

## MINUTES OF THE HOUSE APPROPRIATIONS COMMITTEE

The meeting was called to order by Chair Sharon Schwartz at 9:00 A.M. on January 26, 2007, in Room 514-S of the Capitol.

All members were present except:

- Representative Bob Bethell- excused
- Representative JoAnn Pottorff- excused

Committee staff present:

- Alan Conroy, Legislative Research Department
- J. G. Scott, Legislative Research Department
- Becky Krahl, Legislative Research Department
- Julian Efird, Legislative Research Department
- Aaron Klaassen, Legislative Research Department
- Amy VanHouse, Legislative Research Department
- Jim Wilson, Revisor of Statutes
- Nikki Feuerborn, Chief of Staff
- Shirley Jepson, Committee Assistant

Conferees appearing before the committee:

- Marilyn Jacobson, Interim Director, Division of Facilities Management
- Captain Eric Pippin, Kansas Highway Patrol
- Sgt Derrick Mahoney, Capitol Police

Others attending:

See attached list.

- Attachment 1 Presentation by Marilyn Jacobson

Representative Watkins moved to introduce legislation to provide funding for the Kansas Sports Hall of Fame by placing a surcharge on universities and high schools. The motion was seconded by Representative Sawyer. Motion carried.

Chair Schwartz recognized Marilyn Jacobson, Interim Director, Division of Facilities Management, who presented an overview of the maintenance, housekeeping and grounds services provided to the State Capitol building (Attachment 1).

Responding to questions from the Committee, Ms. Jacobson provided the following information:

- There is adequate budget available for staff. The budget is funded by a surcharge on all state agencies in Shawnee County.
- Cleaning in the State Capitol is done at Level 1; however, with the ongoing renovation, it has become more difficult to maintain the building at that Level.
- The Division has increased the number of staff during the renovation project.
- The Division tries to maintain the same staff in the State Capitol; however, resignations and personnel issues cause change from time to time.
- Construction and the number of visitors in the State Capitol contribute to the cleanliness of the building.

The Committee commended the State Capitol staff for their diligence in maintaining the cleanliness and appearance of the building.

- The Committee requested information on the \$200,000 State General Fund (SGF) appropriation for maintenance as requested in the Governor's budget for FY 2008.

Chair Schwartz recognized Captain Eric Pippin, Kansas Highway Patrol, who appeared with Sergeant Derrick Mahoney, Capitol Police, to response to questions on security issues within the State Capitol.

Representative Watkins moved that the open meeting of the Committee on Appropriations in Room

CONTINUATION SHEET

MINUTES OF THE House Appropriations Committee at 9:00 A.M. on January 26, 2007, in Room 514-S of the Capitol.

514-S of the State Capitol be recessed for a closed, executive meeting to commence immediately in Room 514-S of the State Capitol pursuant to subsection (b)(13) of K.S.A. 2006 Supp. 75-4319 for a discussion of matters relating to security measures that protect the State Capitol and the other state buildings, facilities and equipment, governmental agencies, public officers and employees, and members of the general public in the vicinity of the State Capitol, which are under consideration by the Committee on Appropriations, because open discussion would jeopardize such security measures, that the Committee on Appropriations resume the open meeting in Room 514-S of the State Capitol at 10:00 a.m., and that this motion, if adopted, be recorded in the minutes of the Committee on Appropriations and be maintained as a part of the permanent records of the Committee. The motion was seconded by Representative Masterson. Motion carried.

Adopted at 9:40 a.m. on January 26, 2007. Only members of the Committee on Appropriations, Captain Eric Pippin and Sergeant Derrick Mahoney remained in Room 514-S.

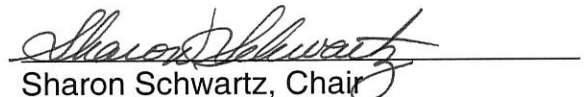
The Committee on Appropriations resumed the open meeting in Room 514-S of the State Capitol at 10:00 a.m.

Representative Watkins moved that the open meeting of the Committee on Appropriations in Room 514-S of the State Capitol be recessed for a closed, executive meeting to commence immediately in Room 514-S of the State Capitol pursuant to subsection (b)(13) of K.S.A. 2006 Supp. 75-4319 for a discussion of matters relating to security measures that protect the State Capitol and the other state buildings, facilities and equipment, governmental agencies, public officers and employees, and members of the general public in the vicinity of the State Capitol, which are under consideration by the Committee on Appropriations, because open discussion would jeopardize such security measures, that the Committee on Appropriations resume the open meeting in Room 514-S of the State Capitol at 10:10 a.m., and that this motion, if adopted, be recorded in the minutes of the Committee on Appropriations and be maintained as a part of the permanent records of the Committee. The motion was seconded by Representative Gatewood. Motion carried.

Adopted at 10:00 a.m. on January 26, 2007. Only members of the Committee on Appropriations, Captain Eric Pippin and Sergeant Derrick Mahoney remained in Room 514-S.

The open meeting of the Committee on Appropriations resumed at 10:10 a.m. in Room 514-S.

With no further business before the Committee, the meeting was adjourned. The next meeting of the Committee will be held at 9:00 a.m. on January 30, 2007.

  
Sharon Schwartz, Chair



**Kansas Department of Administration  
Duane A. Goossen, Secretary  
Carol L. Foreman, Deputy Secretary  
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**House Appropriations Committee  
Statehouse Operations**

**Marilyn L. Jacobson, Interim Director  
Division of Facilities Management  
January 26, 2007**

Thank you for the opportunity to brief you on Division of Facilities Management (DFM) Operations in the Statehouse. DFM provides maintenance, housekeeping and grounds services to the Capitol. Salaries and wages account for half of the cost of operation.

As you well know, the public and private office spaces of the Kansas State Capitol East Wing have been restored to their original grandeur, the building wing has been completely upgraded with new mechanical systems, and the Statehouse now has an underground 550 car parking garage for use by visitors and designated employees and officials. The basement area of the East Wing has been remodeled into new office space for year round occupancy. The office spaces, where the highest degree of architectural and mechanical intervention occurred, were rebuilt to house the legislature. Although the Capitol is being transformed into a modern building, the integration of technology does not impair its historical and architectural integrity. In fact, these qualities have been reinstated through a variety of preservation procedures that included conservation, restoration and rehabilitation. It is most important that the results of this effort remain intact and not be undone. A well thought out maintenance program needed to be put into place that ensured the perpetuation of this effort.

The implementation of a preservation oriented maintenance program, which provides guidelines for acceptable procedures and products to be used in cleaning, a cyclical maintenance schedule, and special provisions for evaluation and monitoring objects of value throughout the building will ensure the efforts that have been put forth to restore the Capitol building will stand the test of time.

One of the most notable characteristics of the Kansas State Capitol and a feature expressed in its architectural design is accessibility. As one of the most frequently visited buildings in the state, extended care must be given to the building because of heavy visitor traffic. Since limiting accessibility has never been considered an option, a program that involves a higher level of cleaning and maintenance with an attention to

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ATTACHMENT 1



detail, especially concerning the restoration and rehabilitation, needed to be established to ensure proper respect toward the building.

With this in mind, in FY 05, DFM implemented a staffing model in our managed buildings for maintenance, housekeeping and grounds based on the Staffing Guidelines for Facilities published by APPA (The Association of Higher Education Facilities Officers). These staffing guidelines were developed to address staffing levels for colleges and universities. We use these guidelines because they reflect a campus type setting, much like the Capitol Complex. The guidelines allow an entity to select a desired level of maintenance or cleaning and then adjusting for factors such as age of the building, use of the space and amount of square footage to determine the number of required staff. Maintenance/housekeeping levels range from Level 1 to 5 with Level 1 being the highest.

The maintenance levels are described as follows:

Level 1: Showpiece facility with highly organized maintenance and breakdowns are rare and limited.

Level 2: Comprehensive stewardship where maintenance appears organized with directions and breakdowns are limited mainly to system components.

Level 3: Managed care with maintenance being somewhat organized and systems and components often fail.

Level 4: Reactive management where maintenance is chaotic and people dependent. The systems are unreliable and in constant need of repair.

Level 5: Crisis response where maintenance is chaotic with no direction and many systems are non-functional.

Due to the Capitol Restoration Project, DFM is faced with a mixture of brand new mechanical systems as well as extremely aged systems. Therefore, the current maintenance staffing level is between Level 1, a showpiece facility, and Level 2, comprehensive stewardship.

Housekeeping also has 5 levels of cleaning. Factors that are considered in determining the level of cleaning include types of space such as conference room, office, stairwell, and restroom, the standard activities performed in that space, and the frequency of the activity. Additionally, cleanable square feet and frequency with which cleaning tasks are performed are factored in.

Housekeeping levels are described as follows:

Level 1: Orderly spotlessness was developed for the corporate suite, the donated building, or historical focal point, such as the Statehouse. This is show quality cleaning for that prime facility.

Floors and base molding shine and/or are bright and clean; colors are fresh. There is no buildup in corners or along walls.

All Vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges or fingerprints.

Washroom tile, marble and fixtures gleam and are odor-free. Supplies are adequate.

Trash containers are empty, clean and odor-free.

Level 2: Ordinary tidiness at which cleaning is maintained. Lower levels for washrooms, offices and public areas are not acceptable.

Level 3: Casual inattention is lower than normal expectations. While not totally acceptable, it has yet to reach an unacceptable level of cleanliness.

Level 4: Moderate dinginess reflects that areas are becoming unacceptable. People begin to accept an environment lacking normal cleanliness.

Level 5: Unkempt neglect is referred to in the trucking industry as "just in time cleaning". The facility is always dirty.

To maintain the restored areas of the Statehouse and its equipment to a level that will ensure its longevity for years to come and to preserve the stateliness of the building for all visitors and tenants to enjoy, the Department of Administration believes maintenance and housekeeping staffing needs to remain at a level one. Clearly, the construction in the Statehouse adds some challenges to maintaining a "showpiece facility." Additionally, staffing numbers are readjusted as construction is completed and areas are open for occupancy.

If you or your staff have a maintenance, housekeeping or grounds issue, please contact Jeff Russell in Legislative Services. Jeff has information on a number of ways to contact the appropriate DFM person in order that we may coordinate and respond quickly to your request.

Thank you and I will stand for questions.