

# MASTER PLAN RECOMMENDATION REPORT

20  
23

*presented to*  
ROCKDALE COUNTY



## JUDICIAL AND ADMINISTRATION COMPLEX

*Created through collaboration of the  
**Judicial and Administrative Task Force**  
and **Jericho Design Group**.*



**JERICHO**  
design group

# JUDICIAL AND ADMINISTRATION COMPLEX **20** **23**

MASTER PLAN RECOMMENDATION REPORT

*presented to*  
**ROCKDALE COUNTY**

## CONTENTS

Acknowledgments • <b>01</b>	1
Executive Summary • <b>02</b>	3
Program Description & Document • <b>03</b>	5
Site Visit Summary • <b>04</b>	8
Planning, Site Concepts & Cost Estimates • <b>05</b>	16
Building Concept Sketch • <b>06</b>	43
Appendix • <b>07</b>	45

Created through  
collaboration of the  
**Judicial and  
Administrative  
Task Force** and



**JERICHO**  
design group

# MASTER PLAN RECOMMENDATION REPORT

20  
23

JUDICIAL AND ADMINISTRATIVE TASK FORCE

01

ACKNOWLEDGMENTS

Created through  
collaboration of the  
**Judicial and  
Administrative  
Task Force** and



**JERICHO**  
design group





# 01

## ACKNOWLEDGMENTS

### Special Thanks to the Judicial and Administrative Task Force

This report represents the collaboration of the Task Force and Jericho Design Group for the proposed Judicial and Administration Complex. As the consultant for the project, we appreciate the time and effort of everyone involved.

#### CITIZEN MEMBERS

Wendi Armstrong  
Dr. Stephen Boyle  
Franklin Beauford  
Donald Murphy  
Doug Smith  
JaNice Van Ness

#### COUNTY MEMBERS

Chief Superior Court Judge  
Robert Mumford  
Sheriff Eric Levett  
State Court Judge  
Richard Read

#### CHAIRPERSON:

JaNice Van Ness

#### CHAIRPERSON & SECRETARY

VICE-CHAIRPERSON:  
Chief Superior Court Judge  
Robert Mumford

#### SECRETARY:

Wendi Armstrong

#### DESIGN TEAM

Jericho Design Group

# MASTER PLAN RECOMMENDATION REPORT

20  
23

JUDICIAL AND ADMINISTRATIVE TASK FORCE

02

EXECUTIVE SUMMARY

Created through  
collaboration of the  
**Judicial and  
Administrative  
Task Force** and



**JERICHO**  
design group





# 02

## EXECUTIVE SUMMARY

### SCOPE OF WORK

This section outlines the scope of work assigned to the design team. We have completed this scope of work with the completion of this document.

1. **Review past studies** of courthouse and administration facilities to include:
  - a. 2021 Administration Building Master Plan [Jericho Design]
  - b. 2020 Security Needs Assessment Addition & Renovation study [Nelson/HOK]
  - c. 2018 Judicial and Government Complex Renovation/Expansion Feasibility Report [CBRE/Heery]
  - d. 2009 Judicial Center Site Evaluation & Space Program [Cousins/Heery]
2. Solicit **updated needs assessments** from all County departments and Court offices
3. Review **site availability** of county property in **Olde Town**
4. Update **program totals**
5. **Present options** to task force for **10 year & 20 year** forecast
6. Develop up to **3 layout ideas** for site and buildings in **Olde Town**
7. Prepare **architectural estimates** for construction of 3 options
8. **Present layouts** to task force along with advantages and disadvantages for each option
9. **Finalize master plan** with recommendations from task force (program, target timeframe, layout)

# MASTER PLAN RECOMMENDATION REPORT

20  
23

JUDICIAL AND ADMINISTRATIVE TASK FORCE

03

PROGRAM DESCRIPTION  
& DOCUMENT

Created through  
collaboration of the  
**Judicial and  
Administrative  
Task Force** and



**JERICHO**  
design group





# 03

## PROGRAM DESCRIPTION

**GOAL • Propose a solid recommendation on the future of the Judicial & Administrative Complex.**

This section contains a description of the goals assigned to the design team. We have used the below as the guideline for all of the information in this document.

- **Current Courthouse** must remain but should be renovated. \$19.6 million in the upcoming SPLOST is allocated to the courthouse.
- Address both **court and administrative facility** needs.
- Determine need for **parking deck**.
- Determine need for **green space**.
- Located in **Olde Town Conyers**.  
County property already owned in Olde Town will be provided.
- Address **offices/departments** currently in **Olde Town** complex.
  - **Judicial**  
Superior, State, Magistrate, Juvenile and Probate Courts, Clerk of Courts, DUI, District Attorney, RCSO Courthouse Staff & Public Defender (eliminate rental facility)
  - **Administrative**  
BOC, Tax Commissioner, Finance, Stormwater, Board of Assessors, Talent Management, RWR Administration, Assessors, Planning & Development, Public Relations, Coroner & Technology Space  
To keep the cost manageable as well as in consideration of parking issues, the County did not intend to consolidate other departments located outside of Olde Town such as Tech Services, Fleet, EMA, Fire Admin, Transportation, RWR Operations, Code Enforcement, Elections & Extension Services. However, if the task force feels otherwise, please make suggestions.
- **Project size maximum: \$110 million**



# PROGRAM DOCUMENT

The design team had over 30 meetings with County staff to develop the program document. The entire detailed program is located in the appendix. Functions that are currently in rented space include the District Attorney (5244 SF), Public Defender (4740 SF) and Magistrate/Probate Courts (6900 SF). All of these will be consolidated with all other court functions into the new complex.

## JUDICIAL & ADMINISTRATION COMPLEX

### PROGRAM SUMMARY

	SPACE AREA	TOTAL DEPARTMENT GSF	ESTIMATED BUILDING MECHANICAL SPACE @ 5%	ESTIMATED BUILDING GROSS @ 12%	TOTAL SQUARE FEET	PROPOSED SHELL SPACE	CURRENT STAFF	FUTURE STAFF	
1.000	Common Space	23,976	1,199	2,517	27,692	-			
2.000	BOC Admin Offices	5,826	291	612	6,729	-	10	18	
3.000	Public Relations	4,164	208	437	4,809	-	9	14	
4.000	Stormwater	3,889	194	408	4,492	-	16	16	
5.000	Coroner	1,102	55	116	1,273	-	3	4	
6.000	Finance	1,500	75	158	1,733	-	20	24	
7.000	Technology Services	1,381	69	145	1,595	-	3	3	
8.000	Talent Management	5,171	259	543	5,972	-	12	21	
9.000	Planning & Development	3,547	177	372	4,096	-	11	11	
10.000	Tax Assessor	6,931	347	728	8,005	-	15	30	
11.000	Water & Sewer Department	1,720	86	181	1,987	-	4	5	
12.000	Tax Commissioner	6,569	328	690	7,587	-	15	21	
					<b>SUBTOTAL NEW SF</b>	<b>75,970</b>	<b>0</b>	<b>118</b>	<b>167</b>
					<b>CURRENT SQUARE FEET</b>	<b>58,000</b>			
13.000	Superior Court 3 Courtrooms	23,395	1,170	2,456	27,021	7,343	12	19	
14.000	District Attorney	14,380	719	1,510	16,608	-	35	67	
15.000	Public Defender	5,589	279	587	6,455	-	16	24	
16.000	Court Administration	710	36	75	820	930	0	6	
17.000	Clerk of the Court	29,276	1,464	3,074	33,813	-	32	42	
18.000	State Court 3 Courtrooms - Lower Level	19,648	982	2,063	22,693	6,549	6	15	
19.000	Magistrate Court 3 Courtrooms	12,856	643	1,350	14,848	-	12	19	
20.000	Probate Court 1 Courtroom	10,260	513	1,077	11,851	3,000	10	14	
21.000	Juvenile Court 2 Courtrooms	14,579	729	1,531	16,839	-	12	19	
22.000	Sheriff's Office & Secure Inmate Areas	14,645	732	1,538	16,914	2,400	13	22	
23.000	Accountability Court	1,485	74	156	1,715	711	6	8	
24.000	Building Management	3,432	172	360	3,964	-	2	4	
<b>12 TOTAL COURT ROOMS</b>					<b>SUBTOTAL NEW SF</b>	<b>173,542</b>	<b>20,933</b>	<b>156</b>	<b>259</b>
					<b>CURRENT SQUARE FEET</b>	<b>58,000</b>		<b>TOTAL CURRENT STAFF</b>	<b>TOTAL FUTURE STAFF</b>
		216,027	10,801	22,683	249,512				
<b>TOTAL PROPOSED GSF FOR JA BUILDING</b>					<b>249,512</b>				
<b>TOTAL EXISTING SF OF BUILDINGS</b>					<b>135,000</b>				

Currently DA's employees are located in two locations, roughly split 50-50 between the existing courthouse and another facility.

# MASTER PLAN RECOMMENDATION REPORT

20  
23

JUDICIAL AND ADMINISTRATIVE TASK FORCE

04

SITE VISIT SUMMARY

Created through  
collaboration of the  
**Judicial and  
Administrative  
Task Force** and



**JERICHO**  
design group

# 04

## SITE VISIT SUMMARY

### Information Gathering

---

As part of the informational gathering process, the task force visited several local facilities. Below is a list and date of those visits. Comments and feedback from the task force after the visits is located on the following pages.



**NEWTON COUNTY  
ADMINISTRATION BUILDING**

9.16.2022



**FORSYTH COUNTY  
COURTHOUSE**

9.30.2022



**FORSYTH COUNTY  
JUVENILE COURT**

9.30.2022



**CITY OF SANDY SPRINGS  
ADMINISTRATION BUILDING**

9.30.2022





# **NEWTON COUNTY ADMINISTRATION BUILDING**

## **SITE VISIT SUMMARY**

9.16.2022

### **FEEDBACK**

All task force members stated that they were impressed with many features of the facility and appreciated the hospitality of Newton County.

Written feedback was not received from the task force.





# FORSYTH COUNTY COURTHOUSE

## SITE VISIT SUMMARY

9.30.2022

### FEEDBACK

The task force members stated they liked the structure and the location of the courtrooms with adjoining judge's chambers and the location of the holding cells. All courtrooms were located on the 3rd floor with easy access to the public.

Task force members liked the public access of the clerk of courts on the 1st floor with customer service windows, deeds/records, etc.





# **FORSYTH COUNTY JUVENILE COURT SITE VISIT SUMMARY**

9.30.2022

## **FEEDBACK**

Task force members liked the glassed-in area on the 1st level where the public went through security – almost like an extra layer of protection.

The color tones of the décor was more appropriate for juveniles and for children and the lighting was brighter.





# CITY OF SANDY SPRINGS ADMINISTRATION BUILDING

## SITE VISIT SUMMARY

9.30.2022

### FEEDBACK

#### CONS

Task force members observed that there was lot of wasted space.

The large area for conference space seemed way too big for what the county would be doing, but if the jury pool room could act as an alternative space for such large meetings, it could be usable.

#### PROS

The blend of offices and cubicles was nice and gives flexibility as staffing needs may change due to technology, or the addition of other courts or accountability programs.

Office spaces being on the interior are nice but members wondered how private meetings could be effective.

Members suggested a common area with a conference room may be a place where management meetings could occur.





# PROS AND OBSERVATIONS

## SITE VISIT FEEDBACK

This page outlines the written feedback received from the Sheriff's Office. The PROS AND OBSERVATIONS comments contain both observations and recommendations for the proposed facility.

### FEEDBACK

#### APPROACH:

- » The best security measures are often those that are unseen. Barricades that naturally blend into the surroundings are a must.
- » Large stone balls, concrete benches and other naturally designed security barriers are preferential.
- » Cameras are very important for security.

#### ENTRYWAY AND FOYER/LOBBY:

- » The natural wooden rails and waist-high walls with insulation made from ballistic materials is another major security measure, which allows the aesthetics to remain the prominent features.
- » Separate entry points for citizens/visitors and staff increases safeguard.
- » Windows that reduce glare also provide some measure of ballistic protection. Reduce the glass entry point to a more concrete design to reduce the need for ballistic glass.



**COURTROOMS, ELEVATORS AND CORRIDORS:**

- » Separate elevators for citizens/visitors and inmates/ security personnel.
- » Forsyth Sheriff’s Office Lieutenant informed the task force members that if they could make one change, it would be for the public elevator to be relocated to the front of the building. He continued by saying that many citizens have a hard time locating the elevators at its current location.
- » Proper wayfinding will be critical for success of public and staff navigation in the building.
- » Controlled corridors between courtrooms with no access to civilians, unless granted by Judges and/or court personnel.

**SALLYPORTS AND HOLDING CELLS:**

- » Secured sallyports on the ground level or below that will restrict traffic flow from the roadway into the Judicial facility are a key factor in operations. [Having the courthouse built adjacent to the Jail is the preferred solution].
- » The lower level holding cells is the focal point for most inmate housing. This lower level would be ideal if it was constructed in the same manner that the newer Forsyth

County Juvenile building was designed.

- » The tower configuration is ideal for visibility, security, and the well being of all inmates. Establishing the base of operations from this “tower” is the most advantageous when all security monitors are placed at the central zone for the viewing of the entire courthouse.
- » Each holding cell, no matter the court, should have a camera located within them. This visibility is crucial for the well-being of the inmates and the safety of all civilians located within. Each ceiling of the holding cell should be concrete and not a drop in ceiling design.
- » Convenient access from sallyport to the holding cells and the restricted elevators are ideal for safe inmate movement.

**TECHNOLOGY:**

- » Proper signage prevents or reduces wanderers and people asking for directions thereby reducing the time staff spends distracted from security details. State-of-the-art information displays informing visitors of courtrooms, hearings, etc. is crucial. Signs that guide visitors to their destinations also reduce citizen-staff contacts.



# MASTER PLAN RECOMMENDATION REPORT

20  
23

JUDICIAL AND ADMINISTRATIVE TASK FORCE

05

PLANNING, SITE CONCEPTS  
& COST ESTIMATES

Created through  
collaboration of the  
**Judicial and  
Administrative  
Task Force** and



**JERICHO**  
design group



# 05

## SITE PLANNING

### OLDE TOWN

Development of Three Concepts  
Utilizing Existing Properties in  
Olde Town.





# 05

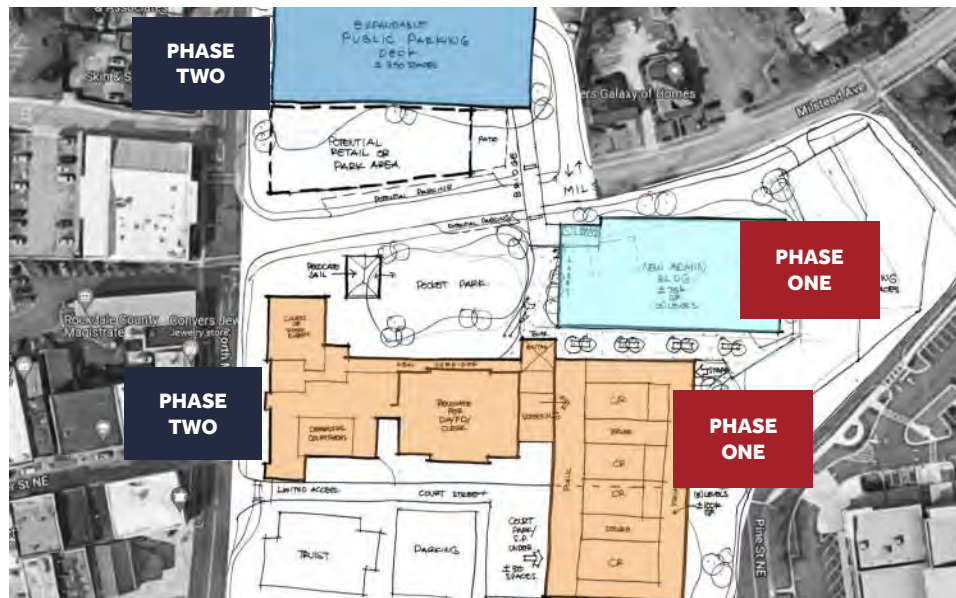
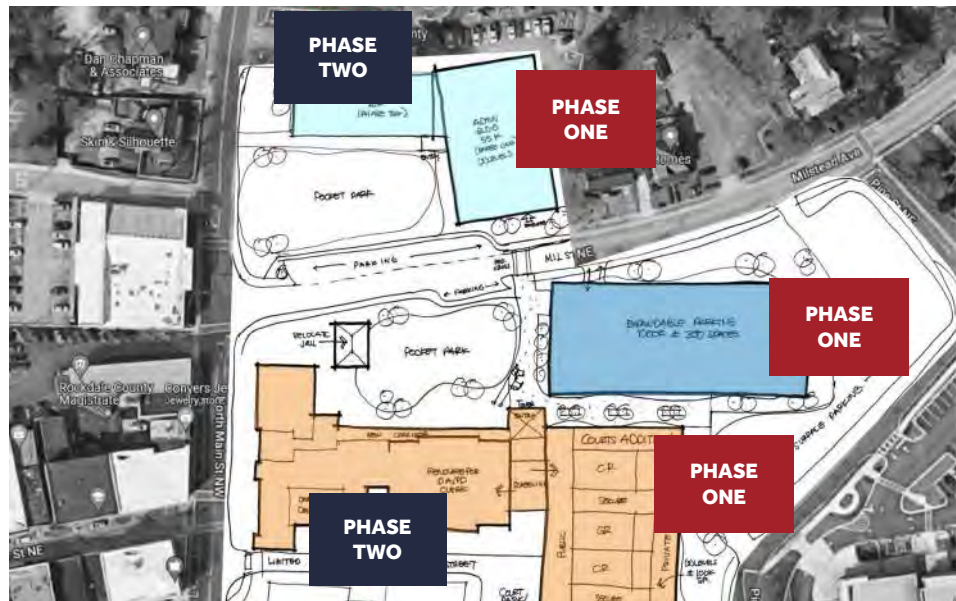
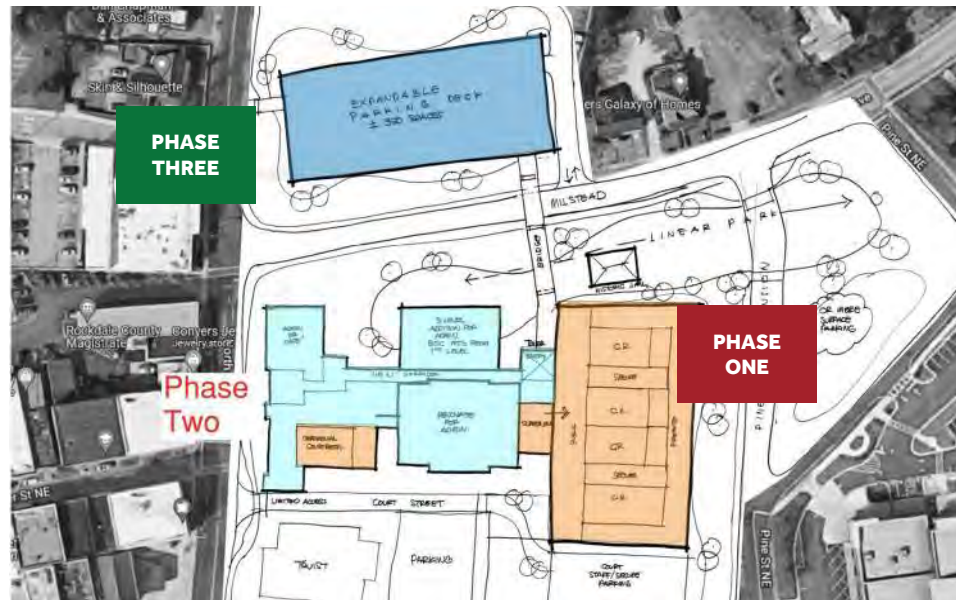
## SITE CONCEPTS

### PRELIMINARY SITE SOLUTIONS

The next several pages represent early versions of the proposed site solution for the complex. The first three options (A, B, & C) were presented to the task force.

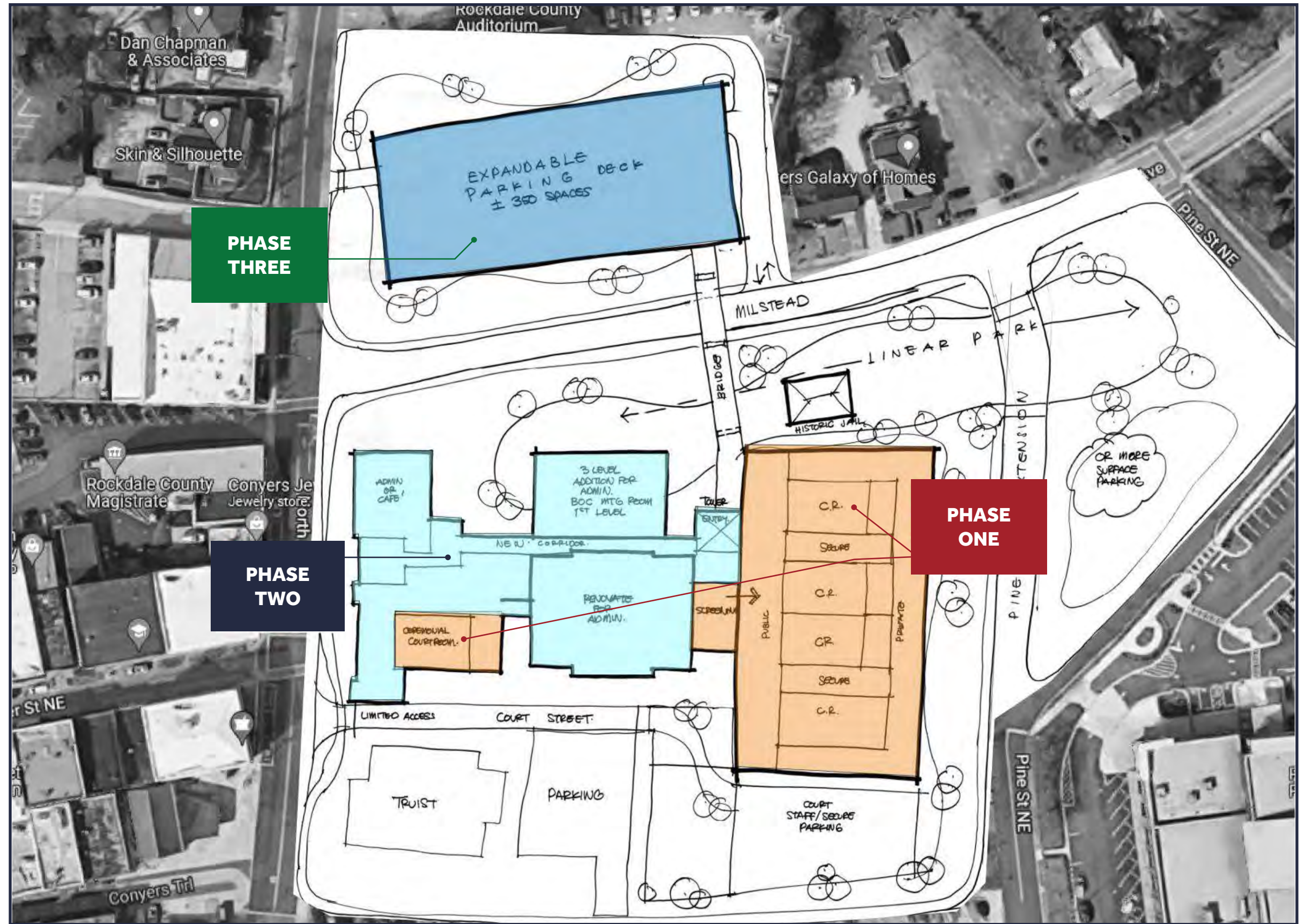
The task force preferred Option C and the design team developed that option further in diagram Concept C2.

**The Task Force recommended Option C2 which is the version that reroutes Milstead Avenue. Graphics for this version start on page 32.**



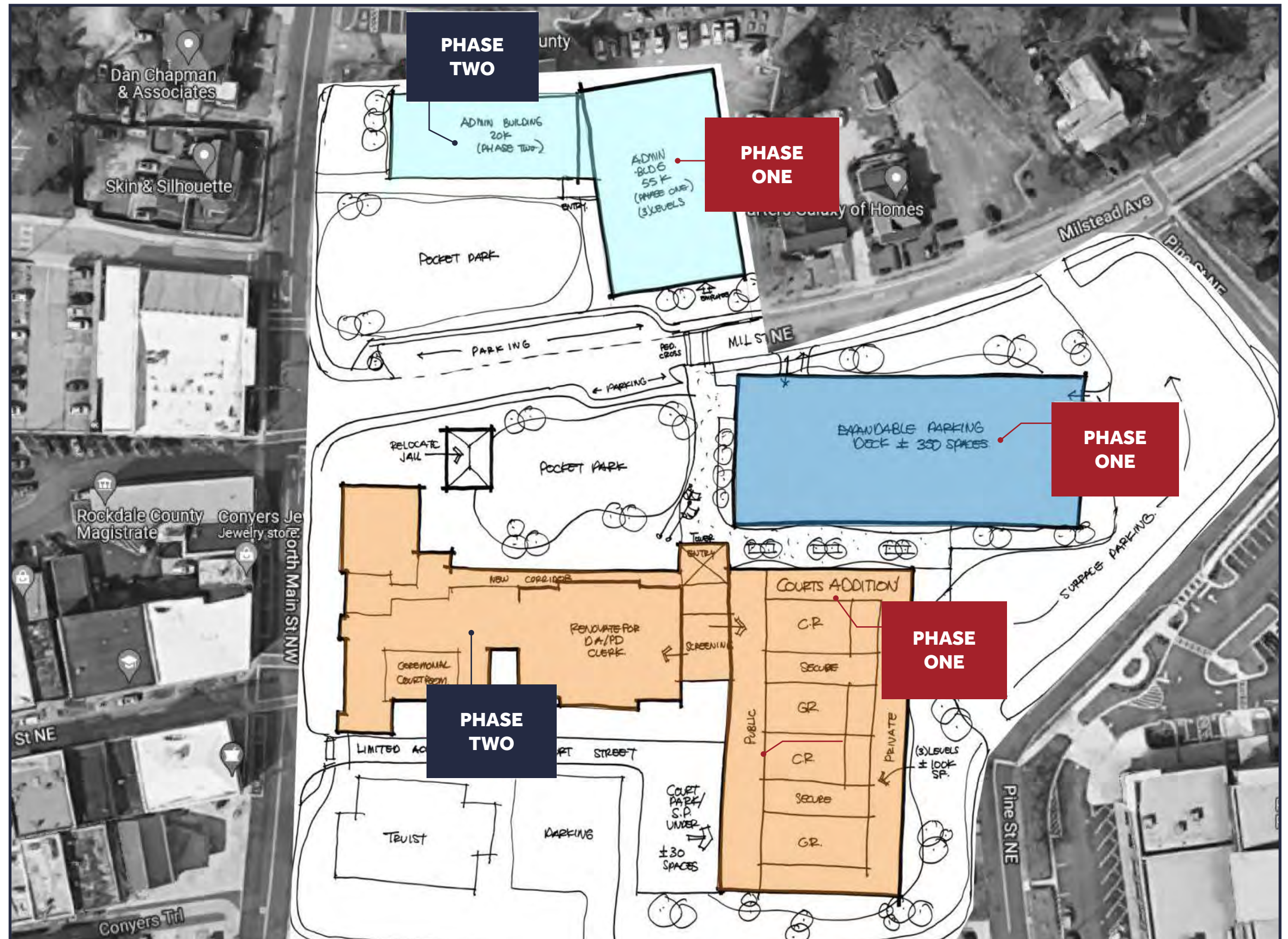


# PRELIMINARY CONCEPT A



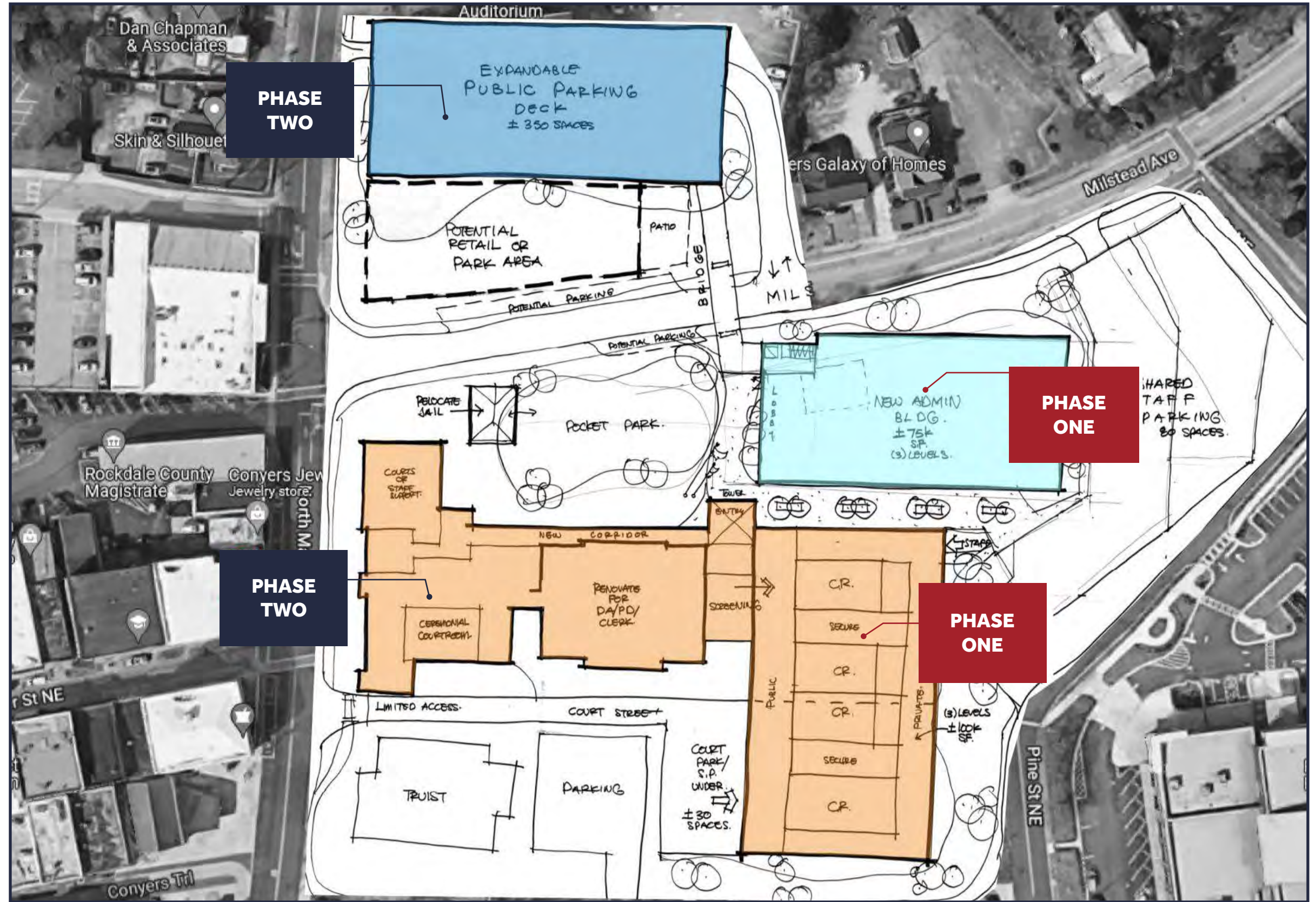


**PRELIMINARY  
CONCEPT B**

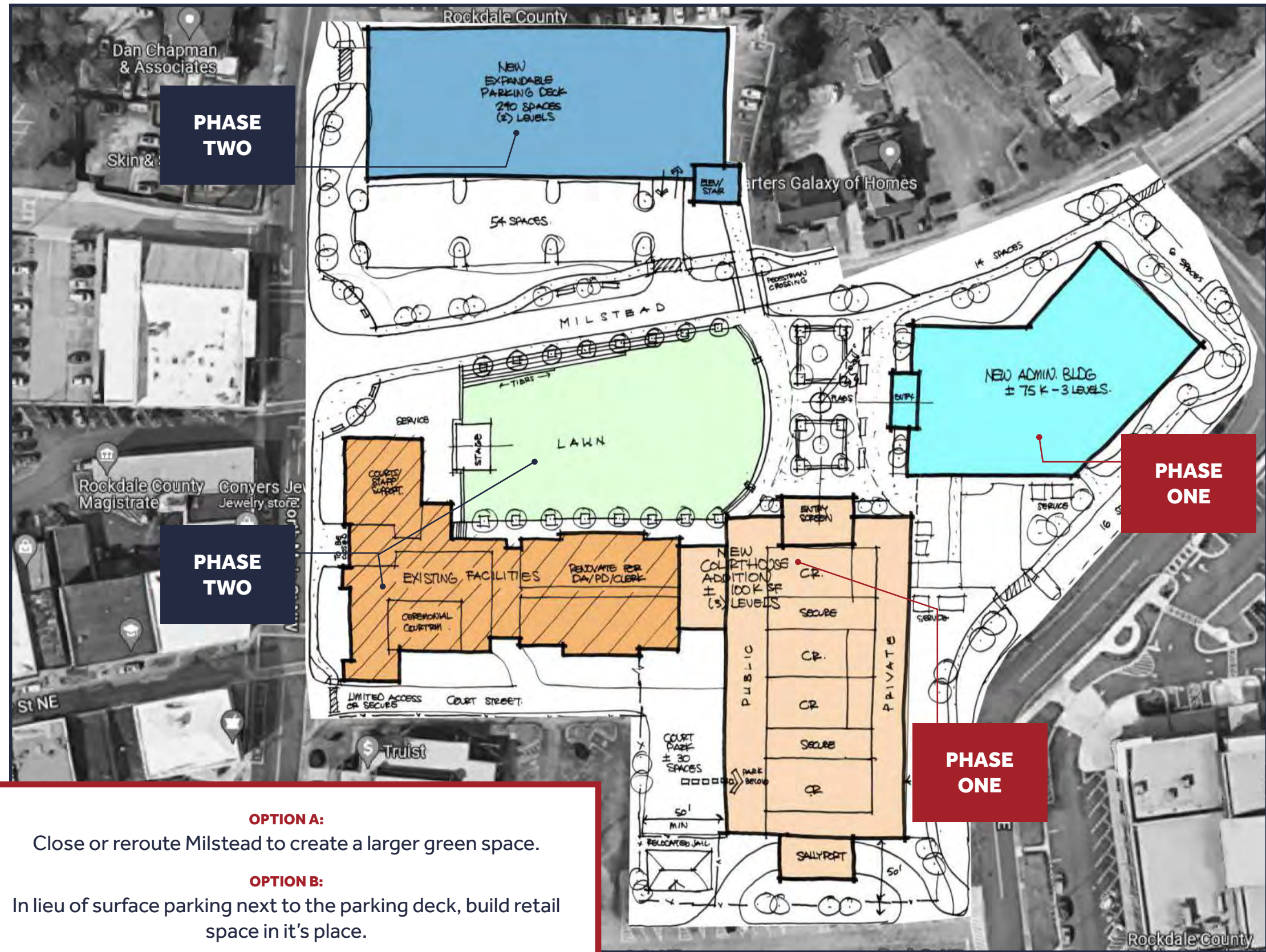




**PRELIMINARY  
CONCEPT C**







# PRELIMINARY CONCEPT C2

REVISID

**OPTION A:**  
Close or reroute Milstead to create a larger green space.

**OPTION B:**  
In lieu of surface parking next to the parking deck, build retail space in it's place.





# SITE CONCEPT

## FINAL

The next several pages represent a final version of the recommended C2 concept. This 3D version of the concept shows the overall improvements including a new community green space.





**CONCEPT C2**  
**FINAL VERSION**

**AERIAL VIEW**

**OPTION A**

Close or reroute Milstead to create a larger green space.

**OPTION B**

In lieu of surface parking next to the parking deck, build retail space in its place.





**CONCEPT C2**  
**FINAL VERSION**

**BIRDSEYE VIEW**

**OPTION A**

Close or reroute Milstead to create a larger green space.

**OPTION B**

In lieu of surface parking next to the parking deck, build retail space in its place.





- NEW PARKING DECK**
- EXISTING COMPLEX**
- NEW COURTHOUSE ADDITION**
- NEW ADMINISTRATION BUILDING**

**CONCEPT C2**  
**FINAL VERSION**

**BIRDSEYE VIEW**

**OPTION A**  
Close or reroute Milstead to create a larger green space.

**OPTION B**  
In lieu of surface parking next to the parking deck, build retail space in its place.





**CONCEPT C2**  
**FINAL VERSION**

**BIRDSEYE VIEW**

**OPTION A**

Close or reroute Milstead to create a larger green space.

**OPTION B**

In lieu of surface parking next to the parking deck, build retail space in its place.





**CONCEPT C2**  
**FINAL VERSION**

**BIRDSEYE VIEW**

**OPTION A**

Close or reroute Milstead to create a larger green space.

**OPTION B**

In lieu of surface parking next to the parking deck, build retail space in its place.





**CONCEPT C2**  
**FINAL VERSION**

**VIEW FROM**  
**ADMINISTRATION BUILDING**

**OPTION A**

Close or reroute Milstead to create a larger green space.

**OPTION B**

In lieu of surface parking next to the parking deck, build retail space in its place.





**CONCEPT C2**  
**FINAL VERSION**

**VIEW FROM GREENSPACE**  
**AT NORTH MAIN STREET**

**OPTION A**

Close or reroute Milstead to create a larger green space.

**OPTION B**

In lieu of surface parking next to the parking deck, build retail space in its place.





**CONCEPT C2**  
**FINAL VERSION**

**VIEW TO GREENSPACE**  
**AMPHITHEATER**

**OPTION A**

Close or Reroute Milstead to create a larger green space.

**OPTION B**

In lieu of surface parking next to the parking deck, build retail space in its place.





**CONCEPT C2**  
**ALTERNATE VERSION**

**AERIAL VIEW**

Close or reroute Milstead to create a larger green space.





**CONCEPT C2**  
**ALTERNATE VERSION**

**BIRDSEYE VIEW**

Close or reroute Milstead to create a larger green space.





**CONCEPT C2**  
ALTERNATE VERSION

**BIRDSEYE VIEW**

Close or reroute Milstead to create a larger green space.





**CONCEPT C2**  
**ALTERNATE VERSION**

**BIRDSEYE VIEW**

Close or reroute Milstead to create a larger green space.





**CONCEPT C2**  
**ALTERNATE VERSION**

**BIRDSEYE VIEW**

Close or reroute Milstead to create a larger green space.





**CONCEPT C2**  
**ALTERNATE VERSION**

**VIEW FROM ADMINISTRATION BUILDING**

Close or reroute Milstead to create a larger green space.





**CONCEPT C2**  
**ALTERNATE VERSION**

**VIEW FROM GREENSPACE AT NORTH MAIN STREET**

Close or reroute Milstead to create a larger green space.





**CONCEPT C2**  
**ALTERNATE VERSION**

**VIEW TO GREENSPACE AMPHITHEATER**

Close or reroute Milstead to create a larger green space.



# COST ESTIMATE

Below are rough order of magnitude cost estimates for each concept. Once detailed design begins, the cost estimates will be more developed to achieve the project cost of \$110M.

CONCEPT A						
COST MODEL						
PHASE	DESCRIPTION	NEW SF	RENOVATED SF	COST PER SF	TOTAL COST	NOTES
ONE	New Courthouse	171,000		\$450	\$78,075,000	
TWO	New Administration Building Addition	15,000		\$400	\$6,000,000	
TWO	Renovate Existing Courts for Administration		60,000	\$200	\$12,000,000	
THREE	Demo Existing Administration Building and Build 350 Space Parking Deck			\$35,000	\$12,250,000	
					\$108,325,000	Projected Construction Cost
					\$16,248,750	Soft Cost @ 15%
					\$5,416,250	Phase Escalation (5%)
					<b>\$129,990,000</b>	<b>Total Project Cost</b>

CONCEPT A REDUCED						
COST MODEL						
PHASE	DESCRIPTION	NEW SF	RENOVATED SF	COST PER SF	TOTAL COST	NOTES
ONE	New Courthouse	156,150		\$450	\$70,267,500	Reduced by 10%
TWO	New Administration Building Addition	15,000		\$400	\$6,000,000	
TWO	Renovate Existing Courts for Administration		60,000	\$200	\$12,000,000	
THREE	Demo Existing Administration Building and Build 200 Space Parking Deck			\$35,000	\$7,000,000	
					\$95,267,500	Projected Construction Cost
					\$14,290,125	Soft Cost @ 15%
					\$4,763,375	Phase Escalation (5%)
					<b>\$114,321,000</b>	<b>Total Project Cost</b>



CONCEPT B						
COST MODEL						
PHASE	DESCRIPTION	NEW SF	RENOVATED SF	COST PER SF	TOTAL COST	NOTES
ONE	New Courthouse	100,000		\$450	\$45,000,000	
ONE	New Administration Building	55,000		\$400	\$22,000,000	
ONE	Build 350 Space Parking Deck			\$30,000	\$10,500,000	
TWO	Renovate Existing Courts		60,000	\$200	\$12,000,000	
TWO	Finish Administration Building	20,000		\$400	\$8,000,000	30,000 /Space
					\$97,500,000	Projected Construction Cost
					\$14,625,000	Soft Cost @ 15%
					\$4,875,000	Phase Escalation (5%)
					<b>\$117,000,000</b>	<b>Total Project Cost</b>

CONCEPT C						
COST MODEL						
PHASE	DESCRIPTION	NEW SF	RENOVATED SF	COST PER SF	TOTAL COST	NOTES
ONE	New Courthouse	100,000		\$450	\$45,000,000	
ONE	New Administration Building	75,000		\$400	\$30,000,000	
ONE	Demo Existing Admin Building and Build 240 Space Parking Deck			\$30,000	\$7,200,000	
TWO	Plaza / Site Improvements				\$3,000,000	
TWO	Renovate Existing Courts		60,000	\$200	\$12,000,000	
					\$97,200,000	Projected Construction Cost
					\$14,580,000	Soft Cost @ 15%
					\$4,860,000	Phase Escalation (5%)
					<b>\$116,640,000</b>	<b>Total Project Cost</b>



## CONCEPT C REDUCED

### COST MODEL

PHASE	DESCRIPTION	NEW SF	RENOVATED SF	COST PER SF	TOTAL COST	NOTES
ONE	New Courthouse	85,000		\$450	\$38,250,000	15% Reduction of New Construction
ONE	New Administration Building	75,000		\$400	\$30,000,000	
ONE	Demo Existing Admin Building and Build 240 Space Parking Deck			\$30,000	\$7,200,000	
TWO	Plaza / Site Improvements				\$3,000,000	
TWO	Renovate Existing Courts		60,000	\$200	\$12,000,000	
					<b>\$90,450,000</b>	<b>Projected Construction Cost</b>
					<b>\$13,567,500</b>	<b>Soft Cost @ 15%</b>
					<b>\$4,522,500</b>	<b>Phase Escalation (5%)</b>
					<b>\$108,540,000</b>	<b>Total Project Cost</b>



# MASTER PLAN RECOMMENDATION REPORT

20  
23

JUDICIAL AND ADMINISTRATIVE TASK FORCE

06

**BUILDING CONCEPT  
SKETCHES**

*Created through  
collaboration of the  
**Judicial and  
Administrative  
Task Force** and*



**JERICHO**  
design group





**BUILDING CONCEPT  
SKETCH**

**PRELIMINARY IMAGES OF THE  
JUDICIAL AND ADMINISTRATIVE COMPLEX**

Images are meant to illustrate scale and proportion of the facilities and are not meant to be a final design.



# MASTER PLAN RECOMMENDATION REPORT

20  
23

JUDICIAL AND ADMINISTRATIVE TASK FORCE

07

APPENDIX

Created through  
collaboration of the  
**Judicial and  
Administrative  
Task Force** and



**JERICHO**  
design group



# JUDICIAL AND ADMINISTRATION COMPLEX **20** **23**

MASTER PLAN RECOMMENDATION REPORT

*presented to*

*ROCKDALE COUNTY*

## APPENDIX

Program for Each Department • 01

Task Force Agenda • 02

Task Force Meeting Minutes • 03

Created through  
collaboration of the  
**Judicial and  
Administrative  
Task Force** and



**JERICHO**  
design group



# MASTER PLAN RECOMMENDATION REPORT

20  
23

JUDICIAL AND ADMINISTRATIVE TASK FORCE

01

PROGRAM FOR  
EACH DEPARTMENT

Created through  
collaboration of the  
**Judicial and  
Administrative  
Task Force** and



**JERICHO**  
design group



## JUDICIAL & ADMINISTRATION COMPLEX

### DEPARTMENT SUMMARY

	SPACE AREA	TOTAL DEPARTMENT GSF	ESTIMATED BUILDING MECHANICAL SPACE @ 5%	ESTIMATED BUILDING GROSS @ 12%	TOTAL SQUARE FEET	PROPOSED SHELL SPACE	CURRENT STAFF	FUTURE STAFF	
1.000	Common Space	23,976	1,199	2,517	27,692	-			
2.000	BOC Admin Offices	5,826	291	612	6,729	-	10	18	
3.000	Public Relations	4,164	208	437	4,809	-	9	14	
4.000	Stormwater	3,889	194	408	4,492	-	16	16	
5.000	Coroner	1,102	55	116	1,273	-	3	4	
6.000	Finance	1,500	75	158	1,733	-	20	24	
7.000	Technology Services	1,381	69	145	1,595	-	3	3	
8.000	Talent Management	5,171	259	543	5,972	-	12	21	
9.000	Planning & Development	3,547	177	372	4,096	-	11	11	
10.000	Tax Assessor	6,931	347	728	8,005	-	15	30	
11.000	Water & Sewer Department	1,720	86	181	1,987	-	4	5	
12.000	Tax Commissioner	6,569	328	690	7,587	-	15	21	
<b>SUBTOTAL NEW SF</b>					<b>75,970</b>	<b>0</b>	<b>118</b>	<b>167</b>	
<b>CURRENT SQUARE FEET</b>					<b>58,000</b>				
13.000	Superior Court 3 Courtrooms	23,395	1,170	2,456	27,021	7,343	12	19	
14.000	District Attorney	14,380	719	1,510	16,608	-	35	67	
15.000	Public Defender	5,589	279	587	6,455	-	16	24	
16.000	Court Administration	710	36	75	820	930	0	6	
17.000	Clerk of the Court	29,276	1,464	3,074	33,813	-	32	42	
18.000	State Court 3 Courtrooms - Lower Level	19,648	982	2,063	22,693	6,549	6	15	
19.000	Magistrate Court 3 Courtrooms	12,856	643	1,350	14,848	-	12	19	
20.000	Probate Court 1 Courtroom	10,260	513	1,077	11,851	3,000	10	14	
21.000	Juvenile Court 2 Courtrooms	14,579	729	1,531	16,839	-	12	19	
22.000	Sheriff's Office & Secure Inmate Areas	14,645	732	1,538	16,914	2,400	13	22	
23.000	Accountability Court	1,485	74	156	1,715	711	6	8	
24.000	Building Management	3,432	172	360	3,964	-	2	4	
<b>12 TOTAL COURT ROOMS</b>					<b>SUBTOTAL NEW SF</b>	<b>173,542</b>	<b>20,933</b>	<b>156</b>	<b>259</b>
<b>CURRENT SQUARE FEET</b>					<b>58,000</b>				
		216,027	10,801	22,683	249,512		<b>TOTAL CURRENT STAFF</b>	<b>TOTAL FUTURE STAFF</b>	
<b>TOTAL PROPOSED GSF FOR JA BUILDING</b>					249,512				
<b>TOTAL EXISTING SF OF BUILDINGS</b>					135,000				



# JUDICIAL & ADMINISTRATION COMPLEX

## BUILDING COMMON SPACE

	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
<b>1.000 BUILDING COMMON SPACES</b>					
<b>1.100 Lobby   First Floor Entry</b>					
1.101	Lobby Vestibules [Entrance/Exit ]	2	64	128	
1.102	Public Lobby - Administration	1	1000	1000	
1.103	Public Lobby - Courts	1	1000	1000	
1.104	Security Screening Areas - Courts	1	1200	1200	Large Queuing Area for Screening
1.105	Metal Detector - Courts	3	60	180	Three Screening Stations
1.106	Security Office - Courts	1	120	120	Locate near Screening Area
1.107	Public Lactation Rooms	2	64	128	Required by Code
<b>1.200 Public Toilets</b>					
1.201	Public Toilet [ Male ]	4	240	960	Assumes 4 Areas
1.202	Public Toilet [ Female ]	4	240	960	Assumes 4 Areas
1.203	Janitor's Closet	4	50	200	Assumes 4 Areas
1.204	Mail Room	1	120	120	First Floor Location Close - Rear Entrance
1.205	Public Vending	4	64	256	Near Public Toilets
<b>1.300 BOC Meeting Room</b>					
1.301	BOC Meeting Room   Jury Assembly	1	5500	5500	Seating for 400, 5 Commissioners, 3 Staff Positions on each side.
1.302	Chair Storage	1	500	500	Direct Access to BOC Meeting Room
<b>1.400 BOC Shared Conference Center</b>					
1.401	Large Training   Conference   Flex Rooms	1	900	900	Seats up to 35
1.402	Small Training   Conference   Flex Rooms	2	180	360	One large room with a divider to make into smaller conference rooms. Smaller rooms to hold up to 6-8 persons.
1.403	Small Wellness Gym	1	360	360	
1.404	Wellness Toilet   Showers	4	80	320	Single Occupant - Toilet Shower Combo
1.405	Locker Areas	2	200	400	Male and Female
<b>1.500 Staff Break Room</b>					
1.501	Staff Break Room	4	600	2400	
1.502	Staff Toilets	12	64	768	
				NSF	17,760
				Gross @ 35%	6,216
<b>Total Department GSF</b>				<b>23,976</b>	



# JUDICIAL & ADMINISTRATION COMPLEX

## BOC ADMINISTRATION OFFICES

	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
<b>2.000 BOC - ADMINISTRATION OFFICES</b>					
<b>2.100 Administrative</b>					
2.101	Admin/Reception	1	64	64	Open workstation to Public Lobby.
2.102	Public Lobby   Suite Entrance	1	200	200	Seats 4-6.
				NSF	264
				Gross @ 35%	119
				<b>Total</b>	<b>383</b>
<b>2.200 Staff Offices</b>					
2.201	Commission Chair	1	225	225	Chairman
2.202	Commissioners	4	225	900	
2.203	Chief of Staff	1	200	200	
2.204	Constituent Services Liaison	1	180	180	
2.205	Program Manager	1	150	150	
2.206	Executive Level Offices	2	180	360	Reduce to 2 Office
2.207	Dir of Legislative Director/County Clerk	1	200	200	
2.208	Executive Assistant to the Chairman	1	150	150	
2.209	Admin Positions	4	64	256	Move 2 to Finance
2.210	Administrative Manager	1	120	120	
2.211	On Call Admin	2	64	128	Various Temps - Move to finance
				NSF	2644
				Gross @ 45%	1190
				<b>Total</b>	<b>3834</b>
<b>2.300 Support Spaces</b>					
2.301	Conference Room	1	250	250	Seats 10-12
2.302	Huddle Room	2	150	300	Room for 3-4 People AV/Tech on one Wall
2.303	Break/Coffee Alcove	1	60	60	Small UC Ref + Coffee Maker
2.304	Clerk's Vault	1	250	250	
2.305	Copy   Storage   Files	1	250	250	
				NSF	1110
				Gross @ 45%	500
				<b>Total</b>	<b>1610</b>
				<b>Total Department GSF</b>	<b>5,826</b>



# JUDICIAL & ADMINISTRATION COMPLEX

## PUBLIC RELATIONS

	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
<b>3.000 PR</b>					
<b>3.100 Administrative</b>					
3.101	Admin/Reception	1	64	64	On Call Temp Position
				NSF	64
				Gross @ 35%	22
				<b>Total</b>	<b>86</b>
<b>3.200 Staff Offices</b>					
3.201	Director of Public Relations	1	200	200	
3.202	Deputy Director	1	180	180	
3.203	Administrative Program Assistant	1	120	120	
3.204	PIO	1	150	150	Future
3.205	Operations Manager	1	150	150	Future
3.206	AV Specialist	1	120	120	
3.207	Community Engagement	1	64	64	
3.208	Utility Education Specialist	1	64	64	
3.209	Social Media Specialist	1	64	64	
3.210	PR Specialist	1	64	64	
3.211	AV Specialist	2	64	128	
3.212	Growth Workstation	2	64	128	Future
				NSF	1432
				Gross @ 45%	644
				<b>Total</b>	<b>2,076</b>
<b>3.300 Support Spaces</b>					
3.301	Conference Room	0	0	0	Shared part of the Public Conference Center for BOC Area
3.302	Huddle Room	1	150	150	
3.303	Storage -Stools/Equipment	1	200	200	Locate near entrance
3.304	Storage - Print Media   Mktg Items	1	150	150	
3.305	Radio Sound Booth	1	120	120	Locate off the studio space
3.306	Studio Space	1	400	400	Announcements, head shots, table interviews
3.307	Green Room	1	120	120	
3.308	Control Room for Studio	1	120	120	
3.309	Control Room for AV BOC Meeting RM	1	120	120	Rectangular configuration
				NSF	1380
				Gross @ 45%	621
				<b>Total</b>	<b>2001</b>
<b>Total Department GSF</b>				<b>4,164</b>	



# JUDICIAL & ADMINISTRATION COMPLEX

## STORMWATER

	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
<b>4.000 STORMWATER</b>					
<b>4.100 Administrative</b>					
4.101	PR Specialist	1	160	160	Shared with Water and Sewer
4.103	Growth Workstation	2	80	160	Shared with Water and Sewer
				NSF	320
				Gross @ 45%	144
				<b>Total</b>	<b>464</b>
<b>4.200 Staff Offices</b>					
4.201	Director	1	200	200	
4.202	Deputy Director	1	180	180	
4.203	Construction Engineering Manager	1	150	150	
4.204	Project Coordinator	2	120	240	
4.205	Engineer's Office	4	150	600	
4.206	Stormwater Infrastructure Specialists	4	48	192	
4.207	Financial Customer Service Manager	1	120	120	
4.208	Administrative Coordinator	1	100	100	
4.209	Customer Account & Business Liaison	1	120	120	
				NSF	1902
				Gross @ 45%	856
				<b>Total</b>	<b>2758</b>
<b>4.300 Support Spaces</b>					
4.301	Large Conference Room	1	280	280	12 Person Capacity (off waiting room) 20sf/person Shared with P&D
4.302	Huddle Room	1	120	120	Room for 3-4 people, AV/Tech on one wall
4.303	Copy/Work Room	1	150	150	
4.304	Record Room	1	150	150	
4.305	Supply Closet	1	80	80	
				NSF	780
				Gross @ 45%	351
				<b>Total</b>	<b>1131</b>
				<b>Total Department GSF</b>	<b>4353</b>



# JUDICIAL & ADMINISTRATION COMPLEX

## CORONER

	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
<b>5.000 CORONER</b>					
<b>5.100 Administrative</b>					
5.101	Admin/Reception	1	80	80	
5.102	Public Lobby / Suite Entrance	1	100	100	Seats 4-5 People
				NSF	180
				Gross @ 45%	63
				<b>Total</b>	<b>243</b>
<b>5.200 Staff Offices</b>					
5.201	Coroner	1	200	200	
5.202	Deputy Coroner	3	150	450	
				NSF	650
				Gross @ 45%	293
				<b>Total</b>	<b>943</b>
<b>5.300 Support Spaces</b>					
5.301	Conference Room	0	0	0	Shared part of the Building Conference Center
5.302	Copy/Storage/Files	1	150	150	
				NSF	150
				Gross @ 45%	68
				<b>Total</b>	<b>218</b>
				<b>Total Department GSF</b>	<b>1,403</b>



# JUDICIAL & ADMINISTRATION COMPLEX

## FINANCE

	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
<b>6.000 FINANCE</b>					
<b>6.100 Administrative</b>					
6.101	Admin Assistant/Reception	1	80	80	Includes service window to public lobby. Handles cash/checks, cash drawer and/or floor safe
6.103	Public Lobby/Suite Entrance	1	120	120	Seats 5-6
				NSF	200
				Gross @ 45%	70
				<b>Total</b>	<b>270</b>
<b>6.200 Staff Offices</b>					
6.201	Executive Director, Finance	1	200	200	
6.202	Deputy Director, Finance	1	180	180	
6.202	Executive Assistant	1	150	150	
6.203	Purchasing & Procurement Manager	1	150	150	
6.204	Accounting Manager	1	150	150	
6.205	Project Manager	1	150	150	
6.206	Budget and Reporting Manager	1	150	150	
6.207	Grants Manager	1	150	150	
6.208	Grants Coordinator	1	120	120	
6.209	Administrative Coordinator	1	100	100	
6.210	Administrative Operations Coordinator	1	120	120	
6.211	Grants Compliance Officer	2	120	240	
6.212	Staff Accountant	2	120	240	
6.213	Contracts Specialist	2	100	200	
6.214	Fiscal Officer	2	100	200	
6.215	Buyer	3	100	300	
6.216	Administrative Clerk	2	64	128	Workstation - Added 2 from BOC
6.217	On-Call Admin	2	64	128	From BOC
				NSF	2928
				Gross @ 45%	1318
				<b>Total</b>	<b>4,246</b>
<b>6.300 Support Spaces</b>					
6.301	Conference Room	0	0	0	Shared part of the public Conference Center
6.302	Huddle Room	3	120	360	Room for 3-4 people, AV/Tech on one wall
6.303	Copy/Storage/Files	2	200	400	
				NSF	760
				Gross @ 45%	342
				<b>Total</b>	<b>1,102</b>
				<b>Total Department GSF</b>	<b>5,618</b>



# JUDICIAL & ADMINISTRATION COMPLEX

## TECHNOLOGY SERVICES

	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
<b>7.000 TECHNOLOGY SERVICES</b>					
<b>7.100 Administrative</b>					
7.101	Suite Entrance/Check In	1	80	80	
				NSF	80
				Gross @ 45%	28
				<b>Total</b>	<b>108</b>
<b>7.200 Staff Offices</b>					
7.201	Flex Office	1	150	150	
7.202	Technicians	2	64	128	Landing Spot
				NSF	278
				Gross @ 45%	125
				<b>Total</b>	<b>403</b>
<b>7.300 Support Spaces</b>					
7.301	MDF	1	200	200	
7.302	IDF	2	100	200	Assumes 3 Floors
7.303	IF Hub	1	200	200	Cabinets and work surfaces, small meeting area
				NSF	600
				Gross @ 45%	270
				<b>Total</b>	<b>870</b>
				<b>Total Department GSF</b>	<b>1,381</b>



# JUDICIAL & ADMINISTRATION COMPLEX

## TALENT MANAGEMENT

	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
<b>8.000 TALENT MANAGEMENT</b>					
<b>8.100 Administrative</b>					
8.101	Admin Assistant/Reception	1	80	80	
8.102	Public Lobby/Suite Entrance	1	150	150	Seats 5-6
				NSF	230
				Gross @ 45%	104
				<b>Total</b>	<b>334</b>
<b>8.200 Staff Offices</b>					
8.201	Talent Management, Director	1	200	200	
8.202	Deputy Director	1	180	180	
8.203	Employee Relations Specialist	1	150	150	
8.204	Benefits Manager	2	150	300	
8.205	Recruitment and Retention Manager	1	150	150	
8.206	Recruitment Specialist	1	120	120	
8.207	Talent Management Generalist	2	120	240	
8.208	Talent Management Info Specialist	1	120	120	
8.209	Training & Development Coordinator	1	120	100	
8.210	Administrative Coordinator	1	100	100	Reports to employee relations
8.211	Wellness Coordinator	1	100	100	
8.212	Public Safety Area	2	64	128	Shared landing spots
8.213	Interns	2	64	128	Shared landing spots
8.214	Growth Offices	3	120	360	
8.215	Health Education Coach	1	120	120	
				NSF	2496
				Gross @ 35%	1123
				<b>Total</b>	<b>3619</b>
<b>8.300 Support Spaces</b>					
8.301	Conference Room	1	180	180	Off TM lobby, seats 5 people
8.302	Huddle Room	1	120	120	Room for 3-4 people, AV/Tech on one wall
8.303	Skills Test/ID Room	1	120	120	Locate off the public lobby with back door from the staff area
8.304	Onboarding/Training Area Alcove	3	40	120	3 kiosks
8.305	Copy/Storage/Personnel Files	1	300	300	30 lockable cabinets
				NSF	840
				Gross @ 45%	378
				<b>Total</b>	<b>1218</b>
<b>Total Department GSF for BOC Administrative Offices</b>				<b>5,171</b>	



# JUDICIAL & ADMINISTRATION COMPLEX

## PLANNING & DEVELOPMENT

	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
<b>9.000 PLANNING &amp; DEVELOPMENT</b>					
<b>9.100 Administrative</b>					
9.101	Waiting Area	1	600	600	Waiting for 30 people = 20sf/person
9.102	Transaction Window	3	64	192	License and Permit Analysts
				NSF	792
				Gross @ 45%	356
				<b>Total</b>	<b>1,148</b>
<b>9.200 Planning &amp; Zoning</b>					
<b>Planning</b>					
9.201	P&D Director	1	200	200	4 person conference area included
9.202	P&D Deputy Director	1	180	180	
9.203	Planner	1	120	120	
9.204	Zone Administrative Manager	1	120	120	
9.205	Development Plan Review Specialist	1	100	100	
9.206	Administrative Coordinator	1	64	64	Open workstations
<b>Protective Inspection</b>					
9.207	Chief Building Official	1	180	180	
<b>Licensing</b>					
9.208	Dev & Business Relations Mgr	1	150	150	
9.209	Licensing & Permit Analyst	3	0	0	Work at Transaction Counter
<b>Code Enforcement</b>					
9.210	Old Covington Facility	0	0	0	
				NSF	964
				Gross @ 45%	434
				<b>Total</b>	<b>1,398</b>
<b>9.300 Support Spaces</b>					
9.301	Large Conference Room/Work Session	1	240	240	Shared with Stormwater
9.302	Huddle Room	1	120	120	Room for 3-4 people, AV/Tech on one wall
9.303	Copy/Work Room	1	100	100	
9.304	Record/Plotter Room	1	150	150	Most records at a different location
9.305	Supply Closet	1	80	80	
				NSF	690
				Gross @ 45%	311
				<b>Total</b>	<b>1001</b>
				<b>Total Department GSF</b>	<b>3,547</b>



# JUDICIAL & ADMINISTRATION COMPLEX

## TAX ASSESSORS

	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
<b>10.000 TAX ASSESSOR</b>					
<b>10.100 Administrative</b>					
10.101	Admin/Reception	3	80	240	
10.102	Public Lobby/Suite Entrance	1	150	150	
				NSF	390
				Gross @ 45%	176
				<b>Total</b>	<b>566</b>
<b>10.200 Staff Offices</b>					
10.201	Director/Chief Appraiser	1	200	200	
10.202	Deputy Chief Appraiser	1	180	180	
10.203	Residential Appraiser	3	150	450	
10.204	Commercial Appraiser	1	150	150	
10.205	Personal Property Appraiser	5	120	600	
10.206	Personal Property Filing	7	120	840	
10.207	Supervisor's Offices	3	150	450	
10.208	Administrative Offices	5	120	600	
10.209	Administrative Manager's Office	1	150	150	
10.210	Board of Equalization Offices	3	150	450	
				NSF	4070
				Gross @ 45%	1832
				<b>Total</b>	<b>5902</b>
<b>10.300 Support Spaces</b>					
10.301	Conference Room	0	0	0	Shared part of the building Conference Room
10.302	Huddle Room	1	120	120	Room for 3-4 people, AV/Tech on one wall
10.303	Copy/Storage/Files	1	200	200	
				NSF	320
				Gross @ 45%	144
				<b>Total</b>	<b>464</b>
				<b>Total Department GSF</b>	<b>6931</b>



# JUDICIAL & ADMINISTRATION COMPLEX

## WATER AND SEWER

	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
<b>11.000 WATER AND SEWER</b>					
<b>11.100 Administrative</b>					
11.101	Public Lobby/Transaction Windows	1	200	200	Monitored by Assistant. Seating for 3-4 people
				NSF	200
				Gross @ 35%	70
				<b>Total</b>	<b>270</b>
<b>11.200 Office Spaces</b>					
6.201	Director's Office	1	200	200	
6.202	Deputy Director	2	120	240	
6.203	Deputy Director's Office	2	180	360	
6.204	Copy/Files Alcove	1	80	80	Off Reception
6.205	Huddle Room	1	120	120	3-4 people with AV/Tech on one wall - locate one close to the lobby
				NSF	1000
				Gross @ 45%	450
				<b>Total</b>	<b>1450</b>
<b>Total Department GSF</b>				<b>1,720</b>	



# JUDICIAL & ADMINISTRATION COMPLEX

## TAX COMMISSIONER

	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
<b>12.000 TAX COMMISSIONER</b>					
<b>12.100 Administrative</b>					
12.101	Transaction Windows	8	50	400	Face to Face
12.102	Transaction Windows	2	50	100	Standing
12.103	Public Lobby/Waiting	1	1000	1000	With queuing system
				NSF	1500
				Gross @ 45%	675
				<b>Total</b>	<b>2,175</b>
<b>12.200 Staff Offices</b>					
12.201	Tax Commissioner	1	200	200	
12.202	Staff Offices	10	120	1200	
12.203	Call Center	10	64	640	
				NSF	2040
				Gross @ 45%	918
				<b>Total</b>	<b>2,958</b>
<b>12.300 Support Spaces</b>					
12.301	Conference Room	0	0	0	Shared part of the building Conference Room
12.302	Huddle Room	2	120	240	Room for 3-4 people, AV/Tech on one wall
12.303	Copy/Storage/Files	1	200	200	
12.304	Secure Storage	1	200	200	
12.305	Misc. Storage	1	200	200	
12.306	Drive Through Lanes	3	50	150	Teller Stations
				NSF	990
				Gross @ 45%	446
				<b>Total</b>	<b>1436</b>
				<b>Total Department GSF</b>	<b>6,569</b>



# JUDICIAL & ADMINISTRATION COMPLEX

## SUPERIOR COURT

	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS	
<b>13.000 SUPERIOR COURT - 3 COURTROOMS</b>						
<b>13.100 Superior Court - One Large Courtroom</b>						
13.101	Large Courtroom	1	3000	3000		
13.102	Sound Vestibule	1	80	80		
13.103	Attorney Conference Rooms	2	100	200		
13.104	Public Waiting	1	400	400		
13.105	Jury Deliberation	2	300	600	Double as Conferencing Space	
13.106	Jury Restrooms	1	50	50		
13.107	Exhibit Storage	1	30	30		
13.108	A/V Storage	1	30	30		
<b>Superior Court - 2 Medium Courtrooms</b>						
13.109	Medium Courtroom	2	1800	3600	70 Seat Capacity	
13.110	Sound Vestibule	2	80	160		
13.111	Attorney Conference Room	4	100	400		
13.112	Public Waiting	2	400	800		
13.113	Jury Deliberation	4	300	1200	Directly adjacent to courtrooms not off rear corridor, seating for bailiff outside the jury deliberation room	
13.114	Jury Restrooms	2	50	100		
13.115	Exhibit Storage	2	30	60		
13.116	A/V Storage	2	30	60		
13.117	Bailiff's Space	1	100	100	One per floor	
				NSF	10870	
				Gross @ 45%	4870	Shell One Courtroom
				<b>Total</b>	<b>15,762</b>	



# JUDICIAL & ADMINISTRATION COMPLEX

## SUPERIOR COURT

	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
<b>13.200 Superior Court - Chambers / Offices</b>					
13.201	Superior Chambers	3	300	900	
13.202	Judicial Assistant	3	180	540	Includes waiting area
13.203	Court Reporter	3	100	300	
13.204	Law Clerk	3	100	300	
13.205	Calendar Clerks	3	64	192	Part of Court Administration?
13.206	Senior Judge Chambers	1	250	250	
13.207	TPO Lobby [Public]	1	100	100	Temporary Protective Orders, window to the Public
13.208	TPO Office [Secure Side]	3	120	360	Close Proximity to Judges Chambers
<b>13.300 Superior Court - Support</b>					
13.301	Toilet/Robing	3	100	300	
13.302	Exhibit Storage	3	50	150	Secure
13.303	File/Copy	3	50	150	
13.304	Break Counter	3	20	60	
13.305	Judicial Conference Rooms	3	240	720	Off Secure Corridor
				NSF	4322
				Gross @ 45%	1945
				<b>Total</b>	<b>6267</b>
				<b>Subtotal Department GSF</b>	<b>22,028</b>
<b>13.400 Law Library</b>					
13.401	Superior Chambers	4	48	192	
13.402	TPO Office [Secure Side]	1	180	180	With printing area, 2 tables
				NSF	372
				Gross @ 45%	130
				<b>Total</b>	<b>502</b>
<b>13.500 Mediation</b>					
13.501	Main Meeting Room	1	280	280	Seating 8-10
13.502	Break Out Rooms	2	180	360	Seating 4-6
13.503	Waiting/Printing Area	1	180	180	
				NSF	640
				Gross @ 35%	224
				<b>Total</b>	<b>864</b>
				<b>Total Department GSF</b>	<b>23,395</b>



# JUDICIAL & ADMINISTRATION COMPLEX

## DISTRICT ATTORNEY

	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
<b>14.000 DISTRICT ATTORNEY</b>					
<b>14.100 Office Space</b>					
14.101	DA Office	1	225	225	
14.102	ADA Offices	23	150	3450	8 Future Offices
14.103	Investigators	17	100	1700	7 Future Offices
14.104	Administration/Workstations	15	64	512	8 Future Positions
14.105	Receptionist	1	100	100	
14.106	File Clerk	1	100	100	
14.107	Victim Advocates	8	120	480	5 Future Positions
14.108	Victim Witness Coordinator	1	100	100	
<b>14.200 Grand Jury</b>					
14.201	Grand Jury Room	1	750	750	
14.202	Check In Station	1	50	50	
14.203	Vending	1	80	80	Alcove
14.204	Toilets	2	50	100	
14.205	Break Counter	1	20	20	
14.206	Attny/Client Room	2	100	200	
14.207	Witness Waiting	1	100	100	
<b>14.300 Support Spaces</b>					
14.301	Public Lobby/Waiting	1	200	100	
14.302	Waiting/Staging Areas for Kids	1	100	100	Off Public Lobby
14.303	File Storage	1	600	600	HD Filing
14.304	Copy/Supplies Room	1	100	100	Copy space
14.305	Defense Copy Area	1	100	100	Copy Space
14.306	Interview Rooms	2	100	200	Overflow for Waiting
14.307	General Storage	1	100	100	
14.308	War Room	1	150	150	Seating for 5-6
14.309	Conference Room	1	350	350	Seating for 12-15
14.310	Evidence Storage	1	150	150	Need Lockers
				NSF	9917
				Gross @ 45%	4463
<b>Total Department GSF</b>					<b>14,380</b>

# JUDICIAL & ADMINISTRATION COMPLEX

## PUBLIC DEFENDER

	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
<b>15.000 PUBLIC DEFENDER</b>					
<b>15.100 Offices</b>					
15.101	Public Defender	1	200	200	
15.102	Senior Public Defender Offices	6	150	900	
15.103	Asst Public Defender	9	120	1080	
15.104	Investigators	4	120	480	
15.105	Workstations/Administration	4	64	256	
<b>15.200 Support Spaces</b>					
15.201	Clothes Storage	1	150	150	
15.202	File Storage	1	180	180	High Density Storage 3 years onsite; 7 years to disposal
15.203	Copy/Work room	3	80	240	
15.204	Meeting Room	1	240	240	Seating for 8-10
15.205	Huddle Rooms	1	150	150	Seating for 4-5
15.206	Public Waiting	1	200	200	Secured Entrance
15.207	Public Counter	1	64	64	
				NSF	4140
				Gross @ 35%	1449
<b>Total Department GSF</b>				<b>5,589</b>	



# JUDICIAL & ADMINISTRATION COMPLEX

## COURT ADMINISTRATOR

	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
<b>16.000 COURT ADMINISTRATION</b>					
<b>16.100 Administrative</b>					
16.101	Courts Administrator's Office	1	150	150	Future Office
16.102	Grants Administrator	1	120	120	Future Office
16.103	Calendar Clerks	4	64	256	Future Positions
				NSF	526
				Gross @ 35%	184
<b>Total Department GSF</b>				<b>710</b>	

# JUDICIAL & ADMINISTRATION COMPLEX

## CLERK OF THE COURT

	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
<b>17.000 CLERK OF COURT</b>					
<b>17.100 Public Areas</b>					
17.101	Reception/Waiting	1	1000	1000	
17.102	Service Center	16	24	384	3 for Real Estate, 3 for Criminal, 4 for Civil, 4 for State Court, 2 for Expansion
17.103	Real Estate Room	1	2500	2500	
17.104	Research Room Real Estate/Deed	1	500	500	Title Research will be separate room
17.105	State Files	1	600	600	
17.106	Commercial Files	1	1500	1500	
17.107	Evidence Storage	1	4000	4000	
<b>Offices</b>					
17.108	Clerk of Court	1	200	200	
17.109	Chief Deputy	2	150	300	
17.110	County Clerks	3	64	192	
17.111	Support Technology	3	64	192	
17.112	Clerk Workstation - Superior	9	64	576	
17.113	Clerk Workstation - Criminal	6	64	384	
17.114	Clerk Workstation - Civil	13	64	832	
17.115	Clerk Workstation - BOE	2	64	128	
17.116	Clerk Workstation - Passport/Juror	3	64	192	
<b>17.200 Jury Assembly (Dedicated)</b>					
17.201	Waiting/Staging for Jurors	1	4500	4500	Multipurpose with Commissioners? Seating for 500
17.202	Clerk in Areas	2	200	200	Clerks
17.203	Vending	1	80	80	Alcove
17.204	Toilets	2	240	240	2 Toilets, 2 Sinks
17.205	Jury Workspace	1	200	200	Carrels
<b>17.300 Support Spaces</b>					
17.301	Dept conference Room	1	240	240	Seats 10-12
17.302	Conference Room	1	240	240	Seats 10 off the clerk's office
17.303	Board of Equalization Rooms	1	350	350	Three Board Members, Tax Assessor - 12 People
17.304	Waiting for BOE	1	120	120	
17.305	General Storage	2	150	300	One for Tech
17.306	Copy/work Room	2	120	240	
				NSF	20190
				Gross @ 45%	9086
<b>Total Department GSF</b>				<b>29,276</b>	



# JUDICIAL & ADMINISTRATION COMPLEX

## STATE COURT

	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
<b>18.000 STATE COURT - 3 COURTROOMS - LOWER LEVEL</b>					
<b>18.100 State Court - 3 Courtrooms - Lower Level</b>					
18.101	Large Courtroom	1	3000	3000	180 Seating Capacity
18.102	Sound Vestibule	1	80	80	
18.103	Attorney Conference Rooms	2	100	200	
18.104	Public Waiting	1	400	400	
18.105	Jury Deliberation	1	400	400	12+4 Alternates
18.106	Jury Restrooms	1	50	50	
18.107	A/V Closet	1	30	30	
<b>State Court - 2 Medium Courtrooms</b>					
18.108	Medium Courtroom	2	1800	3600	70 Seating Capacity
18.109	Sound Vestibule	2	80	160	
18.110	Attorney Conference Rooms	4	100	400	
18.111	Public Waiting	2	400	800	
18.112	Jury Deliberation	2	400	800	Bailiff Seating Outside the Room - 12+4 Alternates
18.113	Jury Restrooms	2	50	100	
18.114	Exhibit Storage	2	30	60	
18.115	AV Storage	2	30	60	
18.116	Bailiff's Space	1	100	100	One per floor
				NSF	10240
				Gross @ 45%	4608
				<b>Total</b>	<b>14,848</b>
<b>18.200 State Court - Chambers/Offices</b>					
18.201	State Chambers	3	300	900	
18.202	Judicial Assistant	6	150	900	Includes waiting area, one for Criminal and one for Civil
18.203	Court Reporter - Full Time	1	120	120	Proposed Position
18.204	Court Reporters	1	180	180	Landing spot - responsible for Exhibit Storage in 17.302
18.205	Law Clerk	3	100	300	
18.206	Senior Judge's Chambers	1	250	250	
<b>18.300 State Court - Support Spaces</b>					
18.301	Toilet/Robing	3	100	300	
18.302	Exhibit Storage	3	50	150	
18.303	File/Copy	3	50	150	
18.303	Break Counter	3	20	60	
				NSF	3310
				Gross @ 45%	1490
				<b>Total</b>	<b>4,800</b>
				<b>Total Department GSF</b>	<b>19,648</b>

# JUDICIAL & ADMINISTRATION COMPLEX

## MAGISTRATE COURT

	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
<b>19.000 MAGISTRATE COURT - 3 COURTROOMS</b>					
<b>19.100 Hearing Room [ Needs Access to Secure Holding (minimum one holding cell)]</b>					
19.101	Large Courtroom	1	1500	1500	Courtroom - no jury box. Needs a connection to a secure core seating for 60-65
19.102	Courtroom	2	1000	2000	Courtroom - no jury box. Needs a connection to a secure core. Seating for 35-40.
19.103	Sound Vestibule	3	80	240	
19.104	Attorney Conference Rooms	2	100	200	
19.105	Public Waiting	3	200	600	
19.106	Exhibit Storage	1	100	100	
<b>19.200 Chambers/ Offices</b>					
19.201	Chief Magistrate	1	250	250	One elected, two appointed
19.202	Full Time Appointed Magistrates	2	200	400	
19.203	Toilet Robing	2	50	100	One centralized
19.204	Part Time Appointed Magistrates	2	90	180	Landing spot - interns, law clerks, grants
19.205	Clerk of Court	1	180	180	
19.206	Deputies Clerk of Court	3	150	450	GCIC
19.207	Judicial Assistant	1	180	180	One Judicial Assistant for all magistrates, includes waiting area, attached to Chief Chambers
19.208	Workstations	5	64	320	Need wall between counters and workstations
19.209	Public Counter Positions	4	64	256	
<b>19.300 Support Spaces</b>					
19.301	Public Lobby	1	500	500	
19.302	Record Storage	1	800	800	High Density Storage System
19.303	Video Conferencing	1	100	100	
19.304	GCIC	0	100	0	Clerks to Handle in Office
19.305	Copy Alcove	2	60	120	Behind courtrooms, near admin workstations
19.306	Conference Room	1	240	240	
19.307	Break Counter	0	20	0	
19.308	General Storage	1	150	150	Shared Break Area
				NSF	8866
				Gross @ 45%	3990
<b>Total Department GSF</b>				<b>12,856</b>	



# JUDICIAL & ADMINISTRATION COMPLEX

## PROBATE COURT

	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
<b>20.000 PROBATE COURT</b>					
<b>20.100 Hearing Room</b>					
20.101	Large Courtroom	1	1800	1800	Article 6 Court - Expanded Jurisdiction
20.102	Sound Vestibule	1	80	80	
20.103	Attorney Conference Rooms	2	100	200	
20.104	Public Waiting	1	400	400	
20.105	Jury Deliberation	1	300	300	STC Rated Walls
20.106	Jury Restroom	1	50	50	
20.107	Exhibit Storage	1	30	30	
20.108	A/V Closet	1	30	30	
<b>20.200 Chambers/ Offices</b>					
20.201	Chambers	1	250	250	STC Rated Walls
20.202	Toilet/Robing	1	50	50	
20.203	Chief Clerk	1	180	180	Could be partially remote
20.204	Associate Judge	1	150	150	Could be partially remote
20.205	Judicial Assistant	1	150	150	Could be partially remote
20.205	Deputy I - Front Counter	3	64	192	Intake, weapons, marriage
20.206	Deputy II	3	64	192	Estates, weapons, fingerprinting
20.206	Deputy III	3	64	192	Estates, Guardianship
20.207	Law Clerk	1	150	150	Office
<b>20.300 Support Spaces</b>					
20.301	Public Lobby	1	500	500	2 Research Computer Stations
20.302	Record Storage	1	1500	1500	High Density Storage System and Old Books Storage - Need to survey Old Records Books storage needs. Need to be viewed from staff
20.303	Record Viewing Room	1	100	100	Viewed from Staff
20.304	GCIC	1	100	100	Currently by Sheriff's Office
20.305	Copy/Work Room	1	180	180	
20.306	Huddle Room	1	150	150	Off Public Lobby, Accessed from both sides
20.307	Break Counter	0	20	0	
20.308	Fingerprint/Photo	1	150	150	Door from public lobby and staff area
				NSF	7076
				Gross @ 45%	3184
<b>Total Department GSF</b>				<b>10,260</b>	

# JUDICIAL & ADMINISTRATION COMPLEX

## JUVENILE COURT

	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
<b>21.000 JUVENILE COURT - 2 COURTROOMS</b>					
<b>21.100 Court</b>					
21.101	Courtroom [ no jury]	2	1500	3000	30 Seating Capacity, Oversized Well for Multiple Agencies - 4 tables.
21.102	Sound Vestibule	2	80	160	One for each Courtroom
21.103	Shared Team Conference Rooms [DFACS/DJJ/CASA]	3	200	600	Seating for up to 10 people (20/ person). Sound Proof and Security Cameras. Locate on same hall as other conference rooms.
21.104	Attny/Client Conference Rooms	4	100	400	Close to Courtroom with seating for up to 4-5 people (20/person). Traditional Arrangement. Sound Proof and Security Cameras. Locate two near one shared team conference room to be flexible for mediation proceedings.
21.105	Public Waiting	1	600	600	50-70 (12/person) people on high traffic days, but will double in 20 years. Assumes all courtrooms on a single level
21.106	Kids Waiting	1	200	200	Assumes all courtrooms on a single level
21.107	Kids Safe Room	2	80	160	Rooms for single kids
21.108	Copy Area	2	100	200	A/V and Exhibits
21.109	Bailiff Station	2	10	20	(1) per Courtroom.
<b>21.200 Staff Offices</b>					
21.201	Chambers	2	250	500	
21.202	Toilet / Robing	2	50	100	
21.203	Associate Judge	1	180	180	
21.204	Court Administrator	1	150	150	
21.205	Case Managers	5	150	750	
21.206	Workstations/Clerk/Admin	8	64	512	
21.207	County Clerk	1	150	150	
<b>21.300 Support Spaces</b>					
21.301	Record Storage	1	500	500	High Density Storage System
21.302	Copy/Work Room	1	180	180	
21.303	Conference Room	1	240	240	Video Conferencing
				NSF	8602
				Gross @ 45%	3871
				<b>Total</b>	<b>12,473</b>



## JUDICIAL & ADMINISTRATION COMPLEX

### JUVENILE COURT

	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
<b>21.400 Therapists</b>					
21.401	Reception Area	1	100	100	
21.402	Therapist Offices	2	160	320	Offices have a small meeting area in each for in office consultations.
21.403	Group Meeting Rooms	2	300	600	
<b>21.500 Intake/Guardians/DJJ/DFACS/CASA</b>					
21.501	DJJ Shared Work Area (4-5 person)	1	180	180	Landing Spot
21.502	DFACS Shared Work Area (4-5 person)	1	180	180	Landing Spot
21.503	CASA Shared Work Area (4-5 peson)	1	180	180	Landing Spot
				NSF	1560
				Gross @ 45%	546
				<b>Total</b>	<b>2,106</b>
				<b>Total Department GSF</b>	<b>14,579</b>

## JUDICIAL & ADMINISTRATION COMPLEX

### SHERIFF'S OFFICE & SECURE AREAS

	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS	
<b>22.000 SHERIFF'S OFFICE &amp; SECURE INMATE AREAS</b>						
<b>22.100 Inmate Staging Area for Court - Entry Level</b>						
22.101	Vehicular Sally Port	1	2500	2500	Two lanes, 25-30 people transport, bus or vans	
22.102	Sallyports	2	100	200		
22.103	Adult Violent Cell	1	50	50		
22.104	Adult 8 Person Cell - Male	3	180	540		
22.105	Adult 8 Person Cell - Female	3	100	300		
22.106	Adult Holding Cell	6	50	300	One to be ADA	
22.107	Juvenile Holding Cell	4	50	200	One to be ADA, Separate by gender	
22.108	Juvenile Holding Cell (4 person)	1	100	100	Male	
22.109	Juvenile Holding cell (4 person )	1	100	100	Female	
22.110	Janitor's Closet	1	120	120	Dedicated to secure area, trash from meals	
22.111	Inmate Toilet	2	60	120	Outfit one with shower area	
22.112	Officer Work Area	1	100	100		
22.113	Attorney/Inmate Interview Rooms	3	100	300		
				NSF	4930	
				Gross @ 45%	1726	Lowered for vehicular sallyport
				<b>Total</b>	<b>6,656</b>	
<b>22.200 Secure Inmate Core Between Courts</b> [ Assumes 5 Core or one for every 2 Courtrooms - Superior, State, Magistrate & Juvenile ]						
22.201	Attny/Inmate Interview	6	100	600	Accessible booth	
22.202	Single Holding Cell	16	50	900	2 per core ( 1-2 capacity each) 4 per core for superior courts	
22.203	Group Holding Cell (6-8 Seats)	6	120	720	2 per core ( 6-8 capacity each)	
22.204	Officer Station	6	40	240		
22.205	Sound Vest	12	40	480		
				NSF	2940	
				Gross @ 45%	1323	
				<b>Total</b>	<b>42,63</b>	



## JUDICIAL & ADMINISTRATION COMPLEX

### SHERIFF'S OFFICE & SECURE AREAS

	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
<b>22.300 Court Security Area</b>					
22.301	Male Staff Locker Room	1	350	350	50 Lockers
22.302	Male Toilet Area w/Shower	1	180	180	2 Toilets, 1 Shower
22.303	Female Staff Locker Room	1	150	150	20 Lockers
22.304	Female Toilet Area w/Shower	1	180	180	2 Toilets, 1 Shower
22.305	Staff Muster Room/MP Room	1	900	900	Doubles as Deputy Workroom and Break Area
22.306	Lt. Office	1	180	180	
22.307	Sergeant Offices	2	150	300	Shared - 2 in each office (2 future)
22.308	Transport Officer	1	150	150	
22.309	Control Room	1	150	150	
22.310	Security Electronics	1	120	120	
22.311	Storage Room	1	80	80	
22.312	Break Counter	1	20	20	Located in muster room
				NSF	2760
				Gross @ 35%	966
				<b>Total</b>	<b>3,726</b>
				<b>Total Department</b>	<b>14,645</b>

# JUDICIAL & ADMINISTRATION COMPLEX

## ACCOUNTABILITY COURTS

	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
<b>23.000 ACCOUNTABILITY COURT</b>					
<b>23.100 Drug Court/MH Court/DUI Court/Family Court/Veterans Court</b>					
23.101	Shared Waiting Space	1	350	350	For all 5 Functions
23.102	Shared Meeting Room	1	350	350	Accommodates 12-14 People
23.103	Testing Toilet	0	50	0	On West Avenue
23.104	Landing Area	1	250	250	For Staff
23.105	Copy/File room	1	150	150	
				NSF	1100
				Gross @ 35%	385
				<b>Total</b>	<b>1,485</b>



# JUDICIAL & ADMINISTRATION COMPLEX

## BUILDING MANAGEMENT

	COMPONENT	NUMBER OF AREAS	SPACE STANDARD	NSF	COMMENTS
<b>24.000 BUILDING MANAGEMENT</b>					
<b>24.100</b>					
24.101	Maintenance Office	2	150	300	
24.102	Toilet	1	60	60	
24.103	Workshop and Parts Storage	1	500	500	
24.104	Tool Storage	1	200	200	
24.105	General Storage	1	1500	1500	
24.106	Grounds Equipment Storage	1	300	300	
				NSF	2860
				Gross @ 20%	572
				<b>Total</b>	<b>3,432</b>

# MASTER PLAN RECOMMENDATION REPORT

20  
23

JUDICIAL AND ADMINISTRATIVE TASK FORCE

02

TASK FORCE  
AGENDA

Created through  
collaboration of the  
**Judicial and  
Administrative  
Task Force** and



**JERICHO**  
design group



---

# Judicial & Administrative Task Force Meeting

---

**Location:** Rockdale County Courthouse Superior Court Room 225C  
922 Court Street

**Date:** Thursday, August 11

**Time:** 5:00 pm - 6:00 pm

---

## Agenda details:

- Call to Order
- Approval of Minutes
- Approval of Agenda
- Jericho Kick-Off
- Task Force Member Comments
- Public Comment
- Next Meeting
- Adjournment

---

# Judicial & Administrative Task Force Meeting

---

Location: Rockdale County Courthouse Superior Court Room 225C  
922 Court Street

Date: Thursday, September 8

Time: 5:00 pm - 6:00 pm

---

## Agenda details:

- Call to Order
- Approval of Minutes
- Approval of Agenda
- Jericho Update
- Task Force Member Comments
- Public Comment
- Next Meeting
- Adjournment



---

# Judicial & Administrative Task Force Meeting

---

Location: Rockdale County Courthouse Superior Court Room 225C  
922 Court Street

Date: Thursday, September 22

Time: 5:00 pm - 6:00 pm

---

## Agenda details:

- Call to Order
- Approval of Minutes
- Approval of Agenda
- Jericho Update
- Task Force Member Comments
- Public Comment
- Next Meeting
- Adjournment

---

# Judicial & Administrative Task Force Meeting

---

Location: Rockdale County Courthouse Superior Court Room 225C  
922 Court Street

Date: Thursday, October 27th

Time: 5:00 pm - 6:00 pm

---

## Agenda details:

- Call to Order
- Approval of Minutes
- Approval of Agenda
- Jericho Update
- Task Force Member Comments
- Public Comment
- Next Meeting
- Adjournment



---

# Judicial & Administrative Task Force Meeting

---

Location: Rockdale County Courthouse Superior Court Room 225C  
922 Court Street

Date: Thursday, November 10th

Time: 5:00 pm - 6:00 pm

---

## Agenda details:

- Call to Order
- Approval of Minutes
- Approval of Agenda
- Jericho Update
- Task Force Member Comments
- Public Comment
- Next Meeting
- Adjournment

# MASTER PLAN RECOMMENDATION REPORT

20  
23

JUDICIAL AND ADMINISTRATIVE TASK FORCE

03

TASK FORCE  
MEETING MINUTES

Created through  
collaboration of the  
**Judicial and  
Administrative  
Task Force** and



**JERICHO**  
design group



Judicial & Administrative Task Force  
Meeting Minutes  
Thursday, August 11, 2022-5:00 p.m.- 6:00 p.m.  
Rockdale County Courthouse Superior Courtroom 225C

1. Call to Order: The Judicial & Administrative Task Force meeting was called to order at 5:00 p.m.
  - a) Members in attendance (JaNice Van Ness, Wendi Armstrong, Dr. Stephen Boyle, Franklin Beauford, Doug Smith, Chief Superior Court Judge Robert Mumford, State Court Judge Richard Read, Donald Murphy, RCSO Deputy Holmes appearing for Sheriff Levett)
  - b) Member not in attendance (Sheriff Eric Levett)
2. Approval of Minutes
  - a) Motion to approve Minutes made by Dr. Stephen Boyle, seconded by Doug Smith
3. Approval of Agenda
  - b) Motion to approve agenda made by Judge Richard Read, seconded by Dr. Stephen Boyle
4. Public Comment
  - a) None
5. Doug Shaw from Jericho presented the Project Kick Off Meeting Agenda
  - a) Point of contact for the county is Andrew Hammer
  - b) Point of contact for the Task Force is JaNice Van Ness
  - c) Rockdale Bar Association will be consulted for opinions of other courthouses (likes, dislikes, ideas, etc)
6. Task Force Member Comments-None
7. Next Meeting: September 8, 2022, at 5:00 p.m.
8. Adjournment (Motion to Adjourn made by JaNice Van Ness, seconded by Dr. Stephen Boyle)



Jericho Design Group, LLC  
208 Pirkle Ferry Road | Suite C | Cumming, GA 30040

**PROJECT KICK OFF MEETING AGENDA –  
Rockdale County Judicial and Administrative Complex Study**  
August 11, 2022

Meeting Location: 922 Court Street, Conyers, GA

---

**Introductions:**

**Citizen members:** Wendi Armstrong, Dr. Stephen Boyle, Franklin Beauford, Donald Murphy, Doug Smith, and JaNice Van Ness.

**County members:** Chief Superior Court Judge Robert Mumford, Sheriff Eric Levett and State Court Judge Richard Read  
Doug Shaw, Jericho Design  
Other attendees

**Use Sign Sheet to record all attendees**

**Project Scope:**

- Review past studies of courthouse and administration facilities to include:
  - 2021 Administration Building Master Plan (Jericho Design)
  - 2020 Security Needs Assessment Addition & Renovation study (Nelson/HOK)
  - 2018 Judicial and Government Complex Renovation/Expansion Feasibility Report (CBRE/Heery)
  - 2009 Judicial Center Site Evaluation & Space Program (Cousins/Heery)
- Solicit updated needs assessments from all County departments and Court offices
- Review site availability of county property in Olde Town
- Update program totals
- Present options to task force for 10 year & 20 year forecast
- Develop up to 3 layout ideas for site and buildings in Olde Town
- Prepare architectural estimates for construction of 3 options
- Present layouts to task force along with advantages and disadvantages for each option
- Finalize master plan with recommendations from task force (program, target timeframe, layout)

**Communications & Contact:**

- Point of Contact.
  - Jericho – Doug Shaw
  - Task Force Contact - TBD
- Path of Communications.
  - Best practices –In person, emails, meeting minutes

**Questions for discussion:**

- What process will be used to update the previous needs assessments?
- Jericho and Staff to interview them individually and then report back to the task force?
- Will the Tax Commissioners Office be included in the proposed complex?



- Will the Juvenile Court be included in the proposed complex?
- Will Accountability Court be included in the proposed complex?
- What other departments might be considered to be a part of the complex? See attachment for Task Force Goals
- Discuss Site Parameters and Existing Structures

**Schedule**

- 8-10 Weeks Until Final Report
- Next Task Force Meeting – August 25<sup>th</sup>, 5 PM. Update on Needs Assessment

**Action Items**

- Set-Up Needs Assessment Confirmation Meetings

**Other?**

**Adjourn**

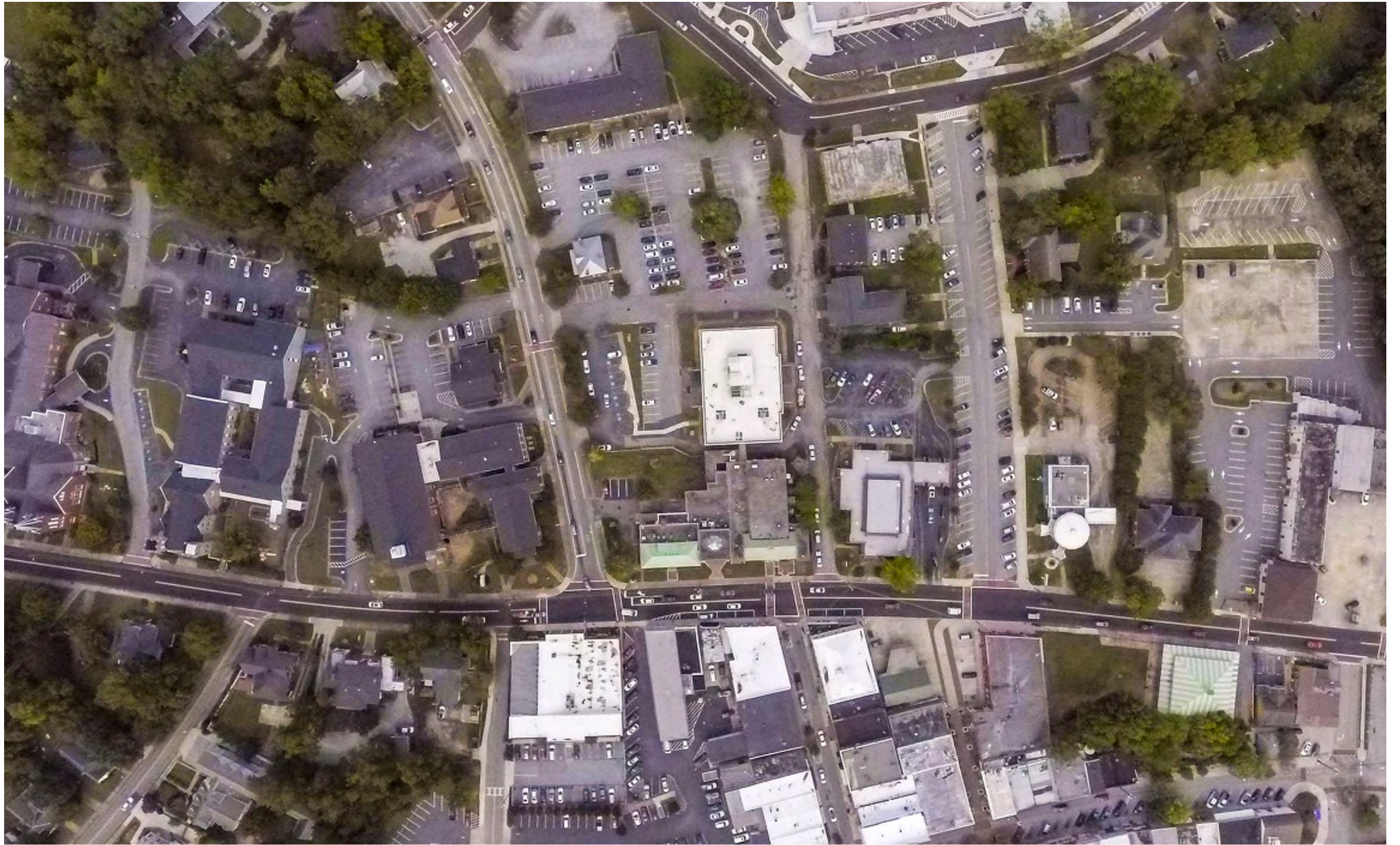
---

## Judicial & Administrative Task Force

Goal: Propose a solid recommendation on the future of the Judicial & Administrative Complex.

- Current Courthouse must remain but should be renovated. \$19.6 million in the upcoming SPLOST is allocated to the courthouse.
- Address both court and administrative facility needs.
- Determine need for parking deck.
- Determine need for green space.
- Located in Olde Town Conyers.
  - County property already owned in Olde Town will be provided.
- Address offices/departments currently in Olde Town complex.
  - Judicial
    - Superior, State, Magistrate, Juvenile and Probate Courts, Clerk of Courts, DUI, District Attorney, RCSO Courthouse Staff & Public Defender (eliminate rental facility)
  - Administrative
    - BOC, Tax Commissioner, Finance, Stormwater, Board of Assessors, Talent Management, RWR Administration, Assessors, Planning & Development, Public Relations, Coroner & Technology Space
  - To keep the cost manageable as well as in consideration of parking issues, the County did not intend to consolidate other departments located outside of Olde Town such as Tech Services, Fleet, EMA, Fire Admin, Transportation, RWR Admin & Operations, Code Enforcement, Elections & Extension Services. However, if the task force feels otherwise, please make suggestions.
- Project size maximum:
  - \$110 million – see below directly from PFA wording
    - Limitation on indebtedness.
    - If the authority issues revenue bonds or any other debt for the benefit of the county, the annual debt service on such debt shall not exceed ten percent of the county's general fund revenues, and the total value of such revenue bonds and other debts shall not exceed \$110 million.







Judicial & Administrative Task Force  
Meeting Minutes  
Thursday, September 8, 2022-5:00 p.m.- 6:00 p.m.  
Rockdale County Courthouse Superior Courtroom 225C

1. Call to Order: The Judicial & Administrative Task Force meeting was called to order at 5:00 p.m.
  - a) Members in attendance (JaNice Van Ness, Wendi Armstrong, Dr. Stephen Boyle, Franklin Beauford, Doug Smith, Chief Superior Court Judge Robert Mumford, State Court Judge Richard Read, Donald Murphy, Sheriff Eric Levett
  - b) Absent: None
2. Approval of Minutes
  - a) Motion to approve Minutes made by Judge Robert Mumford, seconded by Donald Murphy
3. Approval of Agenda
  - a) Motion to approve agenda made by Judge Robert Mumford, seconded by Judge Richard Read
4. Public Comment
  - a) None
5. Doug Shaw from Jericho presented the update and next steps regarding the proposed Courthouse and Administrative Building
  - a) Discussed current vs. proposed square footage of facilities and current vs. projected future staff needs for the proposed Courthouse and Administrative Building
  - b) Scheduled tour of the Newton County Judicial Center on September 16, 2022 at 1:30 p.m.
  - c) Scheduled tour of the Forsyth County Courthouse and Sandy Springs City Hall on September 30, 2022 beginning at 10:45 a.m.
6. Task Force Member Comments-None
7. Next Meeting: September 22, 2022, at 5:00 p.m.
8. Adjournment (Motion to Adjourn made by Judge Robert Mumford, seconded by Dr. Stephen Boyle)



Judicial & Administrative Task Force  
Meeting Minutes  
Thursday, September 22, 2022-5:00 p.m.- 6:00 p.m.  
Rockdale County Courthouse Superior Courtroom 225C

1. Call to Order: The Judicial & Administrative Task Force meeting was called to order at 5:00 p.m.
  - a) Members in attendance: JaNice Van Ness, Wendi Armstrong, Dr. Stephen Boyle, Franklin Beauford, Chief Superior Court Judge Robert Mumford, State Court Judge Richard Read, Sheriff Eric Levett
  - b) Absent: Doug Smith, Donald Murphy
2. Approval of Minutes
  - a) Motion to approve Minutes made by Dr. Boyle, seconded by Judge Mumford
3. Approval of Agenda
  - a) Motion to approve agenda made by Wendi Armstrong, seconded by Franklin Beauford
4. Public Comment
  - a) Charlotte Gellert
  - b) Cheryl Garcia
  - c) Corliss Turner
5. Doug Shaw from Jericho presented the Draft Program for the proposed Justice and Administrative Complex
6. Andrew Hammer discussed meeting with each department in order to assess needs, calculate number and size of offices, examine efficiency, predictions for future, and flexibility of shared spaces
7. Scheduled tour of the Forsyth County Courthouse and Sandy Springs City Hall on September 30, 2022 beginning at 10:45 a.m.
8. Task Force Member Comments-None
9. Next Meeting: October 27, 2022, at 5:00 p.m.
10. Adjournment (Motion to Adjourn made by Judge Robert Mumford, seconded by Sheriff Levett)

## DRAFT PROGRAM for Justice / Administration Complex

	Space Area	Total Department GSF	TOTAL SQUARE FEET	PROPOSED SHELL SPACE	Current Staff	Future Staff
1.000	Common Space	23,976	27,692			
2.000	BOC Administration Offices	5,826	6,729		10	18
3.000	Public Relations	4,164	4,809		9	14
4.000	Stormwater	3,889	4,492		16	16
5.000	Coroner	1,102	1,273		3	4
6.000	Finance	1,500	1,733		20	24
7.000	Technology Services	1,381	1,595		3	3
8.000	Talent Management	5,171	5,972		12	21
9.000	Planning & Development	3,547	4,096		11	11
10.000	Tax Assessor	6,931	8,005		15	30
11.000	Water & Sewer Department	1,720	1,987		4	5
12.000	Tax Commissioner	6,569	7,587		15	21
			75,970	0	118	167
			58,000			
13.000	Superior Court - 3 Courtrooms	23,395	27,021	7,343	12	19
14.000	District Attorney	14,380	16,608		35	67
15.000	Public Defender	5,589	6,455		16	24
16.000	Court Administration	710	820	930	0	6
17.000	Clerk of Court	29,276	33,813		32	42
18.000	State Court - 3 Courtrooms - Lower Level	19,648	22,693	6,549	6	15
19.000	Magistrate Court - 3 Courtrooms	12,856	14,848	3,000	12	19
20.000	Probate Court - 1 Courtroom	10,260	11,851		10	14
21.000	Juvenile Court - 2 Courtrooms	14,579	16,839	2,400	12	19
22.000	Sheriff's Office & Secure Inmate Areas	14,645	16,914	711	13	22
23.000	Accountability Court	1,485	1,715		6	8
24.000	Building Management	3,432	3,964		2	4
			173,542	20,933	156	259
	12 Total Courtrooms		77,000		274	426
					Total	Total
					Current Staff	Future Staff
	<b>TOTALS</b>	<b>216,027</b>	<b>249,512</b>			
<b>TOTAL PROPOSED GSF for the JA Building</b>			<b>249,512</b>			

135,000





# Forsyth County Complex - Completed 2015





## Forsyth County Juvenile Court - To Be Completed This Fall





# City Springs (Sandy Springs City Hall) Completed Roughly 2017

---

## Judicial & Administrative Task Force Meeting Minutes

---

Location: Rockdale County Courthouse Superior Court Room 225C  
922 Court Street

Date: Thursday, October 27th

Time: 5:00 pm - 6:00 pm

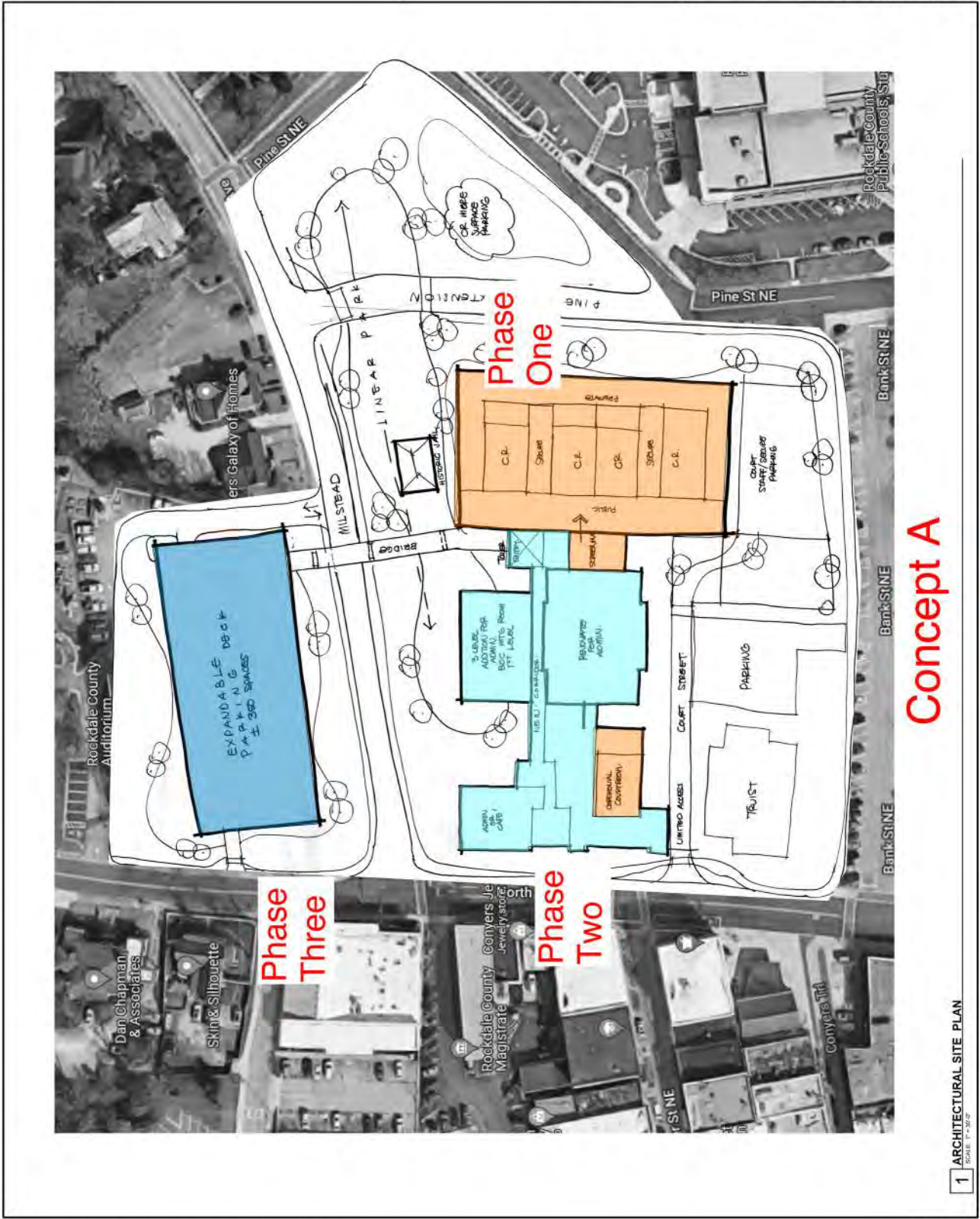
---

Members Absent: JaNice Van Ness, Wendi Armstrong, Judge Robert Mumford, Dr. Stephen Boyle

Members Present: Donald Murphy, Franklin Beauford, Doug Smith, Judge Richard Read, Sheriff Eric Levett

- Call to Order: Don Murphy called the meeting to order.
- Approval of Minutes - Franklin Beauford motioned to approve the agenda as presented. Judge Richard Read seconded.
- Approval of Agenda - Judge Richard Read motioned to approve the agenda as presented. Franklin Beauford seconded.
- Jericho Update – Doug Shaw of Jericho Design Group presented a draft of three concept drawings for review.
- Task Force Member Comments – Donald Murphy recommended the task force allow time for those members not present to review the concept and suggested that members come prepared to discuss again at the next meeting.
- Public Comment – Charlotte Gellert, Aesthetics of the parking deck should match the character of Olde Town.  
Citizen – questioned how space needs were determined
- Next Meeting – November 10, 2022 at 5 p.m.
- Adjournment – Judge Richard Read motioned to adjourn. Franklin Beauford seconded.





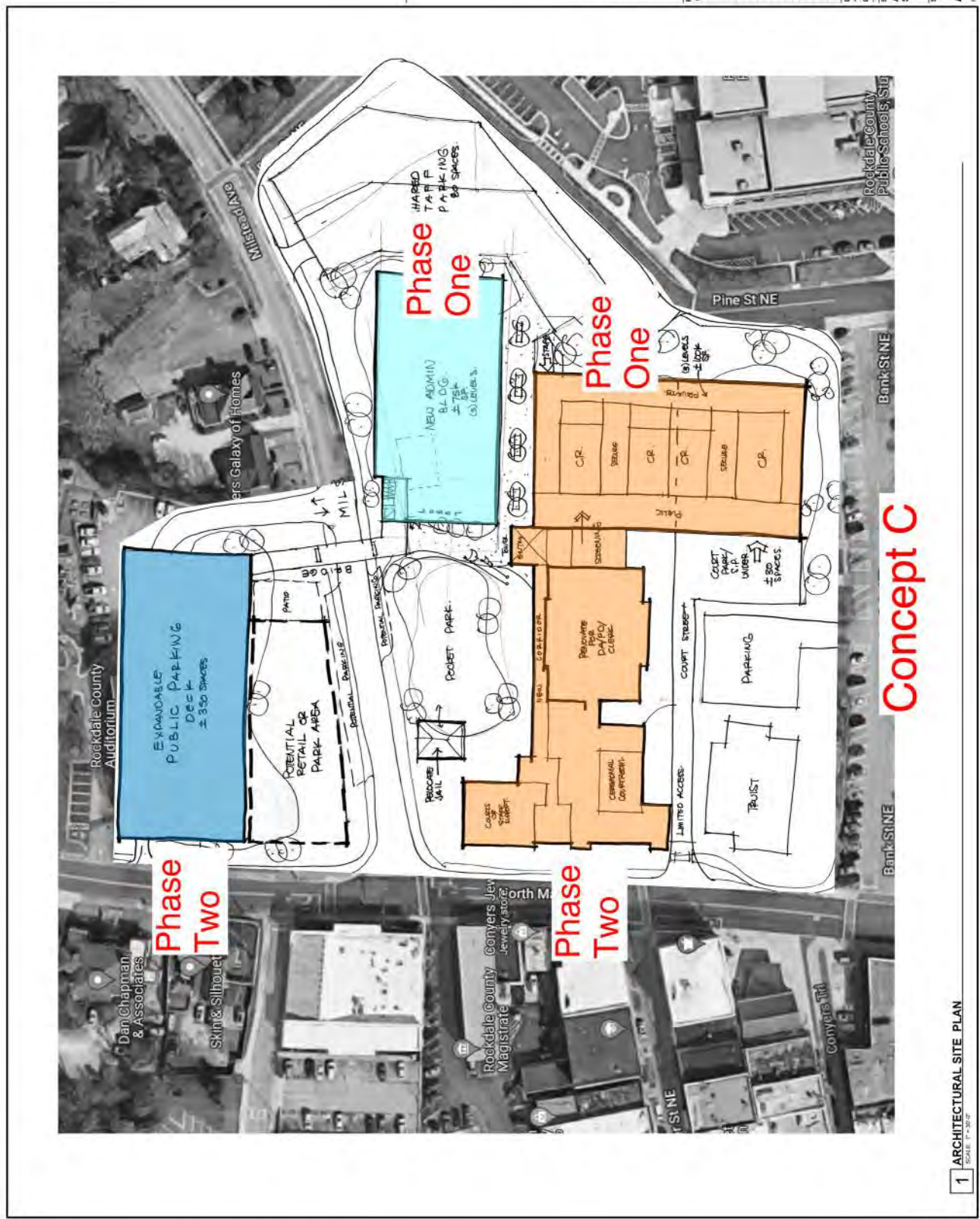
**Concept A**

1 ARCHITECTURAL SITE PLAN  
SCALE: 1" = 30'

2021, Jericho Design Group, LLC. These drawings are produced by the designer based on the information provided by the client. The client is responsible for providing accurate information. The drawings are not to be used for any purpose or reproduced in any form by any means without the written consent of Jericho Design Group.







2021, Jericho Design Group, LLC. These drawings are produced by the designer based on the information provided by the client. These drawings are not to be used for any purpose or reproduced in any form by any means without the written consent of Jericho Design Group, LLC.

## Cost Model - Concept A

Phase	Description	New SF	Renovated SF	Cost per SF	Total Cost	Notes
One	New Courthouse	173,500		\$450	\$78,075,000	
Two	New Admin Addition	15,000		\$400	\$6,000,000	
Two	Renovate Existing Courts for Admin		60,000	\$200	\$12,000,000	
Three	Demo Exist Admin and Build 350 Space Parking Deck			\$35,000	\$12,250,000	
					<b>\$108,325,000</b>	Projected Construction Cost
					<b>\$16,248,750</b>	Soft Costs @ 15%
					<b>\$5,416,250</b>	Phase Escalation (5%)
					<b>\$129,990,000</b>	Total Project Cost

## Cost Model - Concept B

Phase	Description	New SF	Renovated SF	Cost per SF	Total Cost	Notes
One	New Courthouse	100,000		\$450	\$45,000,000	
One	New Admin Bldg	55,000		\$400	\$22,000,000	
One	Build 350 Space Parking Deck			\$30,000	\$10,500,000	
Two	Renovate Existing Courts		60,000	\$200	\$12,000,000	
Two	Finish Admin Building	20,000		\$400	\$8,000,000	30,000/Space
					<b>\$97,500,000</b>	Projected Construction Cost
					<b>\$14,625,000</b>	Soft Costs @ 15%
					<b>\$4,875,000</b>	Phase Escalation (5%)
					<b>\$117,000,000</b>	Total Project Cost

## Cost Model - Concept C

Phase	Description	New SF	Renovated SF	Cost per SF	Total Cost	Notes
One	New Courthouse	100,000		\$450	\$45,000,000	
One	New Admin Bldg	75,000		\$400	\$30,000,000	
One	Demo Exist Admin and Build 350 Space Parking Deck			\$35,000	\$12,250,000	
Two	Renovate Existing Courts		60,000	\$200	\$12,000,000	
					<b>\$99,250,000</b>	Projected Construction Cost
					<b>\$14,887,500</b>	Soft Costs @ 15%
					<b>\$4,962,500</b>	Phase Escalation (5%)
					<b>\$119,100,000</b>	Total Project Cost



## Cost Model - Concept A - Reduced

Phase	Description	New SF	Renovated SF	Cost per SF	Total Cost	Notes
One	New Courthouse	156,150		\$450	\$70,267,500	Reduce by 10%
Two	New Admin Addition	15,000		\$400	\$6,000,000	
Two	Renovate Existing Courts for Admin		60,000	\$200	\$12,000,000	
Three	Demo Exist Admin and Build 200 Space Parking Deck			\$35,000	\$7,000,000	
					<b>\$95,267,500</b>	Projected Construction Cost
					<b>\$14,290,125</b>	Soft Costs @ 15%
					<b>\$4,763,375</b>	Phase Escalation (5%)
					<b>\$114,321,000</b>	Total Project Cost

## Cost Model - Concept B Reduced

Phase	Description	New SF	Renovated SF	Cost per SF	Total Cost	Notes
One	New Courthouse	82,650		\$450	\$37,192,500	Reduce by 10%
One	New Admin Bldg	55,000		\$400	\$22,000,000	
One	Build 350 Space Parking Deck			\$30,000	\$10,500,000	
Two	Renovate Existing Courts		60,000	\$200	\$12,000,000	
Two	Finish Admin Building	20,000		\$400	\$8,000,000	30,000/Space
					<b>\$89,692,500</b>	Projected Construction Cost
					<b>\$13,453,875</b>	Soft Costs @ 15%
					<b>\$4,484,625</b>	Phase Escalation (5%)
					<b>\$107,631,000</b>	Total Project Cost

## Cost Model - Concept C Reduced

Phase	Description	New SF	Renovated SF	Cost per SF	Total Cost	Notes
One	New Courthouse	82,650		\$450	\$37,192,500	
One	New Admin Bldg	75,000		\$400	\$30,000,000	
One	Demo Exist Admin and Build 350 Space Parking Deck			\$35,000	\$12,250,000	
Two	Renovate Existing Courts		60,000	\$200	\$12,000,000	
					<b>\$91,442,500</b>	Projected Construction Cost
					<b>\$13,716,375</b>	Soft Costs @ 15%
					<b>\$4,572,125</b>	Phase Escalation (5%)
					<b>\$109,731,000</b>	Total Project Cost

Judicial & Administrative Task Force  
Meeting Minutes  
Thursday, December 8, 2022-5:00 p.m.- 6:00 p.m.  
Rockdale County Courthouse Superior Courtroom 225C

1. Call to Order: The Judicial & Administrative Task Force meeting was called to order at 5:00 p.m.
  - a) Members in attendance: JaNice Van Ness, Wendi Armstrong, Dr. Stephen Boyle, Franklin Beauford, Chief Superior Court Judge Robert Mumford, State Court Judge Richard Read, Donald Murphy, Doug Smith
  - b) Absent: Sheriff Eric Levett
2. Approval of Minutes
  - a) Motion to approve Minutes made by Judge Mumford, seconded by Doug Smith
3. Approval of Agenda
  - a) Motion to approve agenda made by Judge Mumford, seconded by Judge Read
4. Doug Shaw from Jericho presented a Master Plan Recommendation Report for the proposed Justice and Administrative Complex
5. Public Comment:  
Charlotte Gellert-question about Disabled parking, ingress/egress on Main Street, and traffic patterns  
Ruth Kelly (submitted comment via email)-concern about demolition of existing structures
6. Task Force Member Comments-Judge Read made a Motion to Recommend Concept C2 with a strong primary recommendation to proceed with Option A (Alternate Version) which includes re-routing Milstead Avenue around the complex, subject to a traffic engineering study and approval by the study. If a traffic study does not recommend re-routing Milstead Avenue (or the county can't obtain the necessary approval), then, we recommend Concept C2 (Original without rerouting). Motion seconded by Judge Mumford. After a vote, the Motion was approved by the Task Force members.
7. Next Meeting: TBD
8. Adjournment (Motion to Adjourn made by Judge Mumford, seconded by Wendi Armstrong)





Created through  
collaboration of the  
**Judicial and  
Administrative  
Task Force** and



**JERICO**  
design group