

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 25th, 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.

TAX ASSESSORS OFFICE
TALENT MANAGEMENT
981 Milstead Avenue

Pine Street

TAX
COMMISSIONER
969 Pine Street

OLD MAGISTRATE
945 Court Street

DUI ACCOUNTABILITY
COURT
943 Court Street

Milstead Ave

BOARD OF
COMMISSIONERS
962 Milstead

COURTHOUSE
ANNEX
922 Court Street

Court Street

Bank Street

ADMINISTRATION
BUILDING
958 Milstead

ROCKDALE
COUNTY
AUDITORIUM
903 Main Street

ASSEMBLY HALL
901 Main Street

HISTORIC
COURTHOUSE
922 Court Street

ROCKDALE
WATER
CUSTOMER
SERVICE
CENTER
940 S. Main

Main Street

PUBLIC
DEFENDER
882 N. Main St
LEASED

MAGISTRATE /
PROBATE COURT
874 N. Main Street