

MINUTES

Joint Committee on Legislative Services and Facilities

July 10, 1972

The Joint Committee on Legislative Services and Facilities met in Room 510-S of the Statehouse on Monday, July 10, 1972, at 10:00 a.m. Members present were Senators Harder and Smith and Representatives Andrews and Huggins, with Senator Doyen presiding. Staff present were William R. Bachman, Secretary; Dr. J.W. Drury and Richard Ryan, Research Department; and Fred Carman, Revisor of Statutes office. Mr. Bob Houglan of the State Architect's office was also present to report to the committee.

Space Assignments

Mr. Bachman reviewed the proposed space assignments approved by the Coordinating Council (see copy attached). Dr. Drury suggested a need for blown-up diagrams of the proposed legislative office space so that the committee could start assigning the space as soon as possible for the coming session. The committee discussed with Mr. Houglan the possibility of moving all the press from the fifth floor to the first floor. Senator Doyen instructed Mr. Houglan to work up tentative plans for moving the entire press corps' offices to the west side of the north wing of the Statehouse to be considered at the next meeting.

State Architect's Report

Mr. Houglan reported that space in the State Office Building was being readied for the Insurance Commissioner's offices and that the move should begin no later than August 15. He stated that the work would be done in two stages to be bid separately. The first stage would include remodeling of all space totally vacant after the Insurance Commissioner's move, and remodeling in the Governor's office. He stated that the Governor's staff would have to be moved completely out of the office and that the work should be done in three to four weeks. The second phase of remodeling would include the rest of the first floor space, the Lieutenant Governor's office and whatever remodeling work will be needed in the legislative office space. This phase won't be completed until middle December. Mr. Carman mentioned that his office needed a room for proof-readers to work during the session and afterwards. In answer to questions from the committee concerning amount of space

provided and how many offices would need to be furnished prior to the legislative session, Mr. Houglan stated that it would take him around ten days to work out the press move and after that the legislative space should be pinpointed.

Mr. Houglan reported that plans for renovating the east and west steps of the Statehouse should be done in two weeks and the bids let in September.

Mr. Carman asked Mr. Houglan if the Statehouse dome was to be patinated in the future. Mr. Houglan replied that it had been in the budget but was taken out. The committee agreed that the dome would look better if it was one uniform color.

Bill Books

Mr. Bachman reviewed with the committee the proposal to purchase new bill books from the firm of Western Associates, Inc., represented by Senator John Crofoot (copy attached). Representative Huggins moved that the committee authorize Mr. Bachman to buy 510 imprinted binders, with appropriate gauge plastic in different colors and grained effect, for use next session at a price not to exceed \$3.02 each, purchase not to be carried out until it is determined that conflict of interest statutes will not be violated. Senator Smith seconded the motion, and the motion carried.

IBM Mag Card Typewriter

Mr. Bachman explained that the IBM Mag Card Typewriter is actually a mini-computer attached to an IBM selectric typewriter which prepares 3" x 5" magnetic cards which program the typewriter to produce error-free copy and is used to prepare individually typed form letters. He explained that the Research Department had already ordered one unit for their office at the rate of \$225.00 per month rental. He said that the IBM representative had said that normally the minimum rental time was six months but that the legislature could possibly rent units for only four months' time. There is a \$1 charge for each magnetic card, but they are reusable. The committee discussed the possible difficulty resulting from misuse of the machines, scheduling members' work and special operators required. No action was taken at this time.

Clocks for Committee Rooms

The committee agreed that it would be a good idea to have clocks in legislative committee rooms. Mr. Bachman estimated that clocks would cost around \$10 to \$15 each. Representative Andrews moved that the committee authorize purchase of ten battery-operated clocks for committee rooms. Representative Huggins seconded the motion, and the motion carried.

Senate Lounge Furniture

Mr. Bachman reported that three firms had been contacted to furnish plans and bids on furnishing the new Senate lounge, but that the only plans submitted were from Thacher, Inc. and Karlan's. Mr. Bachman discussed the two designs with Senator Harder, Senator Smith and Senator Doyen. He stated that Karlan's estimate was \$3,500 and Thacher's was \$1,800 to \$2,000. Senator Doyen instructed Mr. Bachman to order the furniture, according to the submitted plan, from Thacher's, moving the delivery date up to November 1, 1972.

Secretary's Report

Mr. Bachman discussed the results of the survey of county clerks regarding usage of legislative documents mailed to them (copy attached). The committee agreed that the service should be continued so all interested parties could get a chance to read pending legislation. It was noted that many people do not know that the bills are mailed to the county clerks. It was recommended that Mr. Bachman suggest to Ken Klein of the Kansas Bar Association that he should notify all members of his organization that bills and bill locators are available to be read at the county clerks' offices.

Mr. Bachman mentioned that toll-diverting equipment will be added to the legislative telephone system for the next legislative session. The committee authorized issuing of a policy memorandum (copy attached) to telephone operators and also to legislators at the start of the session.

Mr. Bachman reported that the Coordinating Council had approved purchase of the engraving machine at its last meeting. He also reported that the design of the page buttons is being perfected so they could be ordered shortly and that the Senate speaker system is being repaired.

Next Meeting Date

The committee set its next meeting for Thursday, August 17 at 2:00 p.m.

Meeting adjourned.

Respectfully submitted,

Cathy Chambers
Recording Secretary

MINUTES APPROVED:

Ross Doyen
Senator Ross Doyen, 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.



Joint Committee on Legislative Services and Facilities
Room 511-S Statehouse Topeka, Kansas 66612

WILLIAM R. BACHMAN,
Secretary
Phone: (913) 296-2391

MEMORANDUM

June 28, 1972

Legislative Space Assignments

Attached is a copy of proposed assignments on the first and second floors of the Statehouse approved by the Legislative Coordinating Council on June 9, 1972. Yellow shading represents legislative space. If the Senate Ways and Means Committee moves to the space on the second floor (910 sq. ft.) it will free 297 square feet of space on the third floor for Senate use. Red shading represents new space for the Lieutenant Governor (1342 sq. ft.) which will free 467 square feet of space on the third floor for Senate use. Orange shading represents a conference room (506 sq. ft.) to be used jointly by the legislative and executive branches. Assignments for its use are to be made through the secretary of the Joint Committee on Legislative Services and Facilities.

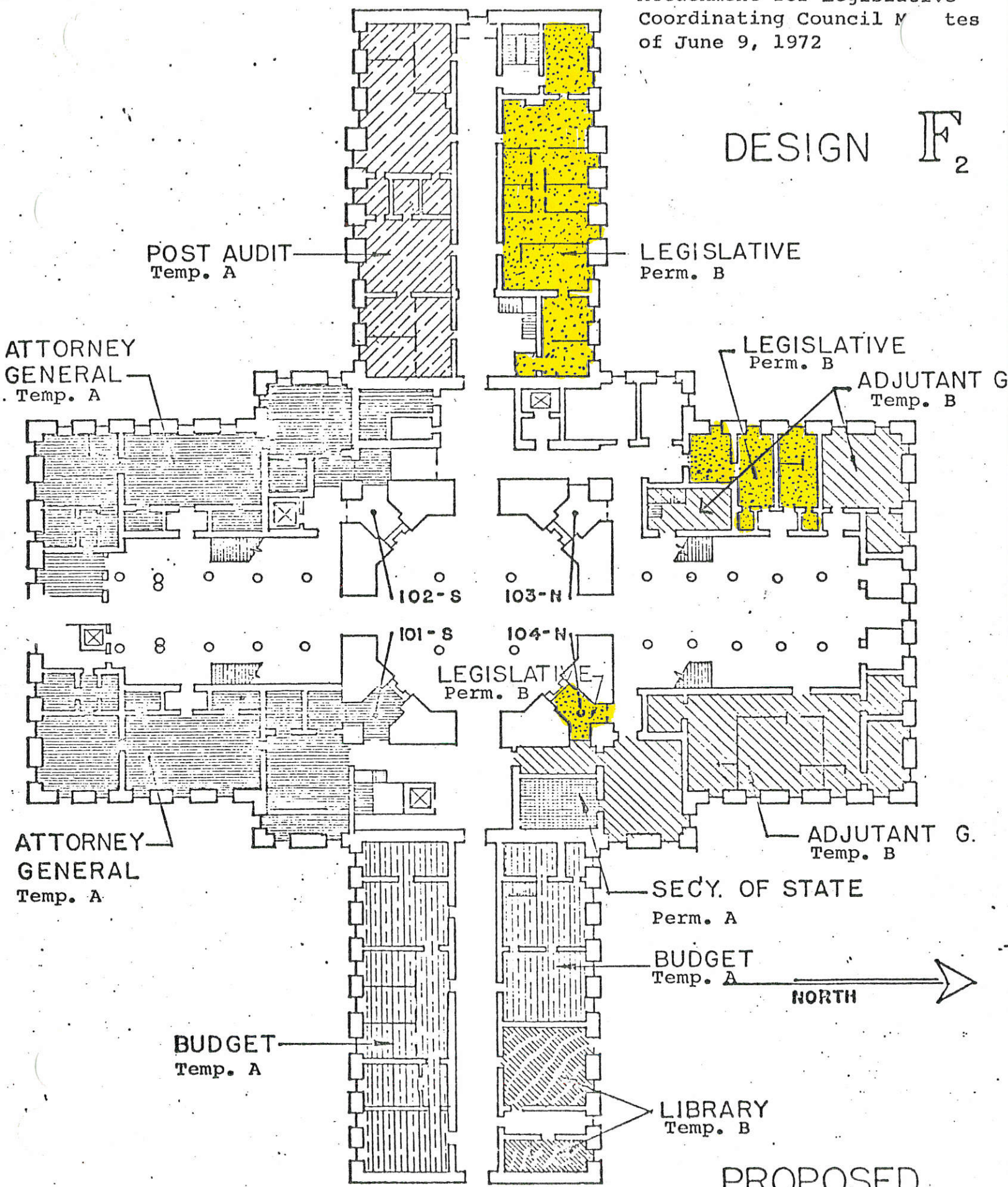
The Council established the following classifications to indicate permanence of assignments:

- Permanent A
- Permanent B -- subject to trade for other building space.
- Temporary A
- Temporary B -- subject to space review and change at any time.

Also attached is a summary of the effect of the proposed assignments on existing space assignments.

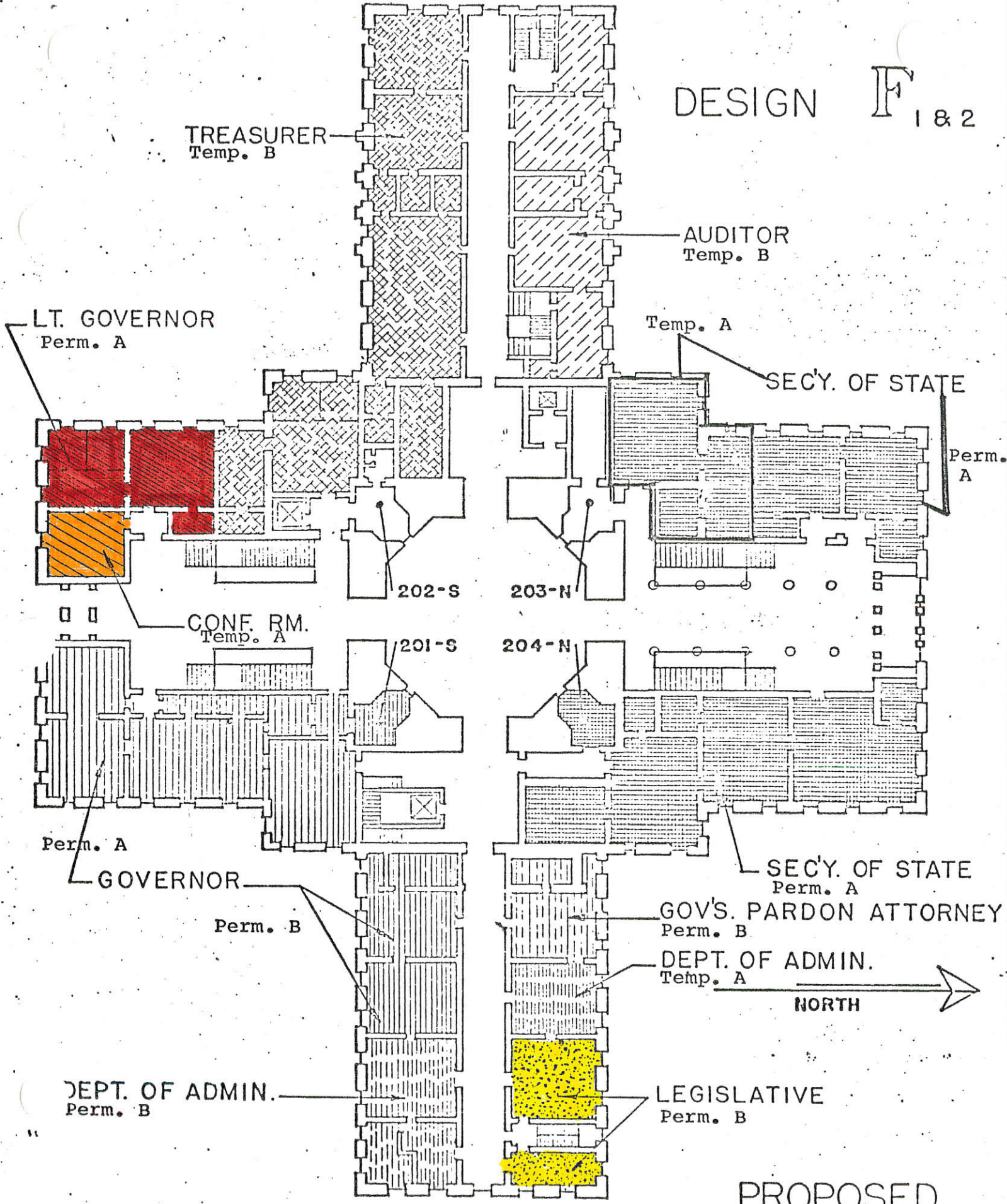
Several additional matters were discussed with the architect, as follows: Space trades are still in order and should be worked out when feasible; in making remodeling improvements the architect should use his judgment in view of the above assignments and the discussion and suggestions by Council members; continued interest was expressed in the possibility of locating the Adjutant General outside the Statehouse; continued interest was also expressed for improvement of committee facilities for legislative hearings, but priority must be given to the change of space assignments.

DESIGN F₂



FIRST FLOOR PLAN ASSIGNMENTS

SCALE : 1" = 40'



SECOND FLOOR PLAN ASSIGNMENTS

SCALE: 1" = 40'

<u>Agency</u>	<u>Square Feet</u>		<u>Change</u>
	<u>Existing</u>	<u>Proposed</u>	
Insurance Department	9450	-	(9450)
Attorney General	6600	6491	(109)
Governor	3640	4714	1074
Pardon Attorney (Gov.)	740	740	-
Dept. of Administration	2490	1728	(762)
Adjutant General	4340	4190	(150)
Treasurer	4700	4650	(50)
Auditor	2260	2260	-
Library Administration	-	910	910
Budget Division	3110	3976	866
Post Audit	2100	2846	746
Secretary of State	5480	6830	1350
Lieutenant Governor	-	1342	1342
Conference Room	-	506	506
Legislature	<u>150</u>	<u>4009</u>	<u>3859</u>
	45,060	45,192	132

June 29, 1972

Bill Books

Senator Crofoot has asked that the Committee consider purchasing bill books from his firm, Western Associates, Inc. He has furnished samples of the binders and hardware.

When the initial order was placed with the present supplier (Elbe File and Binder Co., Inc., Fall River, Mass.) in 1968 the cost per binder was \$2.95 each. Our latest order placed in 1970 cost \$3.02 each. Senator Crofoot has quoted a unit price of \$2.60 - \$2.70 dependent on the weight of the binder cover. They can be imprinted for 15¢ per binder.

The hardware on our present binders has not held up too well in some cases. It is possible that some of the malfunctions were due to the necessity of having to bend the ears of the opening device to keep it from scratching the desks. It appears that the hardware offered by Senate Crofoot is superior to that used in our present binders and would not have to be bent.

Another complaint has been that the flexible covers on the present binders do not stand up well when filled. In addition, it has been suggested that it would be helpful if the present binders had a larger capacity. The binders offered by Senator Crofoot should take care of these minor irritations.

The committee will want to consider some of the following points in its deliberation:

1. Because of the increasing number of bills introduced each year the ten books originally allotted to each legislator will not hold all the bills, resolutions, etc. (Many legislators want to keep all printings of each bill.)
2. We will need to order a small quantity of binders for the 1973 session.
3. Our relations with the Elbe Binder Company have been most satisfactory, both as to shipping dates and billing. A new supplier is an unknown quantity.
4. Is there a possibility that the committee could be criticized for buying supplies from a fellow legislator?
5. Would it be a good thing to have a choice in the color of binders used? I.e., one color for bills, another for resolutions, another for journals, etc.

Suggestion:

If the committee feels there would be no conflict of interest and would like to try something different we could place a trial order for 510 binders as follows: 170 of an appropriate color imprinted to identify it as a binder for Journals and another 170 each of two other colors imprinted to hold Resolutions and Calendars. If the reaction is favorable we could order other colors for House and Senate bills to replace the present binders as they wear out.

June 27, 1972

Results of Survey on Document Mailing

A copy of all bills, resolutions, journals, calendars, etc., printed during the legislative session is sent free to the County Clerks. This material is sent by third class mail and, as a result, third class mailing costs exceed receipts from paid subscribers. The committee asked this office to mail a questionnaire to each of the County Clerks to ascertain what use is being made of the material.

Replies were received from 96 counties with the following results:

- a. 61 counties claimed frequent use and wanted the service to continue. Bourbon County added that "if money could be saved we would appreciate whatever could be sent on request." Kearney County suggested only calendars, journals and locators be sent together with a form to request copies of any bill wanted. Nine of the counties added information on the specific way in which the material was used.
- b. 17 counties claimed occasional use but wanted the service to continue.
- c. 9 counties claimed infrequent use and expressed no preference on continuing the service.
- d. 7 counties claimed no use and asked that the service be discontinued.
- e. Special letters were received from 2 counties (Clark and Nemaha). Both claimed no use for the calendars and journals but expressed an interest in bills pertaining to county matters.
- f. No reply was received from Butler, Gove, Hamilton, Linn, Morris, Ness, Osborne, Rush or Wabaunsee Counties. (9)

Alternatives and discussion:

1. Continue to mail the material to all County Clerks as at present. This would require only one mailing list but would not do anything to reduce the excess of mailing costs over receipts.

2. Send complete packets only to those 78 counties which claimed frequent or occasional use of the material and wanted the service continued. Send no mailings to the remaining 27 counties. This would save approximately \$800.00 in mailing costs and require only one mailing list but it would not recognize the actual request of Bourbon, Kearney, Clark and Nemaha Counties.

3. Send complete packets to those 78 counties which claimed frequent or occasional use, except Bourbon and Kearney Counties. Send no mailings to the remaining 29 counties except send calendars, journals and locators to Bourbon and Kearney Counties and locators only to Clark and Nemaha Counties together with a letter explaining that a copy of any bill would be sent on request. This would satisfy the needs of all those who responded and still generate a savings of close to \$700.00. It would, however, require three lists.

4. Query those counties which claimed frequent and occasional use (except the nine counties which explained their usage) and ask if receiving only calendars, journals and locators, with understanding that any bill would be sent free on request, would satisfy their needs. See suggested letter.



Joint Committee on Legislative Services and Facilities
Room 511-S Statehouse Topeka, Kansas 66612

WILLIAM R. BACHMAN,
Secretary

Phone: (913) 296-2391

June 27, 1972

Dear County Clerk:

In your reply to our letter of May 14 you indicated that you use the legislative material mailed to you during legislative sessions and want the mailing service continued. Several counties suggested that it would satisfy their needs if they could receive a copy of each calendar, journal and bill locator/index, with the understanding that a copy of any printed bill would be furnished on request.

In order to prepare a final mailing list for the next session we ask once again that you take time to check the appropriate box on the attached postal card and return it as soon as possible.

Sincerely yours,

William R. Bachman
Secretary

WRB/c

Enc.



Joint Committee on Legislative Services and Facilities
Room 511-S Statehouse Topeka, Kansas 66612

WILLIAM R. BACHMAN,
Secretary
one: (913) 296-2391

MEMORANDUM

June 28, 1972

Telephone Service
1972 Legislative Session

Listed below is a breakdown of telephone expenses incurred during the 1972 legislative session.

	<u>Installation</u>	<u>Service</u>	<u>Total</u>
Direct Lines	\$570.00	\$3,709.89	\$4,279.89
WATS	90.00	15,189.03	15,279.03
Regular	<u>2,829.50</u>	<u>6,328.14</u>	<u>9,157.64</u>
	\$3,489.50	\$25,227.06	\$28,716.56
		TELEPAK SERVICE	991.56
		Total Paid	\$29,708.12
	*Toll calls not paid		<u>435.87</u>
			\$30,143.99

*Arrangements were made with the telephone company to intercept toll calls dialed from legislative telephones during the session. Due to inexperienced help and workload the intercepts were ineffective to the tune of \$435.87. After negotiation, the telephone company agreed to write-off all toll calls charged to the legislative telephones. Next year toll-diverting equipment will be installed which will divert all direct-dialed toll calls back to the legislative switchboard operators.

The Joint Committee on Legislative Services and Facilities should establish a policy for use of legislative telephones to serve as a guide for all concerned. Attached is a policy statement which might be used.

MEMORANDUM

June 28, 1972

To: Telephone Operators - House and Senate
From: Joint Committee on Legislative Services and Facilities
Subject: Legislative Telephone Policy

This may not be necessary →
Last year the legislature was billed in excess of \$435.00 for toll calls made during the session. Most of the calls could have been made on the WATS or FX lines but instead were direct dialed. Over \$66.00 was billed for toll calls made on FX lines. An investigation conducted by the telephone company could not identify the caller in sufficient detail so that the calls could be rebilled. The end result was that the telephone company cancelled the billing.

It is the position of the Joint Committee on Legislative Services and Facilities that there are enough WATS and FX lines for current use, and that toll calls should not be necessary except in emergency. Toll-diverting equipment has been installed which will intercept direct-dialed calls and divert them to the legislative switchboards.

The following policy is established for the legislative telephone system:

1. Only members of the legislature and staff are authorized to use the WATS and FX lines. Others, requesting to use these lines, should be referred to the pay telephones located near the snack bar.
2. No toll calls will be made unless authorized by the Speaker of the House, the President Pro Tem of the Senate or the chairman of the House or Senate Committees on Legislative Services and Facilities. If a toll call is authorized a record will be made to include the date, the name of the caller and the city and number called. The record will be given to the Secretary, Legislative Services and Facilities by 4 p.m. each Friday.
3. No collect calls will be accepted except from members of the legislature.
4. Complaints should be referred to the Secretary, Legislative Services and Facilities.