocated to it per the Estimated Project Budget for that Project.

1.4.3. Change Orders or Other Discretionary Changes that Exceed Estimated Project Budget. No change order or other discretionary change to a Project whether initiated by the AOC or by the Court that would cause an increase in the cost of the Project in question beyond the total amount of unexpended CCF Funds allocated to it per the Estimated Project Budget for that Project may be given effect unless and until the Court has sought and obtained approval by the TCFMAC of the source of funds to cover those increased costs.

1.5. Field Decisions. The Parties acknowledge that timely field decisions will best serve the interests of a Project, both in cost and time. The Court may accept verbal notice in lieu of written notice as the Court deems appropriate in the case of any field decision that does not increase the cost of the Project beyond the total amount of unexpended CCF Funds allocated to it per the Estimated Project Budget for that Project. The AOC will not incorporate the field directive into change orders without the Court's prior review and comment or approval.

1.6. Project Completion. The AOC will make its commercially reasonable best efforts to complete the Projects in a timely manner. The AOC will provide written notices to the Court informing the Court of any significant delays with respect to completion of a Project as soon as it is advised of the delay or otherwise becomes aware of the delay. The AOC will provide the Court with all contractor schedule updates, notices of delay, and any recovery schedules. The Parties acknowledge that unforeseen events may arise which could cause delays to completion of a Project.

1.7. Payment. The AOC will monitor expenditures with respect to Projects and the AOC will make all payments to contractors and others as necessary for

completion of the Projects based upon its Estimated Project Budget and any duly approved change orders.

1.8. Final Project Accounting; Disposition of CCF Funds Not Expended For Project. Within 60 days after completion of a Project and payment of all costs reflected in its corresponding Estimated Project Budget, the AOC shall deliver to the Court and the County a final accounting for that Project with reasonable supporting documentation, which shall reflect the use of all funds used to pay costs associated with that Project (the “**Final Accounting**”). All unexpended CCF funds allocated to the Project so completed will transfer to the State Court Facilities Construction Fund in accordance with Government Code 70402.

## 2. COURT RIGHTS AND OBLIGATIONS.

2.1. Accounting for TCTF Reduction Amounts. The Court will reflect all amounts that the AOC withholds from the Court’s gross TCTF distributions, consistent with this MOU, as non-cash revenue and as an expenditure item in the Court’s financial records.

2.2. Timely Response. The Court will timely respond to requests by the AOC for information, review, and collaboration so as not to delay the course of design and construction of the Projects.

2.3. Notice of Potential Liabilities. The Court will give the AOC prompt notice of any event or circumstance of which the Court becomes aware respecting the construction of the Projects that could give rise to a claim or liability of the Court or the AOC, or any act or omission that requires action by the AOC in its role as manager of the Projects.

2.4. Invoice to County. Within ten business days after receipt of the Final Accounting, the Court will prepare and deliver to the County an invoice with reasonable supporting documentation for full reimbursement for the cost of the Projects as reflected in the Final Accounting (the “**Reimbursement Invoice**”).

## 3. COUNTY RIGHTS AND OBLIGATIONS.

3.1. Delivery of CCF Funds to Court. Within 30 days after receipt of the Reimbursement Invoice, the County shall transfer and deliver to the Court the full amount shown as due from the CCF Funds. All unexpended CCF funds allocated to the Projects will transfer to the State Court Facilities Construction Fund in accordance with Government Code 70402.

3.2. No Other County Financial Contributions. The County's sole and exclusive financial obligations with respect to the Remodel Projects shall be those expressly provided in this MOU.

3.3. Joint Operating Agreement to Govern the Building C Project. The respective rights, roles, and responsibilities of the County and the AOC with respect to the design, construction, and completion of the Building C Project shall be as provided in that certain "Joint Operating Agreement Between the Judicial Council of California, Administrative Office of the Courts and the County of El Dorado" dated November 18, 2008 (the "JOA") as such rights, roles, and responsibilities are supplemented and modified by this MOU. The Parties agree that the Building C Project is located entirely within Court Exclusive Use as defined in the JOA.

3.4. Transfer Agreement to Govern the Cameron Park Project. The respective rights, roles, and responsibilities of the County and the AOC with respect to the design, construction, and completion of the Cameron Park Project shall be as provided in that certain "Transfer Agreement Between the Judicial Council of California, Administrative Office of the Courts and the County of El Dorado for the Transfer of Responsibility for Court Facility" dated November 18, 2008 as such rights, roles, and responsibilities are supplemented and modified by this MOU. The Parties agree that the Cameron Park Project is located entirely within Court Exclusive Use as defined in the Transfer Agreement.

#### 4. **MISCELLANEOUS PROVISIONS.**

4.1. Effective Date and Termination. This MOU takes effect on the Effective Date and shall remain in full force and effect unless and until it is terminated by the Parties' full payment and performance of all of their respective obligations under this MOU or by a writing signed by all of the Parties.

4.2. Dispute Resolution. If a disagreement arises between the Parties regarding this MOU, the Parties will attempt to resolve the disagreement at the operating level. If the disagreement remains unresolved, and does not involve the County, the Parties will refer the matter to the Presiding Judge of the Court and the Chief Operating Officer of the AOC for resolution. If a claim involves the County, the parties will refer the matter to the El Dorado County Administrator as well as the Presiding Judge of the Court and the Chief Operating Officer of the AOC for resolution. All parties must agree to the proposed resolution for it to take effect.

4.3. Counterparts. This MOU may be executed in one or more counterparts, all of which together shall constitute one and the same agreement.

4.4. Entire Agreement. This MOU, including the recitals herein and the Exhibits attached hereto, contains the entire and complete understanding and agreement

of the Parties hereto with respect to the subject matter of this MOU, and supersedes any and all other prior or contemporaneous agreements, representations, or understandings between the Parties, oral or written.

4.5. Amendment. This MOU can be amended only by a written document signed by all of the Parties.

4.6. Time of Performance. Unless otherwise specifically provided in this MOU, all references to days herein shall be deemed to refer to calendar days. If the final date for payment of any amount or performance of any duty falls on a Saturday, Sunday, holiday, or furlough day, such payment shall be made or duty performed on the next succeeding business day.

4.7. Further Assurances. Each Party hereto agrees to cooperate reasonably and in good faith with the other Parties, and to execute and deliver, or cause to be executed and delivered, all such other instruments and documents, and to take all such other actions as may be reasonably requested of it from time to time in order to effectuate the terms and intent of this MOU.

4.8. Time of the Essence. Time is of the essence with respect to each and every provision of this MOU.

4.9. Waivers. Any waiver by a Party to this MOU of any term or condition set forth herein, or of breach of this MOU, shall not constitute a waiver or any other provision or breach on the same occasion or a waiver of the same or any other provision or breach on any other occasion.

4.10. Binding Effect. This MOU shall be binding upon and shall inure to the benefit of the AOC, the Court, and the County and their respective successors.

4.11. Severability. If any term of this MOU is inconsistent with applicable law, then upon the request of any Party, the Parties will promptly meet and confer in good faith to determine how to amend the inconsistent term in a manner consistent with law, but all parts of this MOU not affected by the inconsistency shall remain in full force and effect.

4.12. Governing Law. This MOU shall be governed and construed in accordance with the internal laws of the State of California without resort to choice of law principles.

4.13. Authority to Execute this MOU. The AOC, the Court, and the County each certify that (a) the individual signing this MOU on its behalf has the authority to execute this MOU on its behalf, (b) all approvals required for each Party to sign and deliver this MOU have been obtained, and (c) all approvals required for each Party to perform its duties under this MOU have been or will be timely obtained.

4.14. Recitals and Exhibits Incorporated. The recitals set forth in this MOU and the Exhibits attached to this MOU are hereby incorporated into and a part of this MOU for all purposes. All references to this MOU set forth herein, in the Exhibits hereto, or in any other agreement or instrument pertaining to this MOU shall be deemed to include the recitals set forth herein and the Exhibits attached to this MOU.

[SIGNATURE PAGE IMMEDIATELY TO FOLLOW]

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as of the Effective Date.

APPROVED AS TO FORM:  
Administrative Office of the Courts,  
Legal Services Office

JUDICIAL COUNCIL OF CALIFORNIA,  
ADMINISTRATIVE OFFICE OF THE  
COURTS

By: \_\_\_\_\_  
Name: Charles R. Martel  
Title: Attorney  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: Grant Walker  
Title: Senior Manager, Business Services  
Date: \_\_\_\_\_

APPROVED AS TO FORM:

COUNTY OF EL DORADO

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: Chair, Board of Supervisors  
Date: \_\_\_\_\_

SUPERIOR COURT OF CALIFORNIA,  
COUNTY OF EL DORADO

By: \_\_\_\_\_  
Name: Hon. Suzanne N. Kingsbury  
Title: Presiding Judge  
Date: \_\_\_\_\_



**EXHIBIT “A”**

**BUILDING C CFR AND CFR APPROVAL LETTER**

Judicial Council – Administrative Office of the Courts  
Court-Funded Facilities Request (CFR) Form

Superior Court of California, County of El Dorado

1. AOC Building ID: 09-B1 Building Name: Building C, 2850 Fairlane Ct,  
Placerville

~~2. AOC Building ID: 09-C1 Building Name: Cameron Park, 3321 Cameron Park  
Dr. Cameron Park~~

Court Contact Name and Title: Jackie Davenport, Assistant Court Executive Officer

E-mail: [jdavenport@eldoradocourt.org](mailto:jdavenport@eldoradocourt.org) Telephone: 530-621-7453

**Before completing this form, please contact AOC staff to discuss the court's facilities-related request and anticipated costs.** The following AOC staff can assist the court in developing cost estimates and securing related services:

- For lease-related costs: Eunice Calvert-Banks, 415-865-4048, [eunice.calvert-banks@jud.ca.gov](mailto:eunice.calvert-banks@jud.ca.gov)
- For other facilities-related services or work: please contact your AOC regional facility representative.

Please submit this completed form—via e-mail, fax, or regular mail—to:

Sarah Sanchez  
Office of Real Estate and Facilities Management  
Judicial and Court Administrative Services Division  
Administrative Office of the Courts  
455 Golden Gate Avenue  
San Francisco, CA 94102-3688  
Tel: 415-865-4021; Fax: 415-865-8885  
E-mail: [sarah.sanchez@jud.ca.gov](mailto:sarah.sanchez@jud.ca.gov)

The Judicial Council has delegated to the Trial Court Facility Modification Advisory Committee the authority to approve new Court-Funded Facilities Requests (CFRs) if all of the following are true:

- I. The court contribution will be used exclusively to pay for the following urgent court facilities needs:
  - i. Lease-related costs (i.e., lease payments and operating costs, repairs, or modifications required by a lease);
  - ii. Costs that are allowable court operations expenditures under rule 10.810 of the California Rules of Court (i.e., equipment, furnishings, interior painting, flooring replacement or repair, furniture repair, or records storage), if the court prefers to have the AOC handle the matter on its behalf;<sup>1</sup> or
  - iii. Other facility improvements that are not allowable court operations expenditures under rule 10.810 (i.e., facilities operations, maintenance,

<sup>1</sup> Courts retain the option of making rule 10.810 allowable expenditures on their own, without resorting to the new CFR Procedure or an allocation reduction.

Judicial Council – Administrative Office of the Courts  
Court-Funded Facilities Request (CFR) Form

- repairs, and modifications but not capital projects), if they would improve a court's functioning or reduce ongoing court operating costs.
2. If the court financial contribution will pay lease-related costs:
    - i. The AOC holds or has accepted assignment of the lease;
    - ii. The lease term will not exceed five years; and
    - iii. Any lease renewal (including renewals pursuant to an option contained in an existing lease contract) must be considered as a new CFR.
  3. Courts wishing to contribute funding for multiple small projects that are non-lease items in a fiscal year may expedite the approval process by submitting a single CFR, under the following procedure:
    - i. The CFR proposes a maximum fiscal year budget (i.e., the court's cumulative total financial contribution) for small projects that year;
    - ii. Following approval of that amount, the court will submit individual service work order requests, to be charged against its authorized maximum annual fiscal year budget as follows:
      - a. Individual service work orders may not exceed \$15,000.
      - b. Each service work order will identify the type of service requested, and state whether the work is rule 10.810 allowable or unallowable.
      - c. If the work is rule 10.810 allowable, the service work order will provide a brief explanation of the reason that the court prefers to have the AOC handle the matter on its behalf.
      - d. If the work is not allowable under rule 10.810, the service work order will provide a brief explanation of how the requested work will improve the court's functioning or reduce ongoing court operating costs.
      - e. Once a maximum fiscal year budget for small projects has been approved, a regional manager for the AOC's Facilities Management Unit may approve individual service work order requests.
      - f. The AOC's Facilities Management Unit must report at each meeting of the Trial Court Facility Modification Advisory Committee on disposition of all individual service work order requests received since the committee's last meeting.
    - iii. A court's cumulative financial contribution via service work orders may not exceed the maximum fiscal year budget established under the original CFR. Work requiring expenditures beyond that established budget will require a new CFR.
  4. The court's presiding judge or court executive officer submits a CFR application demonstrating the court's ability to meet the financial commitment.
  5. The AOC's Fiscal Services Office (FSO) will review the court's application and any other relevant information, may request further information from the court as needed, and will advise if it has concerns about the court's ability to meet the proposed financial commitment.
  6. If there are no unresolved FSO concerns, the court will execute an intra-branch agreement (IBA) with the AOC, authorizing the AOC to directly pay the costs

Judicial Council – Administrative Office of the Courts  
Court-Funded Facilities Request (CFR) Form

covered by the court's CFR from the Trial Court Trust Fund (TCTF), making a corresponding reduction to the court's TCTF allocation.

7. Any court submitting a CFR application must agree that its TCTF allocation will be reduced, during the period specified in the application, if approved, to meet the full financial commitment, notwithstanding any other court financial needs that may arise, as other court facilities funding sources are fully committed and therefore not available to replace a court contribution.
8. If the AOC's FSO has concerns about a court's ability to meet a proposed financial commitment, it may present those concerns to the Trial Court Facility Modification Advisory Committee, and the court may present a response.

The Trial Court Facility Modification Advisory Committee will provide, on a quarterly basis, an informational report to the Judicial Council about all CFRs granted during the previous quarter, with reports to specify the nature of the cost covered by each court's contribution, the reason each request was considered urgent, and key terms for any leases (e.g., start and end date of term, options to renew, early termination provisions, total cost, and covered improvements).

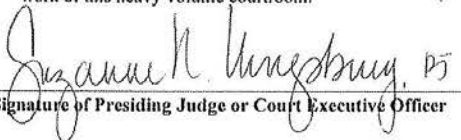


Judicial Council – Administrative Office of the Courts  
Court-Funded Facilities Request (CFR) Form

- State the number of court officers and staff to be located in the space. Note: For space to be designated as records storage, the duties of the staff in the building need to support records storage.
5. If the request would fund a rule 10.810 allowable cost, explain why the court prefers to have the AOC perform the required work on its behalf.
6. Describe why the court deems the request urgent as well as the manner in which operations would be improved or costs reduced if the request is granted:
7. Describe the court operations that this project will serve and any special considerations or features of the desired services that the court's contribution would fund:

The project has been pending since 2009. The Court and County have agreed that the work can be performed by the AOC through maintenance provider PRIDE Industries. The project will make the courtroom judge/clerk bench accessible by providing a ramp and will provide space for a second clerk workstation improving the efficiency of operations. This department is our criminal arraignment/pre-trial department and often has over 100 cases on calendar on a daily basis. Two clerks are needed in the courtroom to effectively and efficiently process the work.

Funding for the project will be entirely from County Courthouse Construction Funds. The project will provide for an accessible bench and additional workstation for court clerk staff to process the work of this heavy volume courtroom.

  
Signature of Presiding Judge or Court Executive Officer

11/6/13  
Date

## 09-B1 Building C – Judge’s Bench Extension



## Preliminary Detailed Scope of Work for: 09-B1 Fairlane Ct. – Judge’s Bench Extension

### Project Objective

Provide the most cost effective method for adding another clerk’s work area and ADA accessible ramp to the Judge’s bench area.

### Existing Conditions & Justification

Currently there is only room for the Judge and one Clerk on the raised bench, but the Court would like to add a second Clerk’s work area and an ADA accessible ramp.

### Project Assumptions

- Work to be performed After-Hours (C.O.B. to 11:59PM during normal work week); Weekends (Any hour regardless of time on Saturday or Sunday); Pre-Business (12:00 AM to Court Opening); Official Court Holiday, but NOT during Normal Working Hours.
- Existing acoustical wall finish where handrail is being removed can be covered with a decorative escutcheon “plate” rather than trying to patch it.
- The existing well area is large enough to accommodate the reduction in square footage created by this addition.

### Exclusions

- Refinishing the existing hardwood surfaces
- Providing matching acoustical wall finishes
- Replacing existing adjacent worn carpet
- Changes to IT/low voltage, lighting or electrical convenience power beyond what is described in this proposal

### Proposal Summary

We propose to construct a 5’ long Clerk’s counter extension to match the existing one, a 25 SF addition to the Clerk’s raised work area floor and adjacent to it, a 12’ long ADA compliant wheelchair ramp with a 6’ level landing and turn. Install new carpet, handrails and hardwood finished walls to match existing as closely as possible. And (3) new power outlets and (2) new data/phone outlets.





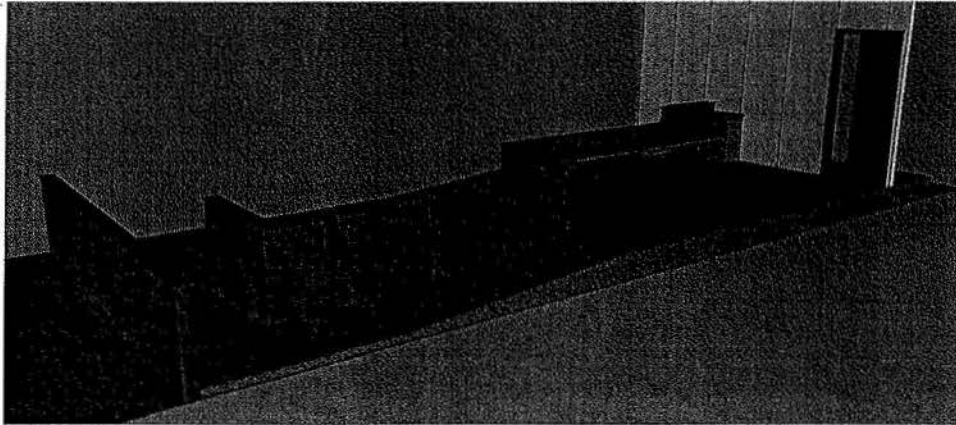
## Project Scope

### Demolition

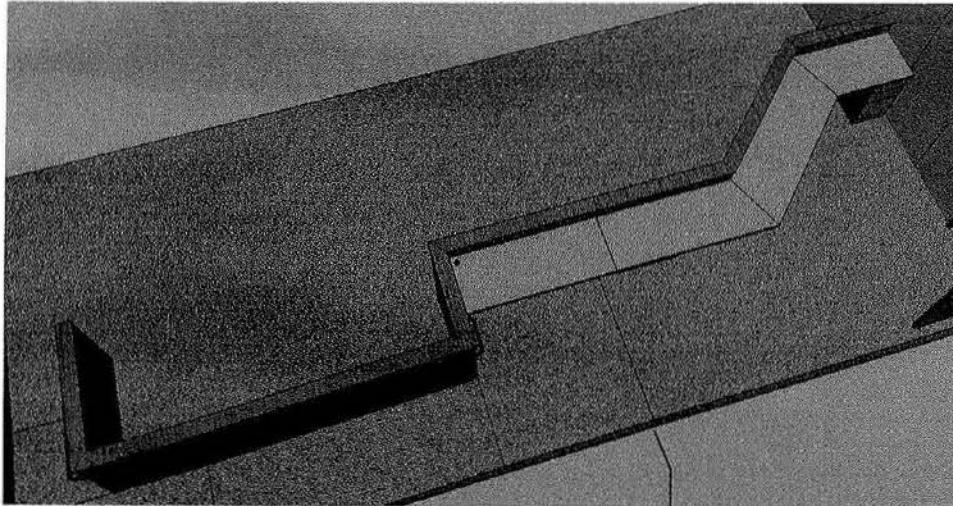
1. Provide temporary support for the existing countertop and end of raised bench floor.
2. Remove existing stair, handrail and base molding along the entire (+/- 20') east wall out to the bar.
3. Remove +/- 3' long return section and short "stub" portion of wall adjacent to stair.
4. Remove swing gate at the top of the stair.

### New Work/Installation

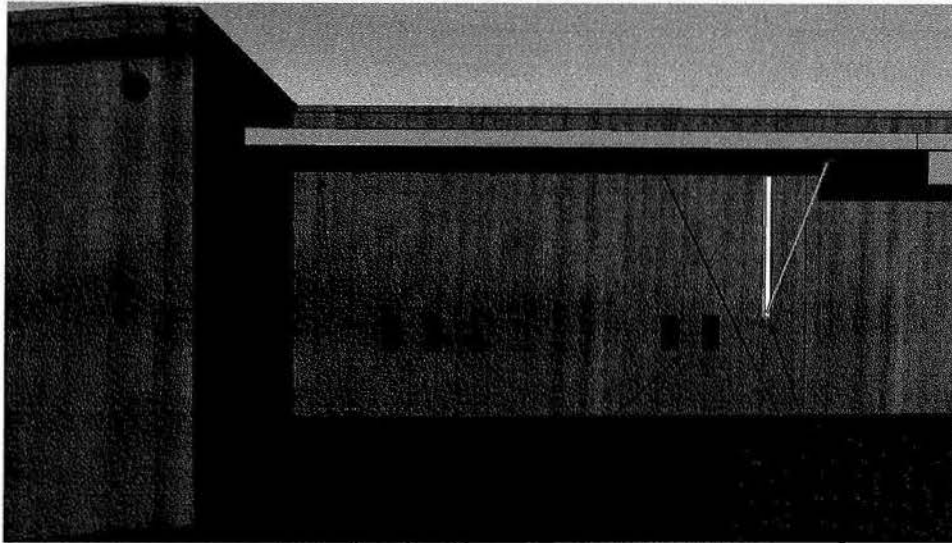
1. Construct new 5' long x 2' deep plastic laminate covered counter extension with a new knee support brace at the end of the existing counter.
2. Construct new 4' high wall constructed of 2 x 4 studs at 16" O.C. with 3/4" oak veneer plywood on each side, along the front of the bench and down the ramp as shown per the attached drawings, to match existing.
3. Frame new 25 SF raised wood floor to match existing structure.
4. Construct new 3' wide ADA (1:12 slope) ramp and 6' long level landing with 3' return as shown.
5. Install carpet on additional raised floor area, ramp and landing.
6. Install 1 1/2" diameter ADA compliant handrail along the full length of the new sections of ramp.
7. Provide (2) new convenience power outlets under the counter, fed from the existing under-counter outlet and (1) on the front of the ramp 1/2 wall, fed from the existing outlet on the back wall of the ramp.
8. Provide (2) new data / phone outlets, (1) under the new counter, and (1) on the front of the ramp 1/2 wall.
9. Provide new 1 1/2" wire management grommet through counter



Rear wall behind bench area not shown for clarity



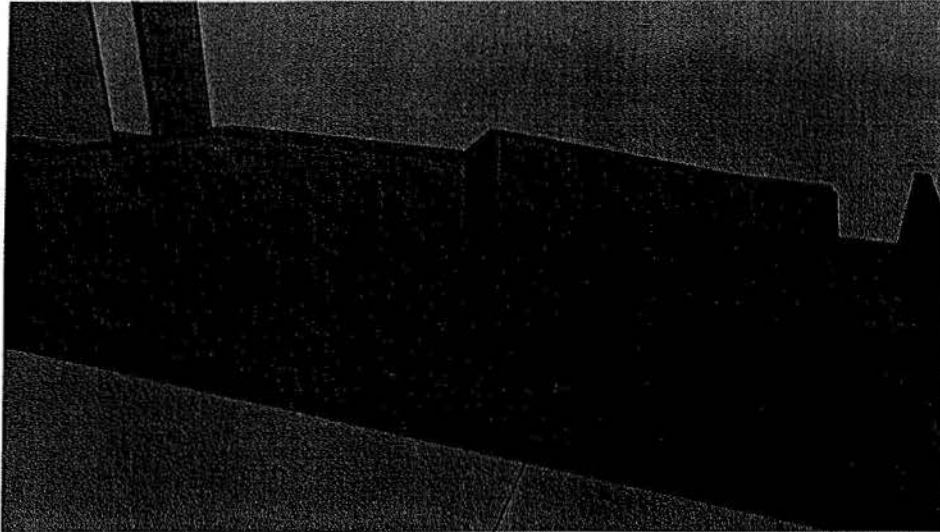
← New Clerk's Area and Ramp      Existing Bench →



New grommet through counter ———  
New power and data-phone outlets ———  
New counter and support bracket ———

Rev Date 12/31/2012

Page 3 of 4



New power and data-phone outlets

#### Project Schedule

The project will take approximately 4 weeks to receive all of the materials, execute and then another 4 weeks for closeout. Total requested time from approved funding of the SWO is 60 days.

#### Project Budget

The proposed project budget is **\$19,750.00**

Regards,

**Kirk Schutz**

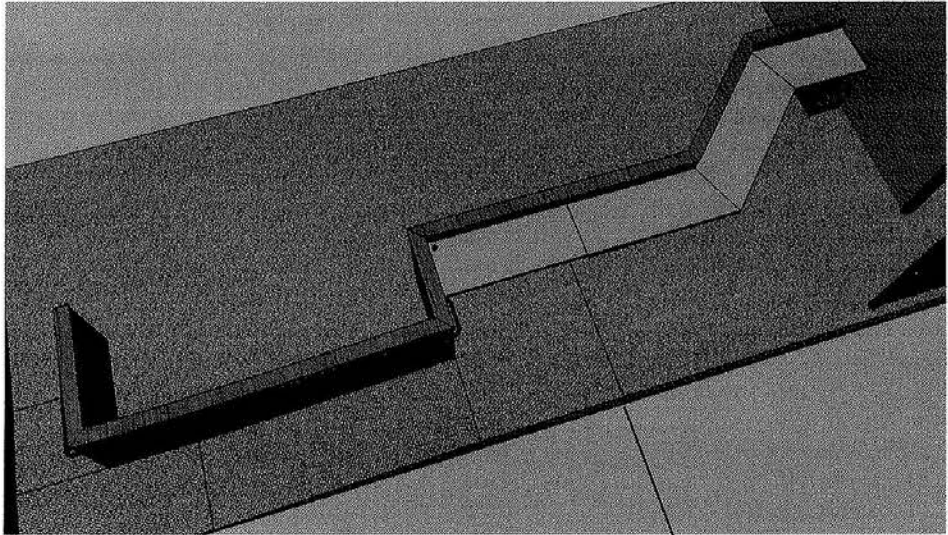
Facility Modification Project Manager  
AOC/NCRO Project  
Cell: (916) 591-2243 Fax: 916 788-2530  
[kirk.schutz@prideindustries.com](mailto:kirk.schutz@prideindustries.com)

Rev Date 12/31/2012

Page 4 of 4



Schedule Narrative for:  
09-B1 - Bldg. C - Judicial Bench Extension



← New Clerk's Area and Ramp      Existing Bench →

Work Schedule Proposal

We propose to execute the work of this project over the Veteran's Day weekend, starting on Friday 11/09/2012 after close of business at 3:30PM, through 6:00AM Monday 11/12/2012, with the rest of Monday being used as a "pick-up" day, should any unforeseen issue(s) come up.



Day by Day Description of Work

<u>Work Description</u>	<u>Task Duration</u>	<u>Start Date</u>	<u>Finish Date</u>
<b>1. Mobilization</b>			
1.1. Cover carpet with sticky plastic	1.0 hr	Fri 11/9/12	Fri 11/09/12
1.2. Set up temp construction barriers	<u>1.0 hr</u>	Fri 11/9/12	Fri 11/09/12
	<b>2.0 hrs</b>		
<b>2. Demolition</b>			
2.1. Remove handrail	0.5 hrs	Fri 11/9/12	Fri 11/09/12
2.2. Remove carpet	2.0 hrs	Fri 11/9/12	Fri 11/09/12
2.3. Remove wood base	2.0 hrs	Fri 11/9/12	Fri 11/09/12
2.4. Remove stairs	1.0 hr	Fri 11/9/12	Fri 11/09/12
2.5. Remove 1/2 walls	<u>2.0 hrs</u>	Fri 11/9/12	Fri 11/09/12
	<b>7.5 hrs</b>		
<b>3. New Construction</b>			
3.1. Frame 1/2 walls	1.0 hrs	Sat 11/10/12	Sat 11/10/12
3.2. Frame platform floor	1.0 hrs	Sat 11/10/12	Sat 11/10/12
3.3. Frame ramp & landing floor	2.0 hrs	Sat 11/10/12	Sat 11/10/12
3.4. Install power outlets	1.0 hrs	Sat 11/10/12	Sat 11/10/12
3.5. Install low voltage outlets	1.0 hrs	Sat 11/10/12	Sat 11/10/12
3.6. Sheath 1/2 walls	1.0 hrs	Sat 11/10/12	Sat 11/10/12
3.7. Sheath platform, ramp & landing	1.0 hrs	Sat 11/10/12	Sat 11/10/12
3.8. Cap 1/2 walls	3.0 hrs	Sat 11/10/12	Sat 11/10/12
3.9. Install wood base	1.0 hrs	Sat 11/10/12	Sat 11/10/12
3.10. Install carpet	2.0 hrs	Sat 11/10/12	Sat 11/10/12
3.11. Install counter top	2.0 hrs	Sat 11/10/12	Sat 11/10/12
3.12. Install knee brace	0.5 hrs	Sat 11/10/12	Sat 11/10/12
3.13. Overlay exist. counter to match new p-lam	<u>1.0 hr</u>	Sat 11/10/12	Sat 11/10/12
	<b>17.5 hrs</b>		
<b>4. Apply Finishes &amp; Cleanup</b>			
4.1. Apply clear finish to woodwork	3.0 hrs	Sun 11/11/12	Sun 11/11/12
4.2. Touch up paint at handrail	0.5 hrs	Sun 11/11/12	Sun 11/11/12
4.3. Trim out electrical & low voltage	<u>1.5 hrs</u>	Sun 11/11/12	Sun 11/11/12
	<b>5.0 hrs</b>		
<b>5. Demobilize</b>			
5.1. Tear down construction barriers	1.0 hr	Sun 11/11/12	Sun 11/11/12
5.2. General cleaning	<u>2.0 hrs</u>	Sun 11/11/12	Sun 11/11/12
	<b>3.0 hrs</b>		

End of Schedule Narrative.



## Judicial Council of California

### ADMINISTRATIVE OFFICE OF THE COURTS

JUDICIAL AND COURT OPERATIONS SERVICES DIVISION

455 Golden Gate Avenue • San Francisco, California 94102-3688

Telephone 415-865-4200 • Fax 415-865-4205 • TDD 415-865-4272

TANI G. CANTIL-SAKAUYE  
*Chief Justice of California  
Chair of the Judicial Council*

STEVEN JAHR  
*Administrative Director of the Courts*

CURT SODERLUND  
*Chief Administrative Officer*

January 22, 2014

Hon. Suzanne N. Kingsbury  
Presiding Judge  
Superior Court of California,  
County of El Dorado  
1354 Johnson Blvd., Suite 2, Dept. 3  
South Lake Tahoe, CA 96150

Re: Approval of Court-Funded Facilities Request (09-CFR002)  
Judge's Bench Extension – Estimated Budget of \$21,350  
Building C, 2850 Fairlane Court, Placerville, 95667  
El Dorado County

Dear Judge Kingsbury:

We are pleased to inform you that the Trial Court Facilities Modification Advisory Committee reviewed and approved your Court-Funded Facilities Request at its January 17, 2014, meeting.

This request may proceed upon verification and completion of the following:

**1. AOC-Court Intra-Branch Agreement (IBA)**

- a. An IBA will be developed with input from the AOC's Legal Services Office, Real Estate Unit
- b. Nick Turner, Regional Manager, [nick.turner@jud.ca.gov](mailto:nick.turner@jud.ca.gov), 916-263-7886, will act as a liaison to coordinate the development and approval process for this document.

Hon. Suzanne N. Kingsbury  
January 22, 2014  
Page 2

If you have any questions concerning this approval letter and the AOC process, please feel free to contact me at (916) 263-0995.

Sincerely,



Christa Jennings  
Court Services Analyst  
Office of Real Estate and Facilities Management (OREFM)

cc: Ms. Tania Ugrin-Capobianco, Court Executive Officer, Superior Court of California,  
County of El Dorado  
Ms. Jackie Davenport, Assistant Court Executive Officer Superior Court of California,  
County of El Dorado  
Mr. Curt Soderlund, Chief Administrative Officer, AOC, OREFM  
Mr. Burt Hirschfeld, Assistant Director, AOC, OREFM  
Ms. Leslie Miessner, Supervising Attorney, AOC, Legal Services Office, Real Estate  
Unit  
Mr. Gerald (Jerry) Pfab, Senior Manager, AOC, OREFM  
Ms. Gisele Corrie, Senior Financial Manager, AOC, JBCPO  
Mr. Patrick McGrath, Facility Operations Manager, AOC, OREFM  
Mr. Nick Turner, Regional Manager, AOC, OREFM  
Ms. Angela Guzman, Supervising Budget Analyst, AOC, JBCPO  
Ms. Karen Baker, Facility Management Analyst, AOC, OREFM  
Ms. Michele Allan, Senior Budget Analyst, AOC, JBCPO

**EXHIBIT "B"**

**CAMERON PARK COURTHOUSE CFR AND CFR APPROVAL LETTER**



Judicial Council – Administrative Office of the Courts  
Court-Funded Facilities Request (CFR) Form

Superior Court of California, County of El Dorado

1. ~~AOC Building ID: 09-B1~~ ~~Building Name: Building C, 2850 Fairlane Ct,  
Placerville~~

2. AOC Building ID: 09-C1 Building Name: Cameron Park, 3321 Cameron Park  
Dr. Cameron Park

Court Contact Name and Title: Jackie Davenport, Assistant Court Executive Officer

E-mail: jdavenport@eldoradocourt.org Telephone: 530-621-7453

**Before completing this form, please contact AOC staff to discuss the court's facilities-related request and anticipated costs.** The following AOC staff can assist the court in developing cost estimates and securing related services:

- For lease-related costs: Eunice Calvert-Banks, 415-865-4048, [eunice.calvert-banks@jud.ca.gov](mailto:eunice.calvert-banks@jud.ca.gov)
- For other facilities-related services or work: please contact your AOC regional facility representative.

Please submit this completed form—via e-mail, fax, or regular mail—to:

Sarah Sanchez  
Office of Real Estate and Facilities Management  
Judicial and Court Administrative Services Division  
Administrative Office of the Courts  
455 Golden Gate Avenue  
San Francisco, CA 94102-3688  
Tel: 415-865-4021; Fax: 415-865-8885  
E-mail: [sarah.sanchez@jud.ca.gov](mailto:sarah.sanchez@jud.ca.gov)

The Judicial Council has delegated to the Trial Court Facility Modification Advisory Committee the authority to approve new Court-Funded Facilities Requests (CFRs) if all of the following are true:

1. The court contribution will be used exclusively to pay for the following urgent court facilities needs:
  - i. Lease-related costs (i.e., lease payments and operating costs, repairs, or modifications required by a lease);
  - ii. Costs that are allowable court operations expenditures under rule 10.810 of the California Rules of Court (i.e., equipment, furnishings, interior painting, flooring replacement or repair, furniture repair, or records storage), if the court prefers to have the AOC handle the matter on its behalf;<sup>1</sup> or
  - iii. Other facility improvements that are not allowable court operations expenditures under rule 10.810 (i.e., facilities operations, maintenance,

<sup>1</sup> Courts retain the option of making rule 10.810 allowable expenditures on their own, without resorting to the new CFR Procedure or an allocation reduction.

Judicial Council – Administrative Office of the Courts  
Court-Funded Facilities Request (CFR) Form

- repairs, and modifications but not capital projects), if they would improve a court's functioning or reduce ongoing court operating costs.
2. If the court financial contribution will pay lease-related costs:
    - i. The AOC holds or has accepted assignment of the lease;
    - ii. The lease term will not exceed five years; and
    - iii. Any lease renewal (including renewals pursuant to an option contained in an existing lease contract) must be considered as a new CFR.
  3. Courts wishing to contribute funding for multiple small projects that are non-lease items in a fiscal year may expedite the approval process by submitting a single CFR, under the following procedure:
    - i. The CFR proposes a maximum fiscal year budget (i.e., the court's cumulative total financial contribution) for small projects that year;
    - ii. Following approval of that amount, the court will submit individual service work order requests, to be charged against its authorized maximum annual fiscal year budget as follows:
      - a. Individual service work orders may not exceed \$15,000.
      - b. Each service work order will identify the type of service requested, and state whether the work is rule 10.810 allowable or unallowable.
      - c. If the work is rule 10.810 allowable, the service work order will provide a brief explanation of the reason that the court prefers to have the AOC handle the matter on its behalf.
      - d. If the work is not allowable under rule 10.810, the service work order will provide a brief explanation of how the requested work will improve the court's functioning or reduce ongoing court operating costs.
      - e. Once a maximum fiscal year budget for small projects has been approved, a regional manager for the AOC's Facilities Management Unit may approve individual service work order requests.
      - f. The AOC's Facilities Management Unit must report at each meeting of the Trial Court Facility Modification Advisory Committee on disposition of all individual service work order requests received since the committee's last meeting.
    - iii. A court's cumulative financial contribution via service work orders may not exceed the maximum fiscal year budget established under the original CFR. Work requiring expenditures beyond that established budget will require a new CFR.
  4. The court's presiding judge or court executive officer submits a CFR application demonstrating the court's ability to meet the financial commitment.
  5. The AOC's Fiscal Services Office (FSO) will review the court's application and any other relevant information, may request further information from the court as needed, and will advise if it has concerns about the court's ability to meet the proposed financial commitment.
  6. If there are no unresolved FSO concerns, the court will execute an intra-branch agreement (IBA) with the AOC, authorizing the AOC to directly pay the costs

Judicial Council – Administrative Office of the Courts  
Court-Funded Facilities Request (CFR) Form

covered by the court's CFR from the Trial Court Trust Fund (TCTF), making a corresponding reduction to the court's TCTF allocation.

7. Any court submitting a CFR application must agree that its TCTF allocation will be reduced, during the period specified in the application, if approved, to meet the full financial commitment, notwithstanding any other court financial needs that may arise, as other court facilities funding sources are fully committed and therefore not available to replace a court contribution.
8. If the AOC's FSO has concerns about a court's ability to meet a proposed financial commitment, it may present those concerns to the Trial Court Facility Modification Advisory Committee, and the court may present a response.

The Trial Court Facility Modification Advisory Committee will provide, on a quarterly basis, an informational report to the Judicial Council about all CFRs granted during the previous quarter, with reports to specify the nature of the cost covered by each court's contribution, the reason each request was considered urgent, and key terms for any leases (e.g., start and end date of term, options to renew, early termination provisions, total cost, and covered improvements).

Judicial Council – Administrative Office of the Courts  
Court-Funded Facilities Request (CFR) Form

Superior Court of California, County of El Dorado      AOC Building ID: 09-C1  
Building Name: Cameron Park  
Building Address: 3321 Cameron Park Drive, Cameron Park, CA 95682

1. Indicate nature of urgent request (*check one*):

- Lease-related cost (excluding records storage)
  - Lease payment only, OR  Lease payment including tenant improvement costs
- Lease for records storage only
  - Lease payment only, OR  Lease payment including tenant improvement costs
- Facilities-related cost allowable under rule 10.810 (i.e., equipment, furnishings, interior painting, flooring replacement or repair, or furniture repair).
- Facilities-related cost that is *not* allowable under rule 10.810 (e.g., facility modification), needed to improve court operations or reduce operating costs.
- Annual budget needs to be established to address multiple small projects, under \$15,000 each.

2. Provide cost estimate, identify funding source, and attach documentation reflecting court's ability to meet financial commitment:

Estimated Cost:    \$ 58,331.58    One-time      \$ \_\_\_\_\_    Ongoing    \$ \_\_\_\_\_

Please identify the amount to be committed from each of the funding sources, which, when totaled, should equal the Estimated Cost.

Fund source:     Operating Budget      Amount: \$ \_\_\_\_\_  
                   Grant Funds            Amount: \$ \_\_\_\_\_  
                                  (*specify grant title*): \_\_\_\_\_  
                   Salary Savings        Amount: \$ \_\_\_\_\_  
                   Fund Balance (Reserves)    Amount: \$ \_\_\_\_\_  
                   Other                    Amount: \$ 58,331.58

(*explain*): Requests for Expenditures from County Courthouse Construction Fund for ADA upgrades to Cameron Park with approval from the Administrative Office of the Courts on February 23, 2009. Additional CCF funds received by the County on cases assessed the CCF fees prior to January 1, 2010 will be used to pay costs.

- Attach documentation supporting the court's ability to meet its financial commitment through term of request (include cost-estimate calculations in Excel format).
- Check this box if the court received a loan or advance from the TCTF or other judicial branch fund in the current or last fiscal year or anticipates requesting one in the current fiscal year.

3. Describe the costs that the court's proposed funding contribution would cover (*attach additional pages if necessary*):

4. If the request would fund a lease:

- Describe the planned use of the space (e.g., records storage, courtroom, offices); multi-use space should be separated by use with percentage of occupancy provided for each;
- State the start and ending dates of the lease term and any options for renewal;

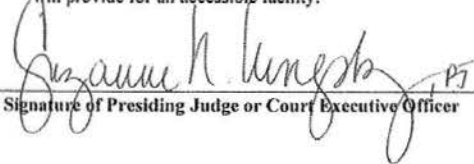
Judicial Council – Administrative Office of the Courts  
Court-Funded Facilities Request (CFR) Form

- State the scope and cost of all Tenant Improvements to be performed on facility if lease is approved; and
  - State the number of court officers and staff to be located in the space. Note: For space to be designated as records storage, the duties of the staff in the building need to support records storage.
5. If the request would fund a rule 10.810 allowable cost, explain why the court prefers to have the AOC perform the required work on its behalf.
6. Describe why the court deems the request urgent as well as the manner in which operations would be improved or costs reduced if the request is granted:

The project has been pending since 2009. The Court and County have agreed that the work can be performed by the AOC through maintenance provider PRIDE Industries. The project will provide modifications to the clerk's public counter, public restrooms and entrance doors to meet ADA requirements. Currently staff are required to leave the clerk's office and go into the lobby to assist individuals with access limitations, such as use of a wheelchair. The entrance doors are not accessible for individuals in a wheelchair. Public restrooms do not meet ADA requirements.

7. Describe the court operations that this project will serve and any special considerations or features of the desired services that the court's contribution would fund:

Funding for the project will be entirely from County Courthouse Construction Funds. The project will provide for an accessible facility.

  
Signature of Presiding Judge or Court Executive Officer

11/6/13  
Date

## 09-C1 Cameron Park – ADA Improvements

**Jackie Davenport**

---

**From:** Chris Bunch [chris.bunch@g.prideindustries.com]  
**Sent:** Monday, August 19, 2013 3:52 PM  
**To:** Jackie Davenport  
**Cc:** Tony Capasso; Casey Cagle; Errecart, Bill  
**Subject:** Re: Cameron Park ADA Improvements

Jackie,

Here's the breakout:

1. Clerk's Counter \$15,972.53
2. Restrooms \$ 21,102.00
3. Entrance Doors \$ 21,257.05

Regards,  
Chris

On Mon, Aug 19, 2013 at 12:47 PM, Tony Capasso <[anthony.capasso@g.prideindustries.com](mailto:anthony.capasso@g.prideindustries.com)> wrote:  
3 areas.

----- Forwarded message -----

**From:** Jackie Davenport <[jdavenport@eldoradocourt.org](mailto:jdavenport@eldoradocourt.org)>  
**Date:** Fri, Aug 16, 2013 at 2:43 PM  
**Subject:** Cameron Park ADA Improvements  
**To:** Tony Capasso <[anthony.capasso@g.prideindustries.com](mailto:anthony.capasso@g.prideindustries.com)>, Casey Cagle <[casey.cagle@g.prideindustries.com](mailto:casey.cagle@g.prideindustries.com)>

Hi Tony & Casey,

I have a meeting scheduled with the County to discuss the Cameron Park ADA improvement project and proceeding with a formal request to AOC Judicial Branch Capital Program Office for the work to be performed by the AOC/PRIDE. To assist in my discussions with the County, it would be beneficial to have documentation of your estimated costs for this project. During our meeting last week it was indicated the project cost is estimated at \$58,391 and you indicated that you would try and get a breakdown of the costs for each area of work, clerk's county, public restrooms and entrance doors.

Thanks for your assistance.

Jackie

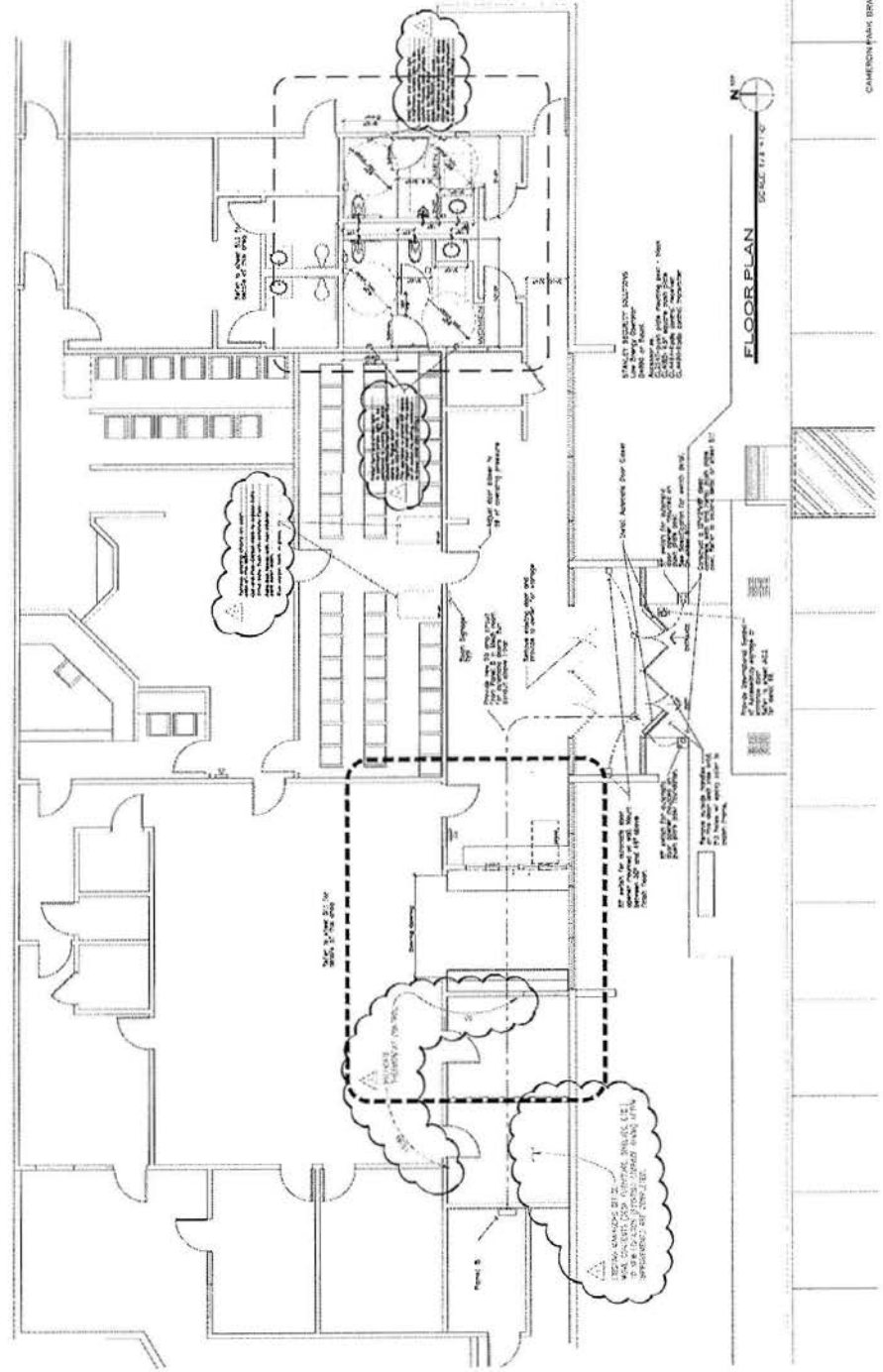
DATE: 08/11/2011  
 TIME: 10:00 AM  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]

**BRIAN SHINFULT**  
 ARCHITECT  
 1015 W. 10th St.  
 Des Moines, IA 50319  
 515.281.1111  
 www.bshinfult.com

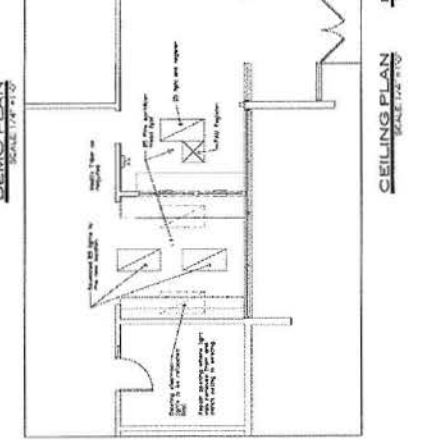
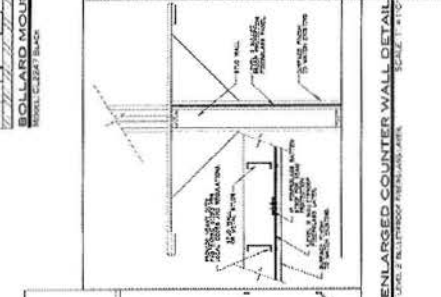
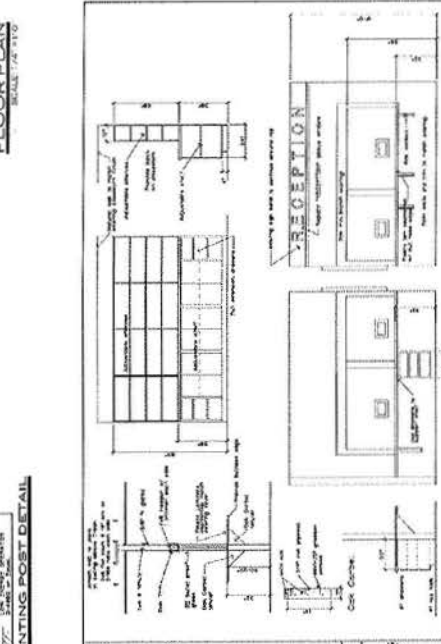
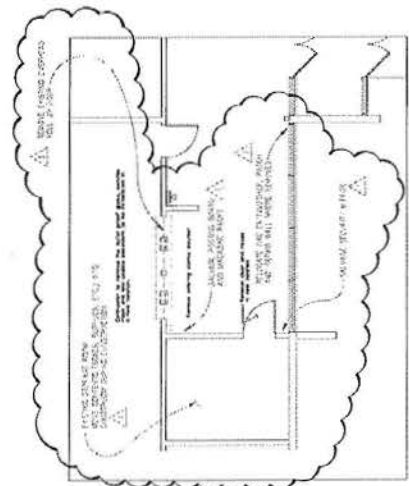
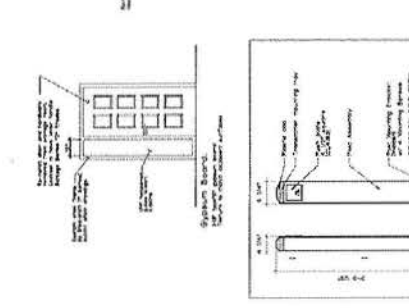
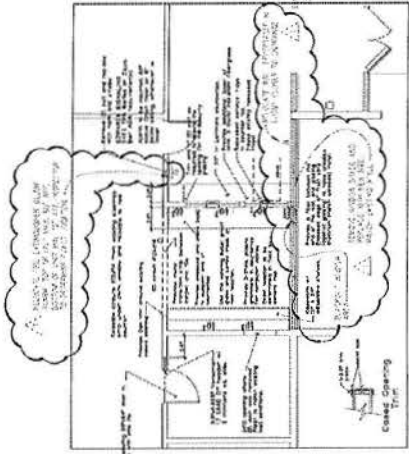


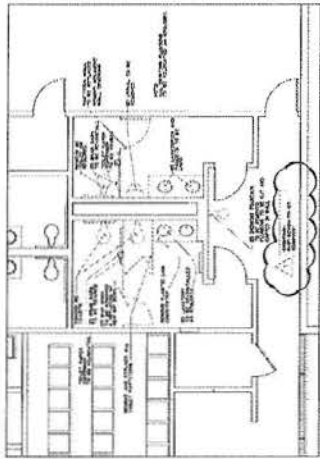
DAVIDSON PARK COURT  
 INTERIOR RENOVATION PROJECT  
 310 Commercial Ave  
 Des Moines, IA 50319  
 515.281.1111

**B1.0**  
 SHEET 1 OF 1







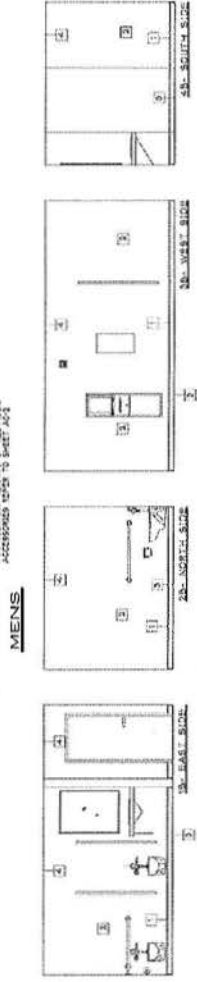


BATHROOM DEMO PLAN  
SCALE: 1/4" = 1'-0"



BATHROOM PLAN  
SCALE: 1/4" = 1'-0"

- RESTROOM NOTES**
1. SEE SHEET 101 FOR GENERAL NOTES.
  2. SEE SHEET 102 FOR GENERAL NOTES.
  3. SEE SHEET 103 FOR GENERAL NOTES.
  4. SEE SHEET 104 FOR GENERAL NOTES.
  5. SEE SHEET 105 FOR GENERAL NOTES.
  6. SEE SHEET 106 FOR GENERAL NOTES.
  7. SEE SHEET 107 FOR GENERAL NOTES.
  8. SEE SHEET 108 FOR GENERAL NOTES.
  9. SEE SHEET 109 FOR GENERAL NOTES.
  10. SEE SHEET 110 FOR GENERAL NOTES.
  11. SEE SHEET 111 FOR GENERAL NOTES.
  12. SEE SHEET 112 FOR GENERAL NOTES.
  13. SEE SHEET 113 FOR GENERAL NOTES.
  14. SEE SHEET 114 FOR GENERAL NOTES.
  15. SEE SHEET 115 FOR GENERAL NOTES.
  16. SEE SHEET 116 FOR GENERAL NOTES.
  17. SEE SHEET 117 FOR GENERAL NOTES.
  18. SEE SHEET 118 FOR GENERAL NOTES.
  19. SEE SHEET 119 FOR GENERAL NOTES.
  20. SEE SHEET 120 FOR GENERAL NOTES.
  21. SEE SHEET 121 FOR GENERAL NOTES.
  22. SEE SHEET 122 FOR GENERAL NOTES.
  23. SEE SHEET 123 FOR GENERAL NOTES.
  24. SEE SHEET 124 FOR GENERAL NOTES.
  25. SEE SHEET 125 FOR GENERAL NOTES.
  26. SEE SHEET 126 FOR GENERAL NOTES.
  27. SEE SHEET 127 FOR GENERAL NOTES.
  28. SEE SHEET 128 FOR GENERAL NOTES.
  29. SEE SHEET 129 FOR GENERAL NOTES.
  30. SEE SHEET 130 FOR GENERAL NOTES.
  31. SEE SHEET 131 FOR GENERAL NOTES.
  32. SEE SHEET 132 FOR GENERAL NOTES.
  33. SEE SHEET 133 FOR GENERAL NOTES.
  34. SEE SHEET 134 FOR GENERAL NOTES.
  35. SEE SHEET 135 FOR GENERAL NOTES.
  36. SEE SHEET 136 FOR GENERAL NOTES.
  37. SEE SHEET 137 FOR GENERAL NOTES.
  38. SEE SHEET 138 FOR GENERAL NOTES.
  39. SEE SHEET 139 FOR GENERAL NOTES.
  40. SEE SHEET 140 FOR GENERAL NOTES.
  41. SEE SHEET 141 FOR GENERAL NOTES.
  42. SEE SHEET 142 FOR GENERAL NOTES.
  43. SEE SHEET 143 FOR GENERAL NOTES.
  44. SEE SHEET 144 FOR GENERAL NOTES.
  45. SEE SHEET 145 FOR GENERAL NOTES.
  46. SEE SHEET 146 FOR GENERAL NOTES.
  47. SEE SHEET 147 FOR GENERAL NOTES.
  48. SEE SHEET 148 FOR GENERAL NOTES.
  49. SEE SHEET 149 FOR GENERAL NOTES.
  50. SEE SHEET 150 FOR GENERAL NOTES.
  51. SEE SHEET 151 FOR GENERAL NOTES.
  52. SEE SHEET 152 FOR GENERAL NOTES.
  53. SEE SHEET 153 FOR GENERAL NOTES.
  54. SEE SHEET 154 FOR GENERAL NOTES.
  55. SEE SHEET 155 FOR GENERAL NOTES.
  56. SEE SHEET 156 FOR GENERAL NOTES.
  57. SEE SHEET 157 FOR GENERAL NOTES.
  58. SEE SHEET 158 FOR GENERAL NOTES.
  59. SEE SHEET 159 FOR GENERAL NOTES.
  60. SEE SHEET 160 FOR GENERAL NOTES.
  61. SEE SHEET 161 FOR GENERAL NOTES.
  62. SEE SHEET 162 FOR GENERAL NOTES.
  63. SEE SHEET 163 FOR GENERAL NOTES.
  64. SEE SHEET 164 FOR GENERAL NOTES.
  65. SEE SHEET 165 FOR GENERAL NOTES.
  66. SEE SHEET 166 FOR GENERAL NOTES.
  67. SEE SHEET 167 FOR GENERAL NOTES.
  68. SEE SHEET 168 FOR GENERAL NOTES.
  69. SEE SHEET 169 FOR GENERAL NOTES.
  70. SEE SHEET 170 FOR GENERAL NOTES.
  71. SEE SHEET 171 FOR GENERAL NOTES.
  72. SEE SHEET 172 FOR GENERAL NOTES.
  73. SEE SHEET 173 FOR GENERAL NOTES.
  74. SEE SHEET 174 FOR GENERAL NOTES.
  75. SEE SHEET 175 FOR GENERAL NOTES.
  76. SEE SHEET 176 FOR GENERAL NOTES.
  77. SEE SHEET 177 FOR GENERAL NOTES.
  78. SEE SHEET 178 FOR GENERAL NOTES.
  79. SEE SHEET 179 FOR GENERAL NOTES.
  80. SEE SHEET 180 FOR GENERAL NOTES.
  81. SEE SHEET 181 FOR GENERAL NOTES.
  82. SEE SHEET 182 FOR GENERAL NOTES.
  83. SEE SHEET 183 FOR GENERAL NOTES.
  84. SEE SHEET 184 FOR GENERAL NOTES.
  85. SEE SHEET 185 FOR GENERAL NOTES.
  86. SEE SHEET 186 FOR GENERAL NOTES.
  87. SEE SHEET 187 FOR GENERAL NOTES.
  88. SEE SHEET 188 FOR GENERAL NOTES.
  89. SEE SHEET 189 FOR GENERAL NOTES.
  90. SEE SHEET 190 FOR GENERAL NOTES.
  91. SEE SHEET 191 FOR GENERAL NOTES.
  92. SEE SHEET 192 FOR GENERAL NOTES.
  93. SEE SHEET 193 FOR GENERAL NOTES.
  94. SEE SHEET 194 FOR GENERAL NOTES.
  95. SEE SHEET 195 FOR GENERAL NOTES.
  96. SEE SHEET 196 FOR GENERAL NOTES.
  97. SEE SHEET 197 FOR GENERAL NOTES.
  98. SEE SHEET 198 FOR GENERAL NOTES.
  99. SEE SHEET 199 FOR GENERAL NOTES.
  100. SEE SHEET 200 FOR GENERAL NOTES.



INTERIOR ELEVATIONS  
SCALE: 1/4" = 1'-0"

**BRIAN SHINRUIT ARCHITECT**  
 1000 15TH AVENUE, SUITE 1000  
 DENVER, COLORADO 80202  
 (303) 733-1111  
 WWW.BRIANSHINRUIT.COM

**BR 1012**

**CASTROVA PARK CENTER  
 EXTERIOR ARCHITECTURE PROJECT**  
 1000 15TH AVENUE, SUITE 1000  
 DENVER, COLORADO 80202  
 (303) 733-1111  
 WWW.BRIANSHINRUIT.COM

**B1.2**  
 PART 1 - BATH 1





## Judicial Council of California

### ADMINISTRATIVE OFFICE OF THE COURTS

JUDICIAL AND COURT OPERATIONS SERVICES DIVISION

455 Golden Gate Avenue • San Francisco, California 94102-3688

Telephone 415-865-4200 • Fax 415-865-4205 • TDD 415-865-4272

TANI G. CANTIL-SAKAUYE  
*Chief Justice of California  
Chair of the Judicial Council*

STEVEN JAHR  
*Administrative Director of the Courts*

CURT SODERLUND  
*Chief Administrative Officer*

January 22, 2014

Hon. Suzanne N. Kingsbury  
Presiding Judge  
Superior Court of California,  
County of El Dorado  
1354 Johnson Blvd., Suite 2, Dept. 3  
South Lake Tahoe, CA 96150

Re: Approval of Court-Funded Facilities Request (09-CFR003)  
ADA Improvements – Estimated Budget of \$58,332  
Cameron Park, 3321 Cameron Park Dr., Cameron Park, 95682  
El Dorado County

Dear Judge Kingsbury:

We are pleased to inform you that the Trial Court Facilities Modification Advisory Committee reviewed and approved your Court-Funded Facilities Request at its January 17, 2014, meeting.

This request may proceed upon verification and completion of the following:

**1. AOC-Court Intra-Branch Agreement (IBA)**

- a. An IBA will be developed with input from the AOC's Legal Services Office, Real Estate Unit
- b. Nick Turner, Regional Manager, [nick.turner@jud.ca.gov](mailto:nick.turner@jud.ca.gov), 916-263-7886, will act as a liaison to coordinate the development and approval process for this document.

Hon. Suzanne N. Kingsbury  
January 22, 2014  
Page 2

If you have any questions concerning this approval letter and the AOC process, please feel free to contact me at (916) 263-0995.

Sincerely,



Christa Jennings  
Court Services Analyst  
Office of Real Estate and Facilities Management (OREFM)

cc: Ms. Tania Ugrin-Capobianco, Court Executive Officer, Superior Court of California,  
County of El Dorado  
Ms. Jackie Davenport, Assistant Court Executive Officer Superior Court of California,  
County of El Dorado  
Mr. Curt Soderlund, Chief Administrative Officer, AOC, OREFM  
Mr. Burt Hirschfeld, Assistant Director, AOC, OREFM  
Ms. Leslie Miessner, Supervising Attorney, AOC, Legal Services Office, Real Estate  
Unit  
Mr. Gerald (Jerry) Pfab, Senior Manager, AOC, OREFM  
Ms. Gisele Corrie, Senior Financial Manager, AOC, JBCPO  
Mr. Patrick McGrath, Facility Operations Manager, AOC, OREFM  
Mr. Nick Turner, Regional Manager, AOC, OREFM  
Ms. Angela Guzman, Supervising Budget Analyst, AOC, JBCPO  
Ms. Karen Baker, Facility Management Analyst, AOC, OREFM  
Ms. Michele Allan, Senior Budget Analyst, AOC, JBCPO