

M I N U T E S

Joint Committee on Legislative Facilities

July 17, 1968

Chairman Hill presided. Other members present were Senators Bennett and Warren, and Representatives Doyen and Turner.

Paul Wangsness of the Space Utilization Analysis company (SUA) appeared as a conferee. Staff members attending were Richard Ryan, Reed Whitaker, and Ben Barrett from the Research Department.

Space Needs

Wangsness explained that SUA has been doing space studies for about 20 years. During the first 10 years, most of the work was done on commercial or industrial buildings. Efforts the last years have been concentrated upon state and local governments. Studies have been conducted for 40 cities and counties. Kansas is SUA's fifth state study. A project for Colorado was finished about two years ago, and one is now being completed for Hawaii.

SUA plans to submit preliminary findings on the State Capitol to the Capitol Area Planning Commission on July 19. An interim report is due in about six months on all state agencies and departments. The master plan to carry out SUA recommendations that are accepted will be prepared by the Kansas Planners and Architects. The study is being conducted in close cooperation with the CAPC.

The SUA approach can be outlined as follows:

1. Questionnaires are filled out by all state employees.
2. Interviews are conducted with key personnel.
3. All rooms and equipment are inventoried.
4. Short-and long-term projections for utilizing available space are developed.

Wangness said he expects that SUA will recommend that at some future date the State House will be occupied by only the executive and the legislature. Depending on the situation in Kansas, the Secretary of State might also remain in the building.

Policy matters SUA must consider concerning the State House include the projected size of the legislature, number of major committees, and office and staff space that might be required. Wangness said SUA ultimately anticipates private offices for each legislator. A legislative building might be included in the plans for 10 or 15 years in the future. If such a recommendation is made, space should be blocked out in the master plan for such a building. For the next few years, SUA might propose a suite arrangement with a committee room adjoined by office space for committee chairman and for certain staff or clerical services. Wangness stated that there is not space enough to provide this for all committee chairmen. The SUA report will probably include offices for the majority and minority leadership of each house, and for a few committee chairmen. Large open spaces in the Capitol might be set aside for use as legislator work stations.

Wangness said there is a need for a state archives building, and for an archivist to manage the public records. He said that such a building need not be a monument, but it should provide for public access and be equipped with humidity controlled vaults. A system is needed for disposing of useless records, and for microfilming.

Senator Bennett confirmed with Wangness that one possible SUA recommendation was the "suite" approach for major committees and committee chairmen. Senator Bennett suggested that SUA might want to consider providing some multi-purpose rooms that could be used by minor committees and by committee chairmen.

In answer to a question by Senator Bennett, Wangness said SUA was incorporating in its plans for the legislature, use of modern supporting equipment, e.g., high speed copying machines, central dictating facilities, and magnetic tape and typewriter units. According to Senator Bennett, two or three dictating rooms for the legislature are not sufficient. Ideally, each member should have private offices where, among other things, dictation could be handled. As an interim solution, some arrangement of shared facilities where legislators could work would be sufficient. He said that large rooms with several desks used as work stations might not be desirable because of the confusion and shuffling about likely to occur with such system.

Representative Turner said that the present dictating services for the House of Representatives are inadequate. An alternative for providing offices and secretaries for each person would be to share the services of the most capable

stenographers so that those persons handling the largest volume of correspondence could be provided with adequate service. Representative Hill said that some internal management is needed, not only for secretarial use, but also for handling legislative supplies and equipment.

Representative Turner said that walk-in dictation room services are not particularly desirable. If books or other materials are used when dictating, it is awkward to carry them to a central dictating pool. A dial or remote dictating system would be helpful. Wangsness said the SUA proposal would probably include a dictating pool arrangement as well as a remote dictation service.

SUA has prepared a tentative organization chart for the legislative services. It would be headed by a legislative service officer. Under his supervision would be a budget analysis function, a research or Legislative Council function, and a legislative services and supplies function. Chairman Hill said that separate budget review and analysis services for the legislature will probably become more important as legislative business grows, and the executive and legislative branches become more distinctly separate.

Chairman Hill asked Wangsness what SUA intended to do with the bill drafting function. Wangsness said that presently, no change in the organizational structure is contemplated. He said that the bill drafting function is viewed primarily as a space problem. An effort will be made to locate it in close proximity for service to the legislature.

SUA will be proposing a new building to house the courts. A Supreme Court Building will be recommended, and it will probably be proposed for construction in the early 1970's. He said that the court facilities cannot be moved to a temporary location. Thus the legislature would be unable to make use of space now occupied by the judicial branch until the mid-1970's.

Representative Doyen asked if SUA's recommendations would be ready for consideration by the 1969 Legislature. Wangsness replied that the report would be available. Representative Doyen said that the legislature should begin making appropriations as soon as possible to carry out any approved plan. Considerable money is now being spent to rent numerous facilities throughout the City of Topeka. When state agencies can be brought together and placed in state owned buildings, some savings should result.

In accordance with SUA's tentative proposal, Chairman Hill said that if the three top floors of the State House were designated for legislative use only, many of the present problems could be alleviated. Senator Bennett agreed, but said this would be no long-term solution.

Senator Bennett suggested the following Senate committees were among those for which rooms and office space for chairmen could be provided: Judiciary, Ways and Means, Assessment and Taxation, and Federal and State Affairs Committees. House Committees named were Roads and Highways, Education, Assessment and Taxation, Judiciary, Agriculture and Livestock, Ways and Means, and Federal and State Affairs. Senator Bennett said that a committee room could be scheduled for use by major committees for two or three consecutive hours. Adjoining office space could be shared by the committee chairmen. It would not be difficult to coordinate their use of the office. As an alternative suggestion, an attempt could be made to provide for sharing of rooms by House and Senate counterpart committees. This might be helpful in coordinating the work of some of the major committees. SUA will consider this possibility for its interim recommendations.

Chairman Hill said that it was the consensus of the Committee that two top priority items are (a) combining the document rooms, and (b) combining the post offices. ← Another priority item suggested by Senator Bennett is the provision of two large hearing rooms. SUA might recommend that the supreme court room could serve as one hearing room. Facilities would be needed to house some 200 to 250 persons for large hearings. When occasionally there are too many people for one room, additional hearings could be held. If the supreme court were used, it could serve as the largest of the two hearing rooms. The courtroom would need to be remodeled somewhat. The Committee agreed that the large hearing rooms should be designed to accommodate television equipment.

→ Senator Bennett suggested that a Senate lounge was needed on the third floor. He recommended that SUA study the area where the Senate post office and document room are located as a possible place for the lounge. Also, the rest-room facility for women on the third floor is inadequate. Representative Doyen mentioned that some kind of bench around the rotunda on the third floor might be useful for visitors during the session. There is now no place provided in the state House for visitors to rest.

Representative Doyen emphasized that facilities for the bill drafters needed substantial improvement. SUA should consider this a high priority item.

According to Senator Bennett, the Claims and Accounts Committee room could be relocated. Claims are filed with the Committee by many citizens, therefore, a more accessible location would be desirable. Wangsness said he had received several helpful suggestions from the Committee and would attempt to use them in programming for the future space use in the State Capitol.

Committee Consolidation

The Committee reviewed the final tabulation of the committee consolidation questionnaires.

At the direction of the Committee, the staff prepared a worksheet, including a time schedule, incorporating some committee arrangement suggestions. Now the Committee intends to develop recommendations concerning committee consolidation to present to the newly elected leadership in December, and possibly to the 1969 Legislature.

Agency Publications

Senator Bennett said he regularly receives a substantial number of reports and periodicals from various state agencies. He said that the purpose of providing for the Secretary of State's Biennial Report was to consolidate many agency publications into one well-ordered volume. State law requires certain agencies to submit annual reports to the legislature or to some other authority. The Committee may want to examine the provisions for agency publications at a later date.

Internal Organization - Legislature

The Committee agreed that there is a need to modernize the operations of the legislature as they relate to providing office supplies, equipment, and various facilities. According to the Committee, salary increases are needed for secretaries and typists. Possibly a joint employees and legislative services committee could be established to determine policies with regard to internal legislative management. Senator Bennett suggested that each house should have the prerogative of setting the salaries for its own employees. As one possible alternative, a business manager who would be responsible for hiring employees, scheduling committee meeting rooms, supervising the payroll and journal preparation, etc., could be hired and supervised by the joint committee. If a business manager were hired he could be responsible to a joint house-keeping committee, or if a full-time employee, he could work for the legislature through an existing legislative service agency. The Committee plans to meet in October to work out details of a recommendation which might provide for better administration of legislative services. A preliminary report will probably be presented at the December caucuses. Thereafter, the report could be completed and submitted to the 1969 Legislature.

Scheduling Legislative Workload

A draft of one possible schedule for the legislative workload was reviewed by the Committee. Senator Bennett suggested that a calendar day rather than a legislative day approach be used in presenting the material. The Committee will review the re-worked schedule at a later date.

The next meeting is scheduled for 9:30 a.m. on
July 25.