

SPLOST 2020, Project 01
Judicial Center Site Selection Committee
Draft Meeting Minutes
Wednesday, October 13, 2021
WebEx 4:00 – 5:00 PM

This meeting can be viewed at: https://youtu.be/5KWL_mLznFo

The Athens-Clarke County Judicial Center Site Selection Committee held a meeting on Wednesday, October 13, 2021, at 4:00 p.m. The meeting was held virtually via WebEx.

MEMBERS PRESENT: Commissioner Patrick Davenport, Denny Galis, Deborah Lonon, David Sweat, Kalki Yalamanchili

MEMBERS ABSENT: Note: Mr. Vodicka, who was originally appointed by the Mayor to serve on the Committee, voluntarily removed himself from the Committee.

STAFF PRESENT:

Blaine Williams, ACCGov Manager

Robert Cheshire, ACCGov Capital Projects Director

Derek Doster, ACCGov SPLOST Project Administrator (Jacobs)

Laura Leigh Barrett, ACCGov SPLOST Project Administrator (Impact/Jacobs)

Marcus Vess, ACCGov SPLOST Project Administrator (Impact/Jacobs)

WELCOME/INTRODUCTIONS/COMMENTS

Chair Patrick Davenport, called the meeting to order at 4:05 p.m., welcomed those in attendance, and thanked them for serving on the Committee.

DISCUSSION

Derek Doster presented information on the ACCGov site selection process for major projects and the timeline of the process. The information was distributed to the members via e-mail with copy attached.

Manager Williams provided history and background on the need for the new Judicial Ctr., the proposed size of the new Judicial Ctr. and past M&C discussions on potential sites for the Judicial Ctr. Manager Williams provided information regarding the Oct. 12, 2021 M&C Work Session where the ACCGov owned E. Broad St./ Hickory St. site was discussed as a potential location for the Judicial Ctr.

Robert Cheshire provided additional history of M&C decisions regarding the \$77.9 million budget (SPLOST 2020) for the Judicial Ctr. project.

CONSIDERATION FOR FUTURE DISCUSSION

- Possible conflicts with parking needs between the Classic Center and Judicial Center (existing and proposed).
- Chair Davenport requested a map showing available ACCGov owned properties for possible use for Judicial Center.

INFORMATION / NEXT MEETING DATE (TBD)

ADJOURNMENT

The meeting adjourned at 5:20 p.m.

Unified Government of Athens-Clarke County
Major Project Site Selection Process

STAGE I - SITE CRITERIA AND STANDARDS:

STEP A – Staff identifies the need of a project to warrant a new site.

STEP B – Upon Staff’s request, the Manager’s office evaluates and determines if, due to project scope, magnitude or impact, property identification/acquisition warrants the utilization of the Major Project Site Selection Process.

STEP C – If appropriate, the Manager’s Office will request the Mayor and Commission to initiate the Major Project Site Selection Process. The Site Selection Committee is assembled.

STAGE I - DEVELOPMENT OF SITE CRITERIA AND STANDARDS:

TASK 1A - COMMITTEE ORIENTATION MEETING - The Committee will have the process and their roles explained. The **Preliminary Program and Technical based Site Criteria and Standards** will be presented to the Committee for their information and discussion. The Committee will begin to develop **Community Values based Site Criteria and Standards**.

TASK 1B - REVIEW MEETING #1 - Committee will develop the Community Values based Site Criteria and Standards. Staff will develop a Memorandum describing the combined Technical and Community Values based Site Criteria and Standards.

TASK 1C - NEWS RELEASE #1 - To inform the public, Staff will develop a News Release to describe the proposed **Technical and Community Values based Site Criteria & Standards** and to publicize the Community Forum # 1.

TASK 1D - COMMUNITY FORUM #1 - It will be the responsibility of the Committee to be host to the Forum. Exhibits describing the **Facilities Program and Technical and Community Value based Site Criteria and Standards** will be prepared. The presentation material will be displayed at public location (s) selected by the Committee several days preceding the Forum. At the scheduled time, the Forum will be held at a public location (to be determined by the Committee). The purpose of the Forum will be to permit the interested public to view the displays, receive answers to their questions and to make known their reaction to the presentation in recorded statements.

TASK 1E - REVIEW MEETING #2 - Committee meets to finalize the report identifying the **Technical and Community Value based Site Criteria and Standards** that will be presented to the Mayor & Commission.

TASK 1F - COMMISSION ACTION - The Commission will be presented the **Technical and Community Value based Site Criteria and Standards**. The Commission will act to approve, amend or disapprove the report.

STAGE II PHASE A - IDENTIFICATION OF POTENTIAL SITES:

TASK 2A -POTENTIAL SITES - The staff will develop a preliminary list of Potential sites by utilizing the **Mayor and Commission approved Technical and Community Value based Site Criteria and Standards** indicated in the previous task and using its knowledge of the Community. Staff will develop a Memorandum containing the list of up to ten (10) Potential sites and a brief description of the selection ratio.

TASK 2B - NEWS RELEASE # 2 - Staff will develop a News Release describing the Committee’s potential Sites and announcing the Community Forum #2 as described in the following task.

TASK 2C - COMMUNITY FORUM # 2 - **It will again be the responsibility of the Committee to host the Forum.** Exhibits describing the **Potential Sites to be considered for the particular projects will be prepared**. The presentation material will be displayed at public location (s) selected by the Committee several days preceding the Forum. At the scheduled time, the Forum will be held at a public location (to be determined by the Committee). The purpose of the Forum will be to permit the interested public to view the displays, receive answers to their questions and to make known their reaction to the presentation in recorded statements.

TASK 2D - REVIEW MEETING #3 - Staff will present their Potential sites to the Committee. The Committee may identify other appropriate Potential sites. An advanced notice will be provided to the Mayor and Commission informing them of the List of Potential Sites.

Major Project Site Selection Process

STAGE II - PHASE B - IDENTIFICATION OF CANDIDATE SITES:

TASK 2E - REVIEW MEETING #4 - Committee meets to review comments received at the Community Forum (Task 2C) and develop their narrowed **List of Identified Candidate Sites**.

TASK 2F - COMMISSION ACTION - The Committee will assist the Staff in the development of an Agenda Item report identifying the **Recommended Candidate Sites** for approval by the Mayor & Commission. The Commission will act to approve, amend or disapprove the report.

STAGE III - EVALUATION OF CANDIDATE SITES (CLOSED REAL ESTATE TRANSITION PROCESS):

TASK 3A - GENERAL ASSESSMENT STUDIES - The Staff will conduct General Assessment studies to identify the relative level of performance of the Candidate sites. The screening mechanism will be specific for each project.

TASK 3B - REVIEW MEETING # 5 - The Committee will conduct a review of the Staff's site studies. The purpose of the review will be to discuss the sites' suitability as measured by the Technical and Community Values based Site Criteria and Standards and to rank the sites.

TASK 3C - DETAILED SITE STUDIES - Staff will complete Detailed Site Studies of the top **Three (3)** sites related to the following topics:

- 1. Conceptual Layout**
- 2. Develop Comparative Construction Costs Estimates (on-site and off-site)**
- 3. Access/Location**
- 4. Conduct preliminary Environmental Screening. Depending on the characteristics of each site, only those items may present problems will be examined, such as historic properties, noise intrusions and wetlands incursion.**

The Staff will develop a Memorandum reporting the results of the second level screening (Task 3C).

Financing Strategies will be developed by the Staff to address the construction and ongoing operation and maintenance costs of the facility at the three sites. The strategies will be internally reviewed with all necessary parties. The Staff will develop a Memorandum reporting the results of the financing strategies.

TASK 3D - FINAL REPORT - Staff will develop a draft copy of the **Committee's Report of Findings and Recommendations** and provide to the Committee for their review.

TASK 3E - REVIEW MEETING # 6 - A meeting will be held with the Committee to review the findings and to develop the **Committee's Final Report of Findings and Recommendations**.

This Report will include at a minimum:

- 1. List of up to three Candidate sites.**
- 2. Evaluation of the Candidate sites**
- 3. Recommendation for a specific Candidate site as the Committee's preferred site.**

TASK 3F - COMMISSION ACTION - In an **Executive Session** (for Land Acquisition purposes) the Mayor & Commission will be presented the **Site Identification & Assessment Committee's Report of Findings and Stage III, Evaluation of Candidate Sites and Recommendation of a Specific Site**. The Commission will act to approve, amend or reject the report. Staff will negotiate and acquire subject property as authorized by the Mayor and Commission.

Major Project Site Selection Process

Stage I – Site Criteria & Standards

Step A

Staff identifies the need of a project to warrant a new site.

Step B

Upon Staff's request, the ACC Manager evaluates and determines if, due to project scope, magnitude or impact, property identification/acquisition warrants the utilization of the Major Project Site Selection Process.

Step C

If appropriate, the Manager will request the Mayor and Commission to initiate the Major Project Site Selection Process. The Site Selection Committee is assembled.

Task 1A

A Committee orientation meeting is held to have the process and their roles explained. The preliminary program and technical based site criteria and standards will be provided for their information and discussion.

Task 1B, C, D & E

The Site Selection Committee will review and establish project specific criteria and standards. A Community Forum will be conducted to receive input from ACC Citizens. The Committee will prepare and present for adoption, an Agenda Report to the Mayor & Commission that contains the criteria and standards for the required property and presents findings to the Commission for Adoption.

Task 1F

The Mayor & Commission acts to approve, amend or disapprove the criteria and standards.

Stage IIA – Identify Potential Site

Task 2A, B, C, D

Utilizing the Mayor & Commission approved project specific site criteria and standards, the Site Selection Committee: Identifies potential sites and collects appropriate records (tax, zoning, ownership, and other related information). The Committee is authorized to present the List of Identified Potential Sites to the ACC Community in the form of a Community Forum. The goal of this Forum is to gather Community Input.

Stage IIB – Identify – Candidate Sites

Task 2E

The Site Selection Committee will meet after the Community Forum and develop a List of Identified Candidate Sites.

Task 2F

The Site Selection Committee will assist staff and compile a Recommendation Report identifying a List of Identified Candidate Sites for the Mayor & Commission to approve, amend or disapprove the report containing the List of Identified Sites.

Stage III – Evaluation of Candidate Sites:

Task 3A

Staff will conduct General Assessment studies to identify the relative level of performance of the Candidate Sites. Detailed Site Studies of the top ranked Candidate Sites related to the following topics:

1. Conceptual layout.
2. Develop Comparative Construction costs Estimates.

Task 3B

The Site Selection Committee will conduct a review of staff's studies, review the site's suitability for the project, and rank the sites.

Task 3C

Staff will complete Detailed Site Studies of the top ranked Candidate.

Task 3D

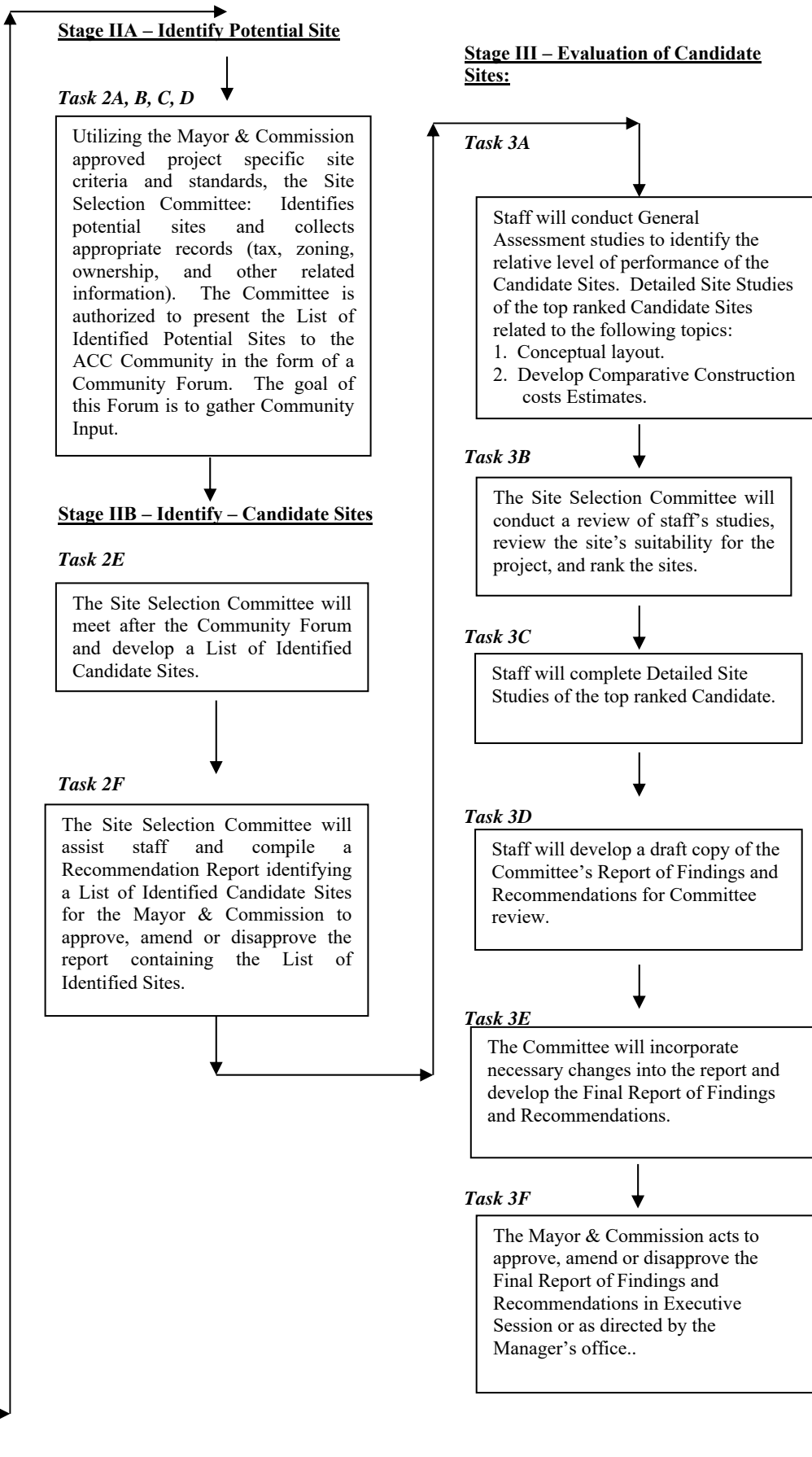
Staff will develop a draft copy of the Committee's Report of Findings and Recommendations for Committee review.

Task 3E

The Committee will incorporate necessary changes into the report and develop the Final Report of Findings and Recommendations.

Task 3F

The Mayor & Commission acts to approve, amend or disapprove the Final Report of Findings and Recommendations in Executive Session or as directed by the Manager's office..



Major Project Site Selection Process – Timeline

