

MINUTES

Joint Committee on Legislative Services and Facilities

December 20, 1972

The Joint Committee on Legislative Services and Facilities met on December 20, 1972, in Room 510-S of the Statehouse with Senator Ross Doyen presiding. Members present were Representatives Kay and Talkington and Senators Warren and Harder. Visitors to the committee were Senator Tom West and Representatives Pete Loux and Kenith Howard. Staff present were Mr. William R. Bachman, Secretary to the committee; Mr. Fred Carman, Revisor of Statutes office; and Dr. J.W. Drury, Director, Legislative Research Department.

Legislative Employee Pay Scales

Mr. Bachman explained to the committee his plan for revised employee pay scales. The committee adopted the new system for pay of 1973 legislative employees.

Administrative Aides

Senator Doyen brought up the idea of hiring administrative aides for the Speaker, Pro Tem, and House and Senate Minority and Majority Leaders--a total of six new positions. Senator Harder moved that the committee instruct the Revisor of Statutes office to draft a resolution which will include administrative aides for the president pro tem, speaker and minority and majority leaders of both houses and that the salary range be from 25 to 40, to be set by the individual House and Senate Legislative Services Committees. Representative Talkington seconded the motion, and the motion passed.

Employee Absences

The committee discussed different ways of handling legislative employee sick leave and absences, but decided to keep the present system.

Hiring of Ex-Candidates

Mr. Bachman asked the committee's direction on the problem of whether or not to hire defeated candidates for jobs as legislative employees. After discussion, the committee decided to defer this matter to the new Joint Committee on Legislative Services and Facilities.

Page Quotas

The committee approved authorization for each Representative to name a total of 13 pages, three in January, four in February and six in March and April combined; and approved authorization for each Senator to name a total of 40 pages, 11 in January, 12 in February, 14 in March, and three in April.

Engrossed Resolutions

Mr. Bachman mentioned a request from a legislator regarding printing engrossed resolutions on parchment with "State of Kansas" marked clearly at the top for easier recognition. Senator Harder moved that the State Printer prepare a mock-up engrossed resolution on parchment for the committee's consideration. Senator Warren seconded the motion, and the motion passed. The committee directed Mr. Carman to draw up a bill to cover changing the format of the engrossed resolutions.

Xerox Machine for Joint Committee on Legislative Services and Facilities Office

Mr. Bachman mentioned that the present 914 Xerox used in his office was no longer suited to the work being handled there and that he would like to have authorization to try a Xerox 4000 in his office. The committee agreed that the office should use the Xerox 4000 for a trial period during the 1973 session and decide if it fit the office's needs better than the Xerox 914.

Rental of Portable Dictating Machines

Mr. Bachman explained that the leadership of the Senate were used to using desk dictating equipment and that they would like to have the committee authorize rental or purchase of this type of dictating equipment for their use. Senator Doyen instructed Mr. Bachman to proceed with rental of this equipment.

Purchase of Mini-Calculators

The committee instructed Mr. Bachman to try to rent two mini-calculators for the Senate Ways and Means Committee and two for the House Ways and Means Committee. If rental is not possible, Mr. Bachman was instructed to present the problem to the next Joint Committee on Legislative Services and Facilities Committee.

Legislative Directory

Senator Doyen instructed Mr. Bachman to inform the Secretary of State that the legislature would not authorize payment for printing of the legislative directory since the legislature had not been paying for its printing in the last several years.

December 20, 1972

Shuttle Buses

Mr. Loux brought the parking problem to the committee's attention. He said that there should be some system to alleviate the parking problem and to also encourage members of the legislature not to drive their cars to the Statehouse. Mr. Bachman said that he had contacted the Topeka Transportation Company, and they could provide a shuttle system for two hours in the morning, two hours at noon and two hours in the evening for approximately \$67.50 per day. He also mentioned using obsolete Highway Patrol cars driven by legislative employees as transportation for legislators. Senator Doyen instructed Mr. Bachman to explore all possibilities and get back in touch with the committee on his findings.

Salary of Mr. John Webb

Senator Doyen recommended a raise for Mr. John Webb of the Joint Committee on Legislative Services and Facilities office since he had been with the office some time. Senator Harder moved that Mr. Webb's salary be raised to \$9,312 annual salary, starting January 1, 1973. Representative Talkington seconded the motion, and the motion carried.

Moving Picture of Legislature

Dr. Drury proposed to the committee the idea of making a movie of the legislature. He stated that his department was in the process of preparing a legislative display for the first floor area. The committee directed Dr. Drury to obtain a copy of the Colorado legislative film for the committee to view.

Meeting adjourned.

Respectfully submitted,


Recording secretary

MINUTES APPROVED:


Senator Ross Doyen, Chairman

JOINT POSITION	PRESENT				PROPOSED				I INCREASE	
	Rate Per Day	Rate Per Month (30-da)	Hours Per Week (Est)	Rate Per Hour (Est)	Monthly Rate	Daily Rate (Approx)	Hour Rate (Approx)	Legislative Range/Step	Month	Day
POSTMASTER	11.50	345	40	2.01	421	14.03	2.46	22	76.00	2.53
POSTAL CLERK	9.50	285	40	1.66	285	9.50	1.66	14	-	-
BOOKKEEPER	12.50	375	40	2.18	364	12.13	2.11	19	(11.00)	(.37)
CHIEF DOCUMENT CLERK	10.50	315	25	2.94	347	11.57	3.24	18	32.00	1.07
ASSISTANT DOCUMENT CLERK	9.50	285	25	2.66	299	9.97	2.79	15	14.00	.47
DOCUMENT CLERK	9.50	285	25	2.66	285	9.50	2.66	14	-	-
TYPING SUPERVISOR	14.00	420	40	2.45	421	14.03	2.46	22	1.00	.03
TRANSCRIBER/TYPIST	11.00	330	40	1.92	330	11.00	1.92	17	-	-
TYPIST	10.00	300	40	1.75	314	10.47	1.83	16	14.00	.47

HOUSE CONCURRENT RESOLUTION NO. _____

By Committee on Legislative Services and Facilities

A CONCURRENT RESOLUTION concerning pay for legislative officers and employees.

Be it resolved by the House of Representatives, the

Senate concurring therein: In establishing rates of pay for legislative officer and employee positions as provided in K. S. A. 1972 Supp. 46-150, the herein specified schedule of range and step amounts shall be used. Daily rates shall be computed upon ^{the} a basis of one day equals one-thirtieth of the applicable monthly rate. Notwithstanding the other provisions of this resolution, no legislative officer or employee shall be paid for the same position at a lesser rate than such employee was paid during the 1972 regular session of the legislature.

Schedule of Ranges and Steps of Monthly Rates of Pay
for Legislative Officer and Employee Positions

<u>RANGE</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>RANGE</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>
1	150	158	166	174	21	401	421	442	464
2	158	166	174	183	22	421	442	464	487
3	166	174	183	193	23	442	464	487	511
4	174	183	192	202	24	464	487	511	537
5	183	192	202	212	25	487	511	537	564
6	192	202	212	223	26	511	537	564	592
7	202	212	223	234	27	537	564	592	622
8	212	223	234	246	28	564	592	622	653
9	223	234	246	258	29	592	622	653	686
10	234	246	258	271	30	622	653	686	720
11	246	258	271	285	31	653	686	720	756
12	258	271	285	299	32	686	720	756	794
13	271	285	299	314	33	720	756	794	834
14	285	299	314	330	34	756	794	834	876
15	299	314	330	347	35	794	834	876	920
16	314	330	347	364	36	834	876	920	966
17	330	347	364	382	37	876	920	966	1014
18	347	364	382	401	38	920	966	1014	1065
19	364	382	401	421	39	966	1014	1065	1118
20	382	401	421	442	40	1014	1065	1118	1174

HOUSE RESOLUTION NO. _____

A RESOLUTION relating to salaries and compensation of officers and employees of the house.

Be it resolved by the House of Representatives of the State of Kansas: The following positions and rates of pay of officers and employees of the house are hereby effective beginning on January 9, 1973:

<u>Officer and Employee Positions</u>	<u>Range</u>	<u>Step</u>
Chief Clerk	35	A
Assistant Chief Clerk	26	A
Original Bill Clerk	20	A
Chief Journal Clerk	25	A
Assistant Journal Clerk	21	A
Journal Clerk	19	A
Calendar Clerk	20	A
Docket Clerk	22	A
Enrolling Clerk	19	A
Engrossing Clerk	20	A
Reading Clerk	17	A
Proofreader	17	A
Sergeant at Arms	24	A
Assistant Sergeant at Arms	18	A
Doorkeeper	8	A
Chaplain	1	A
Messenger	7	A
Page Supervisor	19	A
Page Clerk	16	A
PBX Operator	20	A
File Clerk Supervisor	16	A (+ 1.00)
File Clerk	3	A
Secretary to Speaker	28	A
Secretary to Other Leaders	25	A

<u>Committee Secretaries</u>	<u>Range</u>	<u>Step</u>
Agriculture and Livestock	25	A
Assessment and Taxation	25	A
Education	25	A
Elections, Fees & Salaries	24	A
Federal and State Affairs	25	A
Insurance	24	A
Judiciary	25	A
Local Government	24	A
Public Health and Welfare	25	A
Roads and Highways	25	A
Ways and Means	25	A
All Others	22	A

In order to provide for the early organization of the house of representatives in the 1974 session of the legislature the officer and employee positions and rates of pay prescribed in this resolution shall apply in the 1974 session of the legislature, except as the same may be changed by subsequent resolution of this session of the legislature, and subject to such further changes as are made in the 1974 legislative session.

SENATE RESOLUTION NO. _____

A RESOLUTION relating to salaries and compensation of officers and employees of the senate.

Be it resolved by the Senate of the State of Kansas: The following positions and rates of pay of officers and employees of the senate are hereby effective beginning on January 9, 1973:

<u>Officer and Employee Positions</u>	<u>Range</u>	<u>Step</u>
Secretary of Senate	35	A
Assistant Secretary of Senate	26	A
Original Bill Clerk	20	A (+ 8.00)
Chief Journal Clerk	25	A
Assistant Journal Clerk	21	A
Calendar Clerk	19	A
Docket Clerk	22	A
Enrolling Clerk	19	A
Reading Clerk	17	A
Proofreader	17	A
Sergeant at Arms	24	A
Assistant Sergeant at Arms	18	A
Doorkeeper	8	A
Chaplain	1	A
Messenger	7	A
Page Supervisor	19	A (+71.00)
Page Clerk	16	A
PBX Operator	17	A
Chief Cloakroom Attendant	12	A
Cloakroom Attendant	7	A
Secretary to President Pro Tem	28	C
Secretary to Lieutenant Governor	25	A
Secretary to Majority Leader	25	A
Secretary to Minority Leader	23	A
Senator's Secretary	19	A
Secretary/Stenographer	19	A

<u>Committee Secretaries</u>	<u>Range</u>	<u>Step</u>
Assessment and Taxation	25	A
Claims and Accounts	25	A
Commercial and Financial Institutions	24	A
Conservation and Natural Resources	24	A
Education	25	A
Federal and State Affairs	25	A
Judiciary	25	A
Public Health and Welfare	25	A
State and Local Affairs	24	A
Transportation and Utilities	24	A
Ways and Means	25	A
All Others	22	A

In the event that a senator's private secretary also serves as secretary to a standing committee, such secretary shall receive the rate of pay prescribed for the secretary of the standing committee.

In order to provide for the early organization of the senate in the 1974 session of the legislature the officer and employee positions and rates of pay prescribed in this resolution shall apply in the 1974 session of the legislature, except as the same may be changed by subsequent resolution of this session of the legislature, and subject to such further changes as are made in the 1974 legislative session.

HOUSE RESOLUTION NO. _____

A RESOLUTION relating to salaries and compensation of officers and employees of the house.

Be it resolved by the House of Representatives of the State of Kansas: The following positions and rates of pay of officers and employees of the house are hereby effective beginning on January 9, 1973:

<u>Officer and Employee Positions</u>	<u>Range</u>	<u>Step</u>
Chief Clerk	35	A
Assistant Chief Clerk	26	A
Original Bill Clerk	20	A
Chief Journal Clerk	25	A
Assistant Journal Clerk	21	A
Journal Clerk	19	A
Calendar Clerk	20	A
Docket Clerk	22	A
Enrolling Clerk	19	A
Engrossing Clerk	20	A
Reading Clerk	17	A
Proofreader	17	A
Sergeant at Arms	24	A
Assistant Sergeant at Arms	18	A
Doorkeeper	8	A
Chaplain	1	A
Messenger	7	A
Page Supervisor	19	A
Page Clerk	16	A
PBX Operator	20	A
File Clerk Supervisor	16	A (+ 1.00)
File Clerk	3	A
Secretary to Speaker	28	A
Secretary to Other Leaders	25	A

<u>Committee Secretaries</u>	<u>Range</u>	<u>Step</u>
Agriculture and Livestock	25	A
Assessment and Taxation	25	A
Education	25	A
Elections, Fees & Salaries	24	A
Federal and State Affairs	25	A
Insurance	24	A
Judiciary	25	A
Local Government	24	A
Public Health and Welfare	25	A
Roads and Highways	25	A
Ways and Means	25	A
All Others	22	A

In order to provide for the early organization of the house of representatives in the 1974 session of the legislature the officer and employee positions and rates of pay prescribed in this resolution shall apply in the 1974 session of the legislature, except as the same may be changed by subsequent resolution of this session of the legislature, and subject to such further changes as are made in the 1974 legislative session.

HOUSE CONCURRENT RESOLUTION NO. _____

By Committee on Legislative Services and Facilities

A CONCURRENT RESOLUTION concerning pay for legislative officers and employees.

Be it resolved by the House of Representatives, the Senate concurring therein: In establishing rates of pay for legislative officer and employee positions as provided in K. S. A. 1972 Supp. 46-150, the herein specified schedule of range and step amounts shall be used. Daily rates shall be computed upon ^{the} a basis of one day equals one-thirtieth of the applicable monthly rate. Notwithstanding the other provisions of this resolution, no legislative officer or employee shall be paid for the same position at a lesser rate than such employee was paid during the 1972 regular session of the legislature.

Schedule of Ranges and Steps of Monthly Rates of Pay
for Legislative Officer and Employee Positions

<u>RANGE</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>RANGE</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>
1	150	158	166	174	21	401	421	442	464
2	158	166	174	183	22	421	442	464	487
3	166	174	183	193	23	442	464	487	511
4	174	183	192	202	24	464	487	511	537
5	183	192	202	212	25	487	511	537	564
6	192	202	212	223	26	511	537	564	592
7	202	212	223	234	27	537	564	592	622
8	212	223	234	246	28	564	592	622	653
9	223	234	246	258	29	592	622	653	686
10	234	246	258	271	30	622	653	686	720
11	246	258	271	285	31	653	686	720	756
12	258	271	285	299	32	686	720	756	794
13	271	285	299	314	33	720	756	794	834
14	285	299	314	330	34	756	794	834	876
15	299	314	330	347	35	794	834	876	920
16	314	330	347	364	36	834	876	920	966
17	330	347	364	382	37	876	920	966	1014
18	347	364	382	401	38	920	966	1014	1065
19	364	382	401	421	39	966	1014	1065	1118
20	382	401	421	442	40	1014	1065	1118	1174

DIFFERENCES IN EXISTING PAY

	House	Senate
A Asst. Chief Clerk/Secretary	-	<u>511</u>
B Original Bill Clerk	360	<u>390</u>
C Docket Clerk	360	<u>390</u>
D Reading Clerk	315	<u>330</u>
E Page Supervisor	315	<u>435</u>
F PBX Operator	<u>375</u>	315
G Secretary of Speaker/Pro Tem	540	<u>600</u>
H Secretary to Minority Leader	<u>480</u>	420
I Secretary to Committees		
Agriculture and Livestock	<u>480</u>	390
Claims and Accounts	<u>450</u>	<u>480</u>
Elections	<u>450</u>	390
Federal and State Affairs	<u>480</u>	450
Commercial and Financial Inst.	390	<u>450</u>
Legislative Services and Facilities	390	<u>450</u>
Transportation and Utilities	420	<u>450</u>
All Others	<u>390</u>	<u>360</u>

DIFFERENCES IN NEW PAY

	House	Senate
F PBX Operator	<u>382</u>	330
H Secretary to Minority Leader	<u>487</u>	442
I Secretary to Committees		
Agriculture and Livestock	<u>487</u>	421
Claims and Accounts	421	<u>487</u>
Commercial and Financial Inst.	421	<u>464</u>
Conservation and Natural Resources	421	<u>464</u>
Elections	<u>464</u>	421
Transportation and Utilities	421	<u>464</u>

OTHER CHANGES

- I Chief Doorkeeper deleted - assign duty to Asst. Sgt. at Arms
- II Mail Carrier deleted - assign duty to Asst. Postal Clerk

STATE OF KANSAS

CHAIRMAN
CARL G. OSSMANN, TOPEKA

SECRETARY
WILLIAM R. BACHMAN
ROOM 511-S—STATEHOUSE
TOPEKA, KANSAS 66612
PHONE: 296-3970



TOPEKA

SENATORS
GLEE S. SMITH, LARNED
ROSS O. DOYEN, CONCORDIA
JOSEPH C. HARDER, MOUNDRIDGE
JOE WARREN, MAPLE CITY

REPRESENTATIVES
LOYD E. ANDREWS, WICHITA
HARLEY D. HUGGINS, KANSAS CITY
MORRIS KAY, LAWRENCE
ROBERT V. TALKINGTON, IOLA

JOINT COMMITTEE ON
LEGISLATIVE SERVICES AND FACILITIES

May 31, 1972

To: Members of the Joint Committee on Legislative Services
and Facilities

From: Secretary

Attached is a proposal I would like to present to the committee at its next meeting. Since the meeting date has not been set, it would be helpful to have comments and questions on the proposal now so that we can have an idea on how to proceed. If there is an indication that a majority of the committee is not in favor of such a proposal we can scrap the idea and save time at the next meeting.

Please drop me a line if time permits or call collect
(913) 296-2391.


William R. Bachman

WRB/c

Enc.

PROPOSAL

May 31, 1972

To: Members of the Joint Committee on Legislative Services and Facilities

From: Secretary

Problem: Improve the appearance of the name signs on the House voting boards so that names are uniform in lettering and density.

Background: Each election year the turnover in the legislature requires that new name signs be made for the House voting boards. Until the state purchased the voting equipment, name signs were furnished by CEECO as part of the rental agreement. The signs were either furnished new or patched up from old ones. As a consequence the lettering was not always uniform, either in style or density. Since purchase of the equipment this office has furnished name signs, again at a loss of uniformity.

Some considerations:

1. A minimum of 100 new signs will be required for the next session.
2. To achieve uniformity all 250 signs (125 each board) should be replaced. Uniformity is difficult with "free-hand" lettered signs, expensive with stencils or silk screen.
3. Free-hand lettered signs cost \$1.00 each. We have difficulty finding a painter who will do this kind of work.
4. Laminated plastic signs would meet aesthetic and uniformity criteria but commercially they would cost approximately \$3.00 each, if we can find someone with the equipment to do them.

Solution: Purchase of equipment to do the work in-house; i.e. an engraving machine to make laminated plastic signs. The New Hermes Engravograph, Model IRX-II is such a machine.

Specifications:

1. The IRX-II can make letters from 1/8" to 2" in height, depending on the size of the lettering template used.
2. The machine plus accessories to accomplish this work would cost approximately \$1499.00, plus freight. (Weight 100 lbs.)
3. Plastic stock is extra.

Advantages:

1. Savings over a period of years.
2. Signs can be made quickly.
3. Other uses besides House voting board signs.

Disadvantages:

1. Having the equipment would undoubtedly stimulate a need for signs that are not now needed.
2. Initial cost.

Discussion: If we have the signs made commercially it will cost approximately \$750.00 to replace the 250 signs. Including stock but excluding time we could make the 250 signs ourselves for approximately \$150.00. Assuming an average turn-over of 42 Representatives we would save at least \$200.00 every two years.

Although the initial cost, including stock could come to around \$1,800.00, one-third of the cost would be recovered in the first year. Depending on other uses made of the equipment it would probably pay out in five years or less.

Possible Other Uses:

It is anticipated that these type signs would fit in quite well with the legislative office identification. The signs now used are made in California and it would be almost impossible to have name signs for new committee chairmen ready for the next session. If we made our own this should be no problem.

Currently we have a supply of employee identification badges but at some later date they will have to be reordered from Norton. We could make them ourselves at a saving.

Eventually the statutes might be changed relieving the Secretary of State of the responsibility for furnishing name badges for Representatives. This office could provide the badges at a savings.

Recommendations:

None.