



Task Force on Court Facilities
455 Golden Gate Avenue, San Francisco, CA 94102-3660

Meeting Report
November 8, 2000
Los Angeles Airport Marriott
Los Angeles, CA

<p>ATTENDEES:</p> <p>TASK FORCE MEMBERS:</p> <p>PRESENT: Hon. Daniel J. Kremer, Chair Mr. Greg Abel Mr. Mike Courtney Hon. Hector De La Torre Hon. Gary Freeman Mr. David Janssen Mr. Fred Klass Hon. Wayne Peterson Hon. Charles V. Smith Mr. Anthony Tyrrell Hon. Diane Elan Wick</p> <p>ABSENT: Mr. Wylie Aitken Hon. Joan B. Bechtel Ms. Yvonne Campos Mr. John Clarke Sheriff Robert T. Doyle Hon. Jerry Eaves Hon. Michael Nail</p> <p>TASK FORCE STAFF: Mr. Robert Lloyd, Project Director, Facilities Unit Mr. Robert Emerson, Project Manager, Senior Facilities Planner Ms. Patricia Bonderud, AIA, CSI Facilities Planner</p>	<p>PRESENTERS: Mr. Robert Emerson Mr. Jay Smith, Daniel, Mann, Johnson & Mendenhall</p> <p>CONSULTANTS TO THE TASK FORCE: Ms. Kit Cole, Vitetta Group</p> <p>GUESTS: Mr. John H. Abbott, County of Orange Ms. Ardath Andrews, County of Sonoma Mr. Bruce Doenges, Superior Court, County of Ventura Mr. Tim Fedorchak, County of Stanislaus Ms. Karen Finn, Department of Finance Ms. Catherine Knighten, County of Orange Mr. Rubin Lopez, California State Association of Counties Mr. Nick Marinovich, County of San Diego Mr. Ken Nishi, Superior Court, County of Los Angeles Mr. Garry Raley, Superior Court, County of Riverside Mr. Robert Sherman, Superior Court, County of Ventura Mr. John Siden, County of Yolo Mr. Ron Taylor, OMNI Group Mr. John Van Whervin, Superior Court, County of Los Angeles</p>
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I. OPENING REMARKS – Justice Daniel Kremer

A) Justice Kremer opened the task force meeting at 10:20 a.m. and reviewed the meeting agenda.

II. PROPOSED RESCHEDULING OF TASK FORCE WORK

A) Justice Kremer announced that he had held a telephone conference call with current and past committee chairs last week to review the tasks remaining to be completed. All agreed that an additional 90 days is needed to complete the required tasks and voted unanimously to extend the schedule. Mr. Emerson distributed handouts and reviewed (a) the proposed rescheduling of the task force work to complete the eight tasks enumerated below and (b) a timeline for the remaining work. **(Note that the final dates for task force meetings are different from those originally presented. The final dates selected by the task force are shown in parentheses in bold.)**

1. Cleaning up the errors in the Phase IV database, including modifying the county options/descriptions in light of errors noted in the comment letters:
 - a. Correct errors database and modify county options by December 1 (LA by January 1)
 - b. Correct all county- and AOC-identified errors in county reports by March 1
2. Adding the parking cost columns to the cost data:
 - a. Present land and parking cost options at December 6 & 7 task force meeting
 - b. Include land and parking cost options in statewide tables by November 20
3. Writing a comprehensive narrative for the Phase IV report that explains short fall analysis and the various cost computations:
 - a. Joint North and South Planning Committees to review on November 8
4. Obtaining TF review and approval of the Phase IV report/narrative:
 - a. At the December 6 & 7 task force meeting:
 - i. Draft Phase IV report for review
 - ii. Review of Phase III and Phase IV processes and example
 - iii. Court tour with emphasis on guideline application
 - b. At the January 17 & 18 task force meeting:
 - i. Revised draft of Phase IV report for review and approval
5. Modifying the Phase V conclusions in light of the Phase IV report:
 - a. Finance & Implementation Committee to consider this issue at November 8 meeting
 - b. Additional meeting at December 6 & 7 task force meeting (or teleconference in mid-December) for additional consideration if needed
6. TF review and approval of the Phase V report:
 - a. Finance and Implementation Committee to review Phase V report at November 8 meeting
 - b. Task force to review at December 6 & 7 meeting

- c. Task force to review and approve revised draft of Phase V report at January 17 & 18 meeting

7. Writing the second interim report, incorporating space mitigation cost savings analysis:

- a. Writing Working Group to meet at December 6 & 7 task force meeting to provide direction for incorporating space mitigation cost savings quantification report
- b. Writing Working Group to meet at January 17 & 18 task force meeting to provide direction on incorporating Phase IV and Phase V reports into 2nd Interim Report
- c. Writing Working Group to review next to final version of 2nd Interim Report on January 26
- d. 2nd Interim Report presented to task force at February 7 & 8 **(February 14 & 15)** meeting
- e. Writing Working Group incorporate task force comments at meeting on February 8 **(February 15)**
- f. Final version of 2nd Interim Report presented to task force for approval at February 28 & March 1 **(March 8)** meeting

8. Production time for the second interim report:

- a. Production during March
- b. Issue March 31, 2001

Timeline

November

- 8 – Finance Committee
 - Review and discuss potential impact of cost models on current recommendations
 - Review and discuss Phase V report
- 8 – Joint Planning Committees meeting
 - Review and discuss Phase IV report draft
- 20 – Land and parking costs rolled into statewide tables

December

- 1 – Database correction complete (except LA)
- 6 & 7 – Task Force meeting
 - Presentation of land and parking cost options
 - Presentation of mitigation measures cost savings quantification
 - Review of Phase IV report draft
 - Review of Phase III and Phase IV processes and examples
 - Court tour with emphasis on guideline application
 - Review of Phase V report draft
- 7 – Writing Working Group review 2nd Interim Report
- 7 – Finance Committee continue consideration of Phase IV impacts on Phase V conclusions if needed

January

- 1 – Database correction complete, including LA
- 17 & 18 – Task Force meeting
 - Second review of Phase IV report and approval
 - Second review of Phase V report and approval
- 18 – Writing Working Group to provide direction regarding 2nd Interim Report
- 26 – Writing Working Group to review updated draft of 2nd Interim Report

February

7 & 8 (**14 & 15**) – Task Force meeting to review 2nd Interim Report

8 (**15**) – Writing Working Group review of 2nd Interim Report

28 & March 1 (**March 8**) – Task Force meeting to approve 2nd Interim Report

March

1 - All county reports corrected

8 - Task Force meeting to approve 2nd Interim Report

31 – Issue 2nd Interim Report

B) The extension of the schedule by three months and the following additional task force meetings for the first quarter of next year were unanimously approved. Additional meetings will be scheduled after the public review comments on the Second Interim Report are received and reviewed.

- 1) **January 17 & 18 in Sacramento**
- 2) **February 14 & 15 in Los Angeles**
- 3) **March 8 in San Diego**

C) Task force members made the following comments regarding the proposed rescheduling of work:

- 1) In response to Mr. Janssen's inquiry regarding the types and frequency of errors found in DMJM's county reports, Mr. Emerson explained that the errors are minor. Mr. Smith assured the task force that they are being corrected and will not result in any substantial changes to the statewide summaries.
- 2) The need to meet for one or two days in March was discussed. Mr. Abel felt one day was sufficient; the rest of the task force agreed.
- 3) Regarding Item No. 2., Mr. Smith explained that land and parking are reflected in the costs, but not in tables in the individual county reports. The reports will be revised to reflect these costs.

III. CLOSING REMARKS – Justice Daniel Kremer

A) Justice Kremer adjourned the meeting at 10:45 a.m. and the task force held committee meetings.