

DRAFT
May 17, 2010

Mr. Steve Stancil
State Property Officer
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334

Dear Mr. Stancil:

Pursuant to O.C.G.A. §50-18-70 et seq., the Open Records Act, I request you provide for inspection any records including documents, papers, letters, books, tapes, computer based or generated information or similar material prepared and maintained or received in the course of the operation of the Georgia Building Authority that shows the rent, if any, paid to the Georgia Building Authority for lease of the Legislative Office Building and the State Capitol Building, the name of the officer, agency, body or organizations which are the lessors of such space, a description of the space leased and the square footage of the space leased. Also, I request that if any of these records are maintained by computer, they be made available by electronic means as specified in O.C.G.A. §50-18-70(g).

In accordance with O.C.G.A. §50-18-70 (f), I expect a response within three business days.

Sincerely,

Chief Judge M. Yvette Miller

From: Jan Kelley
To: Brett Jones
CC: Bill Martin
Date: 6/2/2010 7:40 PM
Subject: RE: COA Space

Okay, I have read the building policy. Now I need to know what that really means as pertains to the 5th Floor Space in the Health Building and the 6th Floor of the Judicial Building. Also, I will need an estimate of the required costs. Who can do this for us and how fast? I must have specifics for my Chief Judge in order for the Court to consider all of the factors.

JAN R. KELLEY
DIRECTOR OF FISCAL SERVICES
COURT OF APPEALS OF GEORGIA
47 TRINITY AVE SW, SUITE 501
ATLANTA, GA 30334-9006
EMAIL: JKELLEY@GAAPPEALS.US
PHONE: 404-657-8365
FAX: 404-651-8497

>>> "Jones, Brett" <brett.jones@gba.ga.gov> 6/2/2010 3:08 PM >>>

Jan,
I believe that the differences between our measurements are due to that we measure from the face of the window to the center of a dividing wall, not from wall to wall.

Also as I mentioned, if COA intends to reduce space, you will need to have the space returned back to standard condition. You can use the link below to go to GBA's web site for our building policy that will address vacating space.

http://gba.georgia.gov/00/channel_title/0,2094,59377335_84855753,00.html

Please let me know if I can be of further assistance.

Thank you,
Brett

Brett Jones
Assistant Director, Facilities Operations
Georgia Building Authority
One Martin Luther King, Jr. Drive
Atlanta, Georgia 30334
Phone: (404) 656-4232
Fax: (404) 657-1166
E-mail: brett.jones@gba.ga.gov

-----Original Message-----

From: Jan Kelley [<mailto:jkelly@appeals.courts.state.ga.us>]
Sent: Tuesday, June 01, 2010 3:33 PM
To: Jones, Brett
Subject: RE: COA Space

The think the difference in our figures for the Fiscal Office is due to interior hallway space. However, I only show the Conference Room has having 887 sq.ft. before you apply the common space WHICH IS 76.64 Sq.ft difference. My measurements for the conference were as follows:

Main area 19' x 30' = 570 sq.ft.
AV room 9' x 15' = 135 sq.ft
Supply Area 7' x 26' = 182 sq. ft = total 887

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>>> "Jones, Brett" <brett.jones@gba.ga.gov> 6/1/2010 3:17 PM >>>
Jan,

If you look at the drawings you will see 2 sets of numbers. The "ASF" is the actual square footage of the space; this should be close to the number you measured. The "RSF" is the rentable square footage of the space. This will include floor common, building common, and site common. All common space is proportional to the building/floor.

Health Building is 1.1337 for a multiplier
Judicial is 1.4278 as the multiplier.

Please feel free to contact me if this does not answer your question.

Thanks, Brett

Brett Jones
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Georgia Building Authority
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Atlanta, Georgia 30334
Phone: (404) 656-4232
Fax: (404) 657-1166
E-mail: brett.jones@gba.ga.gov

-----Original Message-----

From: Jan Kelley [<mailto:jkelly@appeals.courts.state.ga.us>]
Sent: Tuesday, June 01, 2010 2:40 PM
To: Jones, Brett
Subject: Re: COA Space

Can you tell me how you arrived at your square footage for the Fiscal Office & the Conference Room. I had previously measured our space and didn't come close to your numbers for either of these. How much common space are you allocating to these spaces?

JAN R. KELLEY
DIRECTOR OF FISCAL SERVICES
COURT OF APPEALS OF GEORGIA
47 TRINITY AVE SW, SUITE 501
ATLANTA, GA 30334-9006
EMAIL: JKELLEY@GAAPPEALS.US
PHONE: 404-657-8365
FAX: 404-651-8497

>>> "Jones, Brett" <brett.jones@gba.ga.gov> 6/1/2010 11:17 AM >>>
Jan,

Per your request I have compiled three options for space reduction.

Option 1: Suite 5.112 Health Building with 3,188.40 RSF for annual reduction of \$45,370.93.

Option 2: Suites 5.112 & 5.104 Health Building with 4,280.43 RSF for annual reduction of \$60,910.51.

Option 3: All 6th floor office suites except courtroom in the Judicial Building with 4,142.95 RSF for annual reduction of \$51,496.87.

If you want to request one of these options for a FY12 reduction, please complete the attached Space Action Form and return to me and copy SPC by April 1, 2011. I have also attached floor plans of your request for reference.

Please let me know if I can be of further assistance.

Thanks, Brett

Brett Jones

Assistant Director, Facilities Operations

Georgia Building Authority

One Martin Luther King, Jr. Drive

Atlanta, Georgia 30334

Phone: (404) 656-4232

Fax: (404) 657-1166

E-mail: brett.jones@gba.ga.gov <<mailto:brett.jones@gba.ga.gov>>



*The Court of Appeals
of the
State of Georgia
Atlanta, Georgia 30334*

CHAMBERS OF
CHIEF JUDGE M. YVETTE MILLER

(404) 463-3032
millery@gaappeals.us

May 25, 2010

Mr. Steve Stancil
State Property Officer
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334

Dear Mr. Stancil:

I am pleased and delighted that you have installed water coolers in the Judicial Building. I certainly appreciate your providing us with potable water and I look forward to the repairs to the facade on the front of the Judicial Building which we discussed in February. I believe at that time you were receiving bids and were going to begin the work in May. Hopefully that work can commence immediately.

As a show of good faith and my sincere desire that the Georgia Building Authority and Court of Appeals continue to have a cordial and harmonious working relationship, I am authorizing our fiscal officer, Jan Kelley, to release the rent funds I have directed her to embargo.

My tenure as Chief Judge will end on December 31, 2010. I am confident, however, that you will extend to my successor, Judge John J. Ellington, the help and cooperation that you have shown me. Specifically, I would hope that you would continue with water coolers or bottled water. With filtered water, I am not sure that tenants of the building would feel safe drinking it. Given the age of the pipes, and the long term plans to refurbish the entire Judicial Building, I am not sure that it would be cost efficient to do a major plumbing overhaul to provide drinking water when the current water coolers can do the same thing at a fraction of the cost.

Again, I want to thank you for all of your help and assistance in our landlord - tenant issues. If you have any questions or comments about this letter, please do not hesitate to contact me.

Sincerely,


M. Yvette Miller
Chief Judge
Court of Appeals of Georgia

cc: Judge John J. Ellington
Jan Kelley
Bill Martin

DRAFT
July 21, 2010

Mr. Steve Stancil
State Property Officer
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334

Dear Mr. Stancil:

I have signed the intergovernmental agreement for FY2011 for the space the Court of Appeals of Georgia occupies in the state buildings managed by Georgia Building Authority. I am still concerned, however, about the water in the building. I have been contacted by members of the court staff who have let me know about the problems they are having with the water. The bottom line is that the water is unclear and no one is willing to risk their health or safety to drink it. As you will recall, I explained earlier that new water fountain units would not solve the problem since the water still flows through the old "rusty" pipes in the building. I have spoken to the other judges about this problem, and we do not have confidence that the water is safe for our employees.

Bottled water is the only safe alternative as I have communicated to you before. In a number of the other older buildings, bottled water is available to the tenants, and I do not understand why the Court cannot be provided with an equally safe source of water. I expect the other tenants of the building are no more satisfied than the Court of Appeals with this situation.

Clean, potable water is a basic need and until this situation is corrected, I feel that my only recourse is to withhold the rent.

Sincerely,

Chief Judge M. Yvette Miller

cc: Chief Justice Carol Hunstein
Attorney General Thurbert Baker
All Judges of the Court of Appeals
bc: William L. Martin, III



*The Court of Appeals
of the
State of Georgia
Atlanta, Georgia 30334*

CHAMBERS OF
CHIEF JUDGE M. YVETTE MILLER

(404) 463-3032
millery@gaappeals.us

February 3, 2010

Mr. Steve Stancil
State Property Officer
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334

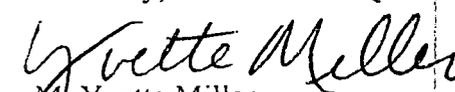
Dear Mr. Stancil:

Please accept this letter as notification of the continued problems we at the Georgia Court of Appeals have experienced with respect to the Judicial Building. On most days our offices are simply not a good work environment and on others they pose a threat to the health and safety of the employees. Due to this failure to provide a clean, dry, well ventilated, and decent space to work in, I would request a commensurate reduction in rent. Although the Georgia Building Authority personnel have responded quickly to attempt to make repairs, and to fix things like hanging pictures and bringing in humidifiers, and fixing the elevators that break every other day, there are continuing problems because of the deterioration of the building. Enclosed you will find a list of the specific problems which have occurred.

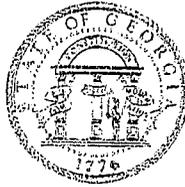
These chronic and continuing problems within the Judicial Building itself have resulted in the loss of productive work time to all the tenants in the various offices when they have to vacate during the repairs. Additionally, certain health problems have been experienced by some of our employees, including myself, as a consequence of the deterioration of the building. The Court continues to be concerned about the uncertainties of asbestos in the building and the mold and mildew from various water leaks.

I would like an opportunity to discuss the above problems with you at your earliest convenience.

Sincerely,


M. Yvette Miller
Chief Judge
Court of Appeals of Georgia

Enclosures



STATE PROPERTIES COMMISSION

One Martin Luther King, Jr. Drive, S.W., Suite 204, Atlanta, Georgia 30334-9004

Chairman
Sonny Perdue
Governor

Executive Director
Steven L. Stancil

February 12, 2010

Chief Judge M. Yvette Miller
Court of Appeals of Georgia
47 Trinity Avenue, Suite 501
Atlanta, Georgia 30334

Dear Chief Judge Miller:

Thank you for your letter expressing the Court's concerns over the condition of the Judicial Building. Providing a clean, comfortable and safe environment on Capitol Hill is the mission of the Georgia Building Authority and our staff is dedicated to this mission.

As you know, renovation of the Judicial Building is at the top of the capital outlay project list for GBA. We recognize the 56-year-old building is in need of significant repairs and renovation. Last year, the Legislature appropriated approximately \$2.5 million for the design and project management plan for the renovation. Unfortunately, we have not received authorization to proceed with the planning process and no timeline has been developed for construction.

The age of the Judicial Building presents some challenges when it comes to maintenance and we appreciate the Court's cooperation in identifying any problems. Quick reporting of issues and potential problems will certainly assist us in maintaining a positive work environment for state employees.

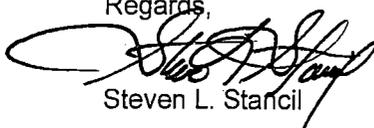
Regarding a reduction in rent, the Governor's Office of Planning and Budget sets the rent for the buildings on Capitol Hill. Mr. Kenley Finlayson will be happy to discuss this issue with you (404) 656-7918.

To give you an idea of the current market situation, your rate of \$12.43 per square foot is 26 percent below the average rental rate for similar buildings in downtown. While GBA's operations would benefit from adjusting the rates to market standards, we understand that is simply not an option at this time and we must continue, like all state agencies and employees, to do the very best we can in this difficult financial situation.

I look forward to our meeting on February 24th to see how we can work together to proactively identify any maintenance issues and address any health concerns you may have.

Again, thank you for your letter and thank you for your continued support of the GBA maintenance teams.

Regards,


Steven L. Stancil

cc: Gov. Sonny Perdue
Kenley Finlayson

FEB 16 2010



*The Court of Appeals
of the
State of Georgia
Atlanta, Georgia 30334*

CHAMBERS OF
CHIEF JUDGE M. YVETTE MILLER

(404) 463-3032
millery@gaappeals.us

May 17, 2010

Mr. Steve Stancil
State Property Officer
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334

Dear Mr. Stancil:

Pursuant to O.C.G.A. §50-18-70 et seq., the Open Records Act, I request you provide for inspection any records including documents, papers, letters, books, tapes, computer based or generated information or similar material prepared and maintained or received in the course of the operation of the Georgia Building Authority that shows the rent, if any, paid to the Georgia Building Authority for lease of the Legislative Office Building and the State Capitol Building, the name of the officer, agency, body or organizations which are the lessors of such space, a description of the space leased and the square footage of the space leased. Also, I request that if any of these records are maintained by computer, they be made available by electronic means as specified in O.C.G.A. §50-18-70(g).

In accordance with O.C.G.A. §50-18-70 (f), I expect a response within three business days.

Sincerely,


M. Yvette Miller
Chief Judge

DRAFT
May 18, 2010

Mr. Steve Stancil
State Property Officer
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334

Dear Mr. Stancil:

The FY2011 budget appropriation to the Court of Appeals of Georgia does not provide sufficient funds for the Court to continue to pay the Georgia Building Authority under the current Intergovernmental Agreement between the Georgia Building Authority and the Court for the full amount of the space currently occupied by the Court. Therefore, the Court plans to surrender to Georgia Building Authority Rooms _____ on the ____ floor of the _____ Building by June 30, 2010 so that the Court will be able to pay the rent for the remaining square footage the Court will continue to occupy after June 30, 2010 in accordance with the current Intergovernmental Agreement.

Although this notice is made after the April 1, 2010 deadline in the agreement renewal, the Court of Appeals has acted as expeditiously as possible in notifying Georgia Building Authority of this action since the Court was not aware of the reduction in rental funds that would be included in the FY2011 appropriations until after the legislature was concluded on April 29, 2010. I expect that the appropriations bill will be signed by the Governor. The Court's appropriation for rent was reduced by \$50,000 in HB948 and the Court must reduce its liability for rent to cover this shortfall. The Court has no other funds that can be reallocated to pay the additional rent.

Sincerely,

Chief Judge M. Yvette Miller

Redraft

DRAFT

July 16, 2010

Mr. Steve Stancil
State Property Officer
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334

Dear Mr. Stancil:

I am still concerned however, about the water in Building. I have been contacted by members of the Staff at the Court to let me know about the problem they are having w/ the water.

~~Although~~ I have signed the intergovernmental agreement for FY2011 for the space the Court of Appeals of Georgia occupies in the state buildings managed by Georgia Building Authority, ~~I have decided to withhold payment of the rent at this time.~~ The situation concerning potable water is still unacceptable. The water coming from the recently installed water fountains is often cloudy and discolored. As you will recall, I explained earlier that these new units would not solve the problem since the water still flows through the old "rusty" pipes in the building. I have received a number of complaints from our employees. Therefore, I do not have any confidence that the water is potable and healthy for our employees.

Bottled water is the only safe alternative as I have communicated to you before. In a number of the other older buildings, bottled water is available to the tenants and I do not understand why the Court cannot be provided with an equally safe source of water. I expect the other tenants of the building are no more satisfied than the Court of Appeals with this situation.

Clean, potable water is a basic need and until this situation is corrected, I feel that my only recourse is to withhold the rent.

Sincerely,

Chief Judge M. Yvette Miller

cc: Chief Justice Carol Hunstein
Attorney General Thurbert Baker
All Judges of the Court of Appeals
bc: William L. Martin, III

I have spoken w/ the judges and we don't have confidence in the water is safe for our employees

The Bottom line is that the water is undrinkable and no one is willing to risk their health or safety attempting to drink it

From: Holly Sparrow
To: Yvette Miller
CC: Tracey Parker
Date: 7/16/2010 11:58 AM
Subject: Draft letter to GBA concerning water in the
Attachments: CJ Letter to GBA 7152010.wpd

Dear Chief Judge Miller:

Please see the attached draft letter.

Holly



GEORGIA BUILDING AUTHORITY

One Martin Luther King, Jr. Drive, Atlanta, Georgia 30334

404-656-3253 • 404-657-0337

Chairman
Sonny Perdue
Governor

Executive Director
Steven L. Stancil

April 29, 2010

Chief Judge M. Yvette Miller
Court of Appeals of Georgia
47 Trinity Avenue, Suite 501
Atlanta, Georgia 30334

Dear Chief Judge Miller:

I must say I was a little shocked and very disappointed in your letter of April 22, 2010. During our last face to face meeting on March 5th in your office I explained that the façade work on the Judicial Building would start in May, 2010. In fact, the contract is in the contractor's office and work should start in next 30-45 days.

I also stated that we would make improvements to the drinking water fountains after July 1 when our budget would permit. While you are correct that the pipes are old and water from them is questionable to drink, a filter system is the only economical alternative. As you are aware until the funds are released for the planning of the renovations and space needs study that your staff, the Law Department, Supreme Court, and GBA have worked on, we are at an impasse on the needed major renovations required.

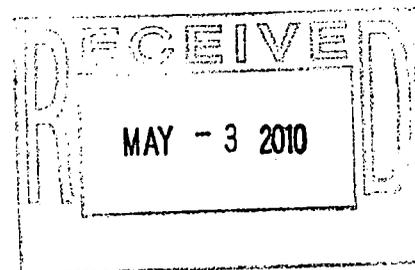
In regard to the rental amounts, as we have explained on at least three different occasions, the Office of Planning and Budget sets the rental rates on GBA properties. However, I do feel the \$12.43 per sq. ft. is not out of line for the area.

Judge Miller, I share your frustration on the condition of the Judicial Building. If it were in my power and control I would build you a brand new facility and would have started it last year. Unfortunately for both of us that is not the case. So I hope in the near future you and I are able to work together until we are able to either renovate or replace the Judicial Building.

Regards,

Steven L. Stancil

cc: Gov. Sonny Perdue
Lt. Governor Casey Cagle
Speaker David Ralston
Representative Jill Chambers





*The Court of Appeals
of the
State of Georgia
Atlanta, Georgia 30334*

CHAMBERS OF
CHIEF JUDGE M. YVETTE MILLER

(404) 463-3032
millery@gaappeals.us

April 22, 2010

Mr. Steve Stancil
State Property Officer
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334

Dear Mr. Stancil:

Now that the last quarter of fiscal year 2010 has begun, I am again reminding you of the poor working environment in the Judicial Building and your promise to remedy this problem. I am reluctant to release the rent the Court has held back since February 2010 until there has been some progress in correcting the problems we discussed on March 4, 2010. I would like to see the quality of the water available in the building improved. I understand you intend to replace the water fountains with filtered units. I am not certain if water flowing through these old pipes will be acceptable. For this reason, I purchase bottled water for my chambers at the Court. In my view bottled water is the only safe alternative. Otherwise, we will not have drinking water available during the 8 + hours employees are in the building working for the Court. I would also like to see that repairs are begun on the Judicial Building facade as you promised and which you indicated would solve the water leaks, mildew and mold on the sixth floor.

As you know, the overall condition of the Judicial Building has not changed since we last met. Despite that fact, I understand that the appropriations bill which passed the House of Representatives includes a rent increase for the Court of Appeals in the amount of \$4,640. What is the justification for increasing an already extremely high rental rate? While the Court has not changed the actual space it leases from the Georgia Building Authority since 2007, GBA has adjusted the area of leased space in both FY2009 and FY2010. These adjustments appear to be unfair to the Court and I ask once again for your assistance in this regard.

I look forward to hearing from you concerning these issues.

Sincerely,


M. Yvette Miller
Chief Judge



GEORGIA BUILDING AUTHORITY

One Martin Luther King, Jr. Drive, Atlanta, Georgia 30334

404-656-3253 • 404-657-0337

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April 29, 2010

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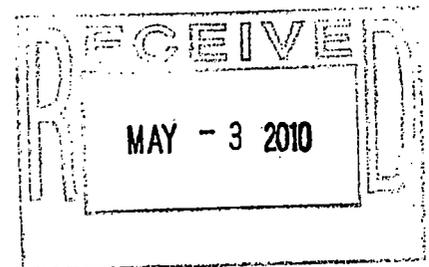
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Regards,

Steven L. Stancil

cc: Gov. Sonny Perdue
Lt. Governor Casey Cagle
Speaker David Ralston
Representative Jill Chambers





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CHAMBERS OF
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April 22, 2010

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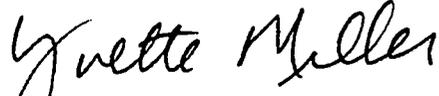
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M. Yvette Miller
Chief Judge



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CHAMBERS OF
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February 3, 2010

Mr. Steve Stancil
State Property Officer
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334

Dear Mr. Stancil:

Please accept this letter as notification of the continued problems we at the Georgia Court of Appeals have experienced with respect to the Judicial Building. On most days our offices are simply not a good work environment and on others they pose a threat to the health and safety of the employees. Due to this failure to provide a clean, dry, well ventilated, and decent space to work in, I would request a commensurate reduction in rent. Although the Georgia Building Authority personnel have responded quickly to attempt to make repairs, and to fix things like hanging pictures and bringing in humidifiers, and fixing the elevators that break every other day, there are continuing problems because of the deterioration of the building. Enclosed you will find a list of the specific problems which have occurred.

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I would like an opportunity to discuss the above problems with you at your earliest convenience.

Sincerely,

Yvette Miller
M. Yvette Miller
Chief Judge
Court of Appeals of Georgia

Enclosures



STATE PROPERTIES COMMISSION

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Steven L. Stancil

February 12, 2010

Chief Judge M. Yvette Miller
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47 Trinity Avenue, Suite 501
Atlanta, Georgia 30334

Dear Chief Judge Miller:

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As you know, renovation of the Judicial Building is at the top of the capital outlay project list for GBA. We recognize the 56-year-old building is in need of significant repairs and renovation. Last year, the Legislature appropriated approximately \$2.5 million for the design and project management plan for the renovation. Unfortunately, we have not received authorization to proceed with the planning process and no timeline has been developed for construction.

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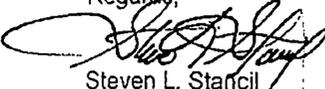
Regarding a reduction in rent, the Governor's Office of Planning and Budget sets the rent for the buildings on Capitol Hill. Mr. Kenley Finlayson will be happy to discuss this issue with you (404) 656-7918.

To give you an idea of the current market situation, your rate of \$12.43 per square foot is 26 percent below the average rental rate for similar buildings in downtown. While GBA's operations would benefit from adjusting the rates to market standards, we understand that is simply not an option at this time and we must continue, like all state agencies and employees, to do the very best we can in this difficult financial situation.

I look forward to our meeting on February 24th to see how we can work together to proactively identify any maintenance issues and address any health concerns you may have.

Again, thank you for your letter and thank you for your continued support of the GBA maintenance teams.

Regards,


Steven L. Stancil

cc: Gov. Sonny Perdue
Kenley Finlayson

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 7/6/09

EMPLOYEE REPORTING: Tyange Harris

ROOM NUMBER: 411

TELEPHONE NUMBER: 3-3032

REQUEST FOR MAINTENANCE:

Air not working in the fax/copy room.
411.

REPORTED BY: CAS

REPORTED TO: Gloria

NOTES/COMPLETETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 7-9-09.

EMPLOYEE REPORTING: Julieanne.

ROOM NUMBER: 337.

TELEPHONE NUMBER: _____.

REQUEST FOR MAINTENANCE:

Water coming from ceiling

REPORTED BY: CAS

REPORTED TO: Jim

NOTES/COMPLETION DATE:

M

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 7-9-09

EMPLOYEE REPORTING: Terry Miller

ROOM NUMBER: _____

TELEPHONE NUMBER: _____

REQUEST FOR MAINTENANCE:

*Judge Benes spilled H₂O under
glass*

REPORTED BY: *CAS*

REPORTED TO: *Tinsley*

NOTES/COMPLETETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 7-9-09

EMPLOYEE REPORTING: Barnes AA

ROOM NUMBER: _____

TELEPHONE NUMBER: _____

REQUEST FOR MAINTENANCE:

No H₂O in bathroom, no water in building

REPORTED BY: *CAS*

REPORTED TO: *Wnda*

NOTES/COMPLETETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 0-10 7-13-2009

EMPLOYEE REPORTING: Bill Martin

ROOM NUMBER: COA COURTROOM

TELEPHONE NUMBER: 3-4597

REQUEST FOR MAINTENANCE:

Lights out in hallway and
in closet of robing room

REPORTED BY: CAG

REPORTED TO: Linda

NOTES/COMPLETETION DATE:

9-14-09 - Fixed hallway light but
not closet.

9-14-09

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 7-14-09

EMPLOYEE REPORTING: Susan

ROOM NUMBER: ~~6-3451~~ 420

TELEPHONE NUMBER: 6-3451

REQUEST FOR MAINTENANCE:

Light sensor needs to be moved from
wall to ceiling

REPORTED BY: CAS

REPORTED TO: Jim

NOTES/COMPLETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 7/28/09

EMPLOYEE REPORTING: Debbie Zimmerman

ROOM NUMBER: _____

TELEPHONE NUMBER: _____

REQUEST FOR MAINTENANCE:

Wall scones lights all out

REPORTED BY: *CMS*

REPORTED TO: *Linda*

NOTES/COMPLETETION DATE:

1. Bill followed up the next day about this.

GTA TELECOM TROUBLESHOOTING
TROUBLE LINE: 1-877-428-3299

GTA REQUEST:

DATE PROBLEM REPORTED: 8/3/2009

EMPLOYEE REPORTING: Carrie/Bob/Jan

ROOM NUMBER: 505

TELEPHONE NUMBER: 3-4597

REQUEST FOR MAINTENANCE:

Busy getting to voicemail

REPORTED BY: *CAS*

REPORTED TO: *Allen*

NOTES/COMPLETION DATE:

SR 44611
IN 28662

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 8-26-09.

EMPLOYEE REPORTING: Crystal Willis.

ROOM NUMBER: 434 Judicial.

TELEPHONE NUMBER: 434.

REQUEST FOR MAINTENANCE:

Saw mice droppings

REPORTED BY: CAS

REPORTED TO: Linda

NOTES/COMPLETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 8/3/09

EMPLOYEE REPORTING: Cindy Harden

ROOM NUMBER: 407 Judicial

TELEPHONE NUMBER: 463-3026

REQUEST FOR MAINTENANCE:

Door Handle coming off of ~~men's~~ ^{Private} restroom

REPORTED BY: *CAS*

REPORTED TO: *Linda*

NOTES/COMPLETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 8/4/09

EMPLOYEE REPORTING: Debbie Zimmerman / Pam Kelp-Strick

ROOM NUMBER: 340 & 338

TELEPHONE NUMBER: 404-656-3457 / 404-656-4279

REQUEST FOR MAINTENANCE:

No air coming from window unit

REPORTED BY: LAS

REPORTED TO: Linda
Doug

NOTES/COMPLETION DATE:

*1. Doug let me know an air handler
got turned off, once turned on everything
worked correctly.*

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 8-17-09

EMPLOYEE REPORTING: Carrie Anne

ROOM NUMBER: 6th, 4th, 3rd

TELEPHONE NUMBER: _____

REQUEST FOR MAINTENANCE:

*How to Recycled bins delivered
to each floor for recycling
of OCSA*

REPORTED BY: *CAS*

REPORTED TO: *Ge Witz*

NOTES/COMPLETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 8-17-09

EMPLOYEE REPORTING: Terry Miller

ROOM NUMBER: 431

TELEPHONE NUMBER: 7-9405

REQUEST FOR MAINTENANCE:

Ceiling tiles wet

REPORTED BY: *CAS*

REPORTED TO: *Gloria*

NOTES/COMPLETION DATE:

*Spoke to Terry 8-18-09 and she said
it was condensation -*

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 8/19/09

EMPLOYEE REPORTING: Debbie Zimmerman

ROOM NUMBER: 340-E

TELEPHONE NUMBER: 404-657-8891

REQUEST FOR MAINTENANCE:

Paint type smell coming from
air vent

REPORTED BY: CAS

REPORTED TO: Doug Smith

NOTES/COMPLETION DATE:

* Doug confirmed nothing going
on, said he would send someone
up (11:00 am). 6-7058

8/20/09
* Guy came up and smell wasn't there.

**GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957**

GBA REQUEST:

DATE PROBLEM REPORTED: 8/25/09

EMPLOYEE REPORTING: Antonia Brown

ROOM NUMBER: 435

TELEPHONE NUMBER: 6-3458

REQUEST FOR MAINTENANCE:

Hallway light outside of chambers

REPORTED BY: CAS

REPORTED TO: Gilbert

NOTES/COMPLETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 9/14/09

EMPLOYEE REPORTING: Cyde

ROOM NUMBER: 413

TELEPHONE NUMBER: 6-4724

REQUEST FOR MAINTENANCE:

Air not working

REPORTED BY: *-CAS*

REPORTED TO: *Linda*

NOTES/COMPLETETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 9/2/09

EMPLOYEE REPORTING: A. Todd

ROOM NUMBER: 428

TELEPHONE NUMBER: Diana Willis

REQUEST FOR MAINTENANCE:
light out in ceiling

REPORTED BY: CAS

REPORTED TO: Glora

NOTES/COMPLETETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 9/14/09

EMPLOYEE REPORTING: Bill

ROOM NUMBER: _____

TELEPHONE NUMBER: _____

REQUEST FOR MAINTENANCE:

men's bathroom not working
Health

REPORTED BY: CAS

REPORTED TO: Lynda

NOTES/COMPLETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 9/14/09

EMPLOYEE REPORTING: Crystal

ROOM NUMBER: 337

TELEPHONE NUMBER: 6-3452

REQUEST FOR MAINTENANCE:

toilet not flushing correctly

REPORTED BY: CAS

REPORTED TO: Doug
Gloria

NOTES/COMPLETION DATE:

1. Emailed Doug question if Smith having same problem as other judges
2. Crystal stopped by and problem has been fixed

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 9/15/09

EMPLOYEE REPORTING: Bill

ROOM NUMBER: 6-3452

TELEPHONE NUMBER: _____

REQUEST FOR MAINTENANCE:

*5th floor mens toilet stopped
2nd time in two days (Heath)*

REPORTED BY: *CAS*

REPORTED TO: *Linda*

NOTES/COMPLETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 9/15/09

EMPLOYEE REPORTING: CA

ROOM NUMBER: _____

TELEPHONE NUMBER: _____

REQUEST FOR MAINTENANCE:

#1 elevator heater stuck on
SB.

REPORTED BY: CAS

REPORTED TO: Linda

NOTES/COMPLETETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 9-16-09.

EMPLOYEE REPORTING: Sara Gallaway.

ROOM NUMBER: 6-3458.

TELEPHONE NUMBER: 435.

REQUEST FOR MAINTENANCE:

Light fixture hanging from ceiling

REPORTED BY: *CAS*

REPORTED TO: *Gloria*

NOTES/COMPLETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 9-16-09

EMPLOYEE REPORTING: Bill Martin

ROOM NUMBER: men's bathroom 5th floor

TELEPHONE NUMBER: 7-8352

REQUEST FOR MAINTENANCE:

problems exist in stall 2. This time
GBA replaced the baffles. Still
eliminating problems

REPORTED BY: AS

REPORTED TO: Gloria

NOTES/COMPLETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 9-2-09

EMPLOYEE REPORTING: Linda Floyd

ROOM NUMBER: 434

TELEPHONE NUMBER: 6-349³⁴⁵⁻⁹

REQUEST FOR MAINTENANCE:

Two H₂O leaks Judges Chambers

REPORTED BY: *CAB*

REPORTED TO: *Linda*

NOTES/COMPLETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 9-2-09

EMPLOYEE REPORTING: Judge Barnes

ROOM NUMBER: G Floor ~~st~~ parking

TELEPHONE NUMBER: _____

REQUEST FOR MAINTENANCE:

Emailed Doug about mildew smell

REPORTED BY: *CAS*

REPORTED TO: *Doug*

NOTES/COMPLETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 9/11/09

EMPLOYEE REPORTING: Linda

ROOM NUMBER: 434

TELEPHONE NUMBER: 6-3459

REQUEST FOR MAINTENANCE:

Smell coming from Reul's
aircondition

REPORTED BY: CAS

REPORTED TO: Linda

NOTES/COMPLETETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 9-2-09

EMPLOYEE REPORTING: Lynn Johnson

ROOM NUMBER: 337-D

TELEPHONE NUMBER: 404-656-4707

REQUEST FOR MAINTENANCE:
Silver fish in office need to spray.

REPORTED BY: CAS

REPORTED TO: Eloria

NOTES/COMPLETETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 9/21/09.

EMPLOYEE REPORTING: Robert Ebezy.

ROOM NUMBER: 610-D.

TELEPHONE NUMBER: 656-3314.

REQUEST FOR MAINTENANCE:

Wet floor. It looks as though Ac
~~logs~~ is leaking

REPORTED BY: CAS

REPORTED TO:

NOTES/COMPLETION DATE:

Rob ask that I get someone back
down to look at the ice and
set carpet dry

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 10-19-09.

EMPLOYEE REPORTING: AI.

ROOM NUMBER: _____.

TELEPHONE NUMBER: _____.

REQUEST FOR MAINTENANCE:

*Requested from Doug a date when
heat conversion will take place*

REPORTED BY: *CAS*

REPORTED TO: *Doug*

NOTES/COMPLETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 10-19-09.

EMPLOYEE REPORTING: Patty/Marti.

ROOM NUMBER: 540.

TELEPHONE NUMBER: 7-8353.

REQUEST FOR MAINTENANCE:

To warm

REPORTED BY: CAJ

REPORTED TO: Christy

NOTES/COMPLETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 10-19-09

EMPLOYEE REPORTING: Patty/Marzi

ROOM NUMBER: 540

TELEPHONE NUMBER: 7-8353

REQUEST FOR MAINTENANCE:

To warm

REPORTED BY: CAJ

REPORTED TO: Christy

NOTES/COMPLETETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 10-21-2009.

EMPLOYEE REPORTING: Linda King.

ROOM NUMBER: 434.

TELEPHONE NUMBER: 6-3459.

REQUEST FOR MAINTENANCE:

Power not working in Pearl's office

REPORTED BY: *CAS*

REPORTED TO:

NOTES/COMPLETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 10-19-2009.

EMPLOYEE REPORTING: Rachel Derrico.

ROOM NUMBER: 521.

TELEPHONE NUMBER: 7-8362.

REQUEST FOR MAINTENANCE:

Recycle bins need to be picked up
that are filled w/ oca

REPORTED BY: CAS

REPORTED TO: Glotia

NOTES/COMPLETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 10-13-09

EMPLOYEE REPORTING: Terry Miller

ROOM NUMBER: 431

TELEPHONE NUMBER: 404-657-9405

REQUEST FOR MAINTENANCE:

Light fixture not secure to the ceiling.

REPORTED BY: CAS

REPORTED TO: Christy

NOTES/COMPLETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 10/7/09

EMPLOYEE REPORTING: Antonia

ROOM NUMBER: Judges Elevator

TELEPHONE NUMBER: _____

REQUEST FOR MAINTENANCE:

Not opening

REPORTED BY: *CAS*

REPORTED TO: *Linda*

NOTES/COMPLETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 10-13-09.

EMPLOYEE REPORTING: Bill Martin.

ROOM NUMBER: mens 5th floor toilet #1.

TELEPHONE NUMBER: 404-463-4597.

REQUEST FOR MAINTENANCE:

Mens bathroom toilet has a trash bag over it. It has not been working for a few days wanted me to follow on status

REPORTED BY: CAS

REPORTED TO: Christy

NOTES/COMPLETION DATE:

1. Everything has been repaired.

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 10-21-09

EMPLOYEE REPORTING: Anette Todd

ROOM NUMBER: 424

TELEPHONE NUMBER: 404-656-3456

REQUEST FOR MAINTENANCE:

Cleaning crew getting office to clean to early, Requested from Tinsley that they not get there HUB. To disruptive to staff.

REPORTED BY: CAS

REPORTED TO: Email Tinsley

NOTES/COMPLETETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 10-28-09

EMPLOYEE REPORTING: Carrie Steele

ROOM NUMBER: 615

TELEPHONE NUMBER: _____

REQUEST FOR MAINTENANCE:

ice maker not making ice

REPORTED BY: *CAS*

REPORTED TO: *C. Safford*

NOTES/COMPLETION DATE:

*Johnny came up to check it out, if
he can't fix it calling Dewid techn.*

*10/29/09 making an appointment w/ repair man/will
call*

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 11-10-09

EMPLOYEE REPORTING: Charles Banner

ROOM NUMBER: 6th floor center stairwell

TELEPHONE NUMBER: _____

REQUEST FOR MAINTENANCE:

Water coming through window and water on floor
Did report there was a puddle on the floor.

REPORTED BY: CAS

REPORTED TO: Linda

NOTES/COMPLETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4357

GBA REQUEST:

DATE PROBLEM REPORTED: 11-13-09

EMPLOYEE REPORTING: Paul Pobblee

ROOM NUMBER: 1012

TELEPHONE NUMBER: 3-3031

REQUEST FOR MAINTENANCE:

Office smells blc of wet
Carpet

REPORTED BY: CAS

REPORTED TO: hnda

NOTES/COMPLETETION DATE:

1. Dehum.ifiers will be left
till Carpet is dry
and GBA sprayed to make
sure no mold growth.

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 11-12-09

EMPLOYEE REPORTING: Michael Wakefield

ROOM NUMBER: 612-A

TELEPHONE NUMBER: _____

REQUEST FOR MAINTENANCE:

H₂O Leak in ceiling in many spots.

See attached email

REPORTED BY: CAS

REPORTED TO: Gloria

NOTES/COMPLETION DATE:

Dehumidifiers was placed in office ceiling
files replaced.

Extreme rain over few days
may be cause of leak

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 11-05-09

EMPLOYEE REPORTING: Carrie Anne

ROOM NUMBER: 505

TELEPHONE NUMBER: 463-4597

REQUEST FOR MAINTENANCE:

Called Brett to let him
know contractors came through
and broke file

REPORTED BY:

CAS

REPORTED TO:

Brett

NOTES/COMPLETION DATE:

Brett came and said they would
get it repaired for me.

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4357

GBA REQUEST:

DATE PROBLEM REPORTED: 11-12-09

EMPLOYEE REPORTING: Paul Robblee

ROOM NUMBER: 612

TELEPHONE NUMBER: 404-463-3031

REQUEST FOR MAINTENANCE:

Power outage b/c of dehumidifier.

REPORTED BY: CAS

REPORTED TO:

NOTES/COMPLETION DATE:

I flipped switch myself.

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 11-12-09

EMPLOYEE REPORTING: Paul Rabblee

ROOM NUMBER: 612

TELEPHONE NUMBER: 404-463-3031

REQUEST FOR MAINTENANCE:

H₂O leak in window and onto carpet
also H₂O in stairwell-center

REPORTED BY: CAS

REPORTED TO: Linda

NOTES/COMPLETION DATE:

Dehumidifier was placed in office ceiling
tiles replaced.

Same as Micheal Wakefield

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 12/29/09

EMPLOYEE REPORTING: Jan

ROOM NUMBER: 503

TELEPHONE NUMBER: _____

REQUEST FOR MAINTENANCE:

~~Elect~~ Override lights not working
Correct

REPORTED BY: CAS

REPORTED TO: Linder

NOTES/COMPLETION DATE:

(, Electrician came up and
override buttons are getting no
power

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 12/10/09

EMPLOYEE REPORTING: Jancy

ROOM NUMBER: 407

TELEPHONE NUMBER: _____

REQUEST FOR MAINTENANCE:

overhead lights out

REPORTED BY: *ajs*

REPORTED TO: *Linda*

NOTES/COMPLETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 12/16/09

EMPLOYEE REPORTING: Carrie

ROOM NUMBER: 617

TELEPHONE NUMBER: _____

REQUEST FOR MAINTENANCE:

Turn heat on in her courtroom

REPORTED BY: *CAS*

REPORTED TO: *C. Satterfield*

NOTES/COMPLETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: ~~12/27~~ 12-31-¹⁰09.

EMPLOYEE REPORTING: La'Sean Brant.

ROOM NUMBER: 610.

TELEPHONE NUMBER: _____.

REQUEST FOR MAINTENANCE:

Mold growing by window

REPORTED BY: *CAS*

REPORTED TO: *Linda*

NOTES/COMPLETION DATE:

See attached email

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 1/9/10

EMPLOYEE REPORTING: Debbie

ROOM NUMBER: 340

TELEPHONE NUMBER: TH

REQUEST FOR MAINTENANCE:

humidity is so low it will not
register on device I gave her

REPORTED BY: CAS

REPORTED TO: Emailed
Doug

NOTES/COMPLETION DATE:

Told GBA does not handle issues concerning
humidity. I gave Debbie 2 humidifiers
that we had in our office.

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: ¹⁰ 1-4-09

EMPLOYEE REPORTING: Debbie Zimmerman

ROOM NUMBER: 340

TELEPHONE NUMBER: 6-3457

REQUEST FOR MAINTENANCE:

Judge Phipps office too cold

REPORTED BY: CAS

REPORTED TO: Linda

NOTES/COMPLETION DATE:

1. Cold air coming from vent
2. 6-0785
3. Discovered Valerits vent /thermo was stuck / corrected problem
4. Gave Debbie humidifiers to help w/ dryness in air.

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 1-4-09¹⁰

EMPLOYEE REPORTING: Terry Miller

ROOM NUMBER: Women Restroom

TELEPHONE NUMBER: _____

REQUEST FOR MAINTENANCE:

too cold in womens restroom

REPORTED BY: *CAS*

REPORTED TO: *Linda*

NOTES/COMPLETION DATE:

*Was told by GBA having hard time
warming up building because of
extreme cold outside.*

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 1-6-10

EMPLOYEE REPORTING: Janey Tallent

ROOM NUMBER: 407

TELEPHONE NUMBER: 3-3026

REQUEST FOR MAINTENANCE:

Judge Ellington heating unit making a very low pitch noise, also very hot to the touch.

REPORTED BY: CAS

REPORTED TO: Linda

NOTES/COMPLETION DATE:

- Some came to work on unit and minute he left it began again.
- Make sure to follow up in Am (1/7/10) to make sure this is top on the list. / Sent email ~~at~~ 12:06 on 1/7/10

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 1-12-10

EMPLOYEE REPORTING: Holly Rucke

ROOM NUMBER: _____

TELEPHONE NUMBER: 5th floor

REQUEST FOR MAINTENANCE:

Air handlers turning on and off, lots of air coming through handle.

REPORTED BY: CAS

REPORTED TO: Linda

NOTES/COMPLETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957 4357

GBA REQUEST:

DATE PROBLEM REPORTED: 1/13/09

EMPLOYEE REPORTING: Bill Martin

ROOM NUMBER:

TELEPHONE NUMBER:

REQUEST FOR MAINTENANCE:

Backdoor entrance 5th
Floor Health Bldg not
closing

REPORTED BY: Jan 1/13/09 12:07p

REPORTED TO: Christy

NOTES/COMPLETETION DATE:

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 1.21-10

EMPLOYEE REPORTING: J. Kelly,

ROOM NUMBER: 7-8365

TELEPHONE NUMBER: _____

REQUEST FOR MAINTENANCE:

Lights are cutting out at
night and overrides not responding

REPORTED BY: CAS

REPORTED TO: Doug
Smith

NOTES/COMPLETION DATE:

1. Doug and Paul from GBA worked to correct problem
2. Problem was not resolved, Doug brought contractor in who put overrides on manual.

GBA WORK MAINTENANCE REQUEST
TROUBLE LINE: 404-463-4957

GBA REQUEST:

DATE PROBLEM REPORTED: 11/25/10

EMPLOYEE REPORTING: Loha

ROOM NUMBER: 501

TELEPHONE NUMBER: 7-8360

REQUEST FOR MAINTENANCE:

All lights out in two storage
rooms beside Keri and in main file
room

REPORTED BY: CAS 11:04

REPORTED TO: Linda

NOTES/COMPLETION DATE:

1. 2nd time this has happened within
a month.
2. GBA fixed late afternoon



*The Court of Appeals
of the
State of Georgia
Atlanta, Georgia 30334*

CHAMBERS OF
CHIEF JUDGE ANNE ELIZABETH BARNES

(404) 656-3454
barnesa@gaappeals.us

July 24, 2008

The Honorable Steve Stancil
State Property Officer
Georgia Building Authority
1 Martin Luther King Jr., Dr., SW
Atlanta, Georgia 30334

Dear Mr. Stancil:

It was such a pleasure to meet you. As per our prior discussion I would like an update on the current status of plans to renovate the Judicial Building. I understood that the Judicial Building was next in line for renovation after the Health Building, and that last year a study determined what improvements were needed. The last information I received was that the major mechanical systems (plumbing, heating and electrical) had to be upgraded, and that Georgia Building Authority was planning to complete this upgrade, floor by floor, without relocating all of the employees in the building. The Court must be able to anticipate when and how this construction will affect the Court's operation, since the Court must work at maximum capacity to handle the caseload within the time constraints dictated by the Georgia Constitution.

As you know, to relieve crowding, modernize space, and locate all twelve judges in the Judicial Building, the Court of Appeals moved its administrative offices to the Health Building several years ago and replaced them with three self-contained judges' suites. For the most part, however, the Judges still have woefully inadequate space. Most offices do not have room for all of the judges' staff, some of whom work in separate offices and even on separate floors. All of the judges need to work in self-contained suites to improve efficiency and security, and to accomplish this, the Court needs to redesign the fourth and sixth floor offices and add at least 5,000 square feet of space.

Our problems are compounded by the lack of space to expand within the building. Even though we have moved our clerk's office to the Health Building, the space in the Judicial Building is still inadequate. In addition to housing our judges and staff and the Supreme Court Justices and their staff, the Judicial Building houses the Attorney General and a portion of his staff, who occupy all of the first and second floors, as well as over half of the third floor. As we discussed, this Executive Branch agency occupies more of the Judicial Building than the Court does.

The Honorable Steve Stancil
July 24, 2008
Page 2

Even a complete renovation of the Judicial Building still would not provide growth space for future judgeships, which will become critically necessary as our population grows. The Court of Appeals of Georgia continues to be one of the busiest courts in the nation, and could use an additional panel of three judges now to handle even the current caseload. As of 2005, the average number of appellate judges in each state was 3.99 per one million population. Georgia ranks lowest with only 1.38 judges per million, compared to Louisiana, for example, which has 14.64 judges per million. Based on population estimates, we project that this Court's understaffing will become acute by 2015, when our citizens will number 10.8 million residents, up from 8.7 million in 2005. Each future judgeship will require approximately 2,500 square feet of space for a judicial suite and additional space for administrative support.

Is there any ongoing discussion about building a new Justice Center that could house both appellate courts as well as the other state judicial offices? Please let me know as soon as possible the status of plans for Judicial Building renovation and space additions. I look forward to your upcoming tour of the Court on August 5th and welcome your visit.

Sincerely,



Anne Elizabeth Barnes

AEB:lr

bc: William L. Martin, III
Clerk of Court

From State General Funds, \$7,145,052 is specifically appropriated for the purpose of financing educational facilities for county and independent school systems through the State Board of Education (Department of Education) through the issuance of not more than \$78,690,000 in principal amount of General Obligation Debt, the instruments of which shall have maturities not in excess of 240 months.

State General Funds \$7,145,052 \$7,145,052 \$6,735,864 \$7,145,052

Education, Department of

397.304 BOND: K - 12 Schools: \$2,020,000 in principal for 20 years at 6.5%: Fund the Capital Outlay Program-Low Wealth for local school construction.

From State General Funds, \$183,416 is specifically appropriated for the purpose of financing educational facilities for county and independent school systems through the State Board of Education (Department of Education) through the issuance of not more than \$2,020,000 in principal amount of General Obligation Debt, the instruments of which shall have maturities not in excess of 240 months.

State General Funds \$1,089,600 \$183,416 \$172,912 \$183,416

Education, Department of

397.305 BOND: K - 12 Equipment: \$7,000,000 in principal for 5 years at 5.25%: Purchase vocational equipment.

From State General Funds, \$1,628,200 is specifically appropriated for the purpose of financing projects and facilities for the Department of Education by means of the acquisition, construction, development, extension, enlargement, or improvement of land, waters, property, highways, buildings, structures, equipment or facilities, both real and personal, necessary or useful in connection therewith, through the issuance of not more than \$7,000,000 in principal amount of General Obligation Debt, the instruments of which shall have maturities not in excess of 60 months.

State General Funds \$1,628,200 \$1,628,200 \$1,617,000 \$1,628,200

Education, Department of

397.306 BOND: K - 12 Schools: \$3,990,000 in principal for 5 years at 5.25%: Fund facility repairs and improvements at state schools.

From State General Funds, \$928,074 is specifically appropriated for the purpose of financing educational facilities for county and independent school systems through the State Board of Education (Department of Education) through the issuance of not more than \$3,990,000 in principal amount of General Obligation Debt, the instruments of which shall have maturities not in excess of 60 months.

State General Funds \$928,074 \$928,074 \$921,690 \$928,074

Education, Department of

397.307 BOND: K - 12 Schools: \$0 in principal for 20 years at 6.5%: Provide additional funds to schools that meet low wealth eligibility requirements per OCGA 20-2-262 (d)(1)(5) to assist with major capital projects.

State General Funds \$854,288 \$0

Building Authority, Georgia

397.401 BOND: GBA Parking Facilities: \$0 in principal for 20 years at 6.5%: Design and construct the South Parking Deck as part of the Capitol Hill Master Plan.

State General Funds \$4,523,202 \$3,632,000 \$0 \$0

Building Authority, Georgia

397.402 BOND: GBA Parking Facilities: \$0 in principal for 5 years at 5.25%: Purchase equipment for parking improvements for revenue collection and access control.

State General Funds \$325,640 \$0 \$0 \$0

Building Authority, Georgia

397.403 BOND: Georgia History Museum: \$0 in principal for 5 years at 5.25%: Design space and exhibits.

State General Funds \$232,600 \$0 \$0 \$0

Building Authority, Georgia

397.404 BOND: GBA multi-projects: \$2,730,000 in principal for 5 years at 5.25%: Renovate the Judicial Building. (CC:Provide funds to design a new facility)

From State General Funds, \$634,998 is specifically appropriated for the purpose of financing projects and facilities for the Georgia Building Authority by means of the acquisition, construction, development, extension, enlargement, or improvement of land, waters, property, highways, buildings, structures, equipment or facilities, both real and personal, necessary or useful in connection therewith, through the issuance of not more than \$2,730,000 in principal amount of General Obligation Debt, the instruments of which shall have maturities not in excess of 60 months.

State General Funds \$247,884 \$239,688 \$634,998

Building Authority, Georgia

397.405 BOND: GBA multi-projects: \$6,395,000 in principal for 20 years at 6.5%: Renovate to correct facility deficiencies at 2 Peachtree and 90 Central. (S and CC:Correct additional facility deficiencies)

From State General Funds, \$580,666 is specifically appropriated for the purpose of financing projects and facilities for the Georgia Building Authority by means of the acquisition, construction, development, extension, enlargement, or improvement of land, waters, property, highways, buildings, structures, equipment or facilities, both real and personal, necessary or useful in connection therewith, through the issuance of not more than \$6,395,000 in principal amount of General Obligation Debt, the instruments of which shall have maturities not in excess of 240 months.

State General Funds \$636,200 \$547,412 \$580,666

Financing and Investment Commission, Georgia State

SPACE MEETING - JUDICIAL BUILDING
Supreme Court Conference Room
MAY 18, 2009
4:00 P.M.

Attendees:

Justice George H. Carley, Supreme Court
Tee Barnes, Supreme Court
Tia C. Milton, Supreme Court
William L. Martin, III, Court of Appeals
Debra Elovich, State Properties Commission
Holly Sparrow, Court of Appeals
Jan Kelley, Court of Appeals
Jeff Milsteen, Law Department
Ann Bentley, Law Department
Tommy Hills, State Chief Financial Officer

Marvin Woodward, Deputy State Property Officer
Rod Bowlden, State Properties Comm. (Dir)
Frank Smith, State Properties Comm. (Asst Dir)
Steve Fanzi, Georgia Bldg. Authority (Deputy Dir)
Debra Myers, Georgia Bldg. Authority (Facilities)
Gifton Passely, GSFIC (Project Exec/Project Mgmt)
Robert T. Buscemi, GSGIC (Mgr Design Review)
Eleanor Furlow, GSFIC (Architect/Design Review)
Carmen Cureton, GSFIC (Deputy Director
Construction Division)

Marvin Woodward led the meeting for Steve Stancil who was unable to attend.

Marvin told the group that they had an RFP (Request for Purchase) ready to put out on the street the next day. It was estimated the RFP would award a contract for programming around \$250,000-\$300,000. The contract would be for high level programming information as well as site assessment for three to four different sites around Capitol Hill. This RFP would not include the design piece. The programming would determine the scope of the project needs and would precede any design work. The tentative schedule was to advertise the RFP for 15 days (until June 2). After that

State Properties would have a meeting to determine the short list of potential vendors. Interviews with the vendors would be conducted prior to selecting the vendor for the programming. It was determined that State Properties should handle all of this for the respective agencies.

Potential field trips to Columbia, South Carolina and Montgomery, Alabama were discussed. Marvin Woodward asked whether the group wanted to plan field trips before the programming is completed. Frank Smith said that he felt that State Properties needed to get a designer on board before we make the field trips. Tommy Hills mentioned that we probably should have specifications for the project before such trips were planned. It was decided that it would be best to plan the field trips once the programming was concluded and a designer was selected.

Tommy Hills told the group that after the specifications were established, State Properties would meet with the Governor to go over the master plan for Capitol Hill and look at alternatives for the project. Based on "best needs" and financing considerations, the Governor will decide whether to move forward with building a new facility or renovating old buildings already on Capitol Hill or other alternatives.

Jeff Milsteen inquired regarding what the programming would accomplish. Debra Myers said that it would determine how much space we need, how big the building would need to be and where it would fit. Tia Milton inquired as to how long it would

take to complete the project. Marvin Woodward told the group that they hoped to have a programmer selected by the end of June. Programming should take approximately six (6) months; they hoped to have it completed by the end of the year. The design process will take approximately 14-16 months at best. It will take another 18 months for construction to be completed. It was mentioned that the construction and design phase could overlap. Jan Kelley asked if it was during the design phase that the security needs for the building would be addressed. One of the State Properties representatives mentioned that as we go through programming we should identify space as public space or private space which will help identify security needs for these areas.

Each agency represented gave Debra Elovich their organizational charts and positions & title information as previously requested.

The following entities have been mentioned as possible tenants in a new Justice Center:

Administrative Office of the Courts

Bar Admissions

Reporter of Decisions

Judicial Council

Council of Superior Court Judges

Council of State Court Judges

Council of Magistrate Court Judges

Council of Probate Court Judges

Council of Municipal Court Judges

Judicial Qualifications Commission

Office of Dispute Resolution

Prosecuting Attorneys Council

Georgia Public Defender Standards Council

State Bar of Georgia

It was determined that agencies should submit this information in writing as soon as possible but no later than June 1.

Since the representatives would be submitting this information to State Properties in writing, it was determined that the committee would probably not need to meet again until the middle of June. The meeting was then adjourned.

11:30 pm
G BA - Judicial Bldg meeting - April 15, 2009

Steve Stencil -- Frank -- Deb
D.C.

Mr. Hills -

2.7 million in bonds to plan a new Judicial
Bldg.

From Renovation to Plan for a New Judicial Bldg.

Goal Judicial Complex on Junes Hill Justic/Court
Space across from Old Stadium -

Option Document -- By Friday to Steve

→

GBA Meeting -- May 18, 2009 - 4:00 pm.

Marvin Woodward - Dep St. Prop Comm.

75% RFP for programmer 250-300 K -
high level spec / site assessment.

June 2d Deadline for Programmer

Do you want to be involved in the Selection
Process? I SAY NO - We'll be involved w/ designer -

Field Trip - Columbia, DC.

Montgomery AL
Program June 09 - Jan 10

Design Process - 14-16 months

Debra

Gloria

Architect

Robert Archini

Anne Bentley

Deborah Nye

Ron Bolden

T. Hills

< OPB sets Rent

< OPA -

utility Rates. ~~also~~ costs associated w/ operating the building.

mold

asbestos

water pipes

heating and air

humidity

HVAC

last in
Budget

3 mill FY 10

2.6 m FY 11

&
another 2 million

humidity

Oldest Building
most Problems

* one master Plan -

Kindley on
rent reduction

\$ 2.5 mil Bid for facade
refurbishing -

when

o



Court of Appeals

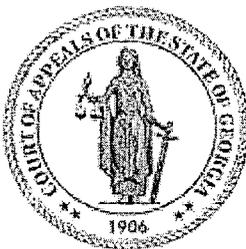
Memorandum

To: All Judges
From: Chief Judge Miller *myj*
Subject: Space In The Health Building
Date: June 21, 2010

Please find enclosed the information on the proposal to return part of the health building space back to GBA due to budget constraints. Maybe in light of these findings this would not be prudent to proceed on.

Thank you for your consideration.

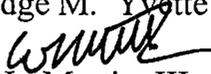
cc: Bill Martin



Court of Appeals

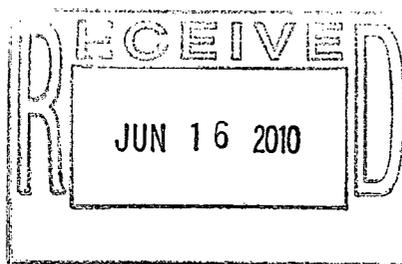
Memorandum

To: Chief Judge M. Yvette Miller

From: 
William L. Martin, III

Subject: Jan Kelley's Memo of June 10, 2010
Regarding Fiscal Office Space

Date: June 16, 2010



Given the fact that relinquishing the fiscal office space will result in a negative cash flow for the first year or two, I do not believe that it is a good idea to give up that space. I am not as optimistic as Jan is and I believe it would take three or four years to amortize the costs for architectural appraising, engineering and refurbishing of the space. Removing the utility corridor alone would be quite costly and we would lose space in another area to create a new utility corridor. That would be critical since we are giving up so much space.

I certainly hope that in two or three years the economic climate will turn around so that giving up space will not be a critical approach. If the Court has to give up any space, I would recommend the offices situated on the sixth floor of the Judicial Building. But, even that, would be a last resort. I agree with Presiding Judge Andrews that any space we give up may never be recovered. Also, GBA will just raise the rent on the common space or our leased space over the next two or three years to make up for the loss.

Also, the space that we had tentatively identified for the fiscal office may now be required to store the record appendices and transcripts that are filed under the Supreme Court rule change to avoid the \$10.00 per page cost required by House Bill 1055. In other words, we will be getting the record appendix from the attorneys and the transcript and Notice of Appeal from the trial court clerks. Obviously, these are not going to arrive at the same time and we are going to have to have some area to store them and devise some method of marrying up the correct transcript with the correct record when all parts have arrived. I was going to use Patty Bender's old office, Crystal's office and Tracey's office to store these records. Also, it may require the back conference room as well.

If you would like to discuss the matter with me, please let me know.

Thank you.

/ld
Attachment

cc: Judge John J. Ellington w/attachment
Jan Kelley w/attachment
Holly Sparrow w/attachment
John Ruggeri w/attachment

Bill Martin



Court of Appeals

Memorandum

To: Chief Judge M. Yvette Miller

From: Jan R. Kelley  Director of Fiscal Services

Subject: Fiscal Office Space

Date: June 10, 2010

I just received the quote from Georgia Building Authority regarding potential savings to the Court if we vacated the Fiscal Office space. The estimate showed an approximate annual reduction of \$36,775.16. In accordance with their building policies, tenants will be responsible for having vacated space restored back to standard condition. This includes but is not limited to removal of non-standard wall covering, removal of server rooms including electrical, HVAC, raised flooring, specialized fire suppression systems and cabling; removal of data/phone cables per NEC and NFPA Codes (see page 8 of attached building policy).

There are several major issues with vacating this area. Brett Jones, Assistant Director of Facilities and Operations for Georgia Building Authority mentioned that we would hire an architect/engineering firm to provide a design to make the space available for reduction. His best guess was that the estimate cost would be in the \$6,000 to \$9,000 range. The firm

would provide the design for the build-out and the budgetary estimate build-out costs. Also, we would have to contact our telecommunications/data provider to get the I.T. portion of the cost.

He mentioned to me that it would be an expensive project and would probably take at least 1 ½ years or more to recover the cost of the build-out. In other words, it would be an expense and not a reduction for at least the first year of vacancy. There is also the probability that by the time we recover the cost of the build-out and start to realize savings due to the reduction, the economy would have recovered and the court can start hiring back some of the vacated positions.

Please let me know if you wish to proceed with getting an estimate regarding the build-out for vacating the aforementioned space.

✓ cc: William L. Martin, III

Jan Kelley - COA Space Reduction Request for Health Building.

From: "Jones, Brett" <brett.jones@gba.ga.gov>
To: "Jan Kelley" <jkelley@appeals.courts.state.ga.us>
Date: 6/8/2010 10:34 AM
Subject: COA Space Reduction Request for Health Building.
Attachments: 202005(COA-REV2).pdf

Jan,

As we discussed last week, the space in the Health Building will have to have a professional design and engineering study done for the estimate on build out. This is due to the major change of office layout that will affect the HVAC, Electrical, and Mechanical Life Safety Systems in the area.

I have attached a preliminary floor plan of the space that will be able to be reduced. This shows the tele/data room being changed to move the entrance to common space.

My best guess to have an A/E firm to provide a design to make the space available for reduction would be in the \$6,000.00 to \$9,000.00 range. This would provide the design for the build-out and the budgetary estimate that it would cost to do the build-out. Again, COA would have to contact your tele/data provider to get the IT portion of the cost.

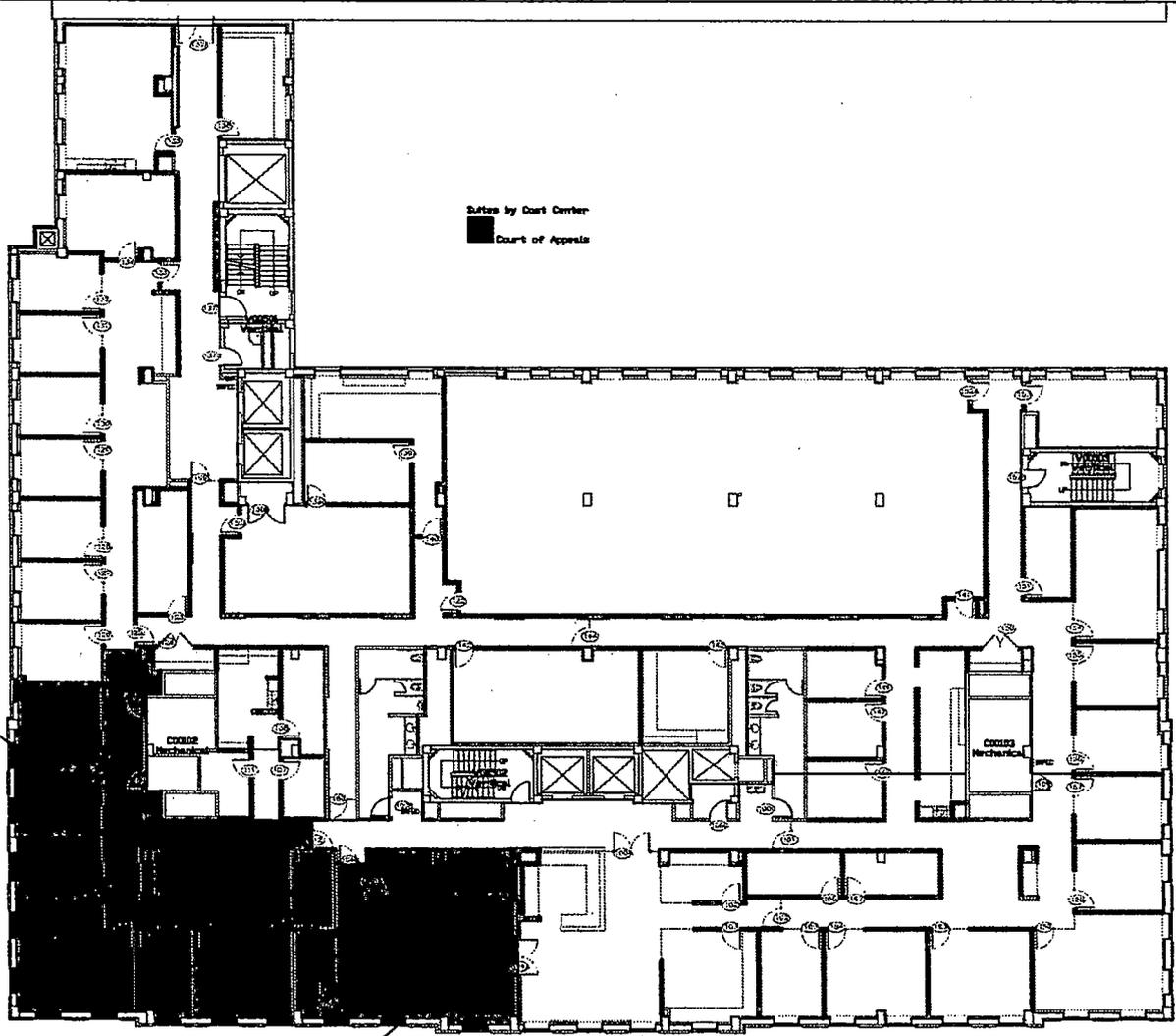
The two options that you requested for reduction would approximately be

- 1) Suite 5.112 with 2,584.34 RSF for an approximate annual reduction of \$36,775.16.
- 2) Suite 5.112 with Suite 5.104 added with 1,103.54 RSF for an addition reduction of \$15,706.79, for a total approximate annual reduction of \$52,481.95.

If you wish to proceed with this estimate, please submit a reimbursable work order request for GBA to contract with an A/E Firm to provide the design and budgetary estimate for build-out.

Thank you, Brett

Brett Jones
Assistant Director, Facilities Operations
Georgia Building Authority
One Martin Luther King, Jr. Drive
Atlanta, Georgia 30334
Phone: (404) 656-4232
Fax: (404) 657-1166
E-mail: brett.jones@gba.ga.gov



RSF: 2,584.34
ASF: 2,255.98

RSF: 1,103.78
ASF: 963.54

Suites by Court Center
 Court of Appeals



FACILITY DATABASE
 GEORGIA BUILDING AUTHORITY
 1 North Luther King Jr. Dr. SW Atlanta, GA 30334

SURVEY DATE: 100X

SPACE CLASS TOTALS
 INTERIOR GROSS SF: 100X
 ASSIGNABLE SF: 100X
 REMAINING SF: 100X
 VERTICAL PENETRATION: 100X

ASSIGNED SPACE
 AGENCY:
 AGENCY NO.:
 SQUARE FT.:

AREA USE

AGENCY NO. _____ SPACE NO. _____



ACAD FILE NAME: 202005-FM
 PLOT DATE: 2/19/2008

PUBLIC HEALTH BUILDING # 202
 47 TRINITY AVENUE
 5th FLOOR



Policies & Procedures

GEORGIA BUILDING AUTHORITY

SUBJECT: Building Policies

REVISED: 5/01/10

PAGE: 1 of 8

PURPOSE:

The Georgia Building Authority (GBA) is responsible for the operation, maintenance and repair of state facilities on the Capitol Hill Complex. GBA provides leadership, coordination, and technical advice to our partners and stakeholders to develop and preserve our facilities and related assets. The following building guidelines and restrictions are provided to ensure facilities and related physical assets meet their intended functions and are maintained in a high quality, cost-effective, and timely manner. Authority to repair, remodel, and maintain state real property is granted to GBA through Official Code of Georgia (OCGA) §50-9-5(6).

SECTION I. AGENCY COORDINATORS

To foster and facilitate cooperation and communication, GBA requires that each tenant agency designate one or more specific individuals to serve as the Agency Coordinator in dealing with any questions or problems that may arise concerning the agency's use of buildings and facility premises. Agency Coordinators serve as the contact person to GBA and represent their respective agency in facility related issues.

1. Agency Facility Coordinator

Tenant Agencies shall designate an Agency Facility Coordinator who is authorized to request billable services from GBA.

2. Agency Access Coordinator

Tenant Agencies shall designate an Agency Access Coordinator to maintain accurate employee access information and coordinate the issuance of staff building access cards through GBA.

3. Payments

Tenant Agencies are responsible for paying for rent and all billable services when costs are due. GBA reserves the right to withhold other GBA services if rents or payments for other services are not received in a timely manner.

SECTION II. BUILDING SECURITY

The Capitol Police Services Unit, a division of the Department of Public Safety (DPS) provides general security to the GBA facilities on the Capitol Hill Complex. To report emergencies or to request assistance, tenants may contact the DPS switchboard at 404-624-7281.

Medical Emergencies

Medical emergencies may be reported directly to paramedics at 911 but should also be reported to the DPS switchboard. Capitol Police can provide assistance by guiding the ambulance and other response vehicles directly to the injured person(s).

SECTION III. BUILDING ACCESS

GBA maintained buildings on the Capitol Hill Complex are open to the public during normal business hours. The standard operating hours for GBA facilities are Monday through Friday, 7:00 am to 6:00 pm. GBA facilities are closed to the public on Saturdays and Sundays and on all state Holidays.

1. Public Access

At least one door to each building is designated as a "public access entrance" and is manned with either a Capitol Police officer or a (DPS) contract officer. Entrance into a building through a "public access entrance" may be obtained by presenting proper picture identification (e.g., driver's license, state-issued Identification Badge) to the officer.

2. Non-Public Access

Access through other entrances into state-owned buildings is controlled by card readers. State employees may be given access for entrance into buildings where they work or conduct business with the approval of the Agency Access Coordinator.

3. Restricted Access

Capitol Police (DPS) must approve all access to the State Capitol, the Coverdell Legislative Office Building, the Health Building, the Judicial Building, and to 244/254 Washington Street. Access through any door other than the public entrance into these buildings is limited to the employees who work there and the DPS will not grant access to employees for reasons of convenience.

4. GBA Access

GBA reserves the right to enter facilities at all reasonable times for the purpose of inspection, maintenance, or repairs.

5. Access Card

All employees and contractors must wear and display a state-issued building access card. Agencies are responsible for verifying the identity of their employees and contractors doing business on State property prior to requesting an access card. Agency Access Coordinators shall maintain accurate staff access information and coordinate the issuance of access cards through GBA.

- a. Card Issuance** – The Agency Access Coordinator must ensure an Access Card Authorization Form (A-713) is completed online, signed by the Coordinator, and processed to GBA with at least a 24-hour minimum turnaround time. The employee or contractor may go to the GBA office to have his/her picture taken and to pick up the card.
- b. Card Return** – The Agency Access Coordinator must return to GBA access cards for employees and contractors immediately upon termination of employment.
- c. Replacement Card Fee** – The replacement fee for an access card is \$20.00. These fees apply to lost or abused cards and change in personal information (i.e. name changes, title changes, etc.).

- d. **Card Care** - To maintain the reliability of access cards, proper care is essential. The following are some basic guidelines to consider:
 - Do not expose cards to extreme heat.
 - Do not fold, bend, or twist cards.
 - Do not re-laminate cards.
 - Do not punch a slot or hole in cards.
- e. **Policy Violations** - The following actions are policy violations and subject to revocation of access card privileges:
 - Loaning an Access Card to another person.
 - Transferring an Access Card to another person.
 - Altering an Access Card in any way.
 - Admitting unauthorized persons into any building or parking facility.
 - Losing an Access Card and not reporting it.
 - Following or tailgating through a carded doorway or turnstile.
 - Misrepresentation of employee or contractor data for requesting an access card to Capitol Hill will result in disciplinary action.

SECTION IV. HOUSEKEEPING

Routine custodial services are performed on a scheduled basis and require no special request or planning. These services include vacuuming and cleaning carpets for office spaces, garbage and recycling collection; restroom cleaning; and pest control services.

1. Emergency Cleaning Requests

Requests for custodial services for spills, paper towels, bathroom tissue, etc. can be made through the Work Control Center at 404-463-HELP (4357), or reported online at www.maintenance.gba.ga.gov

2. Housekeeping Guidelines

The following housekeeping guidelines for tenants will assist GBA in maintaining clean facilities:

- a. **Office Space** - Keep clear all areas to be cleaned - the janitorial staff is instructed not to touch any computers, papers, files, or records that are lying on desks, file cabinets, or bookcases. Please do not store items on the floor as this makes it difficult for the housekeeping staff to clean your floor area.
- b. **Storage Areas** - Do not store materials within 24 inches of the ceiling in storage or closet areas. This is to ensure fire safety clearance for the sprinkler heads.
- c. **Restrooms** - Do not remove paper towels, toilet tissue, and other janitorial supplies from restrooms or supply closets. Do not dispose of any paper towels, handiwipes, or sanitary napkins into the plumbing system.
- d. **Trash Collection** - All boxes or items too large for the "Trash Only" containers that are to be disposed of must be labeled as "TRASH".
- e. **Waste Disposal** - Do not dispose of unwanted food into kitchenette or restroom sinks, drinking fountains, toilets, urinals, or in recycle containers. Please properly dispose unwanted food in trash cans.
- f. **Recycle Bins** - Do not use recycle bins for anything other than recyclable materials. Individuals are responsible for emptying small desk recycle bins

into the large recycle bins located in common areas provide by GBA. GBA is not responsible for materials left in the common area large recycling bins.

- g. Food Storage** - Perishable food (i.e. fruit, vegetables) storage for extended periods of time is not permitted at desks or workstations. Supplies for coffee, tea and other foods must be stored in sealed plastic or metal containers.
- h. Kitchens** - State agency employees are responsible for cleanup of kitchenettes and other established food preparation areas at the end of each day. Tenant refrigerators must be cleaned at least weekly of any items that may spoil. State agencies will be responsible for the cleanup, repair, and restoration of a food preparation area if damaged.

SECTION V. HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)

Heating, Ventilation, and Air Conditioning services are provided during the building hours of operation. Every effort is made to provide an even temperature and acceptable working environment throughout the building using the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Standard 55. Tenants are not authorized to adjust thermostats - please contact the Work Control Center when temperature adjustments are required.

1. Heating Policy

Occupied space temperatures are maintained between 68-74° F during the winter months. During periods where normally occupied spaces are not used during the daytime, weekends, or holidays, procedures to minimize unnecessary energy use will be followed. Designated operational areas for vestibules, stairwells, machinery, and unoccupied spaces temperatures are maintained at 60° F during the winter.

2. Air Conditioning Policy

Occupied space temperatures are maintained between 73-79° F during the summer months. Stairways, storage areas, mechanical rooms, and vestibules are not required to be air-conditioned.

3. HVAC Restrictions

The following HVAC restrictions will help to ensure consistent temperatures and working conditions throughout the buildings:

- a. Temperature Controls** - Building occupants or tenant employees are not to adjust or make modifications to thermostats, diffusers, dampers, or any other part of the Heating, Ventilation, and Air-Conditioning Systems (HVAC). Only building maintenance staff is authorized to make temperature control adjustments. Report any heating or cooling problems to the Work Control Center.
- b. Fan Coil Units** - Nothing is to be placed on the coil cover (windowsill) obstructing the airflow or in front of the air intake at the bottom of the cover. In order to access the filters for the units, furniture and other objects should be kept 36" away from the fan coil units. Nothing is to be placed in front of the window higher than the windowsill.

- c. Portable Space Heaters** - The only space heaters GBA will authorize is a ceramic heater equipped with a tip-over, shut-off mechanism. Use of a space heater and other electrical appliances in the same outlet can overload a circuit and could result in an electrical fire. Tenants must ensure that no other electric appliances are plugged into the same circuit as the space heater and that the maximum amperage rating of the heater does not exceed the rating of outlet. Request for additional outlets to accommodate space heaters will be billable to the tenant agency.
- d. Window Blinds/Drapes** - Door sidelights increase light infiltration and should not be covered with blinds or other window treatments. Blinds/drapes on exterior windows should be kept lowered whenever possible to increase the building's energy efficiency. Draperies must meet life safety and fire code requirements. All draperies hung without GBA permission will be removed at the tenant's expense.

4. After Hours HVAC Requests

Requests for after hours heating and cooling must be made in writing from the Agency Facility Coordinator to the Work Control Center. Request must be made 72 hours prior to needing service and 72 hours notice to cancel a request that has been submitted to the Work Control Center. There will be an hourly charge per floor.

5. Energy Management

For effective Energy Management, please turn off all office lights, personal computers, copiers, and printers at the end of each day, unless essential to the operation of the agency's mission.

SECTION VI. BILLABLE SERVICE REQUESTS

All billable service requests must be requested in writing by an Agency Facility Coordinator through the Work Control Center. Requests can be emailed to: workorder.request@gba.ga.gov or sent by mail to:

Work Control Center Manager
Georgia Building Authority
1 Martin Luther King, Jr. Drive
Atlanta, GA 30334

1. Tenant Improvements

All tenant improvements to GBA owned facilities must be coordinated through GBA. Examples of tenant improvements include office renovations, remodeling, or painting; installation of new electrical circuits or light fixtures; and other changes to the building. Tenant agency responsibilities include:

- Costs associated with upgrades from GBA standard materials
- Maintenance of all tenant-owned furniture
- Cost of installation, repair, operation, and maintenance of equipment in tenant space (including card readers, duress buttons, etc.)
- Repairs caused by tenant negligence or policy violations
- The cost of ADA compliance for tenant requested services

2. Other Billable Services

Other billable services may include moving services, signage, door lettering, name plates, and requests for after hours heating or cooling.

SECTION VII. GENERAL BUILDING RULES

1. Use of State Property

Tenants may not use GBA owned facilities for any purpose other than their intended use without the consent of the GBA.

2. Smoking Policy

Smoking is strictly prohibited in GBA owned or leased buildings, including offices, hallways, waiting rooms, restrooms, break rooms, and meeting rooms, among other areas such as enclosed underground parking decks/garages. Smoking is only allowed in designated areas of GBA premises, which include the rear and/or employee entrances of GBA premises. In designated areas, smokers are prohibited from blocking doorways and entrances, including delivery entrances, to the building. Employees are expected to keep the premises free of litter and dispose of ashes and cigarette butts in the designated receptacles.

3. Drug Free Workplace

It is the policy of GBA to provide a drug free work environment. Illegal drug use significantly impacts the work place and is a serious threat to public health, safety, and welfare. Employees are PROHIBITED from engaging in the UNLAWFUL/ILLEGAL manufacture, distribution, dispensation, possession or use of controlled substances.

4. Noise Restrictions

Tenant or guests shall not make or permit any loud noises in the building or do anything that shall annoy, disturb or interfere in any way with any other tenant.

5. Prohibited Materials

The following are not allowed in buildings due to the health and safety of building occupants who may be chemical sensitive or suffer with allergy problems: heated potpourri pots, scented sprays, or other pungent odor items. Due to potential fire hazards, no heat producing appliances are allowed in work areas (i.e. crock pots, hot plates, popcorn poppers, toaster, toaster ovens, etc.) nor burning candles or incense.

6. Posters and Pictures

Tenants may not mark, paint, hang, or affix anything to building common area walls, windows, doors or elevators. Affixed items that deface the surface of the building will be removed and costs will be charged to the building occupant's agency. Agency Facility Coordinators may contact the Work Control Center to hang pictures, posters, etc., in the appropriate place and with appropriate hardware. Bulletin boards are located throughout the buildings for the posting of public notices.

7. Signs/Advertisements

No sign or advertisement should be attached to the building and no sign shall be put or painted upon the building, in the halls, elevators, staircases or entrances. Any deviation from building standards must be submitted in writing and approved by GBA.

8. Door Locks

No additional mechanical/electrical lock, latch, or bolt of any kind shall be placed upon any door, nor shall any changes be made to existing locks without consent of GBA.

9. Work Station Policy

All articles of modular furniture (acoustical panels, work surfaces, and file cabinets, etc.) provided by GBA are not to be moved or rearranged except by GBA personnel. Cost of locating and replacing furniture moved without GBA's permission will be billed to your agency. Placement of the systems furniture in enclosed areas or private areas is not permitted and will be removed by the GBA staff.

10. Surge Suppressors

All surge suppressors must be UL Listed and meet UL Code 1449. Surge protectors cannot be placed on the floor, but must be securely attached to work surfaces or to the walls. All cables and wires should not be exposed or cause any obstruction or hazard to foot traffic.

11. Weight Limitations

GBA shall have the right to prescribe the weight limitations, position and manner of installation of heavy articles such as safes, shelving, machines, and other equipment brought into the building. At no time shall any weight be placed upon any floor by tenant that exceeds the design conditions of the floors at the applicable locations. Please contact GBA prior to installation of any heavy articles.

12. Ingress/Egress

All fire access corridors, mechanical/electrical rooms including the elevator lobbies and stairwells, are to be kept free of storage and furniture. Fire Code Regulations require the stairwell doors to be closed at all times.

13. Mobility Devices

Bicycles, mopeds, scooters, skateboards, roller blades or skates, motorcycles or vehicles of any kind are prohibited inside of any building, unless specifically permitted for individuals with disabilities. Sidewalks, entrances, passages, corridors, halls, elevators and stairway in the building shall not be obstructed by any tenant or used for any purpose other than for ingress and egress.

14. Animals

No animals may be brought into or kept in any building, unless the animal is specifically permitted for an authorized state program, or is trained to assist a disabled or special needs person. Fish or other aquariums are not permitted.

15. Plants

Plants are allowed in the building at the discretion of GBA. All plants must have watering trays and be maintained by the individuals responsible for bringing them on site. No plants shall be set on windowsills, fan coil units, or any other building equipment. Fertilizer or plant food must be stored in sealed containers with Material Safety Data Sheet(s) (MSDS). Diseased plants will be removed immediately by GBA staff at the owner's expense. State agencies will be responsible for the cleanup and/or repairs to surfaces damaged by plant watering.

16. Holiday Trees & Decorations

The Georgia Office of Insurance and Safety Fire Commissioner does not recommend natural cut trees. Live trees may be used provided they meet the following:

- a) They are in fact live, (i.e., they have a root-ball system still attached) and are placed in containers with dirt.
- b) They are well maintained by watering them.

Artificial trees must be of a nonflammable, noncombustible material and should be held upright in sturdy stands having a base that is broad enough to effectively support the tree against the surrounding activities. Artificial holiday trees and decorations shall be located in such a manner that they do not interfere with fire safety precautions and the route of egress. Trees and decorations must be located a safe distance from ignition sources such as electrical appliances or equipment and all electrical components should be disconnected when the area is unattended or at the end of the day. All lights and extension cords must be UL approved.

17. Cooking

No cooking, with exception of microwave ovens, shall be performed on the premises without written approval of GBA.

18. Refrigerators and Ice Makers

Refrigerators and ice makers must be approved and authorized by GBA. Only frost-free refrigerators may be used and will be set upon a plastic floor pan.

19. Vending Machines

No vending machines shall be installed, maintained or operated upon the premises without the written consent of GBA.

SECTION VIII. CONDITION OF VACATED SPACE

1. Requirements

Tenant will be responsible for having the vacated space restored back to standard condition. This includes but not limited to:

- Removal of White Boards, Bulletin Boards, etc. and have wall patched and prepared for painting.
- Removal of Specialized Doors, Windows, Walls, etc...
- Removal of Specialty Lighting.
- Removal of Non-Standard Wall Covering.
- Removal of Server Rooms including Electrical, HVAC, Raised Flooring, Specialized Fire Suppression Systems And Cabling.
- Removal of Data/Phone Cables per NEC and NFPA Codes.
- Return all building office keys to the GBA Property Manager.

2. Walk Through

A Pre Move walk through can be arranged with the GBA Property Manager to identify any items that need to be removed.

3. Final Inspection

A final inspection will be held within 7 days of the last day of the lease. Any deficiencies found will have to be corrected within 7 days or additional rent will be charged for the space.



GEORGIA BUILDING AUTHORITY

One Martin Luther King, Jr. Drive, Atlanta, Georgia 30334

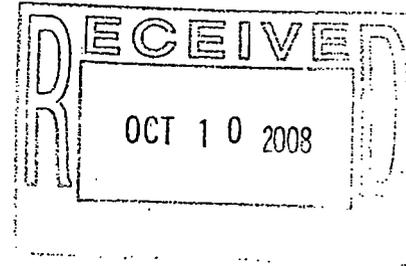
404-656-3253 • 404-657-0337

Chairman
Sonny Perdue
Governor

October 10, 2008

Executive Director
Steven L. Stancil

Chief Judge Anne Elizabeth Barnes
The Georgia Court of Appeals
State Judicial Building
Atlanta, GA 30334



Dear Chief Judge Barnes:

Thank you for your letter concerning the water leak at the Judicial Building. Certainly maintaining our buildings to provide a safe and secure environment for state officials is a Georgia Building Authority priority and we regret any damage these leaks may have caused. The Department of Administrative Services can assist with reimbursement for expenses incurred. They can be reached at riskmanagement@doas.ga.gov or 404.656.6245.

Our building maintenance team has surveyed the situation and determined the water damage was caused by an issue with a supplemental cooling unit installed at the request of and paid for by the Courts. These units were installed a number of years ago and are not efficient and operate in a manner that runs a risk of leaks.

In the short term, I can offer two solutions. The best is for the courts to consider removing these systems, mitigating the risk of future leaks, and relying on the building's central-controlled air conditioning system. A second option would be to replace these systems with more efficient units – the current units operate in a way that consumes hundreds of gallons of water a day without recirculation and they are not energy efficient.

The Georgia Building Authority does not ordinarily permit supplemental cooling systems because of the costs incurred due to utilities and potential maintenance issues. We are currently reviewing our policies to determine how we can share these costs with the end-users.

Long term, the entire system will be upgraded during the proposed renovations and/or construction of the Judicial Building. As you know, the Georgia Building Authority is

Chief Judge Anne Elizabeth Barnes

Page 2

October 10, 2008

currently preparing a request for \$2 million in bonds for the design and project management plan for the Judicial Building. The needs of the Court of Appeals will be an integral part of that planning process.

In the meantime, please feel free to contact our building maintenance team to discuss any questions you may have about the short term solutions to this problem. Bob Satterfield (404.656.4154) has a tremendous amount of knowledge about the Judicial Building and the cooling systems and can work with you on these solutions.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve", with a large, sweeping flourish extending to the left.

Steve Stancil



*The Court of Appeals
of the
State of Georgia
Atlanta, Georgia 30334*

CHAMBERS OF
CHIEF JUDGE ANNE ELIZABETH BARNES

(404) 656-3454
barnesa@gaappeals.us

September 22, 2008

Mr. Steve Stancil
State Property Officer
Georgia Building Authority
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334

RE: Notice of Water Problem and Damage in State Judicial Building, 40 Capitol Square

Dear Mr. Stancil:

Although I am sure you will forward this letter to the appropriate person or department to handle, I wanted to be sure you were made aware of the situation that we are facing as to our maintenance in our aging building.

Two weeks ago, I was informed by Judge Herbert E. Phipps of a water leak problem in his chambers which apparently emanates from Justice Carley's office which is located on the fifth floor of the Judicial Building directly above Judge Phipps' office on the fourth floor. I am attaching copies of Judge Phipps' two memoranda sent to me which describe the damage incurred. As you know, the Judicial Building is in serious need of renovations including the updating and/or replacing of the plumbing, heating and electrical systems. Due to the fact that GBA has not updated, replaced, or properly serviced, either the air conditioning unit or the plumbing in Justice Carley's office, Judge Phipps' office has suffered the consequences. As you will see from Judge Phipps' memo, he has not only had Court materials damaged, but he has had damage to personal, irreplaceable family mementos damaged.

The Court should be reimbursed for any future costs associated with replacement or repairs to our equipment or materials. We cannot afford to be ordering replacement books at a time when our budget has been reduced unless the GBA is going to pay for them.

I look forward to hearing from you, or the appropriate person, regarding this matter. Thanks in advance for your assistance.

Sincerely,

Anne Elizabeth Barnes

AEB:cw
Enclosures

cc: Judge Herbert E. Phipps



Court of Appeals

Memorandum

To: Chief Judge Anne Elizabeth Barnes
From: Judge Herbert Phipps *HEP*
Subject: Water Leaks
Date: September 10, 2008

Last week on arriving to my office in the State Judicial Building I was once again faced with water coming down through the ceiling tiles of my chambers. Once again my law books and personal effects were soaked through on the bookshelves provided for my use. I believe last week's events were not less than the fourth time this flooding has occurred from the same source above, apparently the air conditioning unit in Justice Carley's office suite. Each time I have been assured by Georgia Building Authority repair personnel that the air conditioning unit has been repaired and my books and belongings will be safe. Each time I must spread my family photos and historic mementos out to dry and each time my administrative assistant must examine the law books for mold and mildew and order replacements for any that are ruined beyond serviceability.

Yet still the Court of Appeals must pay full rent for an office suite which is, frankly, not suitable for tenancy under these conditions. And my chambers is not alone in suffering this periodic unexpected flooding; I hear of it happening to other judges on the Court all too often.

I would like to know what adjustment can be made to the charges to our annual budget for these substandard accommodations. I am certain that maintenance records would provide evidence of the frequency and pervasiveness of this problem; I would like to see a full report for at least the current fiscal year of any such incidents. Could we ask for a pro rata adjustment from the Georgia Building Authority that takes into account the work delay, damages to property, inconvenience and stress caused by these interruptions in service?



GEORGIA BUILDING AUTHORITY

One Martin Luther King, Jr. Drive, Atlanta, Georgia 30334

404-656-3253 • 404-657-0337

Chairman
Sonny Perdue
Governor

August 19, 2008

Executive Director
Steven L. Stancil

Chief Judge Anne Elizabeth Barnes
The Georgia Court of Appeals
State Judicial Building
Atlanta, GA 30334

Dear Chief Judge Barnes:

Thank you for your letter concerning future renovations of the Judicial Building and the possibility of a judicial complex for the State of Georgia.

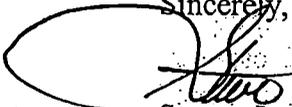
The State Properties Commission (SPC) is currently working with representatives from your office (Jan Kelly) to begin the Space Planning process. Georgia Building Authority will also prepare a request for bond funds for the design and project management plan for the Judicial Building. During the planning process, we will work with the Court of Appeals as well as the Supreme Court and the Attorney General's office and other judicial agencies to determine space allocation, phasing of construction and the feasibility and need for a judicial complex on or near Capitol Hill. If funding is secured for FY 2010, GBA will request construction funds in FY 2011 for the construction phase of the project. In addition to this funding, COA will need to request associated tenant improvement funds.

The State Properties Commission will manage the planning stages while the Georgia Building Authority will work in conjunction with Georgia State Financing and Investment Commission on all construction activities.

The input of your office will be invaluable during this process. Our goal is to ensure we provide all state agencies with the work space environment required that best meets their needs.

Thank you again for your interest and I look forward to working with you on this project.

Sincerely,


Steven L. Stancil
State Property Officer



*The Court of Appeals
of the
State of Georgia
Atlanta, Georgia 30334*

CHAMBERS OF
CHIEF JUDGE ANNE ELIZABETH BARNES

(404) 656-3454
barnesa@gaappeals.us

July 24, 2008

The Honorable Steve Stancil
State Property Officer
Georgia Building Authority
1 Martin Luther King Jr., Dr., SW
Atlanta, Georgia 30334

Dear Mr. Stancil:

It was such a pleasure to meet you. As per our prior discussion I would like an update on the current status of plans to renovate the Judicial Building. I understood that the Judicial Building was next in line for renovation after the Health Building, and that last year a study determined what improvements were needed. The last information I received was that the major mechanical systems (plumbing, heating and electrical) had to be upgraded, and that Georgia Building Authority was planning to complete this upgrade, floor by floor, without relocating all of the employees in the building. The Court must be able to anticipate when and how this construction will affect the Court's operation, since the Court must work at maximum capacity to handle the caseload within the time constraints dictated by the Georgia Constitution.

As you know, to relieve crowding, modernize space, and locate all twelve judges in the Judicial Building, the Court of Appeals moved its administrative offices to the Health Building several years ago and replaced them with three self-contained judges' suites. For the most part, however, the Judges still have woefully inadequate space. Most offices do not have room for all of the judges' staff, some of whom work in separate offices and even on separate floors. All of the judges need to work in self-contained suites to improve efficiency and security, and to accomplish this, the Court needs to redesign the fourth and sixth floor offices and add at least 5,000 square feet of space.

Our problems are compounded by the lack of space to expand within the building. Even though we have moved our clerk's office to the Health Building, the space in the Judicial Building is still inadequate. In addition to housing our judges and staff and the Supreme Court Justices and their staff, the Judicial Building houses the Attorney General and a portion of his staff, who occupy all of the first and second floors, as well as over half of the third floor. As we discussed, this Executive Branch agency occupies more of the Judicial Building than the Court does.

The Honorable Steve Stancil
July 24, 2008
Page 2

Even a complete renovation of the Judicial Building still would not provide growth space for future judgeships, which will become critically necessary as our population grows. The Court of Appeals of Georgia continues to be one of the busiest courts in the nation, and could use an additional panel of three judges now to handle even the current caseload. As of 2005, the average number of appellate judges in each state was 3.99 per one million population. Georgia ranks lowest with only 1.38 judges per million, compared to Louisiana, for example, which has 14.64 judges per million. Based on population estimates, we project that this Court's understaffing will become acute by 2015, when our citizens will number 10.8 million residents, up from 8.7 million in 2005. Each future judgeship will require approximately 2,500 square feet of space for a judicial suite and additional space for administrative support.

Is there any ongoing discussion about building a new Justice Center that could house both appellate courts as well as the other state judicial offices? Please let me know as soon as possible the status of plans for Judicial Building renovation and space additions. I look forward to your upcoming tour of the Court on August 5th and welcome your visit.

Sincerely,



Anne Elizabeth Barnes

AEB:lr

bc: Jan Kelley
Fiscal Director