

M I N U T E S

Joint Committee on Legislative Services and Facilities

May 25, 1971

The Joint Committee on Legislative Services and Facilities met on Tuesday, May 25, 1971, in Room 522 of the Statehouse at 9:30 a.m. Chairman Carl Ossmann called the meeting to order with all members present, with the exception of Senator Smith. Staff present were Dr. J.W. Drury, Director, Legislative Research Department; Mr. Fred Carman, Assistant Revisor of Statutes; and Mr. William Bachman, Secretary of the Joint Committee. Guests of the committee were Mr. William Hale, State Architect; Mr. Bob Hood, Administrative Assistant to the State Architect; Mr. Bob Hougland of the State Architect's office; and Mr. William Nace, Capitol Complex Manager.

Motion to Ratify Joint Committee's Actions

Senator Doyen moved that the actions of the Joint Committee on Legislative Services and Facilities taken prior to May 1, 1971, be ratified and affirmed as the actions of this committee. Representative Kay seconded the motion, and the motion passed.

Mailing Services

Mr. Bachman discussed the attached reports regarding the postage used during the session, the amount of postage used versus the amount collected from the document mailing service, and the cost of printing the bill locators and indexes. The committee decided to wait until Mr. Bachman could prepare some information on what the mailing costs might be under the new postal rates before they considered

any adjustments to the fees for the mailing service.

Coordinating Council

Chairman Ossmann mentioned that at the Legislative Coordinating Council meeting yesterday, the Council had approved the positions and appointments now existing in the office of the Secretary of the Joint Committee on Legislative Services and Facilities. Mr. Bachman mentioned that the Joint Committee on Legislative Services and Facilities, since it is an adjunct to the Coordinating Council, has been authorized by the Coordinating Council to meet at any time on call of the chairman. Mr. Carman stated that this authorization is limited to in-state meetings. The Coordinating Council did authorize five members of the Joint Committee to attend the program in Denver.

Fifth Floor Lounges

Mr. Bachman told the committee that it might wish to establish a policy for use of the fifth floor lounges since the public had been using them for a lunch room and since a fire had been set in one of the couches during the session. The committee agreed the lounges should be for legislative use only and that appropriate signs should be posted. The Sergeants-at-Arms could check several times a day to be sure the lounges are being appropriately used. The committee agreed that the legislative wives' meditation hour should be continued in the lounges. Representative Kay moved that the State Architect provide proper signs to designate the restricted use of the lounges. Senator Doyen seconded the motion, and the motion passed.

Direct Dial Charges

Mr. Bachman explained to the committee that his office was holding up payment of long distance charges from the telephone company, since the legislature had paid for a special system of

intercepting the direct dialed calls and the system evidently did not effectively stop the unauthorized calls. The committee agreed that Mr. Bachman should withhold payment of the calls and maybe this would prompt the telephone company to install a more fool-proof system for next session.

Committee Minutes

A question was raised as to how long committee minutes should be kept. Mr. Carman said that the directives in the existing committee chairmen's manual should be rewritten, but that the Legislative Coordinating Council should determine the procedures of committees. The committee instructed Mr. Bachman to bring this matter to the attention of the Coordinating Council.

Notification of Committee Meetings

Mr. Bachman mentioned to the committee that there have been instances in the past where his office has notified the public of committee meetings when the individual chairmen had not wished the public notified. Representative Talkington moved that the Legislative Services office continue sending notifications of all committee meetings as required by statute and that a letter be sent to all committee chairmen notifying them of this policy but that this should not be construed to prohibit executive sessions. Senator Warren seconded the motion and the motion passed.

House Renovation Progress

Mr. Hale discussed with the committee the progress on the House renovation--a scaffolding has been erected to within four feet of the ceiling to enable workmen to remove old plaster; the balcony ceiling's plaster has been completely removed, most of the ornate plaster has been saved since it is in such good condition and where it is not, casts will be made to form new plaster-

work; the flooring and desks have all been removed; and a new kind of wiring will be installed which will enable each desk to have a separate telephone and dictating equipment, if desired.

Senate Lounge

Mr. Hale said that the final drawings are in the hands of the contractor and that they should have the cost estimate soon. They had planned that it would be around \$18,000 to \$19,000.

Move of the Lieutenant Governor's Office

The committee renewed its request that the Lieutenant Governor's office be moved to the second floor of the state capitol building as soon as possible. Mr. Hale said that moving the Lieutenant Governor's office depended on moves of other state agencies and that it was doubtful if this could be accomplished by next session. The move would have to be accomplished by first moving someone to the old old 1st National Bank Building (which will be called the 535 Kansas Building) from the State Office Building, and someone from the Capitol to the State Office Building, thereby creating space in the Capitol to juggle other people into. They have designated two bays on the second floor of the Capitol Building as proposed offices for the Lieutenant Governor but the Governor and Attorney General are occupying them now and do not want to vacate them until space is created for their people involved. The committee retained its position that this move is a first priority request.

New Basement Lounge and Snack Bar

Mr. Hale told the committee that the new lounge and snack bar in the basement of the Capitol should be completed by next session.

Committee Room Signs

Mr. Houglund told the committee that he had been working with Mr. Bachman to get the committee chairmen's name plates made and showed the committee two different types of committee room signs. Senator Doyen moved that the committee approve the type of sign that included only the committee name (as compared to the type of sign that included the committee chairman as well) and the type that could designate whether or not the committee was in session by moving a panel adjacent to the particular committee name. Representative Talkington seconded the motion, and the motion passed.

Temporary Repair of Committee Rooms

Chairman Ossmann referred the committee to the attached memorandum from the Research Department on the poor appearance of the legislative committee rooms. Mr. Hale and Mr. Nace took the committee members on a tour of the committee rooms and pointed out to them the problems encountered in each individual room and what they planned to do about them for the time being. Rooms cannot be remodeled entirely and recarpeted at this time because the next phase of construction work after this includes lowering of the ceilings. The committee expressed hope that by the time of their next meeting they would be able to see evidence of the repair of the committee rooms.

Bound Journals

The permanent bound journals are prepared by the Secretary of the Senate and Chief Clerk of the House, and their format has been dictated by tradition. Under House Bill 1084 and with the Coordinating Council's instructions the Joint Committee on Legislative Services and Facilities is asked to direct the Secretary of the Senate and Chief Clerk of the House in their preparation of the

bound journals. Mr. Carman suggested that the index should be rearranged to provide a separate and perhaps more comprehensive subject index. Representative Huggins moved that Dr. Drury and Mr. Carman prepare proposed formats for improving the journal index and submit them for committee approval. Representative Moline seconded the motion, and the motion passed.

Denver Trip

Chairman Ossmann designated five members of the committee to attend the computer demonstration in Denver, Colorado--Senators Doyen, Harder and Warren, and Representative Moline and himself, plus Mr. Bachman. He also stated that if any of the people designated could not attend, to notify Mr. Bachman. Mr. Bachman's office would go ahead and arrange for travel accommodations.

Cushions

Representative Talkington moved that the committee purchase seat cushions for the chairs in all of the committee rooms. Senator Doyen seconded the motion, and the motion passed.

Next Meeting Date

The committee agreed to meet again on June 29, the day after the Coordinating Council meeting.

Meeting adjourned.

Respectfully submitted,

Cathy Chambers
Recording secretary

APPROVED:

Carl G. Ossmann
Representative Carl G. Ossmann
Chairman

Except as otherwise noted, the individual remarks recorded herein have not been transcribed verbatim and this record has not been approved by the committee or by the individuals making such remarks.

REPORT ON COMPARISON OF COLLECTIONS AND POSTAGE USED

	<u>Collected</u>	<u>Postage Used</u>	<u>Excess Collected Over Postage Used</u>
<u>Air Mail</u>			
5 subscribers @ \$150.00	\$ 750.00	\$ 263.92	\$ 468.08
<u>First Class</u>			
3 outstate subscribers @ \$150.00	450.00		
27 instate subscribers @ \$100.00	<u>2,700.00</u>		
	\$3,150.00	\$1,286.62	\$1,863.38
<u>Third Class</u>			
43 subscribers @ \$70.00	\$3,110.00	\$2,920.68	\$ 89.32
<u>Extra Mailings</u>			
	<u>\$6,910.00</u>	<u>4.65</u>	<u>\$2,434.13</u>
		\$4,475.87	

REPORT ON POSTAGE USED

\$7,500.00	Used in postage meter
<u>384.00</u>	Stamps left over from 1970 session
7,884.00	Postage used by postoffice
<u>238.20*</u>	Postage used by Legislative Services & Facilities
\$8,122.20	Total postage used

\$4,475.87	Postage used in document mailing
<u>3,646.33</u>	Other postage
\$8,122.20	Total postage used

*Estimated. Includes normal mailings during session and mailing of locators to members on April 14 and May 4 (\$122.20).

Deposited with State Treasurer:

	\$6,910.00	collections from subscribers
	<u>151.00</u>	cash from sale of stamps
Total deposited	\$7,061.00	

REPORT ON POSTAGE USED IN DOCUMENT MAILING
BY MONTH

	<u>AIRMAIL</u>	<u>FIRST CLASS</u>	<u>THIRD CLASS</u>	<u>EXTRA</u>	<u>TOTAL</u>
JAN	\$43.98	\$149.06	\$446.03		\$639.07
FEB	84.70	440.88	961.73		1487.31
MAR	92.61	479.10	982.63		1554.34
APR	35.63	190.58	479.47		710.33
4/21	3.00	10.80	20.02	4.65	33.82
5/4	<u>4.00</u>	<u>16.20</u>	<u>30.80</u>	<u> </u>	<u>51.00</u>
TOT.-	\$263.92	\$1286.62	\$2920.68	\$4.65	\$4475.87

REPORT ON COST OF PRINTING BILL LOCATORS AND INDEXES

	<u>Total Issues</u>	<u>Total Cost</u>	<u>Average Cost Per Issue</u>	<u>Average # Copies Printed</u>	<u>Average # Pages Per Copy</u>	<u>Average Cost Per Copy</u>
Locators	24	\$3789.90	\$157.91	565	41	\$.28
Indexes	12	\$1800.77	\$150.06	492	43	\$.30

MEMORANDUM

Legislative Research Department

May 17, 1971

TO: Legislative Coordinating Council

RE: Ways to Implement the Coordinating Council's
Responsibility for the Maintenance, Repair
and Upkeep of the Third, Fourth and Fifth
Floors of the State House

Section 36 of House Bill No. 1084 makes it the responsibility of the Legislative Coordinating Council to see that the maintenance, repairs and upkeep of the third, fourth and fifth floors of the State Capitol shall be accomplished and conducted in accordance with its instructions. Though the law allows this supervision to be accomplished directly by the Council, it probably is desirable to keep both the Joint Committee on Legislative Services and Facilities and the State Architect involved. What needs to be arranged is a working relationship that makes it possible for the Council to indicate its priorities and the way it wants the specified parts of the State House to be maintained. The State Architect has so many and varied responsibilities and many of the projects needing attention are so small that it is not practical or desirable to ask him to personally become involved. Yet, his office has the expertise and knowledge of the long-run plans for the renovation of the State House, so that it is desirable to seek some involvement along with the Joint Committee.

Legislators from time to time have expressed their displeasure over the present level of maintenance and upkeep of the State House. Any who are concerned about the public image of the legislature must be critical of unsightly and inadequate rooms for hearings. Scars remain from the work of the general contractors in converting the heating and air conditioning of the building. What can be done is clearly shown by what has been done in Room 555N (the old Meditation Room) and the adjoining room.

It might be that in our attention for the grand long-term plans for the renovation of the State House, not enough notice has been given to the day-to-day maintenance and upkeep of the structure. A detailed list of the improvements which are needed to bring the third, fourth and fifth floors up to a minimum level of maintenance is attached. The scheduling of lowering the ceilings and improved light could, by one standard, also have been included as part of a minimum program. Could the list of improvements identified on Attachment A be established as priority one

to be accomplished before January 1, 1972, and the lowering of the ceiling and new lights as priority two, for completion before January 1, 1973?

As the Legislative Coordinating Council begins its operation, it is appropriate to consider how it may discharge its responsibility in this field. Its responsibilities under H.B. 1084 can be separated from the major long-term renovation projects that are planned for the State House.

It would appear that the approval and construction of a major building as a part of the long-term capitol area improvement is sufficiently far into the future so that the State House will not be ready for conversion to its "ultimate use" under the SUA plan for the next group of years. What is now needed is a working understanding and relationship that will make possible:

1. Repairs and maintenance as outlined in Attachment A, and
2. Improved janitorial service in the areas under the supervision of the Council.

There are a number of ways that this working relationship could be evolved, but given the difficulties of arranging committee meetings and the busy schedule of the State Architect, it is suggested that the attached list of repairs be approved for priority attention and that:

1. Arrangements be made for the detail of appropriate qualified persons from the State Architect maintenance group for making the types of immediate improvements that seem imperative, and that the work of such personnel be supervised by someone who would coordinate this work with the Secretary of the Joint Legislative Services Committee. The materials could be purchased by the State Architect from his annual \$50,000 maintenance budget or, if necessary, from the Legislative Expense item, or
2. Under the supervision of the Joint Legislative Services and Facilities Committee and its secretary, contracts be entered into to accomplish the repairs on the attached sheet with someone from the State Architect's office acting as an advisor or consultant, or

3. The Secretary of the Joint Legislative Services and Facilities Committee could be authorized to employ one or more general mechanics to work under his direction, but with him receiving advice and assistance from someone designated by the State Architect, or
4. Other arrangements, satisfactory to the State Architect, the Legislative Coordinating Council and the Joint Legislative Services and Facilities Committee.

Sufficient personnel should be made available and supervised sufficiently closely that the halls and rooms are cleaned. If no other arrangements can be made, the Secretary of the Joint Legislative Services and Facilities Committee should be authorized to contract or to employ persons to clean and care for the areas affected.

General Outline of Current Remodeling Needs,
Fifth Floor, State House

- Room 520 Remove ceiling louver and close hole; repair ceiling where scaled; strip and refinish woodwork; install new lights; paint; install carpeting.
- Room 521 Remove State Library and Supreme Court property; tear out balcony and supports; replace transom window in south door; fur in ductwork; install new lights; strip and refinish woodwork; paint; install carpeting.
- Room 522 Recalk all window glass; install new windowseat, south window west side; strip and refinish all woodwork.
- Room 523 Recalk window glass; remove damaged plaster below window, replaster; fur in ductwork; repair ceiling around inlet; strip and refinish woodwork; install new lights; paint; install carpeting.
- Room 524 Recalk window glass; install new windowseat; remove damaged plaster below window; repaint; remove old thermostat line; strip and refinish woodwork; install new lights; paint, install carpeting.
- Room 525 Recalk window glass; install new windowseat; remove damaged plaster below window, replaster; plaster pipe chase scar, install matching wall tile; repair baseboard; install new lights; strip and refinish woodwork; paint; install carpeting.
- Room 526 Recalk window glass; plaster pipe chase scar, install matching wall tile; plaster hole in wall; repair baseboard; strip and refinish woodwork; install new lights; paint; install carpeting.
- Room 527 Install new lights; strip and refinish woodwork.
- Room 528 Strip and refinish woodwork; install lights; paint; install carpeting.
- Room 529 Plaster hole southeast corner; strip and refinish woodwork; install lights; paint; install carpeting.
- Room 530 Plaster pipe chase scar, cover with matching tile; repair baseboard; plaster hole in wall southwest corner; plaster hole in ceiling; strip and refinish woodwork; install new lights; install carpeting.
- Room 531 Strip and refinish woodwork; install new lights; paint.
- Room 532 Recalk window glass; remove damaged plaster below south window, replaster; close holes in ceiling; repair baseboard; install new lights; shampoo carpeting and remove stains; paint; strip and refinish woodwork.
- Room 533 Recalk window glass; fur in duct work; strip and refinish woodwork; install new lights; paint; install carpeting.
- Room 534 Recalk window glass; correct howling noise in overhead duct work; strip and refinish woodwork; fur in duct work.
- Room 535 Recalk window glass; plaster pipe chase scars, cover with matching

General Outline of Current Remodeling Needs, Fifth Floor
State House

tile; plaster holes in ceiling; repair baseboard; paint; install carpeting.

Mens Room Replace entrance door; replace mirror.

Legislative
Research

Repair pipe chase scars (Drury office, Ryan office, Johnson office, Hack office); cover new plasterwork with matching tile where needed; plaster up holes beneath windows Ryan and Hack offices; repair baseboard where appropriate; restore wiring to presentable condition Ryan office; fur in exposed drain pipe Ryan office; install new ceiling-high partition between Drury-Ryan offices; fur in exposed duct work; recalk window glass; strip and refinish woodwork; install carpet as directed by Director.

General Outline of Current Remodeling Needs, Third Floor
State House

Revisor of
Statutes

Install carpeting in Carman section of Revisor's Department.

Remove abandoned wire mold and electrical circuits from wainscot in Proofreader's room.

Provide acoustical security around ductwork passing through wall between Revisor's office and Document Room.

Paint storm drainpipe in Revisor's office.



DATA RETRIEVAL CORPORATION OF AMERICA

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May 18, 1971
Ref: 84,505-17.00

AIR MAIL

Mr. William R. Bachman, Secretary
Joint Committee on Legislative
Services & Facilities
Room 534 - State House
Topeka, Kansas 66614

Dear Mr. Bachman:

Thank you for your letter of May 3 and the enclosures. Also, I received the envelope with BILL SUBJECT INDEX.

We invite the Joint Committee on Legislative Services and Facilities of the Kansas Legislature, its Staff and the other interested members of the Kansas delegation in Denver to be our guests for 8:00 a.m. breakfast on Friday, June 11 at the Denver Hilton. The agenda is intended to be an informal schedule of activities.

The morning meeting at 9:00 a.m. through 12:00 noon will be an educational description of benefits derived from an in-house legislative data processing system, each component of which may be used independently.

- UPDATE - to maintain a current Statute Data Base
- SIRS - for research
- ALTER - for bill-drafting
- TIPE - for automation of type-composition
- LOCATE - for journal indexing through our ALTER System
- INDEX - to aid maintenance of a current code index

Time will be concentrated on the systems which currently are of your greatest interest.

The afternoon meeting, beginning with observation of the ALTER System in a multiple terminal environment (Colorado Bill Drafting Office) will be devoted to explanations of how the aforementioned systems function. We divided the program in this manner to provide an adequate explanation for those who must leave early to meet airplane schedules.

Mr. William R. Bachman

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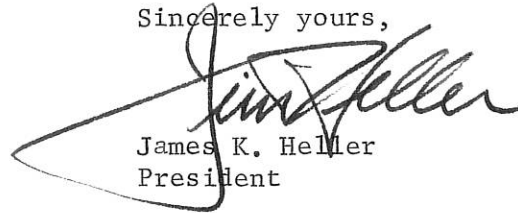
May 17, 1971

Our Marketing Manager, Doten Bush, will conduct the meeting. Colorado's Director of Bill Drafting and Revisor of Statutes, James C. Wilson, Jr., advised me that he is planning to spend a large part of the day with us. Jim suggested that if your Revisor is present, he would be glad to show how Colorado is using SIRS in Statute Revision; and, more specifically, he mentioned State Government Reorganization is being aided by use of SIRS.

Doten and I will be staying at the Denver Hilton. I have made arrangements for a meeting room (309) in the name of Data Retrieval. We shall have lunch together and visit the State Capitol.

I look forward to seeing you in Denver.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Jim Heller", written over a large, stylized, looped flourish that extends to the left and underlines the name.

James K. Heller
President

JKH:sh