

MINUTES OF THE SENATE COMMITTEE ON WAYS AND MEANS.

The meeting was called to order by Chairperson Dave Kerr at 11:00 a.m. on March 10, 1998 in Room 123-S of the Capitol.

All members were present except:

Committee staff present: Alan Conroy, Legislative Research Department
Russell Mills, Legislative Research Department
April Holman, Legislative Research Department
Norman Furse, Revisor of Statutes
Michael Corrigan, Revisor of Statutes
Judy Bromich, Administrative Assistant
Ann Deitcher, Committee Secretary

Conferees appearing before the committee:

Others attending: See attached list

SB 494 **An act concerning insurance; Insurance Dept. service regulation fund.**

Bill Wolfe, Associate Director of the Legislative Research Department explained to the Committee, the balloon on **SB 494**. (Attachment 1).

Since the amendments to **SB 494** were extensive, it was decided that a substitute bill be drafted.

Senator Feleciano moved and Senator Lawrence seconded the motion to recommend a substitute bill be drafted utilizing the amendments in the balloon. The motion carried on a roll call vote.

Senator Lawrence read from the Subcommittee Report on the Governor's Department. The Subcommittee concurs with the Governor's recommendation for Fiscal Year 1998. (Attachment 2).

The Subcommittee concurs with the Governor's recommendation for the Governor's Department for Fiscal Year 1999 with the exception on page 4.

Senator Lawrence read from the Subcommittee Report on the Lieutenant Governor. The Subcommittee concurs with the Governor's recommendation for Fiscal Year 1998. (Attachment 3).

The Subcommittee concurs with the Governor's recommendation for the Lieutenant Governor for Fiscal Year 1999 with the exception on page 3.

Senator Lawrence read from the Subcommittee Report on the Legislative Coordinating Council. The Subcommittee concurs with the Governor's recommendation for Fiscal Year 1998. (Attachment 4).

The Subcommittee concurs with the Governor's recommendation for the Legislative Coordinating Council for Fiscal Year 1999 with the exception on page 2.

Senator Lawrence read from the Subcommittee Report on the Legislative Division of Post Audit. The Subcommittee concurs with the Governor's recommendation for Fiscal Year 1998. (Attachment 5).

The Subcommittee concurs with the Governor's recommendation for the Legislative Division of Post Audit for Fiscal Year 1999 with the exceptions listed on page 2.

Senator Lawrence read from the Subcommittee Report on the Legislative Research Department. The Subcommittee concurs with the Governor's recommendation for Fiscal Year 1998. (Attachment 6).

The Subcommittee concurs with the Governor's recommendation for the Legislative Research Department for Fiscal Year 1999 with the exception on page 2.

Senator Lawrence read from the Subcommittee Report on the Revisor of Statutes. The Subcommittee concurs with the Governor's recommendation for Fiscal Year 1998. (Attachment 7).

The Subcommittee concurs with the Governor's recommendation for Revisor of Statutes for Fiscal Year 1999 with the exception on page 2.

Senator Lawrence moved and Senator Morris seconded that the Subcommittee reports be adopted. The motion carried by a voice vote.

Senator Lawrence read from the Subcommittee Report on the Legislature for Fiscal Year 1998. The Subcommittee concurs with the Governor's recommendation for Fiscal Year 1998. (Attachment 8).

The Subcommittee concurs with the Governor's recommendation for the Legislature for Fiscal Year 1999 with the exceptions listed on page 3.

Dave Larson of the Legislative Administrative Services Computer Department, spoke to the Committee of the needs in the Information Systems and explained what would happen if these needs aren't met. (Attachments 9 and 10).

Due to the magnitude of the funding for recommendations made by the Subcommittee, it was decided to hold the Report on the Legislature for 24 hours before voting.

The Chairman adjourned the meeting at 12:20 p.m. The next meeting is scheduled for March 11, 1998.

SENATE BILL No. 494

By Committee on Financial Institutions and Insurance

1-23

10 AN ACT concerning insurance; insurance department service regulation
11 fund; amending K.S.A. 1997 Supp. 40-112 and repealing the existing
12 section; also repealing K.S.A. 1997 Supp. 40-112a.

13
14 *Be it enacted by the Legislature of the State of Kansas:*

15 Section 1. K.S.A. 1997 Supp. 40-112 is hereby amended to read as
16 follows: 40-112. (a) For the purpose of maintaining the insurance de-
17 partment and the payment of expenses incident thereto, there is hereby
18 established the insurance department service regulation fund in the state
19 treasury which shall be administered by the commissioner of insurance.
20 All expenditures from the insurance department service regulation fund
21 shall be made in accordance with appropriation acts upon warrants of the
22 director of accounts and reports issued pursuant to vouchers approved
23 by the commissioner of insurance or by a person or persons designated
24 by the commissioner.

25 (b) On and after the effective date of this act, all fees received by the
26 commissioner of insurance pursuant to any statute and the portion of taxes
27 received pursuant to K.S.A. 40-252 and amendments thereto, which is
28 certified by the commissioner of insurance to be necessary for the pur-
29 poses of the insurance department service regulation fund and which,
30 together with the total amount of fees deposited to the credit of the
31 insurance department service regulation fund pursuant to this subsection,
32 does not total more than \$4,800,000 for any fiscal year, shall be remitted
33 to the state treasurer for deposit in the state treasury and credited to the
34 insurance department service regulation fund. The total amount credited
35 to the insurance department service regulation fund pursuant to this sub-
36 section for any fiscal year shall not exceed \$4,800,000.

37 (c) Except as otherwise provided by this section, the commissioner
38 of insurance shall make an annual assessment for the fiscal year ending
39 June 30, 1993, and for each fiscal year thereafter, on each group of affil-
40 iated insurers whose certificates of authority to do business in this state
41 are in good standing at the time of the assessment. The total amount of
42 all such assessments for a fiscal year shall be equal to the amount sufficient
which, when combined with the total amount to be credited to the in-

See attached

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1 insurance department service regulation fund pursuant to subsection (b) is
 2 equal to the amount approved by the legislature to fund the insurance
 3 company regulation program. With respect to each group of affiliated
 4 insurers, such assessment shall be in proportion to the amount of total
 5 assets of the group of affiliated insurers as reported to the commissioner
 6 of insurance pursuant to K.S.A. 40-225 and amendments thereto for the
 7 immediately preceding calendar year, shall not be less than \$500 and shall
 8 not be more than the amount equal to .0000015 of the amount of total
 9 assets of the group of affiliated insurers or \$25,000, whichever is less. The
 10 total assessment for any fiscal year after the fiscal year ending June 30,
 11 1993, shall not increase by any amount greater than 15% of the total
 12 budget approved by the legislature to fund the insurance company reg-
 13 ulation program for the fiscal year immediately preceding the fiscal year
 14 for which the assessment is made. In the event the total amount of the
 15 assessment would be less than the aggregate amount resulting by assess-
 16 ing the \$500 minimum on each insurer, the commissioner may establish
 17 a lower minimum to be assessed equally on each insurer.

18 (d) Assessments payable under this section shall be past due if not
 19 paid to the insurance department within 45 days of the billing date of
 20 such assessment. A penalty equal to 10% of the amount assessed shall be
 21 imposed upon any past due payment and the total amount of the assess-
 22 ment and penalty shall bear interest at the rate of 1.5% per month or any
 23 portion thereof.

24 (e) (c) On or after July 1, 1992, when there exists in the insurance
 25 department service regulation fund a deficiency which would render such
 26 fund temporarily insufficient during any fiscal year to meet the insurance
 27 department's funding requirements, the commissioner of insurance shall
 28 certify the amount of the insufficiency. Upon receipt of any such certi-
 29 fication, the director of accounts and reports shall transfer an amount of
 30 moneys equal to the amount so certified from the state general fund to
 31 the insurance department service regulation fund. On June 30 of any fiscal
 32 year during which an amount or amounts are certified and transferred
 33 under this subsection, the director of accounts and reports shall provide
 34 for the repayment of the amounts so transferred and shall transfer the
 35 amount equal to the total of all such amounts transferred during the fiscal
 36 year from the insurance department service regulation fund to the state
 37 general fund.

38 (f) (d) Any unexpended balance in the insurance department service
 39 regulation fund at the close of a fiscal year shall remain credited to the
 40 insurance department service regulation fund for use in the succeeding
 41 fiscal year and shall be used to reduce future assessments or to accom-
 42 modate cash flow demands on the fund.

43 (g) (e) The commissioner of insurance shall exempt the assessment

See attached

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1 of any insurer which, as of December 31 of the calendar year preceding
 2 the assessment, has a surplus of less than two times the minimum amount
 3 of surplus required for a certificate of authority on and after May 1, 1994,
 4 and which is subject to the premium tax liability imposed on insurers
 5 organized under the laws of this state. The commissioner of insurance
 6 may also exempt or defer, in whole or in part, the assessment of any other
 7 insurer if, in the opinion of the commissioner of insurance, immediate
 8 payment of the total assessment would be detrimental to the solvency of
 9 the insurer.

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10 (h) ~~(f)(e)~~ As used in this section:

11 (1) "Affiliates" or "affiliated" has the meaning ascribed by K.S.A.
12 40-3302 and amendments thereto;

13 (2) "group" or "group of affiliated insurers" means the affiliated in-
14 surers of a group and also includes an individual, unaffiliated insurer; and

15 (3) "insurer" means any insurance company, as defined by K.S.A. 40-
16 201 and amendments thereto, any fraternal benefit society, as defined by
17 K.S.A. 40-738 and amendments thereto, any reciprocal or interinsurance
18 exchange under K.S.A. 40-1601 through 40-1614 and amendments
19 thereto, any mutual insurance company organized to provide health care
20 provider liability insurance under K.S.A. 40-12a01 through 40-12a09 and
21 amendments thereto, any nonprofit dental service corporation under
22 K.S.A. 40-19a01 through 40-19a14 and amendments thereto, any non-
23 profit medical and hospital service corporation under K.S.A. 40-19c01
24 through 40-19c11 and amendments thereto, any health maintenance or-
25 ganization, as defined by K.S.A. 40-3202 and amendments thereto, or any
26 captive insurance company, as defined by K.S.A. 40-4301 and amend-
27 ments thereto, which is authorized to do business in Kansas.

28 Sec. 2. K.S.A. 1997 Supp. 40-112 and 40-112a are hereby repealed.

29 Sec. 3. This act shall take effect and be in force from and after ~~July~~
30 ~~1, 1999, and~~ its publication in the statute book.

(h)

INSERT

(b) On and after the effective date of this act, all fees received by the commissioner of insurance pursuant to any statute ~~and the portion of taxes received pursuant to K.S.A. 40-252 and amendments thereto, which is certified by the commissioner of insurance to be necessary for the purposes of the insurance department service regulation fund and which, together with the total amount of fees deposited to the credit of the insurance department service regulation fund pursuant to this subsection, does not total more than \$4,800,000 for any fiscal year,~~ shall be remitted to the state treasurer for deposit in the state treasury and credited to the insurance department service regulation fund. ~~The total amount credited to the insurance department service regulation fund pursuant to this subsection for any fiscal year shall not exceed \$4,800,000.~~

(c) Except as otherwise provided by this section, the commissioner of insurance shall make an annual assessment ~~for the fiscal year ending June 30, 1993, and for each fiscal year thereafter,~~ on each group of affiliated insurers whose certificates of authority to do business in this state are in good standing at the time of the assessment. The total amount of all such assessments for a fiscal year shall be equal to the amount sufficient which, when combined with the total amount to be credited to the insurance department service regulation fund pursuant to subsection (b) is equal to the amount approved by the legislature to fund the insurance company regulation program. With respect to each group of affiliated insurers, such

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assessment shall be in proportion to the amount of total assets of the group of affiliated insurers as reported to the commissioner of insurance pursuant to K.S.A. 40-225 and amendments thereto for the immediately preceding calendar year, shall not be less than \$500 and shall not be more than the amount equal to .0000015 of the amount of total assets of the group of affiliated insurers or \$25,000, whichever is less. The total assessment for any fiscal year ~~after the fiscal year ending June 30, 1993,~~ shall not increase by any amount greater than 15% of the total budget approved by the legislature to fund the insurance company regulation program for the fiscal year immediately preceding the fiscal year for which the assessment is made. In the event the total amount of the assessment would be less than the aggregate amount resulting by assessing the \$500 minimum on each insurer, the commissioner may establish a lower minimum to be assessed equally on each insurer.

(d) Assessments payable under this section shall be past due if not paid to the insurance department within 45 days of the billing date of such assessment. A penalty equal to 10% of the amount assessed shall be imposed upon any past due payment and the total amount of the assessment and penalty shall bear interest at the rate of 1.5% per month or any portion thereof.

(e) ~~On or after July 1, 1992, when~~ When there exists in the insurance department service regulation fund a deficiency which would render such fund temporarily insufficient during any fiscal year to meet the insurance department's funding requirements, the

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commissioner of insurance shall certify the amount of the insufficiency. Upon receipt of any such certification, the director of accounts and reports shall transfer an amount of moneys equal to the amount so certified from the state general fund to the insurance department service regulation fund. On June 30 of any fiscal year during which an amount or amounts are certified and transferred under this subsection, the director of accounts and reports shall provide for the repayment of the amounts so transferred and shall transfer the amount equal to the total of all such amounts transferred during the fiscal year from the insurance department service regulation fund to the state general fund.

(f) Any unexpended balance in the insurance department service regulation fund at the close of a fiscal year shall remain credited to the insurance department service regulation fund for use in the succeeding fiscal year and shall be used to ~~reduce-future-assessments-or~~ to accommodate cash flow demands on the fund.

(g) The commissioner of insurance shall exempt the assessment of any insurer which, as of December 31 of the calendar year preceding the assessment, has a surplus of less than two times the minimum amount of surplus required for a certificate of authority on and after May 1, 1994, and which is subject to the premium tax liability imposed on insurers organized under the laws of this state. The commissioner of insurance may also exempt or defer, in whole or in part, the

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assessment of any other insurer if, in the opinion of the commissioner of insurance, immediate payment of the total assessment would be detrimental to the solvency of the insurer.

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SUBCOMMITTEE REPORT

Agency: Governor's Department

Bill No. –

Bill Sec. –

Analyst: Conroy

Analysis Pg. No. 999

Budget Page No. 191

<u>Expenditure Summary</u>	<u>Agency Estimate FY 98</u>	<u>Gov. Rec. FY 98</u>	<u>House Subcommittee Adjustments</u>
All Funds:			
State Operations	\$ 1,753,017	\$ 1,753,017	\$ 0
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	\$ 1,753,017	\$ 1,753,017	\$ 0
Capital Improvements	0	0	0
TOTAL	<u>\$ 1,753,017</u>	<u>\$ 1,753,017</u>	<u>\$ 0</u>
State General Fund:			
State Operations	\$ 1,753,017	\$ 1,753,017	\$ 0
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	\$ 1,753,017	\$ 1,753,017	\$ 0
Capital Improvements	0	0	0
TOTAL	<u>\$ 1,753,017</u>	<u>\$ 1,753,017</u>	<u>\$ 0</u>
FTE Positions	29.5	29.5	0.0
Unclassified Temp. Positions	4.4	4.4	0.0
TOTAL	<u>33.9</u>	<u>33.9</u>	<u>0.0</u>

The *Kansas Constitution* provides that the Governor shall be the Chief Executive Officer of the state. The Governor is elected to a four-year term of office on a ticket which includes the Lieutenant Governor. Among the constitutional powers and duties exercised by the Governor are signing or vetoing acts of the Legislature, presenting an annual message to the Legislature on the condition of the state, submitting to the Legislature an annual state budget, and considering pardon of those convicted of criminal acts. The Governor also serves as chair of the State Finance Council and is, by virtue of the office, the Commander-in-Chief of the Kansas National Guard.

Agency Estimate/Governor's Recommendation

A revised FY 1998 budget estimate is submitted which is financed entirely by \$1,753,017 from the State General Fund. The agency estimate is \$15,813 (special revenue fund) less than the agency is authorized to spend. Included within the agency estimate in the current year is \$1,504,259 for the

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Administration Program, \$158,273 for the operation and management of the Governor's residence, and \$90,485 for the operation of the Wichita satellite office. The revised estimate in FY 1998 includes 29.5 FTE positions, which is 1.0 FTE position higher than anticipated by the 1997 Legislature.

The Governor's recommendation for FY 1998 is \$1,753,017 or the same as the agency requested. The Governor concurs with the agency request for a total of 29.5 FTE positions. The Governor's recommendation is entirely financed from the State General Fund, as requested by the agency. The Governor's recommendation concurs with the requested expenditures for the Administration Program, operation of the Governor's residence, and the Wichita satellite office.

House Subcommittee Recommendation

The House Subcommittee concurs with the recommendations of the Governor.

House Committee Recommendation

The House Committee concurs with the recommendations of the Subcommittee.

House Committee of the Whole Recommendation

The full House has not considered this agency's appropriation.

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Attachment 2-2

Agency: Governor's Department

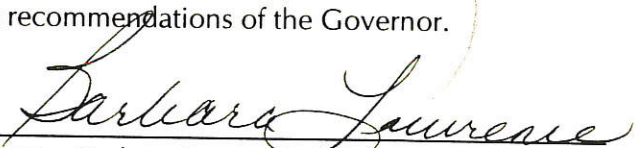
Bill No. -


Bill Sec. -

<u>Expenditure Summary</u>	<u>Agency Estimate FY 98</u>	<u>Gov. Rec: FY 98</u>	<u>Senate Subcommittee Adjustments</u>
All Funds:			
State Operations	\$ 1,753,017	\$ 1,753,017	\$ 0
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	\$ 1,753,017	\$ 1,753,017	\$ 0
Capital Improvements	0	0	0
TOTAL	<u>\$ 1,753,017</u>	<u>\$ 1,753,017</u>	<u>\$ 0</u>
State General Fund:			
State Operations	\$ 1,753,017	\$ 1,753,017	\$ 0
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	\$ 1,753,017	\$ 1,753,017	\$ 0
Capital Improvements	0	0	0
TOTAL	<u>\$ 1,753,017</u>	<u>\$ 1,753,017</u>	<u>\$ 0</u>
FTE Positions	29.5	29.5	0.0
Unclassified Temp. Positions	4.4	4.4	0.0
TOTAL	<u>33.9</u>	<u>33.9</u>	<u>0.0</u>

Senate Subcommittee Recommendation

The Senate Subcommittee concurs with the recommendations of the Governor.


 Senator Barbara Lawrence, Chairperson


 Senator Christine Downey

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SUBCOMMITTEE REPORT

Agency: Governor's Department

Bill No. 2893

Bill Sec. 26

Analyst: Conroy

Analysis Pg. No. 999

Budget Page No. 191

<u>Expenditure Summary</u>	<u>Agency Request FY 99</u>	<u>Gov. Rec. FY 99</u>	<u>House Subcommittee Adjustments</u>
All Funds:			
State Operations	\$ 1,765,111	\$ 1,811,043	\$ 0
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	\$ 1,765,111	\$ 1,811,043	\$ 0
Capital Improvements	0	0	0
TOTAL	\$ 1,765,111	\$ 1,811,043	\$ 0
State General Fund:			
State Operations	\$ 1,758,225	\$ 1,804,157	\$ 0
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	\$ 1,758,225	\$ 1,804,157	\$ 0
Capital Improvements	0	0	0
TOTAL	\$ 1,758,225	\$ 1,804,157	\$ 0
Other Funds:			
State Operations	\$ 6,886	\$ 6,886	\$ 0
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	\$ 6,886	\$ 6,886	\$ 0
Capital Improvements	0	0	0
TOTAL	\$ 6,886	\$ 6,886	\$ 0
FTE Positions	29.5	30.0	0.0
Unclassified Temp. Positions	2.6	2.1	0.0
TOTAL	32.1	32.1	0.0

The *Kansas Constitution* provides that the Governor shall be the Chief Executive Officer of the state. The Governor is elected to a four-year term of office on a ticket which includes the Lieutenant Governor. Among the constitutional powers and duties exercised by the Governor are signing or vetoing acts of the Legislature, presenting an annual message to the Legislature on the condition of the state,

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submitting to the Legislature an annual state budget, and considering pardon of those convicted of criminal acts. The Governor also serves as chair of the State Finance Council and is, by virtue of the office, the Commander-in-Chief of the Kansas National Guard.

Agency Request/Governor's Recommendation

The FY 1999 budget request of the agency is financed by \$1,758,225 from the State General Fund and \$6,886 from special revenue funds. Expenditures for salaries and wages total \$1,379,313, an increase of \$68,585 or 5.2 percent above the revised FY 1998 estimate. The estimated number of positions is 29.5, the same amount as in the current year level. Nonsalary expenses total \$385,798 or \$56,491 less than the agency requested for FY 1998. The agency requests \$1,523,091 for the Administration Program, \$149,052 for the operation and management of the Governor's residence, and \$92,968 for the Wichita satellite office. Special revenue resources of \$10,427 would be available to finance expenditures in excess of those identified in the requested budget.

The Governor recommends expenditures of \$1,811,043 for FY 1999 of which \$1,804,157 is financed from the State General Fund and \$6,886 from special revenue funds. The Governor recommends 30.0 FTE positions, an increase of 0.5 FTE positions above the agency's request. The recommendation reflects the conversion of an existing 0.5 FTE secretary position at the Governor's residence from a part-time unclassified temporary position to a full-time unclassified position. The Governor includes \$44,008 (excluding fringe benefits) for a 4.0 percent unclassified merit pool. The Governor recommends \$1,535,856 for the Administration Program, \$181,221 for the operation and management of the Governor's residence, and \$93,966 for the Wichita satellite office. The Governor recommends \$393,958 for nonsalary expenditures in FY 1999, which is \$8,160 above the agency's request.

House Subcommittee Recommendation

The House Subcommittee concurs with the recommendations of the Governor.

House Committee Recommendation

The House Committee concurs with the recommendations of the Subcommittee.

House Committee of the Whole Recommendation

The full House has not considered this agency's appropriation.

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Attachment 2-5

Agency: Governor's Department

Bill No. 642

Bill Sec. 26

Expenditure Summary	Agency Request FY 99	Gov. Rec. FY 99	Senate Subcommittee Adjustments
All Funds:			
State Operations	\$ 1,765,111	\$ 1,811,043	\$ (50,134) *
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	\$ 1,765,111	\$ 1,811,043	\$ (50,134)
Capital Improvements	0	0	0
TOTAL	<u>\$ 1,765,111</u>	<u>\$ 1,811,043</u>	<u>\$ (50,134)</u>
State General Fund:			
State Operations	\$ 1,758,225	\$ 1,804,157	\$ (50,134)
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	\$ 1,758,225	\$ 1,804,157	\$ (50,134)
Capital Improvements	0	0	0
TOTAL	<u>\$ 1,758,225</u>	<u>\$ 1,804,157</u>	<u>\$ (50,134)</u>
Other Funds:			
State Operations	\$ 6,886	\$ 6,886	\$ 0
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	\$ 6,886	\$ 6,886	\$ 0
Capital Improvements	0	0	0
TOTAL	<u>\$ 6,886</u>	<u>\$ 6,886</u>	<u>\$ 0</u>
FTE Positions	29.5	30.0	0.0
Unclassified Temp. Positions	2.6	2.1	0.0
TOTAL	<u>32.1</u>	<u>32.1</u>	<u>0.0</u>

* Includes a reduction of \$50,134, all from the State General Fund, for the Governor's employee salary adjustments.

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Senate Subcommittee Recommendation

The Senate Subcommittee concurs with the recommendations of the Governor, with the following exception:

1. Delete \$50,134 from the State General Fund based on the recommendation to delete funding for the 4.0 percent unclassified merit pool from individual agency budgets.



Senator Barbara Lawrence, Chairperson



Senator Christine Downey

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SUBCOMMITTEE REPORT

Agency: Lieutenant Governor

Bill No. –

Bill Sec. –

Analyst: Conroy

Analysis Pg. No. 1003

Budget Page No. 359

<u>Expenditure Summary</u>	<u>Agency Est. FY 98</u>	<u>Gov. Rec. FY 98</u>	<u>House Subcommittee Adjustments</u>
All Funds:			
State Operations	\$ 128,847	\$ 128,847	\$ 0
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	\$ 128,847	\$ 128,847	\$ 0
Capital Improvements	0	0	0
TOTAL	\$ 128,847	\$ 128,847	\$ 0
State General Fund:			
State Operations	\$ 128,847	\$ 128,847	\$ 0
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	\$ 128,847	\$ 128,847	\$ 0
Capital Improvements	0	0	0
TOTAL	\$ 128,847	\$ 128,847	\$ 0
FTE Positions	3.0	3.0	0.0
Unclassified Temp. Positions	0.0	0.0	0.0
TOTAL	3.0	3.0	0.0

The *Kansas Constitution* provides for the popular election of the Lieutenant Governor. Since 1974, the Governor and Lieutenant Governor have been elected jointly to four-year terms. All duties of the Lieutenant Governor are assigned by the Governor. In addition, the Lieutenant Governor succeeds to the Office of Governor in the event that the office becomes vacant. The Lieutenant Governor is, by statute, a member of the State Election Board and may concurrently serve as a cabinet officer or department head.

Agency Est./Governor's Recommendation

The revised FY 1998 budget estimate is \$28,291 less than the amount authorized by the 1997 Legislature, including the reappropriation. The current year request includes \$72,178 for salaries and wages and \$56,669 for nonsalary expenditures. The Lieutenant Governor is not taking a salary from the office. However, as provided in K.S.A. 75-3103, the Lieutenant Governor is being reimbursed \$1,875

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annually. The nonsalary expenses include travel (\$36,851), communication (\$5,312), and rents (\$5,000).

The Governor's recommendation for FY 1998 is \$128,847 or the same as the agency requested. The Governor does recommend deleting a minor amount (\$346) in salaries and wages for fringe benefit recalculations. The Governor recommends \$57,015 for nonsalary expenditures, or \$346 above the amount requested by the agency.

House Subcommittee Recommendation

The House Subcommittee concurs with the recommendations of the Governor.

House Committee Recommendation

The House Committee concurs with the recommendations of the Subcommittee.

House Committee of the Whole Recommendation

The full House has not considered this agency's appropriation.

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Attachment 3-2

Agency: Lieutenant Governor

Bill No. -

Bill Sec. -


Expenditure Summary	Agency Est. FY 98	Gov. Rec. FY 98	Senate Subcommittee Adjustments
All Funds:			
State Operations	\$ 128,847	\$ 128,847	\$ 0
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	\$ 128,847	\$ 128,847	\$ 0
Capital Improvements	0	0	0
TOTAL	\$ 128,847	\$ 128,847	\$ 0
State General Fund:			
State Operations	\$ 128,847	\$ 128,847	\$ 0
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	\$ 128,847	\$ 128,847	\$ 0
Capital Improvements	0	0	0
TOTAL	\$ 128,847	\$ 128,847	\$ 0
FTE Positions	3.0	3.0	0.0
Unclassified Temp. Positions	0.0	0.0	0.0
TOTAL	3.0	3.0	0.0

Senate Subcommittee Recommendation

The Senate Subcommittee concurs with the recommendations of the Governor.



 Senator Barbara Lawrence, Chairperson



 Senator Christine Downey

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SUBCOMMITTEE REPORT

Agency: Lieutenant Governor

Bill No. 2893

Bill Sec. 27

Analyst: Conroy

Analysis Pg. No. 1003

Budget Page No. 359

<u>Expenditure Summary</u>	<u>Agency Req. FY 99</u>	<u>Gov. Rec. FY 99</u>	<u>House Subcommittee Adjustments</u>
All Funds:			
State Operations	\$ 125,953	\$ 128,847	\$ 0
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	\$ 125,953	\$ 128,847	\$ 0
Capital Improvements	0	0	0
TOTAL	\$ 125,953	\$ 128,847	\$ 0
State General Fund:			
State Operations	\$ 125,953	\$ 128,847	\$ 0
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	\$ 125,953	\$ 128,847	\$ 0
Capital Improvements	0	0	0
TOTAL	\$ 125,953	\$ 128,847	\$ 0
FTE Positions	3.0	3.0	0.0
Unclassified Temp. Positions	0.0	0.0	0.0
TOTAL	3.0	3.0	0.0

The *Kansas Constitution* provides for the popular election of the Lieutenant Governor. Since 1974, the Governor and Lieutenant Governor have been elected jointly to four-year terms. All duties of the Lieutenant Governor are assigned by the Governor. In addition, the Lieutenant Governor succeeds to the Office of Governor in the event that the office becomes vacant. The Lieutenant Governor is, by statute, a member of the State Election Board and may concurrently serve as a cabinet officer or department head.

Agency Request/Governor's Recommendation

The FY 1999 budget request totals \$125,953, of which \$86,908 (or 69.0 percent) is for salaries of the 3.0 staff positions, funding for six months for the Lieutenant Governor's salary, the \$1,875 reimbursement for the Lieutenant Governor and \$39,045 is for other operating expenditures, primarily for travel (\$24,363) and communications (\$5,327). The request for partial-year funding of the Lieutenant Governor's salary reflects the possibility that after the November, 1998 general election a new Lieutenant

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Governor may be selected. The new Lieutenant Governor would then decide whether to take the salary of the office or hold another state appointment.

The Governor recommends \$128,847 for FY 1999, which is an increase of \$2,894 above the agency request. The Governor's recommendation for salaries and wages (\$90,241) includes financing of six-months salary for the Lieutenant Governor. The Governor's adjustments include fringe benefit recalculations, his pay plan proposal for FY 1999, and reductions (\$439) in other operating expenditures.

House Subcommittee Recommendation

The House Subcommittee concurs with the recommendations of the Governor.

House Committee Recommendation

The House Committee concurs with the recommendations of the Subcommittee.

House Committee of the Whole Recommendation

The full House has not considered this agency's appropriation.

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Attachment 3.5

<u>Expenditure Summary</u>	<u>Agency Req. FY 99</u>	<u>Gov. Rec. FY 99</u>	<u>Senate Subcommittee Adjustments</u>
All Funds:			
State Operations	\$ 125,953	\$ 128,847	\$ (2,976) *
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	\$ 125,953	\$ 128,847	\$ (2,976)
Capital Improvements	0	0	0
TOTAL	<u>\$ 125,953</u>	<u>\$ 128,847</u>	<u>\$ (2,976)</u>
State General Fund:			
State Operations	\$ 125,953	\$ 128,847	\$ (2,976)
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	\$ 125,953	\$ 128,847	\$ (2,976)
Capital Improvements	0	0	0
TOTAL	<u>\$ 125,953</u>	<u>\$ 128,847</u>	<u>\$ (2,976)</u>
FTE Positions	3.0	3.0	0.0
Unclassified Temp. Positions	0.0	0.0	0.0
TOTAL	<u>3.0</u>	<u>3.0</u>	<u>0.0</u>

* Includes a reduction of \$2,976, all from the State General Fund, for the Governor's employee salary adjustments.

Senate Subcommittee Recommendation

The Senate Subcommittee concurs with the recommendations of the Governor, with the following exception:

1. Delete \$2,976 from the State General Fund based on the recommendation to delete funding for the 4.0 percent unclassified merit pool from individual agency budgets.

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3/10/98
Attachment 3-6*

Barbara Lawrence
Senator Barbara Lawrence, Chairperson

Christine Downey
Senator Christine Downey

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3/10/98
Attachment 3-7

SUBCOMMITTEE REPORT

Agency: Legislative Coordinating Council

Bill No. –

Bill Sec. –

Analyst: Conroy

Analysis Pg. No. 986

Budget Page No. 349

Expenditure	Agency Est. FY 98	Gov. Rec. FY 98	Senate Subcommittee Adjustments
All Funds:			
State Operations	\$ 565,797	\$ 565,797	0
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	<u>\$ 565,797</u>	<u>\$ 565,797</u>	<u>0</u>
Capital Improvements	0	0	0
TOTAL	<u><u>\$ 565,797</u></u>	<u><u>\$ 565,797</u></u>	<u><u>0</u></u>
State General Fund:			
State Operations	\$ 565,797	\$ 565,797	0
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	<u>\$ 565,797</u>	<u>\$ 565,797</u>	<u>0</u>
Capital Improvements	0	0	0
TOTAL	<u><u>\$ 565,797</u></u>	<u><u>\$ 565,797</u></u>	<u><u>0</u></u>
FTE Positions	10.0	10.0	0.0
Unclassified Temp. Positions	1.0	1.0	0.0
TOTAL	<u><u>11.0</u></u>	<u><u>11.0</u></u>	<u><u>0.0</u></u>

The Legislative Coordinating Council is responsible for coordinating the delivery of legislative services. The Council consists of the President of the Senate, the Speaker of the House, the Speaker Pro Tem of the House, and the majority and minority leaders of each chamber. The budget includes the compensation and expenses associated with Council meetings and the salaries and wages and travel expenses of the staff of the Division of Legislative Administrative Services.

Agency Estimate/Governor's Recommendation

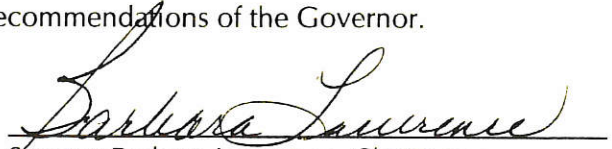
The FY 1998 revised budget submitted by the Legislative Coordinating Council (LCC) is \$565,797 or \$40,594 less than the currently authorized amount by the 1997 Legislature, including reappropriations. The FY 1998 estimate includes \$49,481 for an evaluation of the state hospital closure process, as approved by the 1997 Legislature.

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Attachment 4-1


The Governor for FY 1998 recommends \$565,797, the same as the agency request.

Senate Subcommittee Recommendation

The Senate Subcommittee concurs with the recommendations of the Governor.



Senator Barbara Lawrence, Chairperson



Senator Christine Downey

S W+M
3/10/98
Attachment 4-2

SUBCOMMITTEE REPORT

Agency: Legislative Coordinating Council

Bill No. 642

Bill Sec. 23(a)

Analyst: Conroy

Analysis Pg. No. 986

Budget Page No. 349

Expenditure	Agency Req. FY 99	Gov. Rec. FY 99	Senate Subcommittee Adjustments
All Funds:			
State Operations	\$ 587,866	\$ 598,657	\$ (21,056) *
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	\$ 587,866	\$ 598,657	\$ (21,056)
Capital Improvements	0	0	0
TOTAL	<u>\$ 587,866</u>	<u>\$ 598,657</u>	<u>\$ (21,056)</u>
State General Fund:			
State Operations	\$ 587,866	\$ 598,657	\$ (21,056)
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	\$ 587,866	\$ 598,657	\$ (21,056)
Capital Improvements	0	0	0
TOTAL	<u>\$ 587,866</u>	<u>\$ 598,657</u>	<u>\$ (21,056)</u>
FTE Positions	12.0	12.0	0.0
Unclassified Temp. Positions	1.0	1.0	0.0
TOTAL	<u>13.0</u>	<u>13.0</u>	<u>0.0</u>

* Includes a reduction of \$21,056, all from the State General Fund, for the Governor's recommended employee salary adjustment.

The Legislative Coordinating Council is responsible for coordinating the delivery of legislative services. The Council consists of the President of the Senate, the Speaker of the House, the Speaker Pro Tem of the House, and the majority and minority leaders of each chamber. The budget includes the compensation and expenses associated with Council meetings and the salaries and wages and travel expenses of the staff of the Division of Legislative Administrative Services.

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Attachment 4-3

Agency Request/Governor's Recommendation

The agency's FY 1999 budget request of \$587,866 is \$22,069 more than the revised agency estimate for FY 1998. The agency request includes the transfer of two computer support positions from the Legislature's revised FY 1998 budget to this agency's budget for the budget year. The positions are assisting in the ongoing efforts to computerize the legislative branch. The requested salaries for the two computer positions total \$68,474, including fringe benefits. The increase is offset in part by the one time expenditure in FY 1998 of \$49,481 for the study on hospital closure, as approved by the 1997 Legislature. Excluding the adjustment for the study, salaries and wages increase \$64,703 and other operating expenditures increase \$6,847. As directed by the LCC, the budget request includes step increases for the 10 employees who are paid in accordance with the basic state pay plan, but no provision is made for a general salary increase.

The Governor for FY 1999 recommends \$598,657 or \$10,791 more than the agency requested. The Governor's adjustments include fringe benefit recalculations and his pay plan proposal for FY 1999, which for this agency, includes a 4.0 percent unclassified merit pool. The recommendation includes a merit salary pool (\$3,627) for the employee who is not assigned to the basic state pay plan.

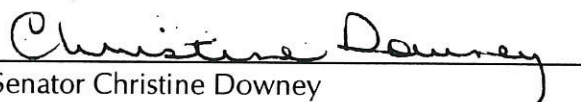
Senate Subcommittee Recommendation

The Senate Subcommittee concurs with the recommendations of the Governor, with the following exception:

1. Delete \$21,056 from the State General Fund based on the recommendation to delete funding for the 4.0 percent unclassified merit pool (\$16,818) and the longevity bonus payments (\$4,238) from individual agency budgets.



Senator Barbara Lawrence, Chairperson



Senator Christine Downey

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Attachment 4-4

SUBCOMMITTEE REPORT

Agency: Legislative Division of Post Audit

Bill No. –

Bill Sec. –

Analyst: Conroy

Analysis Pg. No. 1254

Budget Page No. 351

Expenditure	Agency Est. FY 98	Gov. Rec. FY 98	Senate Subcommittee Adjustments
All Funds:			
State Operations	\$ 1,531,537	\$ 1,531,537	\$ 0
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	\$ 1,531,537	\$ 1,531,537	\$ 0
Capital Improvements	0	0	0
TOTAL	<u>\$ 1,531,537</u>	<u>\$ 1,531,537</u>	<u>\$ 0</u>
State General Fund:			
State Operations	\$ 1,531,537	\$ 1,531,537	\$ 0
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	\$ 1,531,537	\$ 1,531,537	\$ 0
Capital Improvements	0	0	0
TOTAL	<u>\$ 1,531,537</u>	<u>\$ 1,531,537</u>	<u>\$ 0</u>
FTE Positions	20.0	20.0	0.0
Unclass. Temp. Positions	2.5	2.5	0.0
TOTAL	<u>22.5</u>	<u>22.5</u>	<u>0.0</u>

The Legislative Division of Post Audit is the audit arm of the Kansas Legislature. The Division is responsible for financial-compliance and performance audits of state agencies and programs. The Division's audit work is conducted in accordance with generally accepted governmental auditing standards as set forth by the U.S. General Accounting Office. The agency operates under the supervision of the ten-member Legislative Post Audit Committee.

Agency Estimate/Governor's Recommendation

The revised agency estimate of FY 1998 expenditures from the State General Fund is \$99,333 less than authorized by the 1997 Legislature, including the reappropriation. Expenditures from the non-reportable Audit Services Fund are estimated at \$318,426. The agency request includes 20.0 FTE positions, the same number as currently approved.

The Governor's recommendation for FY 1998 is \$1,531,537, the same as the agency requested.


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Attachment 5-1*

Senate Subcommittee Recommendation

The Senate Subcommittee concurs with the recommendations of the Governor.



Senator Barbara Lawrence, Chairperson



Senator Christine Downey

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Attachment 5-2

SUBCOMMITTEE REPORT

Agency: Legislative Division of Post Audit

Bill No. 642

Bill Sec. 25

Analyst: Conroy

Analysis Pg. No. 1254

Budget Page No. 351

Expenditure	Agency Req. FY 99	Gov. Rec. FY 99	Senate Subcommittee Adjustments
All Funds:			
State Operations	\$ 1,612,404	\$ 1,630,583	\$ (92,175) *
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	\$ 1,612,404	\$ 1,630,583	\$ (92,175)
Capital Improvements	0	0	0
TOTAL	\$ 1,612,404	\$ 1,630,583	\$ (92,175)
State General Fund:			
State Operations	\$ 1,612,404	\$ 1,630,583	\$ (92,175)
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	\$ 1,612,404	\$ 1,630,583	\$ (92,175)
Capital Improvements	0	0	0
TOTAL	\$ 1,612,404	\$ 1,630,583	\$ (92,175)
FTE Positions	20.0	20.0	0.0
Unclass. Temp. Positions	2.4	2.4	0.0
TOTAL	22.4	22.4	0.0

* Includes a reduction of \$53,375, all from the State General Fund, for the Governor's recommended employee salary adjustment.

The Legislative Division of Post Audit is the audit arm of the Kansas Legislature. The Division is responsible for financial-compliance and performance audits of state agencies and programs. The Division's audit work is conducted in accordance with generally accepted governmental auditing standards as set forth by the U.S. General Accounting Office. The agency operates under the supervision of the ten-member Legislative Post Audit Committee.

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Attachment 5-3

Agency Request/Governor's Recommendation

The FY 1999 budget request of the Division of Post Audit is financed entirely by the State General Fund in the amount of \$1,612,404. Requested non-reportable expenditures from the Audit Services Fund in FY 1999 are \$335,373. The General Fund request is an increase of \$80,867 or 5.3 percent above the agency's revised current year estimate. Of the requested increase, \$36,635 is for salaries and benefits of the present 20.0 FTE positions. The agency request reflects step movement, longevity, and fringe benefit adjustments for the existing agency staff. As directed by the Legislative Coordinating Council, the agency budget does not provide for a general salary increase. Other operating expenditures increase by \$44,232 in FY 1999 from \$436,986 to \$481,218. The agency estimates that the cost of contract audit work will increase during FY 1999. The agency cites new audit requirements that were imposed upon the state by amendments to the federal Single Audit Act and the estimated increase in the "market cost" to cover audit firms' growing liability costs associated with audits of public entities. In addition, the agency during FY 1999 will have an external quality control review of the Division's audit working papers and reports. Such reviews are required by governing auditing standards once every three years.

The Governor for FY 1999 recommends \$1,630,583 or \$18,179 more than the agency requested. The Governor's adjustments include fringe benefit recalculations and his pay plan proposal for FY 1999, which for this agency, includes a 4.0 percent unclassified merit pool. The recommendation includes \$3,881 for a merit salary pool for the one employee not assigned to the basic state pay plan. The Governor recommends \$481,218 for other operating expenditures in FY 1999, or the same as the agency request in the budget year.

Senate Subcommittee Recommendation

The Senate Subcommittee concurs with the recommendations of the Governor, with the following exception:

1. Delete \$53,375 from the State General Fund based on the recommendation to delete funding for the 4.0 percent unclassified merit pool (\$46,813) and the longevity bonus payments (\$6,542) from individual agency budgets.
2. Delete \$38,800 (State General Fund) to reflect a reduction in the budgeted amount for contracted financial-compliance audits. The agency recently awarded contracts for the next three-year cycle of statutorily required financial-compliance audits. The FY 1999 costs for the accepted bid was \$201,200 or \$38,800 less than the \$240,000 in the agency's budget.
3. The Subcommittee notes with concern the ability of this agency to attract and retain quality professional staff. The competition from the private sector, especially for mid-level staff, in recent months has been very intense. The Subcommittee urges the agency to continue to monitor the turnover of professional staff and keep the Subcommittee informed of any new developments.

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Attachment 5-4



Senator Barbara Lawrence, Chairperson



Senator Christine Downey

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Attachment 5-5

SUBCOMMITTEE REPORT

Agency: Legislative Research Department

Bill No. –

Bill Sec. –

Analyst: Conroy

Analysis Pg. No. 990

Budget Page No. 353

Expenditure	Agency Est. FY 98	Gov. Rec. FY 98	Senate Subcommittee Adjustments
All Funds:			
State Operations	\$ 2,221,770	\$ 2,221,770	\$ 0
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	\$ 2,221,770	\$ 2,221,770	\$ 0
Capital Improvements	0	0	0
TOTAL	\$ 2,221,770	\$ 2,221,770	\$ 0
State General Fund:			
State Operations	\$ 2,221,770	\$ 2,221,770	\$ 0
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	\$ 2,221,770	\$ 2,221,770	\$ 0
Capital Improvements	0	0	0
TOTAL	\$ 2,221,770	\$ 2,221,770	\$ 0
FTE Positions	37.0	37.0	0.0
Unclassified Temp. Positions	0.0	0.0	0.0
TOTAL	37.0	37.0	0.0

The Legislative Research Department provides research and fiscal analysis for the Legislature, its committees, and individual legislators. The Department provides staff for all legislative committees meeting both during the session and the interim, including statutorily-created committees, *i.e.*, Legislative Budget, State Building Construction, etc. The Legislative Coordinating Council appoints the Director of the Department, approves the budget proposed for its operation, and generally establishes the broad policies under which the Department operates.

Agency Estimate/Governor's Recommendation

The agency's revised FY 1998 estimate is \$2,221,770, or \$75,197 less than the currently authorized amount by the 1997 Legislature, including reappropriations. This reduction is largely due to savings in salaries and wages which are partially offset by an increase of \$41,176 in other operating expenses, principally the addition of \$36,116 in computer equipment and software upgrades needed

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Attachment 6-1

to move toward electronic centralization of documents and to improve the distribution of information to the Legislature, other public agencies, and the general public.

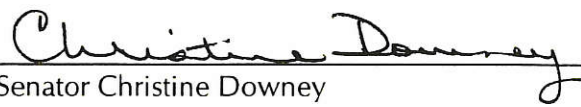
The Governor recommends FY 1998 state operations funding of \$2,221,770, the same as the agency's estimate. The Governor also concurs with the agency's requested FTE positions at 37.0.

Senate Subcommittee Recommendation

The Senate Subcommittee concurs with the recommendations of the Governor.



Senator Barbara Lawrence, Chairperson



Senator Christine Downey

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Attachment 6-2

SUBCOMMITTEE REPORT

Agency: Legislative Research Department

Bill No. 642

Bill Sec. 23(b)

Analyst: Conroy

Analysis Pg. No. 990

Budget Page No. 353

Expenditure	Agency Req. FY 99	Gov. Rec. FY 99	Senate Subcommittee Adjustments
All Funds:			
State Operations	\$ 2,308,329	\$ 2,346,764	\$ (104,122) *
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	\$ 2,308,329	\$ 2,346,764	\$ (104,122)
Capital Improvements	0	0	0
TOTAL	\$ 2,308,329	\$ 2,346,764	\$ (104,122)
State General Fund:			
State Operations	\$ 2,308,329	\$ 2,346,764	\$ (104,122)
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	\$ 2,308,329	\$ 2,346,764	\$ (104,122)
Capital Improvements	0	0	0
TOTAL	\$ 2,308,329	\$ 2,346,764	\$ (104,122)
FTE Positions	37.0	37.0	0.0
Unclassified Temp. Positions	0.0	0.0	0.0
TOTAL	37.0	37.0	0.0

* Includes a reduction of \$104,122, all from the State General Fund, for the Governor's recommended employee salary adjustment.

The Legislative Research Department provides research and fiscal analysis for the Legislature, its committees, and individual legislators. The Department provides staff for all legislative committees meeting both during the session and the interim, including statutorily-created committees, i.e., Legislative Budget, State Building Construction, etc. The Legislative Coordinating Council appoints the Director of the Department, approves the budget proposed for its operation, and generally establishes the broad policies under which the Department operates.

Agency Request/Governor's Recommendation

The agency requests FY 1999 states operation funding of \$2,308,329, an increase of 3.9 percent or \$86,559 above the FY 1998 estimate.

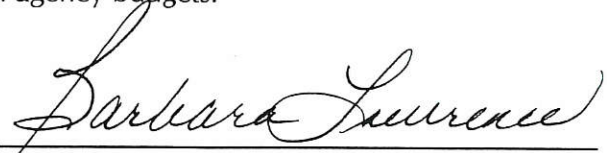
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Attachment 6-3

For FY 1999 the Governor recommends \$2,346,764, or \$38,435 more than the agency requested. The increase reflects the Governor's pay plan proposal of a 4.0 percent unclassified merit pool. The Governor's recommendation includes \$10,379 in the merit pool for employees who are not assigned to the basic state pay plan. The Governor concurs with the agency's nonsalary expenditure request of \$212,000, of which \$57,600 is for microcomputer replacement and supporting software and equipment.

Senate Subcommittee Recommendation

The Senate Subcommittee concurs with the recommendations of the Governor, with the following exception:

1. Delete \$104,122 from the State General Fund based on the recommendation to delete funding for the 4.0 percent unclassified merit pool (\$83,115) and the longevity bonus payments (\$21,007) from individual agency budgets.



Senator Barbara Lawrence, Chairperson



Senator Christine Downey

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Attachment 6-4

SUBCOMMITTEE REPORT

Agency: Revisor of Statutes

Bill No. –

Bill Sec. –

Analyst: Conroy

Analysis Pg. No. 995

Budget Page No. 401

Expenditure	Agency Est. FY 98	Gov. Rec. FY 98	Senate Subcommittee Adjustments
All Funds:			
State Operations	\$ 2,207,991	\$ 2,207,991	\$ 0
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	\$ 2,207,991	\$ 2,207,991	\$ 0
Capital Improvements	0	0	0
TOTAL	\$ 2,207,991	\$ 2,207,991	\$ 0
State General Fund:			
State Operations	\$ 2,207,991	\$ 2,207,991	\$ 0
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	\$ 2,207,991	\$ 2,207,991	\$ 0
Capital Improvements	0	0	0
TOTAL	\$ 2,207,991	\$ 2,207,991	\$ 0
FTE Positions	26.0	26.0	0.0
Unclass. Temp. Positions	0.0	0.0	0.0
TOTAL	26.0	26.0	0.0

The Office of Revisor of Statutes provides bill drafting and legal research services for all legislators, and the Legislative Coordinating Council. The agency is responsible for continuous statutory revision and supervising the computerized legislative information system involving bill status and bill typing. The Revisor of Statutes also provides staff services to the Interstate Cooperation Commission. The Office of Revisor of Statutes operates under the supervision of the Legislative Coordinating Council.

Agency Estimate/Governor's Recommendation

The revised FY 1998 agency estimate is \$2,207,991 which is \$170,366 less than authorized by the 1997 Legislature, including the reappropriated amount.

The Governor's recommendation for FY 1998 is \$2,207,991, the same as the agency requested.


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Attachment 7-1*

Senate Subcommittee Recommendation

The Senate Subcommittee concurs with the recommendations of the Governor.



Senator Barbara Lawrence, Chairperson



Senator Christine Downey

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3/10/98
Attachment 7-2

SUBCOMMITTEE REPORT

Agency: Revisor of Statutes

Bill No. 642

Bill Sec. 23(c)

Analyst: Conroy

Analysis Pg. No. 995

Budget Page No. 401

Expenditure	Agency Req. FY 99	Gov. Rec. FY 99	Senate Subcommittee Adjustments
All Funds:			
State Operations	\$ 2,198,531	\$ 2,223,413	\$ (71,536) *
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	<u>\$ 2,198,531</u>	<u>\$ 2,223,413</u>	<u>\$ (71,536)</u>
Capital Improvements	0	0	0
TOTAL	<u><u>\$ 2,198,531</u></u>	<u><u>\$ 2,223,413</u></u>	<u><u>\$ (71,536)</u></u>
State General Fund:			
State Operations	\$ 2,198,531	\$ 2,223,413	\$ (71,536)
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	<u>\$ 2,198,531</u>	<u>\$ 2,223,413</u>	<u>\$ (71,536)</u>
Capital Improvements	0	0	0
TOTAL	<u><u>\$ 2,198,531</u></u>	<u><u>\$ 2,223,413</u></u>	<u><u>\$ (71,536)</u></u>
FTE Positions	26.0	26.0	0.0
Unclass. Temp. Positions	0.0	0.0	0.0
TOTAL	<u><u>26.0</u></u>	<u><u>26.0</u></u>	<u><u>0.0</u></u>

* Includes a reduction of \$71,536, all from the State General Fund, for the Governor's recommended employee salary adjustment.

The Office of Revisor of Statutes provides bill drafting and legal research services for all legislators, and the Legislative Coordinating Council. The agency is responsible for continuous statutory revision and supervising the computerized legislative information system involving bill status and bill typing. The Revisor of Statutes also provides staff services to the Interstate Cooperation Commission. The Office of Revisor of Statutes operates under the supervision of the Legislative Coordinating Council.

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Attachment 7-3

Agency Request/Governor's Recommendation

The FY 1999 budget request of the Revisor of Statutes is \$2,198,531, or \$9,460 less than the revised expenditure estimate for FY 1998.

The Governor for FY 1999 recommends \$2,223,413 or \$24,882 more than the agency requested. The Governor's adjustment includes fringe benefit recalculations and his pay plan proposal for FY 1999, which for this agency, includes a 4.0 percent unclassified merit pool. The recommendation includes \$7,706 for a merit salary pool for employees who are not assigned to the basic state pay plan.

Salaries and Wages. The FY 1999 request for salaries and wages totals \$1,649,774, an increase of \$41,966 or 2.6 percent above the FY 1998 revised estimate. As directed by the Legislative Coordinating Council, no provision is made for a general salary increase. **The Governor** makes adjustments to reflect his pay plan proposal for FY 1999, which includes a 4.0 percent unclassified merit pool.

Printing. The FY 1999 request includes \$291,207 for printing costs for the publication of the cumulative supplements and the general index volume to the ~~Kansas Statutes Annotated~~. The FY 1998 estimate for printing costs is \$367,583. **The Governor concurs** with the agency request.

Computer Services. For FY 1999 the agency request includes \$175,687 for computer services, largely provided by the Division of Information Systems and Communications; and for acquisition, maintenance and normal replacement of existing computer hardware and software. **The Governor concurs** with the agency request.

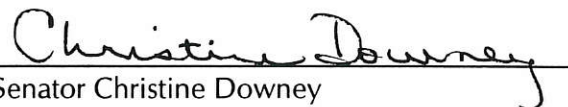
Senate Subcommittee Recommendation

The Senate Subcommittee concurs with the recommendations of the Governor, with the following exception:

1. Delete \$71,536 from the State General Fund based on the recommendation to delete funding for the 4.0 percent unclassified merit pool (\$55,678) and the longevity bonus payments (\$15,858) from individual agency budgets.



Senator Barbara Lawrence, Chairperson



Senator Christine Downey

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Attachment 7-4

SUBCOMMITTEE REPORT

Agency: Legislature

Bill No. –

Bill Sec. –

Analyst: Conroy

Analysis Pg. No. 981

Budget Page No. 355

Expenditure	Agency Est. FY 98	Gov. Rec. FY 98	Senate Subcommittee Adjustments
All Funds:			
State Operations	\$ 10,908,474	\$ 10,908,474	\$ 0
Aid to Local Units	0	0	0
Other Assistance	41,630	41,630	0
Subtotal - Operating	\$ 10,950,104	\$ 10,950,104	\$ 0
Capital Improvements	0	0	0
TOTAL	\$ 10,950,104	\$ 10,950,104	\$ 0
State General Fund:			
State Operations	\$ 10,421,297	\$ 10,421,297	\$ 0
Aid to Local Units	0	0	0
Other Assistance	41,630	41,630	0
Subtotal - Operating	\$ 10,462,927	\$ 10,462,927	\$ 0
Capital Improvements	0	0	0
TOTAL	\$ 10,462,927	\$ 10,462,927	\$ 0
FTE Positions	30.0	30.0	0.0
Unclass. Temp. Positions	0.0	0.0	0.0
TOTAL	30.0	30.0	0.0

The legislative power of the State of Kansas is vested in a House of Representatives (125 members) and a Senate (40 members). The budget for this agency finances the operations of the House and Senate, joint expenses, legislative claims, special maintenance and repair expenses, special expenses authorized by the Legislative Coordinating Council, and the retirement program for session only employees of the Legislature.

Agency Estimate/Governor's Recommendation

The FY 1998 budget estimate for the Legislature as submitted with the approval of the Legislative Coordinating Council (LCC) is \$10,950,104 or \$195,101 below the amount authorized by the 1997 Legislature, including reappropriations.

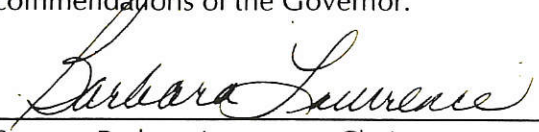
The Governor's recommendation for FY 1998 is \$10,950,104, the same as the agency request. The Governor concurs with the agency's request for 30.0 FTE positions in FY 1998.

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Attachment 8-1


Contested Election Claims. The LCC approved payment of claims in the amount of \$41,630 from the State General Fund for attorney fees (\$40,000) and court costs (\$1,630) in connection with the Jones/Shriver 1994 contested election for the House of Representatives. **The Governor** concurs with the agency's request for claims payments in FY 1998.

Senate Subcommittee Recommendation

The Senate Subcommittee concurs with the recommendations of the Governor.



Senator Barbara Lawrence, Chairperson



Senator Christine Downey

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Attachment 8-2

SUBCOMMITTEE REPORT

Agency: Legislature

Bill No. 642

Bill Sec. 24

Analyst: Conroy

Analysis Pg. No. 981

Budget Page No. 355

<u>Expenditure</u>	<u>Agency Req. FY 99</u>	<u>Gov. Rec. FY 99</u>	<u>Senate Subcommittee Adjustments</u>
All Funds:			
State Operations	\$ 12,517,637	\$ 10,679,866	\$ 1,837,567 *
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	<u>\$ 12,517,637</u>	<u>\$ 10,679,866</u>	<u>\$ 1,837,567</u>
Capital Improvements	0	0	0
TOTAL	<u><u>\$ 12,517,637</u></u>	<u><u>\$ 10,679,866</u></u>	<u><u>\$ 1,837,567</u></u>
State General Fund:			
State Operations	\$ 12,401,437	\$ 10,563,666	\$ 1,837,567
Aid to Local Units	0	0	0
Other Assistance	0	0	0
Subtotal - Operating	<u>\$ 12,401,437</u>	<u>\$ 10,563,666</u>	<u>\$ 1,837,567</u>
Capital Improvements	0	0	0
TOTAL	<u><u>\$ 12,401,437</u></u>	<u><u>\$ 10,563,666</u></u>	<u><u>\$ 1,837,567</u></u>
FTE Positions	30.0	28.0	2.0
Unclass. Temp. Positions	0.0	0.0	0.0
TOTAL	<u><u>30.0</u></u>	<u><u>28.0</u></u>	<u><u>2.0</u></u>

* Includes a reduction of \$188,433, all from the State General Fund, for the Governor's recommended employee salary adjustments.

The legislative power of the State of Kansas is vested in a House of Representatives (125 members) and a Senate (40 members). The budget for this agency finances the operations of the House and Senate, joint expenses, legislative claims, special maintenance and repair expenses, special expenses authorized by the Legislative Coordinating Council, and the retirement program for session only employees of the Legislature.

Agency Request/Governor's Recommendation

The FY 1999 budget request for the Legislature as submitted by the LCC totals \$12,517,637, of which \$12,401,437 is from the State General Fund and \$116,200 is from special revenue funds. The agency request includes \$2,026,000, including 2.0 FTE positions, for computer enhancements within the agency. The requested computer enhancement would implement the agency's strategic computing

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Attachment 8-3*

plan as recommended by the Boeing Corporation which provided consultant services to the agency. The following table details the request:

Items Included in the Legislature's FY 1999 Budget for Implementation of the Kansas Legislature's Strategic Computing Plan Developed Under Guidance of Consultants of the Boeing Corporation	
<u>Salaries and Wages</u>	<u>Amount</u>
Webmaster	\$ 50,000
Computer Technician	35,000
Subtotal	\$ 85,000
<u>Contractual Services</u>	
Windows NT Server Licenses	\$ 30,000
Retrofit Existing Printers	3,300
DISC Charges	180,000
Install Staff Software and E-Mail	250,000
Training and Miscellaneous	17,700
Subtotal	\$ 481,000
<u>Capital Outlay</u>	
Desktop Computers for Staff	\$ 610,000
Replace Staff Laptops	80,000
Replace Printers	190,000
Replace File Servers	20,000
Document Management System Server	20,000
Technical Staff Personal Computers	9,000
Web Server	12,000
Archive System	2,000
Subtotal	\$ 943,000
Document Management System Software	\$ 305,000
Web Server Software	20,000
Webmaster Tools	2,000
Firewall Software	20,000
Software Upgrades	170,000
Subtotal	\$ 517,000
TOTAL	\$ <u>2,026,000</u>

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Attachment 8-4

The Governor recommends a budget of \$10,679,866 for FY 1999, or \$1,837,771 less than the agency requested. The Governor does not recommend the requested computer enhancement. The Governor's recommendation includes \$10,563,666 from the State General Fund and \$116,200 in special revenue funds.

Salaries and Allowances. The FY 1999 budget contains no general increases in the salaries of legislative employees or of the members or in the daily subsistence allowances of members. Under current law, salaries of legislators and of the legislative leadership are increased commensurately with the average increase to each step pursuant to any adjustment of the civil service plan. The daily subsistence rate is increased in accord with changes in the amount allowable under federal law and regulations for federal executive branch employees while serving away from home in Topeka. The agency's request includes the shifting of two general computer support staff from the Legislature's budget to that of the Legislative Coordinating Council and then the addition of 2.0 FTE positions associated with the requested budget year computer enhancement.

The Governor for FY 1999 recommends total salaries and wages of \$6,706,302 or \$103,229 less than the agency requested. The Governor does not recommend the requested 2.0 additional FTE positions associated with the requested computer enhancement. The Governor's adjustments include fringe benefit recalculations and his pay plan proposal for FY 1999, which includes a 4.0 percent unclassified merit pool. The recommendation includes \$157,760 (excluding fringe benefits) for a merit salary pool for employees, including legislators (who would also receive a 4.0 percent increase).

Other Operating Expenditures. The agency in FY 1999 requests \$5,914,564 for other operating expenditures or \$1,565,569 more than in FY 1998 (excluding the claims payment). As previously noted, the request includes a computer enhancement for FY 1999. Excluding the requested computer enhancement, other operating expenditures decrease \$375,431 in FY 1999 as compared to the revised FY 1998 requested amount.

The Governor recommends other operating expenditures for the agency in the amount of \$3,937,564, or \$1,941,000 less than the amount requested. The recommended amount is the same as the agency requested when excluding the requested computer enhancement.

Senate Subcommittee Recommendation

The Senate Subcommittee concurs with the recommendations of the Governor, with the following exception:

1. Delete \$188,433 from the State General Fund based on the recommendation to delete funding for the 4.0 percent unclassified merit pool from individual agency budgets.
2. Add \$2,026,000 (all from the State General Fund) and 2.0 FTE positions to implement the agency's strategic computing plan as recommended by the Boeing Corporation which provided computer consultant services to the agency. The goal of the agency's Strategic Computing Plan is to improve the legislative decision-making process and public participation in government through user-friendly access to information.

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Attachment 8-5

Background

In October, 1996 the Joint Committee on Computers and Telecommunications (JCCT) was directed to develop a plan for hiring a consultant to assist with planning for computer enhancements for the Legislature. Based on a plan presented by the JCCT, the Legislature and the Boeing Company established a Memorandum of Understanding to begin a public-private partnership to develop a strategic computing plan. The goal of the plan is to guide the Legislature in its acquisitions and management of information system and communication technology for the rest of this century and beyond.

The structure of the project enabled legislators to guide plan development based on the needs and priorities of the Legislature. Three legislative teams were developed which included:

- **Information Systems Steering Committee** - Composed of both House and Senate members including legislative leadership which coordinated the overall direction and activities of the development of the plan.
- **Kansas System Team** - Composed of House and Senate members and staff directors which had primary responsibility for identifying business requirements and recommendations.
- **Information Systems Team** - Composed of information systems personnel from various staff agencies which assisted the Boeing Company consultants in understanding computing requirements and in identifying computing alternatives.

Summary of Recommendations of the Legislature's Strategic Computing Plan

The Legislature's Strategic Computing Plan contains six major recommendations of the Information Systems Steering Committee to meet the computer needs of the agency. These six recommendations include:

1. develop a centralized, searchable document database that includes bills, amendments, committee reports and associated documents that allows on-line access to all documents through a browser interface;
2. consolidate bill processing within the legislative environment, which would include upgrading the bill drafting, management, and processing systems while moving toward an "electronic bill" with computerized processing of legislation by the House Clerk and Senate Secretary;
3. provide computers for legislators and provide updated computers for legislative staff (including the establishment of Windows NT as the standard operating system and replace existing staff computers and replace or upgrade existing printers);
4. provide standard software throughout the legislative branch (including the establishment of Corel Office 8 Professional as a standard desktop application and GroupWise as the standard for e-mail, scheduling, and routing application);

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Attachment 8-6

5. hire additional computer support staff during the session; and
6. installation of a fiber optic network connecting all legislative areas in the Statehouse and upgrade electrical service as necessary in the legislative areas of the Statehouse.

FY 1999 Costs

To begin implementation of the Strategic Computing Plan in FY 1999 the Subcommittee recommends the following items:

<u>Salaries and Wages</u>	<u>Amount</u>
Webmaster	\$ 50,000
Computer Technician	35,000
Subtotal	<u>\$ 85,000</u>
 <u>Contractual Services</u> 	
Windows NT Server Licenses	\$ 30,000
Retrofit Existing Printers	3,300
DISC Charges	180,000
Install Staff Software and E-Mail	250,000
Training and Miscellaneous	17,700
Subtotal	<u>\$ 481,000</u>
 <u>Capital Outlay</u> 	
Desktop Computers for Staff	\$ 610,000
Replace Staff Laptops	80,000
Replace Printers	190,000
Replace File Servers	20,000
Document Management System Server	20,000
Technical Staff Personal Computers	9,000
Web Server	12,000
Archive System	2,000
Subtotal	<u>\$ 943,000</u>
Document Management System Software	\$ 305,000
Web Server Software	20,000
Webmaster Tools	2,000
Firewall Software	20,000
Software Upgrades	170,000
Subtotal	<u>\$ 517,000</u>
 TOTAL	 <u><u>\$ 2,026,000</u></u>

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Attachment 8-7

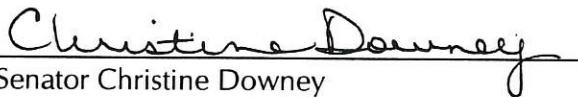
The Subcommittee expresses concern that the existing computers used in legislative offices are six to eight years old, while the maximum useful life on the computers is five years. Legislative Administrative Services staff has to cannibalize parts from surplus property computers to find the necessary repair parts to keep the existing legislative office computers running. The Subcommittee also notes that the estimated cost of \$940,000 for providing each legislator with a laptop computer is not contained within this initial recommendation. The Subcommittee observes that several options exist as to how laptop computers would be provided to legislators which has not been resolved at this time. One of the options include maintaining a library of computers for legislators to check-out during the member's term of office.

The Subcommittee also recommends that the Senate Ways and Means Subcommittee on the Department of Administration seriously consider the addition of \$1,310,000 to the Department of Administration's FY 1999 budget for the installation of a fiber optic network connecting all legislative areas in the Statehouse and to upgrade the electrical service as necessary in the legislative areas of the Statehouse. The Subcommittee notes that costs for rewiring and electrical upgrades within the Statehouse are normally funded in the Department of Administration's budget.

The Subcommittee discussed at length the need for the Legislature to have the appropriate computer technology to serve the current and future needs of the legislative branch and to improve public access to the legislative documents and information. The Subcommittee recommends the additional funding and staffing to meet this need.



Senator Barbara Lawrence, Chairperson



Senator Christine Downey

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Attachment 8-8

**RECOMMENDATIONS OF THE
KANSAS SYSTEMS TEAM**

TO THE

**INFORMATION SYSTEMS
STEERING COMMITTEE**

SEPTEMBER 10, 1997

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Attachment 9-1*

PROPOSED AGENDA FOR KANSAS SYSTEMS TEAM PRESENTATION TO THE KANSAS
STEERING COMMITTEE ON THE LEGISLATIVE COMPUTING SYSTEM STUDY
Wednesday, September 10, 1997 3:00 p.m. Room 123-S

Introduction Rich Howard, Consultant from Boeing

Presentation of the plan Janet Jones, Chief Clerk of the House

Demonstration Dave Larson, Director, Computer Services
Pat Saville, Secretary of the Senate

Explanation of the system Rick Riggs, Legislative Post Audit

Time line and cost estimates Mary Galligan, Legislative Research

Questions and Answers

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Attachment 9-2

Presentation to Information Systems Steering Committee on
Kansas Legislature's Strategic Computing Plan
September 10, 1997
Rich Howard

One of the most difficult things for people to do is to figure out the future. Some people believe that the future is destined and it just happens. I would rather believe the future could be what we make of it. The question is "What will we make of it?"

Today you will hear the proposed future plan for computing in the legislature. After years of dreaming, debating, and planning, and several outside consultant studies on computing, finally a computing plan has been developed that is your own plan. It is a plan created by your own people, who know your business, who know your culture, who know what will work here in the State Legislature, and who will make it happen.

The plan being presented is composed of separate projects implemented over several years. Each project is important to accomplishing the vision for an automated legislature. The value to the legislature is in doing the whole plan

Your own people will do all the projects. Therefore, some projects have to be done before other projects can start. The projects to build the computing infrastructure have to come first. Using your own people to perform all the work is the lowest cost approach to accomplishing the plan.

The computer-planning project was begun with the assumption that the best computing plan would result from involving as many people in the legislature as possible. And, that is what was done. Every legislator had an opportunity to input his or her ideas for using information systems technology, either through a personal interview or via a survey. All staff organizations got to submit their ideas, their problems and their issues for consideration. Three legislative teams were formed to guide and manage the entire planning process. The result is a plan with compromise and consensus, not to the detriment of automation, but as a realization that the most important capabilities have to come before less important ones.

Legislative personnel want to see something done. Their hopes for newer equipment and more integration of computing into work processes are wrapped up in this plan. The visibility of this project and the involvement of so many people in the creation of this plan have created high expectations in staff organizations that this time the necessary investments in computing will be made. And, there will not be a need to freeze computing expenditures anymore or in the future because of disagreement or confusion on what should be done.

The legislative effort to create this plan was huge. There were many hours of personal interviews with legislative leaders, legislators, staff, staff directors, and suppliers. Information on all the current legislative information and networking capabilities was collected and understood. Legislative teams diligently worked to understand everybody's ideas for using automation. They worked on determining which ideas were most important to the legislative vision. They worked on understanding the legislative processes so they could see how automation might be applied. Suppliers were invited to explain how they do the work that supports the legislature. Computing vendors were asked to give demonstrations of new technology that might be used. The teams looked at many alternatives to solving the requirements before coming up with the best solution. The ten staff people on the Information Systems team spent most of the three summer months working on this plan. The benefits of all this are that the knowledge about the computing vision, the computing requirements to reach the vision, the computing plan, and the projects need to implement the plan are contained with the people in your organization.

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Attachment 9-3

A way must be found to maintain the vision and plan for computing that has been developed. Making the decision on what projects to do now and then putting the plan on the shelf would be a mistake. The plan presented today is just a beginning. At the least, annual updating to address new automation priorities is needed. The plan needs to evaluate the new ideas that will inevitably arise from creative people. New developments in information systems technology will occur and need to be analyzed for their impact on the plan. Annual funding requirements for the plan's projects need to be updated and reviewed. The staff's knowledge that was developed during this process should be used to assist in this work.

One way to maintain this plan could be to institutionalize the three teams that directed and managed the project, and to assign a staff director to champion the process. This would show commitment to the need for computer planning. It would also recognize the important role of automation in legislative activities. There are many advantages to institutionalizing this process. It would provide constancy of purpose toward the vision of an automated legislature. It would provide continuity from year to year in the computing planning process, avoiding the need for periodic studies by outside consultants, which each time start back at ground zero. It would provide a way to handle the multi-year nature and funding requirements of computer projects. It would provide a process addressing and prioritizing new computing requirements of legislators and staff, always keeping the focus on what is best for the overall good of the legislature. And most importantly it would ensure that the available resources for computing are spent wisely. If something is not done to find a way to maintain this plan the synergy of this plan will be lost as well as the organization's investment and commitment.

It takes people with vision to drive an organization into the future. The way they do it is to imagine what the future could be and guide the organization toward that goal. The plan presented today imagines what the future could be here in the Legislature and defines the first steps toward the goal of improving the legislative decision-making process and public participation in government through user-friendly access to information.

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Attachment 9-4

PRESENTATION TO STEERING COMMITTEE LEGISLATIVE
COMPUTING SYSTEM STUDY by Janet Jones
September 10, 1997

Thank you for meeting with us today. We are excited and happy to be bringing you the results of the study of the Legislative Computing System which has been going on since last session.

When you brought in the consultants from Boeing you gave a legitimacy to the project. Staff had been trying to accomplish a goal like this on our own the past two summers but we did not have any authority. By putting together the structure of the Information Systems Team and the Kansas Systems Team and the Steering Committee, there has been a working relationship developed which has resulted in all of us being here today. The establishment of these teams will allow for a continuing monitoring of what our group called 'scope creep' as people want to add more items to the project during implementation or to change the plan.

Having legislators and department directors serve on the committees has been of great importance. This allowed the committees to consider methods of work, value of information and needs from all perspectives. Also, these department directors have allowed members of their staffs to give hours and days of work to this project. We had a great deal of cooperation and got to know the operation of each group.

Rich Howard has been a terrific resource for all of us. His role as facilitator of the committees has kept us on the mark and made us keep the priorities selected by the Kansas Systems Team in mind. These priorities were developed as a result of the survey of the members and staff which Boeing did during the session last year. This survey also was given credibility by being done by Boeing. Members and staff talked freely to them and gave suggestions and opinions, knowing their comments were being taken seriously but in confidence. The resulting report was a very time consuming document to prepare but was of invaluable help in the project.

This report showed that legislators feel Kansas must keep up with the rest of the world. We are approaching the 21st century and to be a part of it we have to meet the needs of our members and customers--the public. We feel that the project we are going to recommend today will move us along to this path. We have been scraping by in the short run but these efforts cannot continue to meet the needs and demands made by

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Attachment 9-5

more computer literate members, the public and interested groups. Legislators want to be effective and efficient and they want their secretaries to be responsive to them and to constituents. As the public has gotten on the Internet, they are wanting more access to what is going on in Topeka. Changing technology has forced us to consider changing many of our methods of doing work.

Kansas is not alone in struggling with this type of project but we are behind many states. In a way that is not bad because it has helped us to learn from their efforts and we have a better idea of what will work and what will not. Twenty-two states have computers on the desks of at least one house of their legislatures when the 1998 sessions start. A number of states allow members to bring in their own computers to access legislative data. Several states have begun to use CD-Roms to preserve and sell data.

Because of the age of our present equipment, we need to make changes anyway because right now we are using parts of one machine to patch up another. If we are going to do replacement, we need to do it in an orderly and prudent fashion. That is why this project is so important. We must replace dying computers! Wiring must be done whatever solution is recommended because any new equipment will not run on the current wiring we have in place. This has led the committee to recommend wiring the Statehouse and the purchase of new computers for all permanent staff and legislative secretaries to occur in the first year of the project.

We did investigate wireless technology and found it was slow, expensive and because of the makeup of this building, the booster stations would have to be so strong that this opened us up to interference from outside and also to interception from other parties. Indiana, the state which was so innovative in wireless technology four years ago it now putting in a hard-wired system.

The recommendation from the committee is to purchase a Document Management System. This will be a central repository for legislative data. An Internet style access system will be user friendly to members. This is also planned for the first year of the project but there was discussion on delaying that purchase for one year which in turn shifts other items a year.

Built into the new plan is money for replacing hardware on a regular cycle and also for updating software as necessary. By doing this, we will not end up down the road in the

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Attachment 9-6

situation we are currently in where a large investment must be made just to keep working.

We think that our proposed solution will provide a means to bring us up to date and also provide those features that the legislators and public expect and that the staff can use with ease and efficiency. There is also a great deal of ease for the user of the information as you will soon see with the demonstration. We have selected products which we feel are viable for the long-term.

We are recommending products which are 'off-the-shelf' so that upgrades are made by the producing companies and we will not have to contract for someone to come in and rewrite code to make changes as we go along. To leverage our equipment and to decrease training, we are planning to use programs which the staff and most legislators already know such as WordPerfect and Netscape.

Each agency will maintain its own information system and these files will continue to be managed in their unique styles by the individual agencies' computing staff.

The Revisor of Statutes will still maintain the documents on the mainframe which is necessary for publication of the Statutes, the histories, notes and annotations. The Bill Status system will be maintained for easy viewing.

The equipment will have sufficient memory and speed to serve the users well. Additional printers for legislative secretaries are included in the cost estimates to eliminate the sharing of equipment by secretaries which has slowed down productivity. The prices we have used for the cost to estimate for equipment and software have been gotten from state contract, from Internet sources, from vendors and from personal knowledge of computer staff. We have had vendors come to meetings and give demonstrations of their products.

A big plus in our plan is that everyone will be using the same software and hardware and e-mail system so everything should be compatible and will transfer from one person to another in a seamless fashion. This will be a great help, especially between Research and the Revisor's and the Clerk and Secretary and the Revisor.

We are relying primarily on our own staff to do most of the configuration and profiling on the new system although there is a need to add technical skills to set up and maintain the server and web sites. We will set up the our own work areas to do the tasks we

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Attachment 9-17

need and learn how to adapt to new situations as they come along. We have tried to be very realistic about the costs, the staffing, the usability and the time needed to complete each task.

The Kansas Systems team has adopted the proposal we are going to present to you. As an option requested, computers for legislators are being considered as a separate item with several options offered. Also, consideration of changing the purchase time of the Document Management System we are recommending was something which was brought up as a possibility.

Again, I want to thank you for allowing me to work on this project. I know I speak for all the members of the Information Systems team--it was a challenging experience but a very rewarding one. The Kansas Systems team was a great support in selecting the priorities and guiding the project to completion. This team has discussed methods of funding the project as well as implementation. The cooperation has led to open and honest dialogue. We have identified a list of policy questions that the Steering Committee will need to consider as the project goes along including possible rule and statute changes as well as the relationship the legislature has with INK and the Printing Plant.

I hope you are as excited as we are when you see what the project can offer to you. Dave Larson and Pat Saville will give a demonstration on the way our solution would work for you. We only got access to this program yesterday afternoon to set up this demonstration so it is not as complete as might have liked but it definitely does demonstrate that our users would not require a large amount of training.

This will be followed by Rick Riggs of Legislative Post Audit showing you the flow chart of the project and Mary Galligan of Legislative Research will take you through the time line for implementation and the estimated cost of the project.

Thank you.

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3/10/98
Attachment 9-8

Remarks for Steering Committee prior to Document Management Demo
D. Larson 9/10/97

Pat and I are going to show you what the vision contained in this plan could look like. We would like for you to note the following features:

- (a) the single, intuitive, internet accessible interface which makes the system easy to use
- (b) the ability to search within bills or across multiple bills
- (c) the one source for all legislative information
- (d) there is no special knowledge required, the user does not have to know that a document exists in order to find it
- (e) that repetitive tasks can be created once and used many times over
- (f) that the system is very flexible, new searches can be created ad hoc and saved for future use. This makes the solution superior to proprietary systems because there is no need for outside consultants to do the customization
- (g) that the system provides quick distribution of new documents, reducing information lag
- (h) that the solution uses off the shelf, proven technology
- (i) and that all of this happens because there exists a document database that is managed, controlled and secure

We will be conducting this demonstration as if we were a legislator using the system. While I run the computer, Pat will guide us through this portion of the demonstration.

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3/10/98
Attachment 9-9

**RECOMMENDATIONS OF THE
KANSAS SYSTEMS TEAM**

TO THE

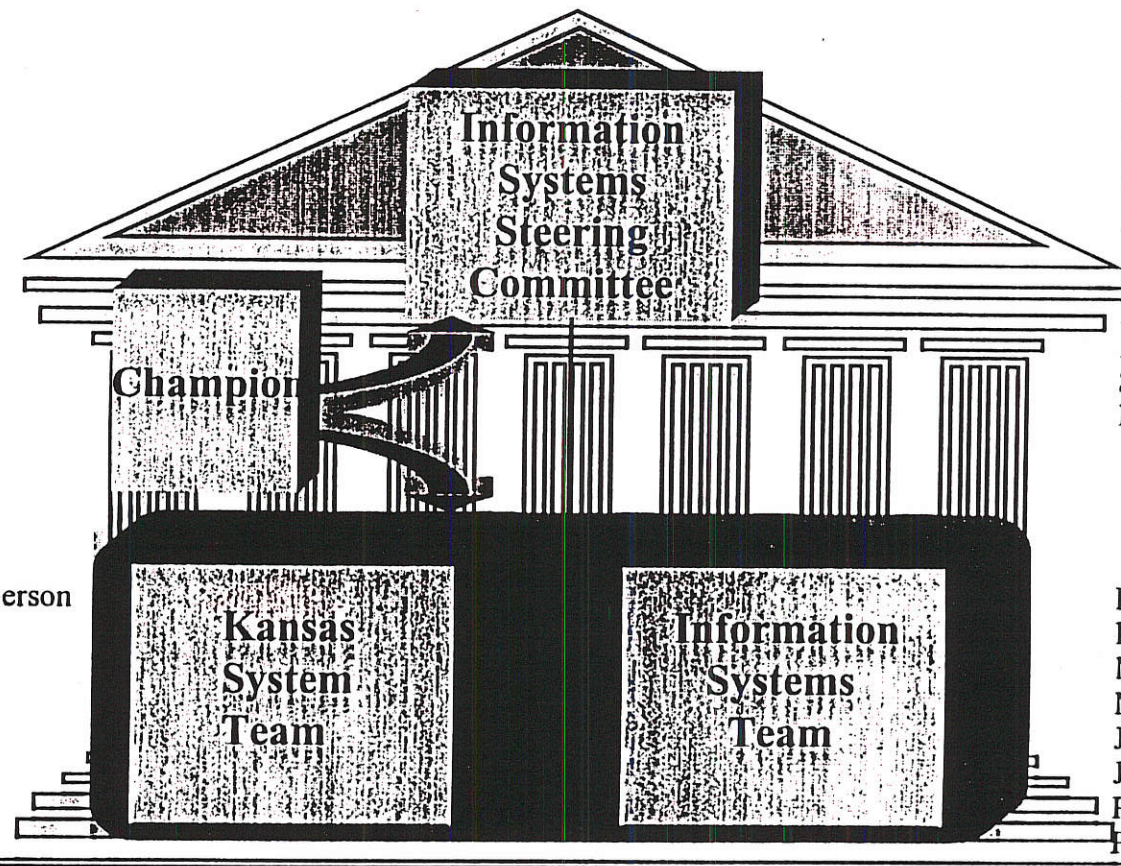
**INFORMATION SYSTEMS
STEERING COMMITTEE**

SEPTEMBER 10, 1997

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Attachment 9-10

Project Team Structure



- Sen. Dick Bond - Chairperson
- Sen. Anthony Hensley
- Rep. Tom Sawyer
- Rep. Tim Shallenburger
- Sen. Stan Clark
- Sen. Paul Feleciano
- Rep. George Dean
- Rep. Jim Morrison
- Sen. Dave Kerr
- Rep. Mike Farmer

- Janet Jones - Chairperson
- Ben Barrett
- Norm Furse
- Barbara Hinton
- Dave Larson
- Emil Lutz
- John Polzar
- Pat Saville
- Sen. Keith Schraad
- Sen. Mark Gilstrap
- Rep. Gary Hayzlett
- Rep. Dennis McKinney

- Dave Larson - Chairperson
- Bud Champney
- Mary Cheng
- Mary Galligan
- Janet Jones
- John Potter
- Rick Riggs
- Pat Saville
- Dave Tisch
- Patti VanSlyke

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Summary of Recommendations For Priority Functions

No. 1 Legislative Information

☞ Develop a centralized, searchable document database that includes bills, amendments, committee reports and associated documents that allows on-line access to all documents via a browser interface

No. 2 Upgraded Bill System

☞ Consolidate bill processing within the legislative environment

No. 3 Computers for Legislators/Updated Computers for Staff

☞ Establish Windows NT as the standard operating system

☞ Replace existing staff computers and replace or upgrade existing printers

No. 4 Software

☞ Establish Corel Office 8 Professional as standard desktop application

☞ Establish GroupWise as standard e-mail, scheduling, and routing application

No. 5 Staff

☞ Hire additional computer support staff during the session

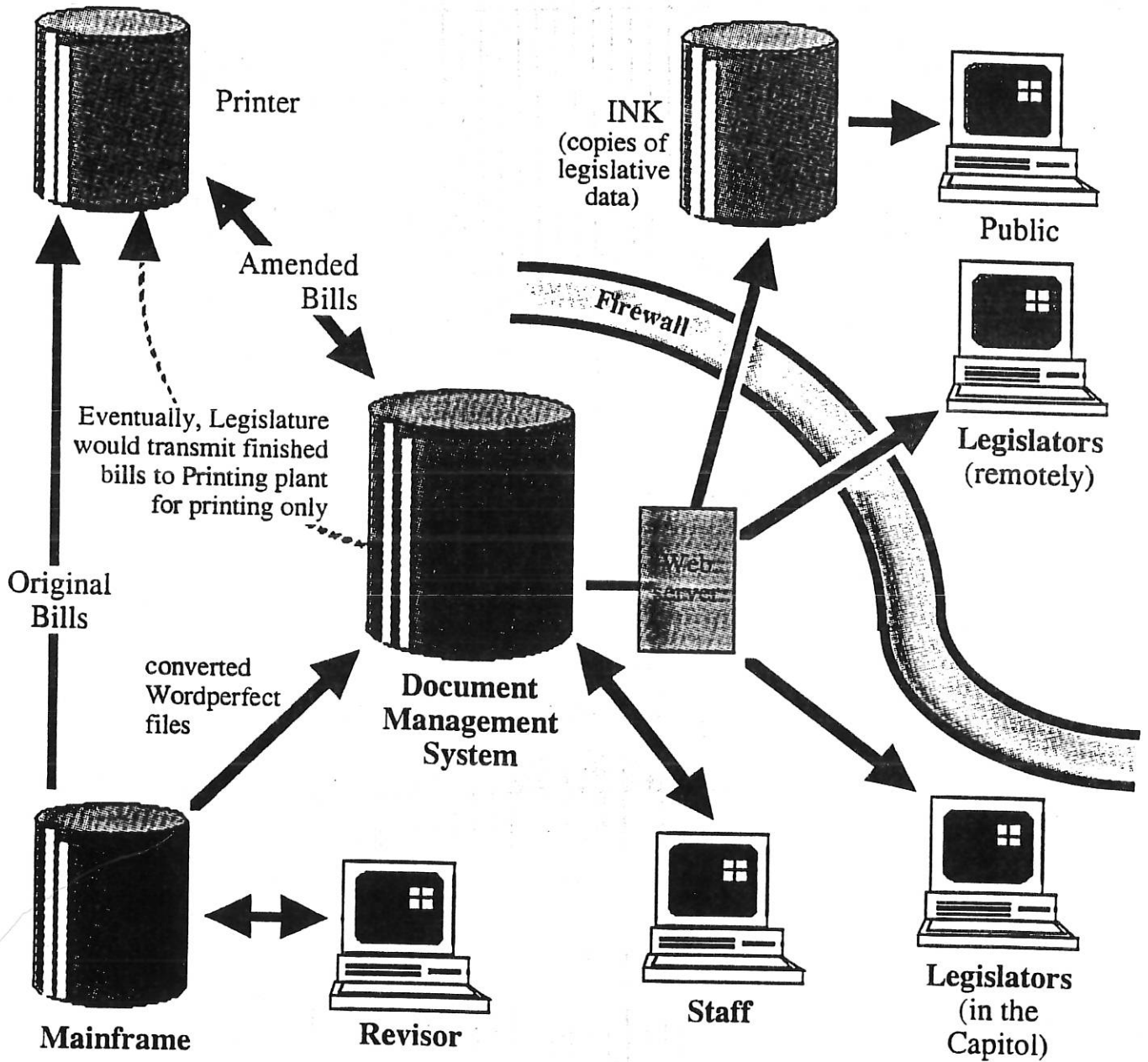
No. 6 Legislator Access

☞ Install a fiber optic network connecting all legislative areas in the Statehouse

☞ Upgrade electrical service as necessary in legislative area of the Statehouse

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Recommended Configuration for the Legislature's Document Management System



UNDER THIS OPTION, bills are stored in the Legislature's document management system and sent electronically to the printing plant to be formatted, paginated, and printed. Electronic versions are transmitted back to the Legislature's document management system for use by members and staff. Legislative staff would make available electronic bills for viewing by the Legislature (directly) and by the public (through INK).

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IMPLEMENTATION TIME LINE

Legislative Computer Initiative

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Activity	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005	One-Time Cost Est.
Priority 6 -- Legislator Access								
Rewire Building								
Upgrade Electrical Service								\$1,310,000
Priority 3 -- Computers for Legislators/Updated Computers for Staff *								14,000
Replace Desktop Computers for Staff								
Replace Staff laptops								610,000
Retro-fit existing printers								80,000
Replace printers								3,300
Replace file servers								190,000
Priority 4 -- Software								20,000
Install staff software and e-mail								
Training								250,000
Priority 1 -- Legislative Information								10,000
DMS software								
DMS Server								305,000
NT Server licenses								20,000
Technical staff personal computers								30,000
Web Server								9,000
Web Server Software								12,000
Webmaster tools								20,000
Firewall Software								2,000
Archive System (incl. media)								20,000
Document Database development								2,000
Minutes on-line								30,000
Amendments, CRs, to Clerk and Sec								17,000
Calendars/Journals on-line								4,200
Bills on-line								0
Amendments, CRs, CCRs on-line								0
TOTAL ONE-TIME COST ESTIMATE	\$2,910,000	\$50,000	\$0	\$0				\$2,960,000
ON-GOING COST ESTIMATE	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005	
Webmaster (1 FTE)	50,000	51,000	52,000	53,000	54,000	55,000	56,000	
Computer Technician (1 FTE)	35,000	36,000	37,000	38,000	39,000	40,000	41,000	
User Training	--	5,000	5,000	5,000	5,000	5,000	5,000	
Hardware replacement	--	--	--	--	240,000	240,000	240,000	
Software upgrades	170,000	170,000	170,000	170,000	170,000	170,000	170,000	
DISC Charges	180,000	180,000	180,000	180,000	180,000	180,000	180,000	
TOTAL FY COST ESTIMATE	\$3,350,000	\$490,000	\$440,000	\$450,000	\$690,000	\$690,000	\$690,000	Totals may not add due to rounding.

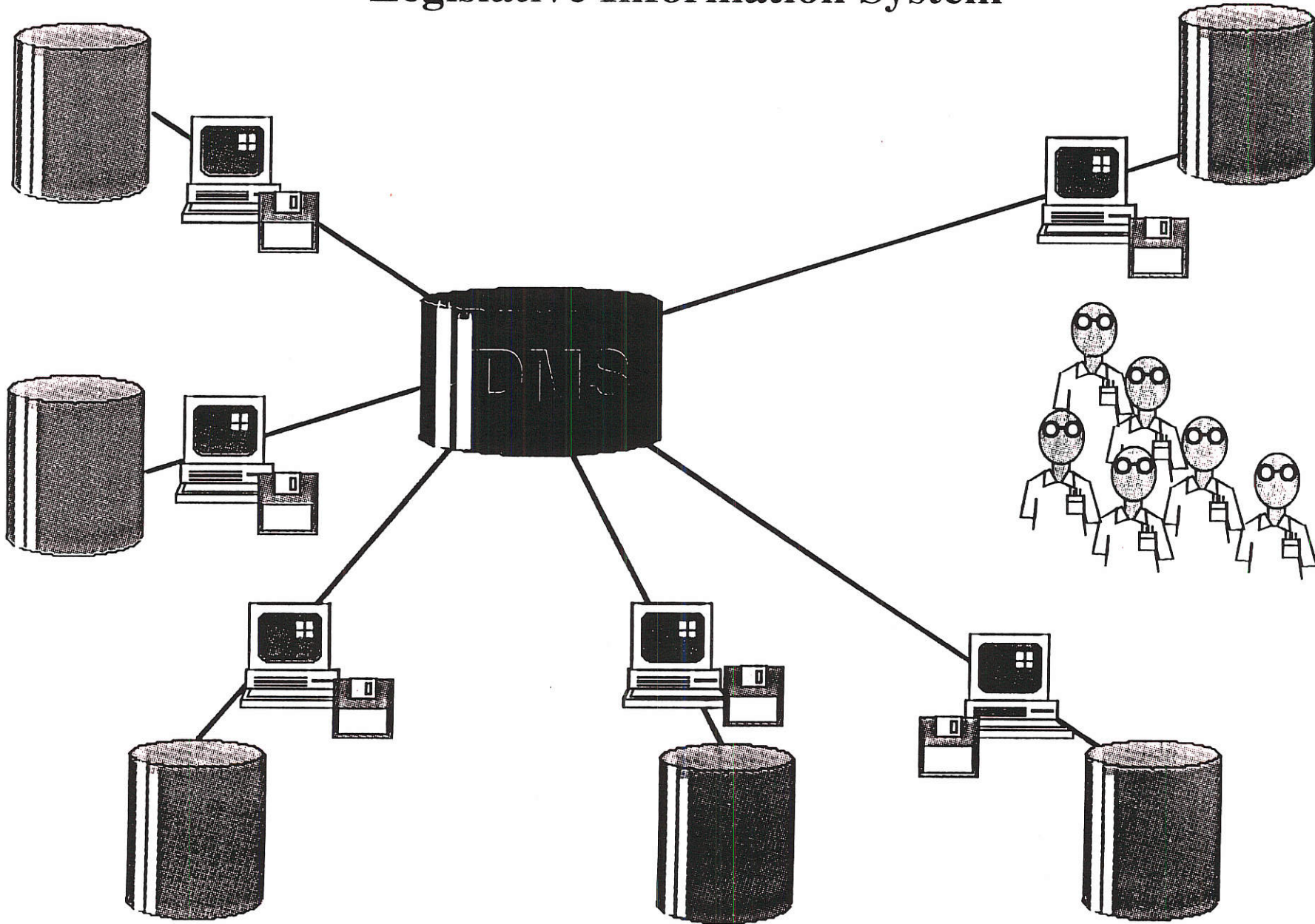
* Priority 3 -- Computers for Legislators/Updated Computers for Staff and Priority 5 -- Staff The Kansas Systems Team did not include this portion of the recommendation for Priority 3 in the time-line or total cost estimate.

Computers for Legislators	First year est.	On-going est.
Hardware and software	\$940,000	\$240,000
Support staff during Session	24,000	24,000
TOTAL COMPUTERS FOR LEGISLATORS	\$960,000	\$260,000

Approximately \$200,000 is estimated annual equipment replacement which would begin 4 years after initial purchase.

This total does not include remote access charges.

Implementation Stages of the Legislative Information System



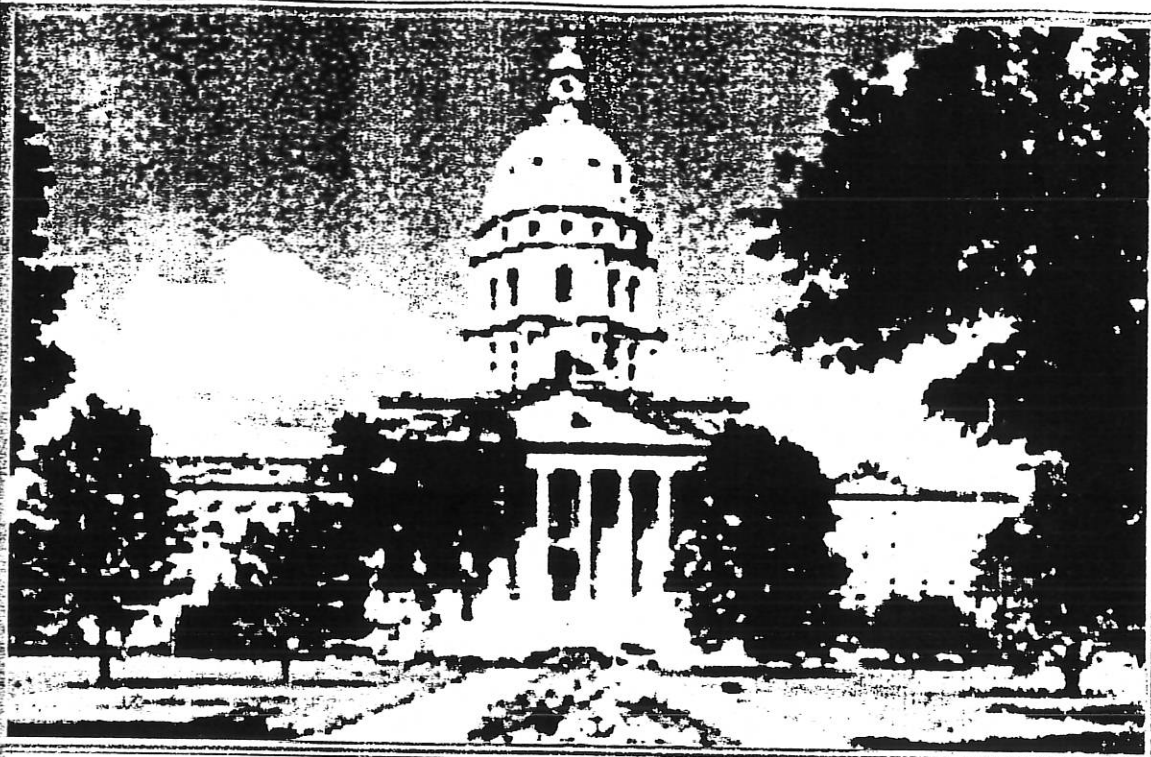
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Options for computers for legislators:

- 1) State provide hardware and software for all legislators \$940,000.00
- 2) State have library of computers for check outs during legislators term (hardware and software) \$5,697.00 each
- 3) State subsidize legislators to buy computers which would be their own property
state pay 25% = \$1,424 paid on each laptop * 165 = \$235,000
state pay 75% = \$4,273 paid on each laptop * 165 = \$705,000
Depends on %
- 4) Allow members to connect their own computers to the legislative system if they met the criteria of using same technology as system requires \$100.00 hookup (currently)
- 5) State provide computers which have no other software and are set to display materials on daily Calendar. Would require further study of technology

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Kansas Legislature's

Strategic Computing Plan

September 1997

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Attachment 10-1



Abstract

The goal of this Strategic Computing Plan is improve the legislative decision-making process and public participation in government through user-friendly access to information.

The information in this plan can be used to guide the Legislature's acquisition of information system and communications technology for the rest of this decade and beyond.

The Legislative Coordinating Council (LCC) is charged with providing the overall direction for the use of automation in the Legislature. The Joint Committee on Computing and Communications Technology (JCCT) on behalf of the LCC initiated this project.

The planning approach is based on enhancing the ability of the State Legislature to be self-sufficient in managing its future automation improvement opportunities. For this project, an internal organization structure was created to direct and perform the project tasks and to actively involve all interested parties. An outside consultant was used to guide legislative personnel in accomplishing this project.

For the goal of this plan to be accomplished, the Legislature must fund the underlying information systems and communications technology infrastructure requirements. Presently, many of the legislature's computers are out-of-date. The Legislature must also commit to a phased approach for implementing automation improvements. The long-term view of regular and planned steps toward meeting the goal of this plan is much preferred over an all-at-once approach, but requires legislative commitment to stay the course.

Vision

- Every Legislator will have the ability to communicate and access information electronically anytime, anywhere.
- Every Legislator will have timely access to all public legislative information.
- Automation will be used in the chambers, committee rooms, caucus meetings, and legislative offices to reduce the flow time of the legislative decision-making process.
- Legislative staff will be equipped to efficiently and effectively create, manage, and control all legislative information.
- Kansas citizens who have access to appropriate technology will be able to communicate with Legislators and access legislative information from their home or place of business electronically.



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1. Executive Summary

This Strategic Computing Plan establishes direction for the development and implementation of an information technology and communication system that will meet the future needs of Kansas's lawmakers. It should be used to guide the Legislature's acquisition of information system and communication technology for the rest of this century and beyond.

The Goal for the Strategic Computing Plan

The desired outcome for this plan is to *improve the legislative decision-making process and public participation in government through user-friendly access to information.*

The Foundation for Taking Action

This Strategic Plan recognizes the major role that automation can play in future lawmaking activities. The Kansas Legislature has an opportunity to use computers and networks to assist members in the legislative process and to improve how work is done. This plan describes how information technology can be creatively applied in this government organization, and provides directions for acquiring and managing it.

Information technology can improve the quality of life of the legislators. Portable computers and network connections can bring current, up-to-date information directly to legislators wherever they are. Legislators can access the information they need from anywhere in the Capitol Building, from their home, or while on the road. Making computers part of their daily life, can help them stay in touch with constituents, communicate with peers, staff and news media, do research, keep track of appointments and activities, organize contact lists, and assist in other work tasks. Without computers and networks making information readily available, legislators will: struggle with increased workloads; be swamped by ever-increasing amounts of legislation; be overwhelmed with mountains of paper; and still not have timely access to information needed to make informed decisions. In an increasingly complex public policy environment, legislators need better technology just to maintain the status quo.

Information technology can improve the functioning of the Legislature. Creating a centralized document repository for all legislative documents will make it easier to manage information and easier to find information needed by members and staff. Automating more of the House and Senate Bill process will improve staff productivity by eliminating many of the manual, labor intensive, and error prone tasks required today updating bills, calendars, and journals. Capturing committee testimony and putting committee documents on-line can improve availability of

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committee work to members and citizens. Installing audio and video conferencing services and other collaborative computing technology in committee rooms can put committees in touch with citizens all over the state. Innovative use of information technology in the House and Senate chambers has the potential to save time, improve the dissemination of information, and help manage chamber activities. When information technology is driven by business needs and managed effectively it can have a profound impact on how the Legislature does business.

Information technology can be easy to use. The integration of computing technology into the daily lives of members and staff and into the operational processes of the Legislature can make it easier to get work done. The new Internet and Web technologies with their graphical user interfaces, point and click access to information and multi-media support; can make it easy for legislators to use computers. Acquiring user-friendly computing products makes acceptance and deployment easier. The focus should always be on the benefit of using technology to do something better. Encouraging its use when it has marginal benefit or when it is difficult to use will ultimately fail.

Information technology can be used responsibly and wisely. Government can apply information technology with the same innovation and efficiency as private industry. Standardizing on a single type of computer for members and staff, selecting a single e-mail service for all departments, providing a common set of software applications for all to use, using a single database, storing all documents in a common centralized file system, all contribute to responsible management of Information Technology (IT) resources. Developing a set of architecture principles will provide guidance for acquiring computer technology. Designating a set of standards for hardware and software products used by members and staff alike will make sharing information easier and reduce user frustrations. Following statewide government standards will improve communication between agencies. Failure to standardize will: increase costs for training; create additional requirements for technology to connect diverse products; demand more support staff; and increase total technology cost.

The Keys to Success

A world class organization knows the activities it has to be "good at" to be successful. These activities are called key success factors. The Kansas Legislator's key success factors are:

- Legislators must be knowledgeable and well informed.
- The Legislature must have an efficient and responsive legislative process that meets its operational requirements.
- The Legislature must be effective in communicating its activities to constituents, to staff, public and private institutions, the media, and to other colleagues.

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IT Vision for the Legislature

The Strategic Computing Plan provides a shared Information Technology (IT) vision for automation in the Legislature. It also recognizes the need for the Legislature to be "good at" its key success factors by ensuring that:

- Every Legislator will have the ability to communicate and access information electronically anytime, anywhere.
- Every Legislator will have timely access to all public legislative information.
- Automation will be used in the chambers, committee rooms, caucus meetings, and legislative offices to reduce the flow time of the legislative decision-making process.
- Legislative staff will be equipped to efficiently and effectively create, manage, and control all legislative information.
- Kansas citizens who have access to appropriate technology will be able to communicate with Legislators and access legislative information from their home or place of business electronically.

Barriers

There are several barriers to fulfilling this vision.

Leave it alone it works – You have heard the phrase many times, "If its not broken, don't fix it!" This argument will be used to challenge the opportunities presented in this plan and well it should. However, this is not reason by itself to stop progress toward the plan's goal. Because legislators and staff are comfortable with existing processes, and how they do their tasks, does not mean improvement cannot be made. Benefit to the entire legislative organization must be considered when evaluating an automation opportunity.

Individual agendas of legislators and staff – Opportunities provided by new technology must wait for the replacement of the existing computers and network. Pressure will be applied to move faster in implementing new legislative capabilities. Consideration of information systems; pre-requisite requirements, availability of resources, and risk is necessary before deciding to move a project forward.

Cost of acquiring and implementing new systems – Significant investment is required to update the computing infrastructure. Current computers are old and out-of-date. The computer network lacks the capacity to meet increasing legislative demands. Implementing the plan in phases that span



several years will reduce risk and spread out the investment over a number of fiscal years, but will require the on-going commitment of the Legislature.

Different levels of personal experience with computers – Not all Legislators come to the job with the same skill level with using computers. Education is needed to help legislators understand how computers can be used effectively for legislative tasks. Training is needed to help them productively use the technology.

Traditions of legislative bodies – Many of the legislative processes are steeped in tradition. Legislators and staff who seek to improve legislative processes often run up against these traditions and the traditionalists' desire to preserve their heritage. Some compromise is required for using automation in chambers and committee rooms.

IT resource limitations – Very few information systems personnel are employed by the staff agencies. Budgetary pressure has limited growth in IT staff. Current staff is barely managing to keep up with rapidly changing technology and support to growing legislator demands. Under these conditions, it will be difficult for them to meet the needs of this plan. Hiring subcontractors to assist staff in designing, acquiring, installing and deploying new systems can help when special skills are required.

Change in legislative bodies – Legislative leadership and legislative membership will change during the life of this plan. Because this plan requires a long-term commitment to funding the projects necessary to achieve this plan's goal, a risk exists that funding will not be provided for later phases of this plan. Retaining the project team structure used to develop this plan and the team membership mix of legislators (both leadership and rank-and-file) and staff will reduce the risk that the plan will be aborted before it is completed. Continuing to use these teams to resolve computing issues and to evaluate new automation requirements would provide a way to evolve this plan, and maintain legislative leadership and the commitment of stakeholders.

Priority Computing Requirements

The six highest priority requirements identified in this plan are:

1. ***Legislative Information:*** The legislature needs an upgraded, common computer database and network to provide an integrated, single-source of information for all staff offices and legislative members to provide access to current project information and status.
2. ***Upgraded Bill System:*** Upgrade the bill drafting, management, and processing systems moving toward an "electronic bill" with computerized processing of legislation by the House Clerk and Senate Secretary. Data should be entered only once to create/transmit documents directly for publications to control accuracy, appearance and timeliness. Such a system must:
 - Provide confidentiality of legislative documents as provided by Legislative Coordinating Council policies and by law.



- Maintain a single electronic source of documents produced and controlled by the House Clerk or Senate Secretary.
 - Have ability to perform 'on-line' bill drafting by attorneys within the Revisor's Office.
3. **Computers for Legislators/Updated Computers for Staff:** Computers provided for legislators to access information electronically. Upgraded computers for staff fast and powerful enough to accommodate large databases and new software. There should be no sharing of equipment by staff.
 4. **Software:** Software must be user friendly. Uniform publishing software should be capable of generating correspondence, newsletters, committee minutes, and other documents.
 5. **Staff:** Sufficient session computer support staff to respond to computer operators' needs. Additional year-around staff for training, design and maintenance. Adequate staff for legislators better trained and with space and equipment to perform their jobs as expected.
 6. **Legislator Access:** Electronic access to all information in the statehouse. Upgraded wiring and other infrastructure to enable sharing and exchange of information between legislators and staff.

The Next Steps

- Commit to an on-going planning structure and process.
- Decide on the recommendations presented to meet this plan's computing requirements.
- Maintain this plan.



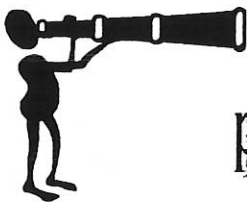
2. Introduction

This Strategic Computing Plan establishes direction for the development and implementation of an information technology and communication system that will meet the future needs of Kansas's lawmakers. It will be used to guide the Legislature's acquisition of information system and communication technology for the rest of this century and beyond.

Outside consultants assisted with the establishment of the planning process that resulted in development of this plan. The consultants helped identify the Legislative vision, key success factors, business drivers, business requirements, and computing requirements. They suggested different ways in which computers could improve the Legislature's performance, and they helped plan the stages for implementing improvements.

This plan is open to all ideas that make business sense and that will help us reach the plan's goal.

2.1 The Goal for This Plan



To improve the legislative decision-making process and public participation in government through user-friendly access to information

2.2 We Want to Create A Legislative Environment That Will ...

- Foster legislative business process re-engineering and
 - Provide access to legislative information any time, anywhere, and in multiple ways, through user-friendly information technology.
 - Enable legislators to have independent access to information necessary to make informed decisions.
 - Reduce the time cycle of the legislative decision-making process.
 - Reduce paper use and pursue a "paperless" Legislature.

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- Make government more efficient by sharing information across all entities.
- ❑ Create a culture of constant improvement driven by greater customer satisfaction that increases productivity, service, and quality without significant increased costs.
- ❑ Encourage public/private partnerships that allow legislative staff to focus on "core processes" that directly support legislators and the legislative process, and encourage the private sector to add value to and disseminate public information.
- ❑ Deliver information through free market, private sector companies, and academic organizations.
- ❑ Finance acquisition of legislative information technology and communications in part from fees or service contracts.

3. The Planning Context

3.1 Background to the Project

In October 1996, the Joint Committee on Computers and Telecommunications (JCCT) was directed to develop a plan for hiring a consultant to assist with planning for computer enhancements for the Legislature.

Based on a plan presented by the JCCT, the Kansas Legislature and The Boeing Company established a *Memorandum of Understanding* to begin a public-private partnership to develop a strategic computing plan. This plan will guide the Legislature in its acquisitions and management of information system and communication technology for the rest of this century and beyond.

3.2 The Boeing Role



In January 1997, The Boeing Company entered into a *Memorandum of Understanding* with the Legislative Coordinating Council (LCC) to help the legislature organize a planning framework and



process. Boeing staff provided support to the project teams working on the strategic computing plan. The Boeing support included: organizing the project, providing leadership skills, and offering access to computer consultants with skills in process management, project management, information systems, and communications systems.

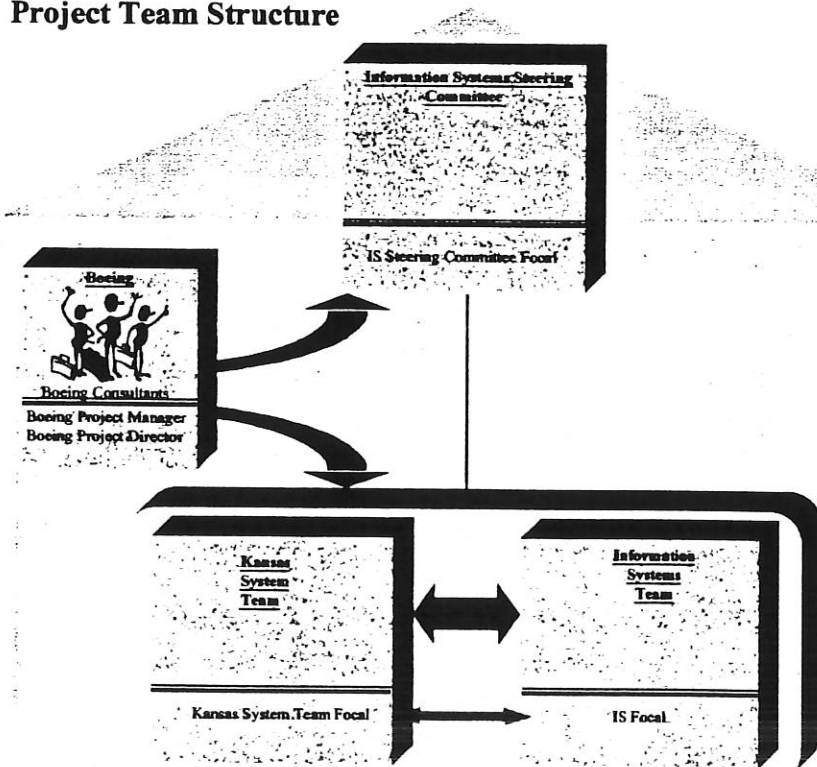
3.3 Project Approach

The approach for this project followed basic organization principles:

- Bring together a project team whose balance of experience and potential fits the realities of the project.
- Set up a deliverable-based structure whose formal and informal aspects complement one another, promoting a clear division of responsibilities and simple, efficient communications.
- Provide team members with the support they need for their work.

The structure of this project enabled legislators to guide plan development based on their needs and priorities. Diagram 3.3.1 represents the project team structure. It indicates the position of the key participants, who had a major influence on how the project was carried out.

3.3.1 Project Team Structure



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As the consultants, the Boeing Project Team worked closely with three Legislative teams as they developed the Strategic Computing Plan for the Kansas Legislature and its staff agencies:

- **Information Systems Steering Committee** - Composed of both House and Senate members including important leaders. The ISSC coordinated the overall direction and activities pertaining to this project.
- **Kansas System Team** – Composed of Department Directors and members of the House and Senate. This team’s primary responsibilities included identifying business requirements and recommendations, and representing interests of their respective areas and customers.
- **Information Systems Team** – Composed of Information Systems personnel from various departments. This team assisted Boeing in understanding technical computing requirements and helped identify Information Technology (IT) alternatives and recommendations for meeting the Kansas Systems Teams priorities.

A designated member (focal) coordinated project activities for each team. The specific roles and responsibilities, along with the names of the project team members, are in Appendix 7.1.

3.4 Project Objectives

The objective for this project was to produce a strategic computing plan for the Kansas Legislature and its staff that would:

- Describe the business needs that could be managed by information system(s),
- Provide the rationale for undertaking the information system recommendations,
- Outline the Legislature’s ability to undertake the project.

3.5 Project Scope

This project scope included:

- The **Strategic Computing Plan** that documents the information system and network requirements of the Kansas State Legislature and its staff organizations.
- Only solutions or recommendations that can be directly addressed by computing technologies and infrastructures.

The project excluded:

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- Processes and requirements of the Legislator constituents, other state agencies except INK, DISC and the Division of Printing., and other offices located outside of Topeka
- Lower-level technical, functional and financial feasibility of the proposed plan and the implementation of the plan recommendation(s).

3.6 Project Schedule

Legislators serving on the Information System Steering Committee determined a work plan schedule. The strategic computing plan was to be developed before the start of the 1998 legislative session.

4. Strategic Context

4.1 The Foundation for Taking Action



This Strategic Computing Plan recognizes the major role that information and data communications technologies play in the Legislature. The Kansas Legislature has an opportunity to use computers and networks to assist members in the legislative process and to improve how their work is done. This plan describes how information technology can be creatively used in the organization, and provides directions for acquiring and managing it.



Information technology can improve the quality of life of the legislators. Portable computers and network connections can bring current, up-to-date information directly to legislators wherever they are. Legislators can access the information they need from anywhere in the Capitol Building, from their home, or while on the road. Making computers part of their daily life, can help them stay in touch with constituents, communicate with peers, staff and news media, do research, keep track of appointments and activities, organize contact lists, and assist in other work tasks. Without computers and networks making information readily available, legislators will: struggle with heavier workloads; be swamped by ever-increasing amounts of legislation; be overwhelmed



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Information technology can improve the functioning of the Legislature. Creating a centralized document repository for all legislative documents can make it easier to manage information and easy to find information needed by members and staff. Automating more of the House and Senate Bill process can improve staff productivity by eliminating many of the manual, labor intensive, and error prone tasks required today updating bills, calendars, and journals. Capturing committee testimony and putting committee documents on-line can improve availability of committee work to members and citizens. Installing audio and video conferencing services and other collaborative computing technology in committee rooms can put committees in touch with citizens all over the state. Innovative use of information technology in House and Senate chambers has the potential to save time, improve the dissemination of information, and help manage chamber activities. When information technology is driven by business needs and managed effectively it can have a profound impact on how the Legislature does business.



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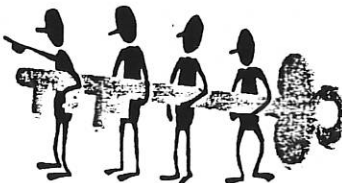


Information technology can be used responsibly and wisely. Government can apply information technology with the same innovation and efficiency as private industry. Standardizing on a single type of computer for members and staff, selecting a single e-mail service for all departments, providing a common set of software applications for all to use, using a single database, storing all documents in a common centralized file system, all contribute to responsible management of Information Technology (IT) resources. Developing a set of architecture principles will provide guidance for acquiring computer technology. Designating a set of standards for hardware and software products used by members and staff alike will make sharing information easier and reduce user frustrations. Following statewide government standards will improve communication between agencies. Failure to standardize will: increase costs for training; create additional requirements for technology to connect diverse products; demand more support staff; and increase total technology cost.



4.2 Legislative Profile

4.2.1 Key Success Factors



A world class organization knows the activities it has to be “good at” to be successful. These activities are called key success factors. They are the primary determinants of an organization’s success. If the focus of the organization is on these crucial activities, and they are done well, then the organization can be mediocre in everything else and still be successful. For the Legislature to be successful, it needs to be “good at” the following:

† ***Legislators must be knowledgeable and well informed.*** Electronic access to information enables legislators to acquire quickly the knowledge needed to make informed decisions. They need to be able to get to information at anytime and from any location inside and outside the Statehouse.

† ***The Legislature must have an efficient and responsive legislative process that meets its operational requirements.*** Automating more of the legislative process will improve legislator and staff productivity, improve the services of staff, save legislators time, and reduce the time it takes for legislation to pass into law. An electronic bill system that provides a common data repository for all the legislative data is needed for staff to be efficient and effective at carrying out their responsibilities. A common data repository also will enable legislators to quickly and easily find information necessary to make decisions. Automating some tasks in committee meetings, caucus meetings, chamber sessions, and offices will assist legislators in this work.

† ***The Legislature must be effective in communicating its activities to constituents, to staff, public and private institutions, the media, and to other colleagues.*** Legislators spend most of their time communicating in some form to other people. The capability to use electronic communications such as electronic mail, electronic fax, electronic discussion groups, audio and video-conferencing, electronic newsletters, chat sessions, *etc.* will help legislators inform other people about their legislative activities.

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Attachment 10-16



4.2.2 Impetus for Change



There are governmental, economic, social, cultural, technical, and organizational forces inside and outside the legislature, that drives change. This is a list of external and internal factors driving current discussions of technology improvement. These factors were identified during interviews with legislators and legislative staff.

External Factors:

- The Internet is a new source of information.
- Constituents want more information about the Legislature's activities.
- The general public is moving faster than the Legislature in using computer technology.
- There is greater interest, on the part of constituents, in taking a more active role in government.
- The public is interested in lowering taxes or at least controlling the growth in taxes, while still meeting the needs of the citizens.
- Some constituents have a poor perception of legislators.
- The public believes government is wasteful. They want a cheaper, smarter, more efficient government.
- Business wants electronic access to legislative information.

Internal Factors:

- Legislators need better communication and access to greater amounts of information to make decisions in a more complex public environment.



- Legislators need to find additional time to handle the volume of legislative activity.
- Better information is available from outside sources.
- The Legislature needs to get all its work done in a timely fashion (90 day session).
- More state and federal agencies require interaction with the Legislature.
- New easy-to-use computing tools are available for legislators to use.
- Current computer technology in the Legislature is out-of-date.
- The reliability and availability of the Legislature's e-mail system needs to be improved.
- The number of e-mail messages processed everyday in the Legislature's e-mail system is growing rapidly, causing concerns about its capacity to handle more messages.
- The staff has difficulty in piecing the old technology together.
- Staff wants a common technology platform across the organizations.
- The staff wants to improve quality control over information they create by reducing the number of times information is retyped.
- Today's legislators are more computer aware.
- Legislators want to:
 - Reduce the amount of paper used in printing bills.
 - Reduce the cost of distributing bills.
 - Have all information available electronically.
 - Reduce travel time for out-of-session activities.
 - Have year-round access to information.
 - Be able to access legislative information from home.
 - Be able to access information in chamber and in committee rooms.
 - Use computing more to help them with their tasks.

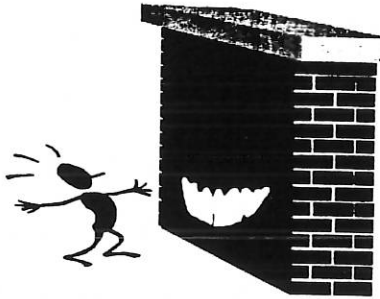
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- Provide constituents better visibility of what they are doing.
- Communicate electronically with caucus members while in session.

4.2.3 Barriers to Change



Legislators and legislative staff were asked in interviews to identify major barriers to short-term or long-term changes associated with new technology to the Legislature. The list was surprisingly short and consistent. While most of the people interviewed identified reasonable cost as a requirement, few believed a lack of funds to be a serious barrier.

The most frequently cited barriers could be categorized as:

- Lack of understanding about how computers could be used effectively within the legislative environment.
- Lack of expertise with new technology.
- General resistance to change.

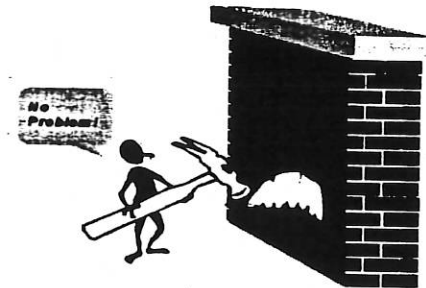
Frequently mentioned barriers/obstacles mentioned were:

- Previous computing studies have been conducted and few recommendations have been implemented.
- Some legislators do not know how to operate computers.
- Some legislators do not know how to type.
- Previous poor decisions on Information Technology (IT) investments by government agencies.



- Wiring in Capitol building.
- Time constraints on legislators.
- Legislators will change.
- Technology will change.
- Community interests will change.
- Legislator's hot buttons and issues will change.
- Cost.
- Legislator's priorities are different from staff priorities.
- Legislators are not familiar with computers and their efficiency.
- Staff offices are afraid to ask for/or implement new technology.
- Legislative leadership not sold on benefits of technology.

4.2.4 Commitment to Change

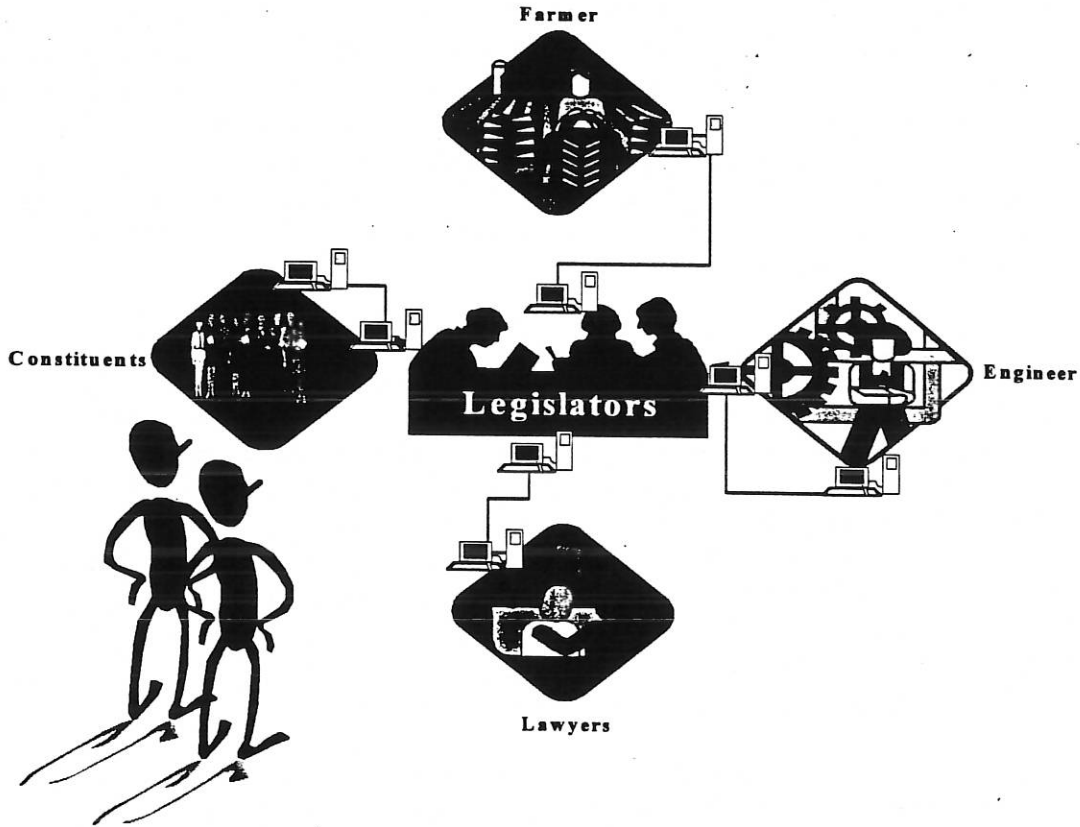


Given the "barriers to change" identified above, this section could almost be titled "*So, we have barriers, how will you help remove them?*" Overall, all legislators and staff that were interviewed supported the development of a Strategic Computing Plan. They saw the planning process as a way to collect all the legislator and staff ideas for using information technology in one place, and as a way to give everyone's idea due consideration. They felt that they would be in a better position to support funding for computer technology if they understood all computing requirements, not just a few of them. They believed the plan would help educate legislators and staff on the benefits of using information technology in the Legislature, and would provide direction needed to gain consensus on what should be done.



4.3 Legislative Strategic Direction

4.3.1 Vision of Transformed Legislature



It's a clear, crisp March day, circa 2005. The temperature is in the mid-50s. It's 10 o'clock on a Wednesday morning.

In western Kansas, a farmer is busy plowing a field. In Wichita, an aircraft plant engineer is working on the design of a new airplane. In Kansas City, an attorney is filing a brief at the county court house. What do all these people have in common?

At 3 o'clock, this afternoon they will all testify to a committee of the Kansas State Legislature. The farmer, representing a farmer's cooperative in western Kansas, will go to the farmhouse, initiate a desktop videoconference session with the committee via the Internet, and provide testimony. In Wichita, the aircraft engineer and some other members of a local citizen group will gather at a local library, establish a videoconference connection, and provide live interactive testimony to the committee. At the same time in Kansas City, the attorney and others will gather in the law firm's conference room and connect to the committee room. They will display charts and graphs showing the consequences of the proposed legislation. The legislative committee members in Topeka will simultaneously view the speakers, and their presentation materials as they are displayed on a wall

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mounted computer screen. Audio, video, and presentation materials will be automatically captured and stored in the Legislature's central information repository. All testimony will be available via computer at the end of the committee meeting.

At the same time, in Washington, D.C., a contingent of Kansas Legislators (two Senators and two Representatives) meet with a group of Congressmen discussing proposed federal legislation impacting Kansas. To illustrate the impact of the legislation on the State, a Kansas legislator opens up a laptop computer, connects to the Legislature's data network (where all Legislative documents are accessible), and retrieves some fiscal information that was prepared overnight by legislative research staff. The facts confirm the legislation's impact. Modifications to the legislation are discussed, changes are put into the Kansas Legislator's laptop computer, and run through the Kansas business model. The results show the acceptable impact to Kansas and all parties reach a consensus on the revised legislation.

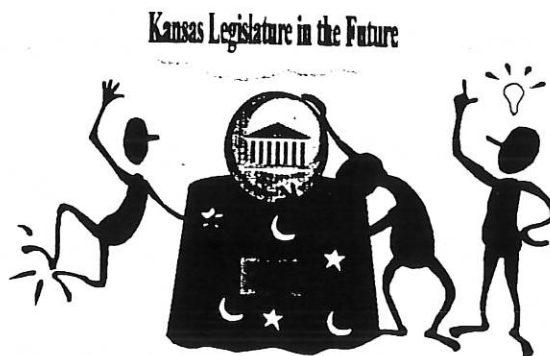
It's still 10 o'clock in the morning. Back in Topeka, the House of Representatives has begun its Wednesday session. An amendment to a House Bill has been proposed and introduced electronically by a member on the floor. Simultaneously, all members' computer monitors that are built into their desk, display the bill and the text of the amendment. As the representative explains the amendment, related graphs are displayed on the members' screens illustrating the associated cost and benefits. A roll call vote is taken with members touching a button on their computer screens to register their vote. The vote results are immediately displayed on the screen and recorded in the House Journal. The amendment is passed and immediately inserted in the bill. The bill database is updated and the new version is available to view. Because the House of Representatives' sessions are broadcast, live over the worldwide Internet, Kansas citizens have been listening and watching these proceedings on their home TV's and home computers.

In another location in the Capitol Building, a Senator is using a laptop computer in her office to moderate a live town hall meeting over the Internet. Participants ask questions about up-coming legislation and get answers from the Senator. The questions and answers are being recorded to be shared later with members of the Senator's party caucus.

Elsewhere, a Senate Committee Chairperson, has just completed a press release and is sending it over the Internet via e-mail and fax from his personal computer to all the newspapers, publishers, radio and television stations in the State.



4.3.2 A New Vision



The Kansas Legislature needs to prepare for doing business in the 21st Century the way citizens and businesses expect. The availability of more powerful and affordable computing, electronic commerce, and increasing sophistication and expectations of the citizens of Kansas combine to require a new vision for the Kansas Legislature.



Every Legislator will have the ability to communicate and access information electronically anytime, anywhere.



Every Legislator will have timely access to all public legislative information.



Automation will be used in chamber sessions, committee rooms, caucus meetings, and legislative offices to reduce the flow time of the legislative decision-making process.



Legislative staff will be equipped to efficiently and effectively create, manage and control all legislative information.



Kansas citizens who have the appropriate technology will be able to communicate with Legislators and access legislative information from their home or place of business electronically.

4.3.3 Vision Objectives

Information technology can dramatically change how the Kansas Legislature conducts business, from an external perspective (*i.e.*, citizens, businesses) as well as an internal one (*i.e.*, bill process, staff offices). Here are some of the tangible objectives that this Strategic Computing Plan can measure based upon the

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aforementioned vision. They describe the results that can be achieved with the implementation of new information systems technology:

- Improve decision-making by providing better access to information and research.
- Reduce the flow time of the decision-making process.
- Increase government efficiency by sharing information across all entities.
- Increase productivity, service, and quality of the Legislative process without significant increase in cost.
- Improve communications between Legislators, constituents, staff, and other interested parties.
- Reduce paper use in the pursuit of a "paperless" Legislature.

4.3.4 From Vision to Implementation

The Legislature of the future will have a system of computers and networks that satisfies its business requirements for automation and enables desired business capabilities by providing a system that:

- Facilitates communication between members and their constituents, colleagues, and staff, other state government officials, the media, and the public.
- Assists Legislators in managing public contacts.
- Satisfies operational requirements for the legislative process: bill drafting, committee staffing, floor work, information provision, calendars, journals, bill and statute publications, reports, *etc.*
- Facilitates analyses and graphical presentation of information.
- Facilitates greater efficiency through automation of legislative operations.
- Is easy to use, manageable, expandable, adaptable, affordable, reliable, and accessible, anytime, anywhere, and in multiple ways.

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- Allows open access to all internal legislative and external state government databases, and public sector databases containing information related to legislative needs.
- Provides seamless access to information through user-friendly information technology.
- Provides the capability to protect confidential information and privacy rights.
- Allows expansion to any technology and other capabilities to communicate within the Statehouse, statewide and nationwide.
- Allows accurate data to be entered once by an accountable source and used many times
- Avoids use of duplicate systems.
- Provides for the use of the information on desks in chambers, in committee rooms, in offices, and from remote locations.
- Facilitates public access to state information that could be delivered under various scenarios, which permit access at a range of costs and services.
- Is capable of supporting participation at committee meetings from remote locations.
- Provides for use of automation in chambers for session operations, vote tabulation, floor amendments, calendars, journals, party communications, *etc.*

The key tasks of implementing the system described above include: clearly defining planning and implementation roles and responsibilities; establishing an ongoing program of IT improvement and regular review and update of this plan.

4.4 Legislative Computing Requirements

This section describes the Legislature's information and automation requirements and priorities. This section is divided into two parts.

Section 4.4.1 describes the information and automation needs identified by the Information Systems Steering Committee (ISSC), Kansas System Team (KST), legislators and legislative staff during the project. The second part, Section 4.4.2, discusses the needs analysis matrix. This matrix shows the last order of importance given to the needs based on the consensus of the KST and the ISSC. The needs were grouped into three categories to align them with the *three key success factors*:



Access To Information



4.4.1 Identified Requirements



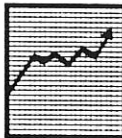
Access To Information

Requirement	Description
Bill Confidentiality	Maintain confidentiality of bill requests, bill drafts, bill amendments until members have introduced them. Access to information is controlled until the information is made public. Updates are controlled to those with authoring privileges. Privacy rights are maintained.
Legislative Information	Legislature needs to have an upgraded, common computer database and network to provide an integrated, single-source of information for all staff

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Requirement	Description
<p>Remote Access</p> <p>Internet Connection</p>	<p>offices and legislative members; to provide computer access to current project information and status. Clerk and Secretary staffs need computer equipment, which interfaces with TextDBMS, CICS, Internet, E-mail and a common server.</p> <p>The ability to access computer resources from a remote location (e.g., home, different travel locations) via modems and telephone lines.</p> <p>Legislators desire access to more sources of information. Would like to access information from other states, congress, think tanks, technical groups, professional organizations, etc.</p>
<p>Legislator Access (Chamber)</p> <p>Legislator Access (Committee Room)</p>	<p>Legislators need to have electronic access to all authorized information while on the floor of the House/Senate. Touch screens would make it quieter and user-friendly. Esthetics of the chambers will be maintained.</p> <p>Legislators and/or their respective staff need to have electronic access to all authorized information while in the committee room.</p>
<p>Legislator Access (Office)</p>	<p>Legislators need to have electronic access to all authorized information while working in their office.</p>



Operational Productivity

Requirement	Description
<p>Upgraded Bill System</p>	<p>Upgraded bill drafting, management, processing system with the goal of moving toward an "electronic bill". The new system should provide for computerized processing of legislation by the Clerk of the House and Secretary of the Senate in their respective chambers. Data should be entered only once by an accountable source. The Legislature will create and transmit documents directly to Printing Plant and INK in order to control accuracy, appearance and timeliness.</p>
<p>Bill Proofing</p>	<p>The version of the bill to be printed or viewed electronically is produced and controlled by the House Clerk/Senate Secretary. The House/Senate maintains a single electronic source of the document for currency and accuracy. Eliminated multiple sources of same bill (Printing Plant, INK, etc.). Required for "paper-less" legislature.</p>
<p>Revisors – Attorney</p>	<p>Attorneys within the Revisor's Office need to have the ability to perform "on-line" bill drafting.</p>

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Requirement	Description
Privileges	
Print-on-Demand	Need high-speed, reliable printers to provide "Print-on-demand" capabilities for Legislature versus a depository for printed bills. Secretaries need faster, more reliable, and higher quality printers.
Automated Analysis & Presentation Graphics Tools	Tools for analyzing numerical data, performing calculations and creating graphs. Creation of professional-quality charts, presentations and other visual aids.
Personal Productivity	Individual time and information management tools including calendars, telephone dialers, telephone logs tickler files and notes. Assistance in managing public contacts.
Schedules / Calendars	Automated means of coordinating and tracking schedules for rooms, committees and individuals viewed by all members in the Legislature.
Audio / Visual Support	Committee rooms are for overhead view foil presentations, multimedia presentations, and computer presentations.
Floor Amendments / Amendments and Committee / Conference Reports	Committee reports, bill amendments and conference committee reports submitted electronically for members to view proposed amendments and view conference committee reports with the capability of searching the material.
Bill Tracking	Automated method to track the bills as they move from House to Senate and through the various committees (e.g., bar coding bill folders).
Legislative Expenditures	A tote board showing the amount of money the Legislature has approved to date. The board would be updated daily to show the amount of money committed during the session.
Computers for Legislators / Updated Computers for Staff	Provide computers for legislators. Legislators want to access information electronically. They want to communicate with constituents, staff and other Legislators. They want a portable computer. Computers used by staff are old. Standard computer workstation provided for everyone.
Enhanced Legislative Information Processing	Improve the capabilities of the Revisor's Office computer system to adapt available information to the needs of other system users and retain relationships with INK, DISC, Printing plant and other publications contract entities.
Software	Software must be very user friendly. There should be uniform database software to generate correspondence, newsletters, uniform format, and procedure for committee minutes. It should be run on powerful but easy to use equipment with no sharing of computers / printers.
Staff	Sufficient session computer support staff to assist users. Additional year-around staff for training, design and maintenance. Adequate better trained staff for legislators; with space and equipment to perform their

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Requirement	Description
	jobs as expected.



Communications

Requirement	Description
Electronic Voice Communications	Confidential telephone-based (voice-mail) capability between authorized users with advanced features (e.g., call forwarding, conferencing, etc.). This would include providing additional telephone options to all members of the Legislature and the ability to leave voice activated messages.
Electronic Fax	The ability to send and receive computer-generated documents via FAX.
Electronic Written Communications (Messaging)	One standard and integrated confidential computer network-based messaging system (E-mail) that provides for written communications between authorized users on networked workstations. Used for short memos and document routing between Legislators, staff, constituents, and others.
Electronic Mail / Document Attachments	A medium of distributing word processing, spreadsheet and other legislative documents electronically.
Public Information	All information generated during a legislative session should be available to the citizens. Make it easy for citizens to find out what the legislature is doing, status of bills and research and testimony related to proposed laws. Easy access reduces the problem of getting information out of the Capitol to constituents.
Interfaces to Others (Internal)	Sharing and exchange of information between the Legislature and the State Printer, INK, DISC, the Executive branch. This sharing would need to conform to state laws, rules and regulations.
Interfaces to Others (External)	Sharing and exchange of information to/from Legislature and the Executive branch, press, constituents, subject matter experts, and other state agencies and remote sites (e.g., town meetings, electronic testimonies). This sharing would need to embrace the "-abilities" stated in IT policy (i.e., usability).
Electronic Meetings /	Provide electronic connections between committee rooms and remote

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Requirement	Description
Conferences	sites in the state. Capability to provide testimony electronically, to attend interim committee meetings from home district, to conduct electronic town hall meetings, and to conduct electronic conferences.
Electronic Collaboration	Capability to connect a group of Legislators for real-time dialogue and discussions. The capability to have moderated discussions with subject matter experts and constituents.

The following items are of special interest to one of the legislative bodies. They were not included in the list of needs for the entire group and were not rated by the Kansas System Team:

- ❑ **Electronic Display Capabilities for Presiding Officer of the Senate:** The ability to communicate electronically from the Senate Secretary to the presiding officer. Capability to display an electronic agenda, script and high priority communications.
- ❑ **Electronic Voting Process in Senate:** A system to record votes electronically so they are immediately available for viewing.
- ❑ **Confirmation Tracking:** Tracking confirmation of appointments and providing reports.
- ❑ **House Voting Records:** Votes taken on voting machine processed in both WordPerfect for Journal and stored on mainframe for voting records.

In addition to aforementioned needs the following are also part of the Strategic Computing Plan:

- ❑ **Comprehensive Training Program** - On-going computer training for legislative members and staff.
- ❑ **Policies** - Appropriate policies, principles and procedures to ensure proper management of computer resources (*e.g.*, laptop use, public access, *etc.*).
- ❑ **Support Infrastructure** - Clearly identified legislative IT roles and responsibilities to support on-going planning and implementation, and sufficient staff to respond to trouble calls, provide training, and service computer software and hardware.
- ❑ **Rules/Statutes Revisions** - IT generated revisions to changing procedures and processes outlined in the rules or statutes must be identified and amendments proposed.
- ❑ **Resource Allocation** - Providing computers, software; allocation and responsibility for use and care. Provide budget allocations pertaining to off-site access and telephone and fax connections.

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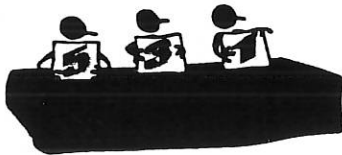


4.4.2 Prioritization of Requirements

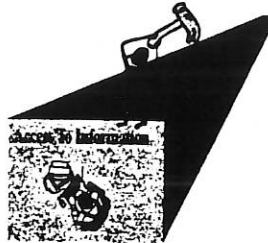
The Kansas Systems Team rated each of the 31 requirement items using a force fit distribution consisting of:

- twenty percent of the items being rating *high*,
- sixty percent of the items being rated *medium*, and
- twenty percent of the items being rated *low*.

The rating scale values were as follows:



High = 5 points Medium = 3 points Low = 1 point



Requirement	Rating
Bill Confidentiality	42
Legislative Information	50
Remote Access	34
Internet Connection	42
Legislator Access (Chamber)	36
Legislator Access (Committee Room)	30

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Requirement	Rating
Legislator Access (Office)	46



Requirement	Rating
Upgraded Billing System	50
Bill Proofing	36
Revisor's - Attorney Privileges	38
Print-on-Demand	32
Automated Analysis & Presentation Graphics Tools	21
Personal Productivity	26
Schedules / Calendars	20
Audio / Visual Support	30
Floor Amendments / Amendments and Committee / Conference Reports	42
Bill Tracking	38
Legislative Expenditures	16
Computers for Legislators / Upgraded Computers for Staff	50

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Requirement	Rating
Enhanced Legislative Information Processing	40
Software	50
Staff	46



Requirement	Rating
Electronic Voice Communications	26
Electronic Fax	26
Electronic Written (Messaging) Communications	42
Electronic Mail / Document Attachments	36
Public Information	42
Interfaces to Others (Internal)	36
Interfaces to Others (External)	40
Electronic Meetings / Conferences	40
Electronic Collaboration	22

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4.4.3 Highest Priority



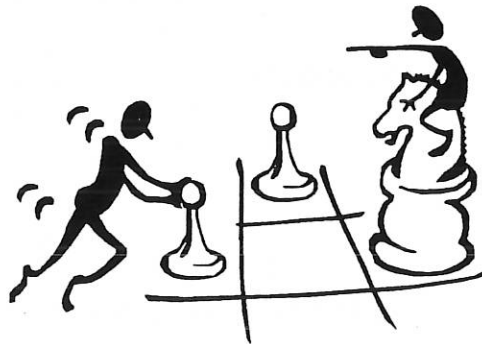
Ranking	Requirement Category	Requirement
1	Access to Information	Legislative Information
2	Operational Productivity & Access to Information	Upgraded Billing System which includes: <ul style="list-style-type: none"> - Bill Confidentiality - Bill Proofing - Revisor's - Attorney Privileges
3	Operational Productivity	Computers for Legislators / Upgraded Computers for Staff
4	Operational Productivity	Software
5	Operational Productivity	Staff
6	Access to Information	Legislator Access which includes: <ul style="list-style-type: none"> - Chamber - Committee Room - Office

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Note: Priority Item #2 has combined four computing requirements (Numbers 1, 2, 3, 4) into "Upgrading the Billing System", and Priority Item #6 has also combined three computing requirements (Numbers 19, 20, 21) into "Legislator Access".

5. Strategic Opportunity Areas



5.1 Summary of Recommendations for Priority Requirements

No. 1 *Legislative Information*



Develop a centralized, searchable document database that includes bills, amendments, committee reports and associated documents that allows on-line access to all documents via a browser interface.

No. 2 *Upgraded Bill System*



Consolidate bill processing within the legislative environment.

No. 3 *Computers for Legislators/Updated Computers for Staff*



Establish Windows NT as the standard operating system.



Replace existing staff computers, provide laptop computers for legislators, replace or upgrade existing printers.

No. 4 *Software*



Establish Corel Office 8 Professional as standard desktop application.



Establish GroupWise as standard e-mail, scheduling, and routing application.



Establish Netscape as standard browser.

No. 5 *Staff*



Hire additional computer support staff during the session.

No. 6 *Legislator Access*



Install a fiber optic network connecting all legislative areas in the Statehouse.



Upgrade electrical service as necessary in legislative area of the Statehouse.

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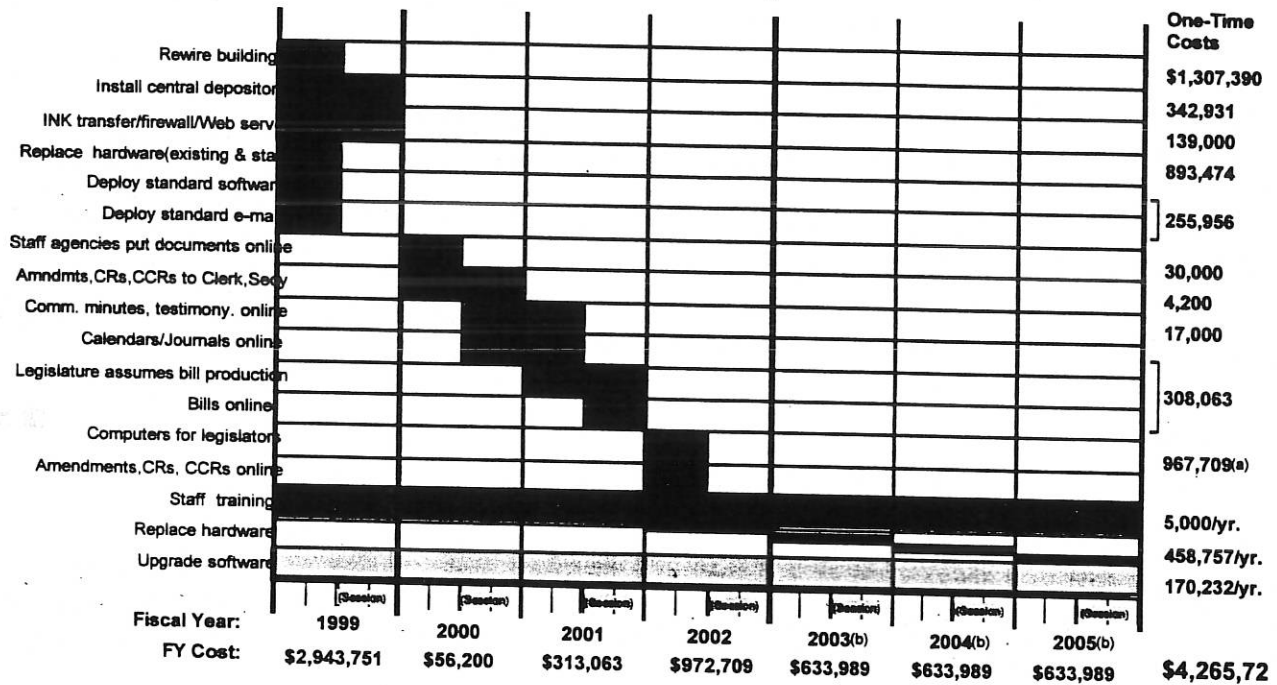
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5.2 The Implementation Roadmap



Recommended Timeline For Implementation of the Legislative Computer Initiative



As this graph shows, implementation would begin in fiscal year 1999 with rewiring of the Capitol with fiber-optic cable. This first step, along with installing new hardware and software, would take place in the first half of the fiscal year (July - December 1998). Setting up the firewall, Web server, and central repository of legislative data would take place over the entire fiscal year. The bottom two bars represent ongoing upgrades of the system: hardware upgrades would commence in the fourth year, with replacement of one-fourth of the hardware (the equipment with the heaviest usage would be replaced first). One-fourth of the machines would be replaced each year thereafter. Upgrades to software would be ongoing, with all upgrade decisions made jointly by the affected legislative agencies.

- (a) Doesn't include remote access charges
- (b) Doesn't include salaries.

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5.3 Implementation Opportunities

5.3.1 Description of Opportunity - Priority 6



Legislator Access: Electronic access to all information in the statehouse. Upgraded wiring and other infrastructure to enable sharing and exchange of information between legislators and staff.

Recommendation

Upgrade the legislative computer network and electrical wiring in the Statehouse to support high speed, high capacity applications. Specifically, fiber optic technology for the computer network will be installed in all offices. Network wiring in the House and Senate chambers and committee rooms will not be connected to the network until reallocation of space in the Statehouse is completed. The team concluded that recently completed computer network wiring in the House and Senate Chambers will be adequate for the immediate future. Any necessary electrical rewiring also will be done in legislative and staff offices in the Statehouse.

Assumptions

The Legislature will continue to use computer technology to support those clerical and administrative tasks to which that technology is currently applied. Increasing numbers of legislators will make use of computers in their offices regardless of decisions about increased computerization of the legislative process.

In the near future the configuration of legislative offices and committee rooms will change after more space in the statehouse becomes available to the Legislature. Until the new legislative space is identified, extension of the network to, and rearrangement of, committee rooms to accommodate computers would not be cost effective.

Benefits

Tangible

- Will enable the other priorities to be addressed.



- Upgraded network will support more users, high capacity demands such as Internet, and future multi-media applications such as video conferencing.
- Fiber optic network is the longest term solution currently available and will enable the highest speed data transfer currently available.
- Does not have as many potential security problems inherent with a wireless network.

Intangible

- Provides maximum flexibility for future use.

Prerequisite Requirements/Capabilities

- Decision of the Legislature to continue using computer technology

Organizations Affected

- All legislative agencies
- DISC
- Facilities Management

Support Requirements

- DISC will provide on-going support for the network

Risks and Issues



- Perception that current computer support can be maintained without network infrastructure improvements.
- This recommendation alone may not have acceptable cost/benefit relationship.
- Expectation that committee rooms will be connected to the network immediately.
- Agreement regarding infrastructure design and quality.

Policy/Rules Considerations

- Whether office network connections should be available year-round.
- Standards for members who wish to install personal equipment on the legislative network.

Deviations from standards/architecture

- None identified

Time Frame

- Two to six months for network specification development and design.
- Anticipate completion six months from start of installation (see Time Frame Chart).

Estimated Cost


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Priority #6	No.	Price	One-time Cost	Annual Recurring Cost
Computer Network	665	\$1,966	\$1,307,390	\$183,540
Electrical Rewiring		14,000	14,000	0
Total Priority 6			\$1,321,390	\$183,540

5.3.2 Description of Opportunity - Priority 4

 **Software:** Software must be user friendly. A uniform database software should be capable of generating correspondence, newsletters, committee minutes, etc.

Recommendation

Establish and install a standard operating system and desktop applications on all legislative and support staff computers.

Desktop Applications:

Corel Suite 8 Professional for desktop word processing (WordPerfect), spreadsheet (Quattro Pro), database (Paradox), and graphics (WordPerfect Presentations) applications. Lotus will be the designated spreadsheet program for the Research Department. GroupWise 5 for e-mail, calendar, scheduling and collaboration.

- Operating System: Windows NT
- Internet Browser: Netscape
- Network file services: Novell

Benefits

Tangible

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- Leverages current investment in training and software.
- Year 2000 compliant.
- Integration of word processing, spreadsheet, e-mail, and database applications.
- Uniform software and operating system facilitate data sharing and transfer among legislative users and simplify user support and training.

Intangible

- Commonly used products in and outside of government facilitate information sharing
- 32-bit operating system will likely become the desktop standard for the foreseeable future

Prerequisite Requirements

- Installation of new hardware

Organizations affected

- All legislative agencies

Support Requirements

- Re-training of some staff and on-going training of new legislators and staff.

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- Software and operating system upgrade and maintenance agreements.
- Support staff trained for installation, regular maintenance, and user assistance.

Risks and Issues

- Pressure to install and use non-standard software.
- Users of non-standard software responsible for data conversion.

Policy/Rules Considerations

- Establishment of policy regarding standard software and appropriate use of software.

Deviations from Standards/architecture

- None identified

Time Frame

- 6-12 months as new equipment is deployed (see chart).

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Estimated Cost

Priority # 4	No.	One-time cost	Annual/recurring cost
Novell Network Software and upgrades	665	\$50,728	\$11,554
NT server and workstation maintenance license		16,712	16,712
GroupWise and upgrades	515	30,510	6,105
GroupWise Web Access and upgrades	500	2,960	1,185
Virus Checker and upgrades	500	24,450	24,450
Corel Office Suite 8 Professional and upgrades	500	212,575	59,225
Staff and Legislator Training	515	10,000	5,000
Total Priority 4		\$347,935	\$124,231

5.3.3 Description of Opportunity - Priority 3 and 5

 **Priority #3 Computers for Legislators/Upgraded Computers for Staff:** Computers provided for legislators to access information electronically. Upgraded computers fast and powerful enough to accommodate large databases and new software. There should be no sharing of equipment by staff.

 **Priority #5 Staff:** Sufficient session computer support staff to respond to computer operators' needs. Additional year-round staff for training, design and maintenance. Adequate staff for legislators, better trained and with space and equipment to perform their jobs as expected.

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**Recommendation**

- Windows-type computers with Windows NT operating system as the standard computer for staff and legislators.
- Update computers used by staff and provide laptop or smaller computers for legislators.
- Use existing printers where feasible and replace others as necessary.
- Employ part-time, temporary computer support staff during legislative sessions to provide direct support for legislative users.

Benefits***Tangible***

- New computers will allow staff and legislators to use newer software and will perform at higher processing speeds.
- Support and service readily available and simpler to administer on uniform platform.
- Service contract possible.
- Uniform platform contributes to system stability and security.
- Dedicated session computer support staff can be familiar with standard applications and work exclusively to assist users.

Intangible

- Improved efficiency resulting from full hardware/software compatibility.
- Improved staff morale.
- Opportunity to use standard software.



- Improved user satisfaction with support staff response time and ability to solve problems.

Prerequisite Requirements/Capabilities

- Design and install higher speed network.
- Prior to providing computers to legislators:
 - Staff agencies must have up-to-date equipment and training.
 - Develop legislative information database.
 - Develop common, easy-to-use access interface.
 - Train part-time temporary staff in all aspects of standard software and hardware configuration and familiarize them with most common tasks performed with desktop software.

Organizations Affected

- Legislature and all staff agencies.

Support Requirements

- On-going training for staff and legislators.
- Equipment support contract
- Adequate full and part-time staff

Risks and Issues



- Potentially unacceptable cost/benefit relationship without additional expenditures to improve Statehouse computer network and development of legislative information databases.
- Legislator and staff frustration generated by the need to learn new software and procedures.
- Expectation that new computers alone will meet every legislator's needs and desires for information.
- Expense of upgrading staff computers and buying computers for legislators.
- Public perception of the appropriateness of buying computers for part-time legislators.
- Insurance against laptop loss and damage if used outside the Statehouse.
- Appropriate equipment security inside the Statehouse.
- Temporary replacement of equipment out of use for repair and servicing.
- Use of portable computers in Senate and House chambers and committee rooms.
- This recommendation does not include cost of remote access to Statehouse network.

Policy/Rules Considerations

Computer policies would have to be developed to address such issues as support, training, appropriate use, financial responsibility for equipment, use in chambers and committee rooms, installation of non-standard software, use outside the Statehouse, damage, loss, breakage, etc.

Deviations from Standards/Architecture

- None identified

Time Frame



- Six month installation of staff equipment and training of staff (after acquisition).
- Six month installation of laptops and software and training of current legislators (planned to begin July 2002).
- Recurring pre-session training for new legislators and session-only support staff (December of each year).

Estimated Cost

Priorities 3 and 5	No.	Price	One-time Cost	Annual/Recurring Cost
Hardware				
Replace desktop computers	226	\$2,678	\$605,228	\$151,307
Replace laptops	15	5,162	77,430	19,358
Replace or update existing printers	142		190,816	51,618
Replace existing file servers and mail server	5	4,000	20,000	5,000
Laptops for Legislators	165	5,162	851,730	212,933
Subtotal Hardware			\$1,745,204	\$440,215
Personnel				
Computer support staff (part-time, temporary during session)	4	6,000	\$24,000	\$24,000
Total Priorities 3 and 5 *			\$1,769,204	\$464,215

* A decision under Priority 5 to hire additional staff so that each legislator has a secretary during the session will add \$268,425 to this total for necessary additional hardware and software. The



estimated annual cost for hardware maintenance/replacement and software upgrades is \$69,239. (Note that this amount does not include secretarial salaries.)

5.3.4 Description of Opportunity - Priority 1 and 2



Priority #1 Legislative Information: The Legislature needs an upgraded, common computer database and network to provide an integrated, single source of information for all staff offices and legislators to provide access to current project information and status.



Priority #2 Upgraded Bill System: Upgrade the bill drafting, management, and processing systems moving toward an "electronic bill" with computerized processing of legislation by the House Clerk and Senate Secretary. Data should be entered only once to create/transmit documents directly for publications to control accuracy, appearance and timeliness.

Provide confidentiality of legislative documents as provided by Legislative Coordinating Council policies and by law. Maintain a single electronic source of documents produced and controlled by the House Clerk or Senate Secretary. Have ability to perform on line bill drafting by attorneys within the Revisor's Office.

Solution Alternatives Identified

The Information Systems Team identified four options for implementing these priorities. Each would provide different capabilities. In general, more capability means higher costs and longer implementation periods. This discussion focuses on the option recommended by the Team. The other three options are described in Reference 8.13.

Recommendation -- Dedicated Document Management System

The Legislature will procure document management system (DMS) software. Such a system will run on a central computer, control access to all versions of bills, amendments, and associated documents. This option introduces centralized document control within the Legislature, and is the least complicated option that allows real-time viewing of floor amendments. All documents will be

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available via a web interface to the DMS. INK will continue to be the public's source of legislative information.

Assumptions

- All legislative documents will be put under control of and be viewable or retrievable via the DMS (certain personal documents will not be part of the DMS).
- All bills, amendments, committee reports and conference committee reports will be stored as final-form documents in the DMS.
- Kansas Statutes will be available via the DMS for on-line viewing and downloading.
- Floor amendments will be viewable in real-time.
- Bill status system will not be changed (rekeying from that system will continue).
- Access to all documents by legislators will be via a web interface (legislative intranet).
- INK will make selected legislative documents available for public access.
- Costs related to remote access are not included as part of this recommendation because remote connectivity wasn't one of the Kansas Systems Team's top six priorities.

Benefits

Tangible

- Moves toward development of a completely integrated bill processing system with associated documents (research, committee minutes, and audits).
- Potential for the legislature to establish an integrated policy database.
- Members and staff able to see bills and floor amendments in real time.
- Members and staff able to access bills, amendments and information associated with bills from a single site.
- Addresses Priority #2 by making bills and amendments part of a searchable database.



- The Research Department's computer support staff have experience with aspects of a document management system.
- Document version control.
- Ability to restrict access to certain documents.
- Centralization will simplify administration.

Intangible

- Maximum legislative flexibility regarding system design.
- Improve legislative quality control over electronic bill information provided to the public.
- Legislature develops greater in-house computer support capability.
- Will necessitate uniform and centralized backup and recovery.
- Leverages current investment in mainframe statute and bill database.

Prerequisite Requirements/Capabilities

- Ability for Revisor's office to provide text necessary for Clerk and Secretary to produce Calendars and Journals in-house (printing remains at Printing Plant).
- Printing Plant must be on the network so they can send/receive documents directly (no running diskettes back and forth, no modem transfers).
- Development of adequate and appropriate in-house web site management capability.
- Alter procedures with INK.
- Establish legislative web server and Internet site.
- Identification of appropriate document management software with web publication capability adequate to meet Legislature's needs.



Organizations Affected

- INK
- State Library
- Staff Agencies
- Printing Plant

Support Requirements

- Extensive training requirements to achieve necessary uniformity for use and maintenance of text database.
- Legislature must develop web maintenance capacity either centrally or through a coordinated effort of support staff agencies.
- Development of policy database, from archival data, would require additional staff on a temporary basis.
- Continual upgrading of hardware and software to meet emerging needs of Legislature and staff agencies.
- Continuing oversight by project management team empowered to make design decisions as implementation progresses.
- Staff for document database management.

Risks and Issues

- Some current functions could be lost if project design is not thorough.
- Configuration may not be sufficiently flexible to meet emerging needs.



- Some reconfiguration may be necessary to adapt "off the shelf" document management software to meet the Legislature's needs.
- Resistance to necessary procedural changes.
- Potentially lengthy implementation period.
- Scope creep -- the tendency for the project to grow during implementation.
- Need for additional in-house staff.
- Ability to translate bill and amendment text to appropriate format.
- May impact the Legislature's relationship with the printing plant and INK.
- Inflated expectations of members regarding information that will be available and how it will be accessed.
- Technology may not work as represented by vendors.

Policy/Rules Considerations

- Necessity to pre-file amendments.
- Use of computers in chambers.
- Use of computers by members outside the Statehouse.
- Real-time public access to amendments.
- Clear identification of gatekeeper functions in each agency and for each step in the process.
- Staff agencies may lose some autonomy regarding form and format of information and its production and release.
- Gatekeeping -- establishing regular policies regarding when particular classes of information are made available on the system.
- Appropriate use of technology, training of new users, and responsibility for cost of broken or lost equipment.



Potential deviations from standards/architecture

- None identified

Time Frame

- Complete implementation estimated to take 3½ years. (See attached time line chart for various implementation steps.)

Estimated Cost

Dedicated Document Management System			One-time Cost	Annual Recurring Cost
Hardware				
Doc. Mgmt. Server	2	\$10,000	\$20,000	\$5,000
Web Server	1	12,000	12,000	3,000
Staff base hardware and software	2	4,689	9,378	2,345
Scanners	10	1,400	14,000	3,500
Disk storage	2	1,500	3,000	750
Archive System (incl. media)	2	1,000	2,000	1,000
Software licenses				
Document Management System User and upgrades	500	550	305,000	36,500
Publishing Package and upgrades	6	700	4,200	420
Firewall Software and upgrades	1	20,000	20,000	2,000

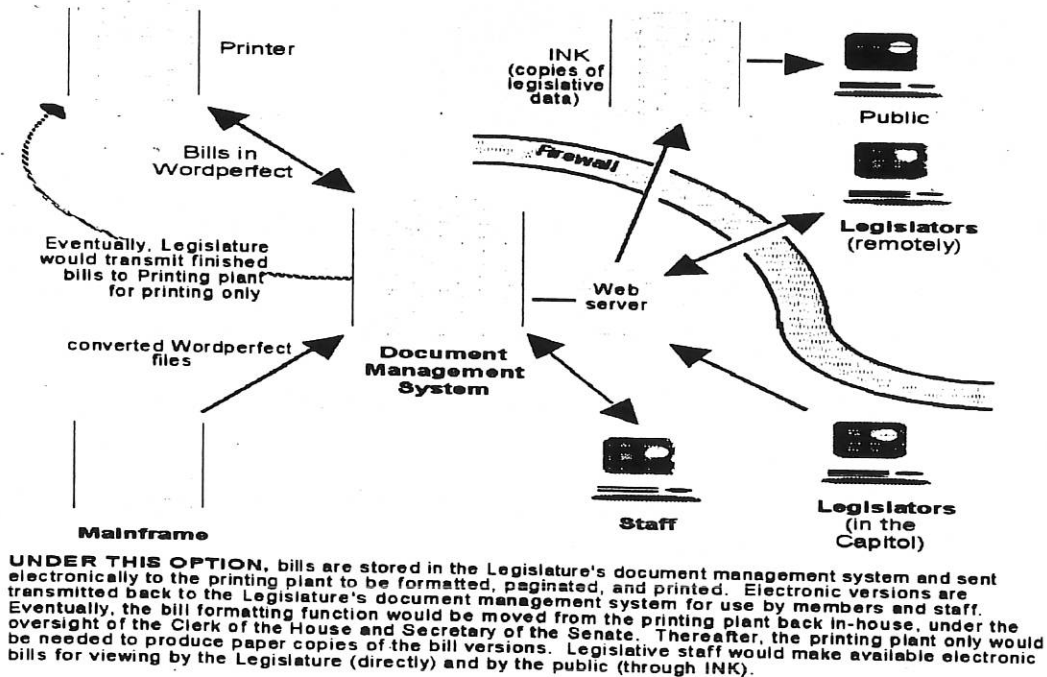
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Web Server Software and upgrades	1	20,000	20,000	2,000
Webmaster Tools and upgrades	1	2,000	2,000	300
NT Server licenses and upgrades	515		15,931	4,781
Database/Document Conversion			30,000	0
Staff				
Webmaster	1	50,000	50,000	50,000
Computer technician	1	35,000	35,000	35,000
Total Priorities 1 and 2*			\$542,509	\$146,596

* The Information Systems Team determined that consolidation of bill processing within the Legislature is necessary to fully meet the objectives of Priority 2 , but was unable to determine how that should be accomplished. One estimate of the cost of such consolidation is \$308,000. However, because many aspects of the necessary technology and processes could not be readily identified, it is not included in this recommendation.

Recommended Configuration for the Legislature's Document Management System



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5.3.4 Total Recommendation Estimated Cost for Priorities 1 through 6

Priority	One-time Cost	Annual Recurring Cost
6 -- Rewire Network and Electrical	\$1,321,390	\$183,540
4-- Software	347,935	124,231
3 and 5 -- Hardware and Computer Support Staff	1,769,204	464,215
1 and 2 -- Dedicated Document Management System	542,509	146,596
Total Recommendation	\$3,981,038	\$918,582

6. Legislative Policy



Any decision to go forward with this plan does not end the decision making task upon the part of legislative leaders. There will be many policy issues remaining to resolve. Issues such as:

- Whether office network connections should be available year-round.
- Standards for members who wish to install personal equipment on the legislative network.
- Policies regarding standard software and appropriate use of software. Installation of non-standard software.
- Policies on training.
- Financial responsibility for state owned equipment, damage, loss or breakage.

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- Use of technology in chambers and committee rooms.
- Use of technology outside the statehouse. Appropriate use of state owned hardware.
- Necessity to pre-file amendments.
- Real-time public access to amendments.
- Clear identification of gatekeeper functions in each legislative agency and for each step in the process.

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7. Appendices

7.1 Project Team Roles and Responsibilities

Role	Responsibilities include ...	Name(s)
IS Steering Committee Focal	Areas of responsibility/activities will include: <ul style="list-style-type: none"> - coordinates the Information Systems Steering Committee (ISSC) directions - coordinates project activities with ISSC (e.g., status) - participates in major change approval (scope/schedule) - participates in project statement/plan approvals - helps resolve issues/conflicts with ISSC - markets the plan to the user/customer community - works closely with the Boeing Project Manager and Kansas System Team Focal in scheduling meetings between Boeing Consultants, ISSC, Kansas System Team and other state employees 	Senator Dick Bond (alternate) Sue Krische, Chief of Staff
Information Systems Steering Committee (ISSC)	Areas of responsibility/activities will include: <ul style="list-style-type: none"> - being overall primary stakeholders of the project objectives and scope - ensures commitment from organizations to participate - review/approves project statement/plan - assists in defining Legislature's business objectives/requirements - resolves issues/conflicts 	Rep. Tim Shallenburger Senator Anthony Hensley Rep. Tom Sawyer Senator Stan Clark Senator Paul Feleciano Rep. Jim Morrison Rep. George Dean Senator Dave Kerr Rep. Mike Farmer

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Role	Responsibilities include	Name(s)
Kansas System Team Focal	<p>Areas of responsibility/activities will include:</p> <ul style="list-style-type: none"> - coordinates the project activities to the Kansas System Team - facilitates resolving differences in Kansas System Team - reports to Information Systems Steering Committee - ensures that the business requirements are clarified from the Kansas System Team perspective - ensures that customer project participants clearly understand and accept their roles and responsibilities - works closely with the IS Focal and Boeing Project Manager to plan and resolve issues - assists in scheduling meetings between Boeing Consultants and state employees - works with Boeing Consultants to determine the extent to which recommendations supports their business requirements - schedules and conducts project reviews and meetings with IS Steering Committee - works closely with the Boeing Project Manager and the IS Steering Committee Focal in scheduling and conducting project reviews and meetings with IS Steering Committee 	Janet Jones, Chief Clerk of the House (alternate) John Polzar, Admin. Asst. to Rep. Tom Sawyer
Kansas System Team	<p>Areas of responsibility/activities will include:</p> <ul style="list-style-type: none"> - coordinates the project activities to the user/customer community - identifies business requirements (needs analysis) to accomplish objectives - works with the Boeing Consultants to review IS alternatives to support requirements - analyzes alternatives and makes recommendations - represents interests of their respective areas, end user(s)/customer(s) 	Dave Larson, Director of Computer Services Emil Lutz, Director of Legislative Administrative Services Norm Furse, Revisor of Statutes Ben Barrett, Director of Kansas Legislative Research Barbara Hinton, Director, of Kansas Legislative Post Audit Pat Saville, Secretary of the Senate Senator Keith Schraad Senator Mark Gilstrap Rep. Gary Hayzlett Rep. Dennis McKinney

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Role	Responsibilities include	Name(s)
Information Systems (IS) Focal	<p>Areas of responsibility/activities will include:</p> <ul style="list-style-type: none"> - works closely with the Kansas System Team Focal and Boeing Project Manager to plan and resolve issues - ensures that IS project participants clearly understand and accept their project roles and responsibilities (i.e., INK, DISC) - leads the Information Systems Team - provides information of current information systems architecture - works with Boeing Consultants to determine the extent to which recommendations supports their business requirements 	Dave Larson, Director of Computer Services
Information Systems Team	<p>Areas of responsibility/activities will include:</p> <ul style="list-style-type: none"> - works with the Boeing Consultants as required - identify along with the Kansas System Team any business requirements - identifies information technology alternatives - analyze the alternatives and make recommendations 	Dave Tisch, Kansas Legislative Research Dept. Mary Galligan, Kansas Legislative Research Dept. Mary Cheng, Revisor's Office Bud Champney, Revisor's Office Rick Riggs, Kansas Legislative Post Audit Janet Jones, Chief Clerk of the House Pat Saville, Secretary of the Senate Patti VanSlyke, Senate President's Office Staff John Potter, Speaker's Office Staff
Boeing Project Manager	<p>Areas of responsibility/activities will include:</p> <ul style="list-style-type: none"> - has primary responsibility for project planning - deliver the agreed-to plan on time - works closely with Kansas System Team Focal and IS Focal (e.g., schedule and conduct project reviews) - status Information Systems Steering Committee as required - leads overall coordination of Boeing Consultants/resources - works closely with the Boeing Project Director in resolving issues/conflicts 	Richard Howard

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Role	Responsibilities include . . .	Name(s)
Boeing Consultants	Areas of responsibility/activities will include: <ul style="list-style-type: none">- works closely with the Boeing Project Manager in developing and delivering the agreed-to plan- interviewing/surveying key legislative personnel in identifying business requirements- facilitates gaining consensus on business requirements- understands current system capabilities- develops recommendations to address business requirements	Dave Driver John Hostetler
Boeing Project Director	Areas of responsibility/activities will include: <ul style="list-style-type: none">- responsible for Boeing contracting agreements- works with the IS Steering Committee Focal and/or ISSC in resolving issues/conflicts- works closely with the Boeing Project Manager in resolving issues/conflicts	Ron Terzian / Leroy Hampleman

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7.2 Acronyms



<i>DISC</i>	Division of Information Systems & Communications
<i>INK</i>	Information Network of Kansas
<i>IS</i>	Information Systems
<i>ISSC</i>	Information Systems Steering Committee
<i>IT</i>	Information Technology
<i>JCCT</i>	Joint Committee on Computers & Telecommunications
<i>KLSCP</i>	Kansas Legislature Strategic Computing Plan
<i>KST</i>	Kansas System Team
<i>LAN</i>	Local Area Network
<i>LCC</i>	Leadership Coordinating Council

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8. References

The following reference topics are associated to the development of the Strategic Computing Plan for the Legislature. If you would be interested in reviewing or obtaining a copy of any of these topics, please contact Dave Larson, Director of Legislature Computing Services.

- 8.1 Project Statement
- 8.2 Kansas Computing Requirements Survey
- 8.3 "Mail-in-Survey" Form
- 8.4 Kansas Computing Requirements Survey - People Interviewed
- 8.5 Kansas Computing Requirements Survey - Results
- 8.6 Legislative Bill Process
- 8.7 Current Systems Context
- 8.8 Current Systems - Survey
- 8.9 Current Systems - People Surveyed
- 8.10 Communication Bulletin
- 8.11 System Architecture Principles
- 8.12 Organizational Implementation Principles
- 8.13 Alternatives for Addressing Priorities 1 and 2