
OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM

TO: GOV. MUSGROVE
FROM: ERICH HOWARD
SUBJECT: CAPITOL OFFICE PROGRESS
DATE: 10/11/2001
CC: BILL RENICK
FELICIA GAVIN

With the size of remaining office space increasing during the week, the designs have been updated.

1st Floor: The 1st floor will house the work area. Erich and an intern will share the space with the large copier and shredder. The closet will become the supply closet for the Governor's Office in the Capitol.

3rd Floor: The elevator lobby will house two desk. Michael Boyd and Peyton Prospere will occupy these desks. One file cabinet and one small bookcase will also be in this area.

The remaining areas (Marlyn's office, Reception area, COS office and the Governor's Office) will keep the same formation. Felicia Gavin, Rita Tell, Steve Hale will have desks in the reception area with Kelly Riley and Wanda Smith sharing a desk. The receptionist will remain in the hallway.

According to legislative staff, the House of Representatives will occupy the three offices on the 1st floor. (Rita, liaison and Alice Harden's offices)

The Senate will occupy the 2nd floor and mezzanine. Alice Harden and Dot Knight will occupy the 2nd floor. The Senate/House of Representatives will be renovating the mezzanine area. The office areas will become more private with floor to ceiling glass and partitions in front of the elevator doors.

The two 3rd floor offices will be given to "senior senators." The COS secretary office is being given to Allison Hopton Davis with Archives.