

14. Approve the Memorandum of Understanding with the Superior Court of Tulare County for the provision of general services for court facilities, effective July 1, 2025, through June 30, 2026.



County Administrative Office

COUNTY OF TULARE AGENDA ITEM

BOARD OF SUPERVISORS

LARRY MICARI
District One

PETE VANDER POEL
District Two

AMY SHUKLIAN
District Three

EDDIE VALERO
District Four

DENNIS TOWNSEND
District Five

AGENDA DATE: June 24, 2025

Public Hearing Required	N/A
Scheduled Public Hearing w/Clerk	N/A
Published Notice Required	N/A
Advertised Published Notice	N/A
Meet & Confer Required	N/A
Budget Transfer (Aud 308) attached	N/A
Personnel Resolution attached	N/A
Agreement(s) attached	Yes

CONTACT PERSON: Jason Britt PHONE: 5596365005

SUBJECT: Approve Memorandum of Understanding with Tulare County Superior Court

REQUEST(S):

That the Board of Supervisors:

1. Approve the Memorandum of Understanding with the Superior Court of Tulare County for the provision of general services for court facilities from July 1, 2025, through June 30, 2026; and
2. Authorize the Chair to sign the Memorandum of Understanding.

SUMMARY:

Tulare County provides various general services to the Superior Court of Tulare County ("Court"). In general, the Trial Court Funding Act of 1997 ("the Act") identified that no county is responsible for providing funding for court operations. The Act also provided that a county may bill the Superior Court for the direct and indirect cost of services and supplies provided in support of court operations.

Consequently, for the past twelve years, the Tulare County Superior Court and The County of Tulare has entered into a Memorandum of Understanding ("MOU") as the agreement for county-provided general services.

For the Fiscal Year 2025/26, the proposed MOU provides a detailed list of general county services for court facilities and reimbursement rates. For example, the MOU states that the County shall provide internal services, fleet services, and temporary services, including telecommunications, mail, courier, copier, and custodial services.

These services will be provided mainly by the County's General Services Agency in

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conjunction with other county departments. (For reference, see Attachment 1, Memorandum of Understanding, Exhibit A [Services to be Performed].)

In the Fiscal Year 2025/26, Tulare County Courts are experiencing an increase of \$61,246 for direct charges. These charges are primarily a result of increased print and mail charges. The direct charges for Law Library are experiencing an increase of \$3,882 based on increased copier service charges. The direct charges for Collections include an overall increase of \$6,473 based on increased mail charges. The indirect charges for the Judicial Council are experiencing an overall decrease of \$33,937 based on decreased maintenance and utility charges. The indirect charges for the unallowable is experiencing an overall increase of \$195,182 (For reference, see Attachment 1, Memorandum of Understanding, Exhibit B-2 [Indirect and Overhead Costs: FY 2025/26] providing the detail for these costs.)

FISCAL IMPACT/FINANCING:

The MOU revenues and expenses will be included in the Fiscal Year 2025/26 budget for the General Services Department, Miscellaneous Criminal Justice, and the Court's Budget.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's five year strategic plan includes the Organizational Performance Initiative to continuously improve organizational effectiveness and fiscal stability. The approval of Memorandum of Understanding helps fulfill this initiative by assuring that necessary costs are provided at reasonable rates.

ADMINISTRATIVE SIGN-OFF:

/s/ Jason T. Britt

Jason T. Britt

County Administrative Officer

Cc: County Administrative Office

Attachments: Memorandum of Understanding

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF Approve)
Memorandum of Understanding with) Resolution No. 2025-0486
Tulare County Superior Court) Agreement No.
)
)

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: JASON T. BRITT
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

* * * * *

- 1. Approve the Memorandum of Understanding with the Superior Court of Tulare County for the provision of general services for court facilities from July 1, 2025, through June 30, 2026; and
- 2. Authorize the Chair to sign the Memorandum of Understanding.

MEMORANDUM OF UNDERSTANDING
FY 2025/26 SUPERIOR COURT SERVICES AGREEMENT

I. INTRODUCTION

THIS MEMORANDUM OF UNDERSTANDING (“Agreement”) is entered into as of July 1, 2025, between the COUNTY OF TULARE, referred to as the “COUNTY”, and the SUPERIOR COURT OF TULARE COUNTY, referred to as the “COURT”, with reference to the following:

II. RECITALS

A. WHEREAS, the Brown-Presley Trial Court Funding Act (commonly known as the “Trial Court Funding Act”), as set out and incorporated in Government Code section 77000 *et seq.*, provides that services and supplies relating to court operations shall be considered Trial Court Operations;

B. WHEREAS, The Trial Court Funding Act provides that a county may bill trial courts, such as this Superior Court, for the costs of its services and supplies provided to the trial courts for Trial Court Operations;

C. WHEREAS, both the COURT and the COUNTY agree to the terms and conditions of this Agreement as set forth below:

ACCORDINGLY, IT IS AGREED:

III. SPECIFIC TERMS

1. **TERM:** This Agreement shall become effective as of July 1, 2025, and shall terminate on June 30, 2026, unless otherwise terminated as provided in this Agreement.
2. **SERVICES TO BE PERFORMED:** COUNTY shall provide COURT with the services shown on the attached **EXHIBIT A**.

3. PAYMENT FOR SERVICES: As consideration for the services provided by COUNTY hereunder, COURT shall pay COUNTY in accordance with the attached **EXHIBITS B, B-1, and B-2.**

4. COMPLIANCE WITH LAW: The COUNTY shall provide services in accordance with applicable Federal, State and local laws, regulations and directives. With respect to the County's employees, the COUNTY shall comply with all laws and regulations pertaining to wages and hours, state and federal income tax, unemployment insurance, Social Security, disability insurance, workers' compensation insurance, and discrimination in employment.

5. RECORDS AND AUDIT: The COUNTY shall maintain complete and accurate records with respect to the services rendered and the costs incurred under this Agreement. In addition, the COUNTY shall maintain complete and accurate records with respect to any payments to employees or subcontractors. All such records shall be prepared in accordance with generally accepted accounting procedures, shall be clearly identified, and shall be kept readily accessible.

6. INDEPENDENT CONTRACTOR STATUS: This Agreement is entered into by both parties with the express understanding that the COUNTY will perform all services required under this Agreement as an independent contractor. Nothing in this Agreement shall be construed to constitute the COUNTY or any of its agents, employees or officers as an agent, employee or officer of the COURT.

7. TERMINATION: (a) Subject to Government Code section 77212 (regarding continuation of certain services by counties), the COUNTY may give notice to the COURT at least ninety (90) days prior to the end of the applicable fiscal year that it will no longer

provide a specific service, except that the COUNTY shall reasonably cooperate with the COURT to ensure that a vital service for the Court shall be available from the COUNTY or other entities that provide such services. The termination of the specified service(s) shall be effective on the first day of the succeeding fiscal year.

(b) Subject to Government Code section 77212, the COURT may give notice to the COUNTY at least ninety (90) days prior to the end of the applicable fiscal year that it will no longer use a specific service or services.

(c) The right to terminate this Agreement under this provision may be exercised without prejudice to any other right or remedy to which the terminating party may be entitled at law or in equity.

(d) As to Temporary Services requested by the COURT (including telecommunication, mail, courier, copier and custodial services), the COURT may terminate such services by providing to the COUNTY sixty (60) days prior written notice of such termination. As to termination of such temporary services, the parties specifically waive the notice provisions provided in Government Code section 77212.

8. ENTIRE AGREEMENT REPRESENTED: This Agreement represents the entire agreement between the COUNTY and the COURT as to its subject matter and no prior oral or written understanding shall be of any force or effect. No part of this Agreement may be modified without the written consent of both parties.

9. HEADINGS: Section headings are provided for organizational purposes only and do not in any manner affect the scope, meaning or intent of the provisions under the headings.

10. NOTICES: (a) Except as may be otherwise required by law, any notice to be given shall be written and shall be either personally delivered, sent by facsimile transmission or sent by first class mail, postage prepaid and addressed as follows:

COUNTY:	Board of Supervisors County Administration Building 2800 West Burrel Visalia, CA 93291	Copy To:	Tulare County Auditor/Controller 221 South Mooney Blvd. County Civic Center, 101E Visalia, CA 93291
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Fax No.: (559) 733-6898 / **Confirming No.:** (559) 636-5000

COURT: Tulare County Superior Court
221 South Mooney Blvd.
County Civic Center, Room 303
Visalia, CA 93219

Fax No.: (559) 737-4290 / **Confirming No.:** (559) 730-5000

(b) Notice delivered personally or sent by facsimile transmission is deemed received upon receipt. Notice sent by first class mail shall be deemed received on the fourth day after the date of mailing. Either party may change the above address by giving written notice pursuant to this paragraph.

11. CONSTRUCTION: This Agreement reflects the contributions of both parties, and accordingly the provisions of Civil Code section 1654 shall not apply to address and interpret any uncertainty.

12. NO THIRD-PARTY BENEFICIARIES INTENDED: Unless specifically set forth herein, the parties to this Agreement do not intend to provide any other party with any benefit or enforceable legal or equitable right or remedy.

13. GOVERNING LAW: This Agreement shall be interpreted and governed under the laws of the State of California without reference to California conflicts of law principles.

The parties agree that this contract is made in and shall be performed in Tulare County California.

14. WAIVERS: The failure of either party to insist on strict compliance with any provision of this Agreement shall not be considered a waiver of any right to do so, whether for that breach or any subsequent breach. The acceptance by either party of either performance or payment shall not be considered to be a waiver of any preceding breach of the Agreement by the other party.

15. EXHIBITS AND RECITALS: The recitals and the exhibits to this Agreement are fully incorporated into and are integral parts of this Agreement.

16. CONFLICT WITH LAWS OR REGULATIONS/SEVERABILITY: This Agreement is subject to all applicable laws and regulations. If any provision of this Agreement is found by any court or other legal authority, or is agreed upon by the parties, to be in conflict with any code or regulation, the conflicting provision shall be considered null and void. If the effect of nullifying any conflicting provision is such that a material benefit of the Agreement to either party is lost, the Agreement may be terminated at the option of the affected party. In all other cases, the remainder of the Agreement shall continue in full force and effect.

17. FURTHER ASSURANCES: Each party agrees to execute any additional documents and to perform any further acts which may be reasonably required to effect the purposes of this Agreement.

18. ASSURANCES OF NON-DISCRIMINATION: The COUNTY expressly agrees that it will not discriminate in employment or in the provision of services on the basis of any characteristic or condition upon which discrimination is prohibited by state or federal law or regulation.

19. DISPUTE RESOLUTION: If a dispute arises out of or relating to this agreement, or the breach thereof, and if said dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by non-binding mediation before resorting to litigation or some other dispute resolution procedure, unless the parties mutually agree otherwise. The mediator shall be mutually selected by the parties, but in case of disagreement, the mediator shall be selected by lot from among two nominations provided by each party. All costs and fees required by the mediator shall be split equally by the parties, otherwise each party shall bear its own costs of mediation. If mediation fails to resolve the dispute within 30 days, either party may pursue litigation to resolve the dispute.

**[THIS SPACE LEFT BLANK INTENTIONALLY;
SIGNATURES FOLLOW ON NEXT PAGE]**

THE PARTIES, having read and considered the above provisions, indicate their Agreement by their authorized signatures below.

COUNTY OF TULARE

Date: _____

By _____
Chair, Board of Supervisors

ATTEST: JASON T. BRITT
County Administrative Officer/
Clerk of the Board of Supervisors

By _____
Deputy Clerk

Approved as to Form
County Counsel

By Jeffrey L. Kuhn
Deputy
File No. 2025801

TULARE COUNTY SUPERIOR COURT

By Stephanie Camacho
Court Executive Officer

Date: June 3, 2025

Attachments:

- Exhibit A (Services to be Performed)**
- Exhibit B (Payment for Services)**
- Exhibit B-1 (Projected Court Costs: FY 2025/26)**
- Exhibit B-2 (Indirect and Overhead Cost: FY 2025/26)**

EXHIBIT A

SERVICES TO BE PERFORMED

1. The COUNTY will provide to the COURT the following services:

- (a) Internal Services,
- (b) Fleet Services,
- (c) Any other temporary services the COURT requests and the COUNTY is willing to provide, including telecommunications, mail, courier, copier, and custodial, but use of such services on a temporary basis will not activate the provisions of Government Code section 77212 as to either party.

EXHIBIT B
PAYMENT FOR SERVICES

1. COST OF SERVICES: The COUNTY shall be compensated for the services as provided in "Exhibit B - 1."

2. DOCUMENTATION AND RECONCILIATION OF INDIRECT AND OVERHEAD COSTS: The parties acknowledge and agree that "Exhibit B - 2" documents how the COUNTY shall determine indirect costs and overhead costs, and that the COUNTY shall continue to calculate such costs consistent with such method of calculation unless the parties otherwise agree.

RECONCILIATION: The parties further agree that after the fourth quarter of the fiscal year the service departments shall reconcile the charges billed to the COURT and all other departments serviced. In the event such reconciliation results in a finding that the COURT has been overcharged for services during the term, the COUNTY shall adjust its rates to reimburse the COURT for the amount of the overcharge. In the event such reconciliation results in a finding that the COURT has been undercharged for services during the term, the COURT shall pay the COUNTY for the amount of the undercharge.

3. METHOD OF PAYMENT: Except as otherwise provided, the COUNTY shall bill the COURT within 30 days of the month in which the services were provided. The COURT shall make payment within 30 days.

Exhibit B - 1

Projected Court Costs: FY 2025/26

Service	810 - Direct Bill Estimate	Collections - Direct Bill Estimate
Copier	5,836	-
Courier	26,829	-
Custodial	-	-
Facilities	5,100	5,164
Grounds	-	1,794
Mail	133,754	-
Motor Pool	6,858	-
Print	53,390	19,168
Telecommunications	-	-
Utilities	-	6,313
Total	\$231,767	\$32,439

Exhibit B-2

Indirect and Overhead Cost: FY 2025/26

Service	Direct Charges			Indirect Charges	
	Tulare County Courts	Law Library	Collections	Judicial Council	Unallowable
Copier	\$ -	\$ 5,836	\$ -	\$ -	\$ 922
Courier	25,040	1,789			
Custodial	-	-	-	-	317,772
Facilities	5,100	-	5,164	598,958	278,769
Grounds	-	-	1,794	-	278,418
Mail	133,754	-	-	-	1,955
Fleet (Motor Pool)	6,858	-	-	-	-
Print	53,216	174	19,168	-	423
Telecommunications	-	-	-	-	32,643
Utilities	-	-	6,313	583,430	342,399
Total	\$ 223,968	\$ 7,799	\$ 32,439	\$ 1,182,388	\$ 1,253,301

Prior Year Amount	166,604	3,917	25,966	1,216,325	1,058,119
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