

STATUS REPORT FOR LEGISLATIVE SPACE SUBCOMMITTEE

Prepared for the Legislative Space Subcommittee
of the Legislative Council

by Susan Byorth Fox, Executive Director, Legislative Services Division
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On January 7, I met with Sheryl Olson to discuss the concerns raised at the December 14 Legislative Council meeting and the list that was compiled in communications with the sergeants, the Chief Clerk and the Secretary of the Senate. On January 19, I also met with Doug Olson about two of the specific concerns. I think that we are making excellent progress and wanted to let you know where we were:

1. Space: Long-term solution needed. Take into account concerns for: Public access, House, Senate, Legislative staff, SOS, Governor, Department of Administration. **Recommend to work with the Department of Administration on understanding how to use the long-range building program to come up with a solution for all Capitol occupants that complements the Master Plan.**

2. Security:

a. Press passes are issued through DofA for \$5 with proper credentials, but there are no legislative rules or policies on vetting, expectations, rules for behavior on floor, etc. **Gayle Shirley distributed a paper on "Media Credentialing" at the December 2009 meeting. It includes issues and options for consideration. Discussion and possible ACTION ITEM**

b. West-side, 3rd floor door between House and Senate (bathroom). Need key (mag) card access for security and to limit access.

A revised estimate was received from DofA and is under consideration by the House Speaker and Sergeant at Arms.

c. Security and access issues for both the Senate cloak room, floor, and leadership hall. Although there was an estimate for a magnetic card for the cloak room, that has been placed on hold until DofA prepares an estimate for thumb locks on all of the Senate doors for the cloak room, floor and leadership offices. These will allow a person to unlock the doors from the inside without a key, but leaves the deadbolt keyed from the outside.

Once the estimate is received for thumb locks from DofA, it will be forwarded to the Secretary of the Senate and the Sergeant for consideration.

d. Key inventory: sergeants need to know who has keys for House and Senate, D of A, security, permanent staff, others?

The DofA has agreed to provide a list of all master key holders from their agency or who contract with the agency. LSD will also provide a list of all Legislative branch employees who have master keys to the sergeants.

e. After hours: no sign in sheet or knowing who is in building. As there is no control during the day, it may be difficult to have a complete list of who is in the building. If a person enters through one of the doors with their ID/mag card, that is recorded when they enter, but there is no record of when they leave.

3. Safety:

a. Handicap chair lifts on both ends of 4th floor - requests for upgrade or replacement.

DofA has considered these requests in the past. Because of space requirements, a ramp is not feasible. Because some time has passed since they last looked at them, Doug Olson said he would look to see if there was any new advances that could improve those. They are traditionally only used during session or if a large group is using the building. If there are problems, there is a phone number on a sign in each lift and GSD responds immediately. Some of the problems arise from inappropriate use (to move desks, etc.)

b. Grand staircase railing.

Since restoration, the aesthetic standards for the building make a center-rail cost prohibitive. GSD has used reflective tape on the bottom stairs which has seemed to help. The Capitol Restoration Foundation is currently targeting the railing for fundraising.

4. Facilities:

a. A set of maps with exact square footage and rent costs was requested. **Doug Olson will get these to Susan.**

b. Need to determine which rooms tack strips are desired. **Lenore and Susan need to go room-to-room.**

c. Kick-down door stops for committee room doors. **Doug Olson will be looking into this.**

d. Room 318 - removal of counter for page coordinator table. **Need to talk to Marilyn about this. Recommend if removed, remodel and store for future use.**

5. Maintenance:

a. Weather stripping on windows and doors. **Current effort looking at energy savings, windows will be painted.**

b. Various rooms were noted to need repairs, patching, painting, carpet repair, tile repair, etc. **Doug Olson has received the list of concerns and many are in progress. GSD traditionally does a walk-through and subsequent painting and repairs in many areas prior to session (Oct - December). I asked if he could do the walk through in September and have the work substantially completed by elections.**

c. Request toilet seat cover dispensers mounted in bathroom stalls and sanitary supply dispensers attached to bathroom walls throughout the capitol building. **Doug Olson has received this request.**

d. East side of phone booth in Senate cloakroom needs to be patched with the veneer from the removed phone booth. **Doug Olson has received this request.**

6. Other

a. Broadband capacity. **Both the LSD IT staff and the DofA staff were consulted and there are no dead spots that need to be addressed.**

b. Parking policy: ticket and tow. **Sheryl Olson provided the following information from her staff: Lou Antonick "met with Tim Nickerson, Helena Parking Commission. Hopefully the following answers your questions:**

A. The parking commission writes 2 tickets to the same vehicle in one day, usually in the morning and afternoon. We follow the same procedure. I asked about writing more than 2 and he wanted to talk to his management.

B. For proper signage anywhere in the complex, Tim, Doug, Tom and I will meet to ensure consistency with what has been established in the City of Helena.

C. They will not boot a vehicle for anyone. Their procedures for booting a vehicle are: 1. It has tickets totaling \$50.00 or more. 2. It has been longer than 30 days. 3. A notice has been mailed to the last known address.

D. We can only tow those vehicles in our private parking lots using the following: 1. Install signs around the campus that warn drivers that their vehicle may be towed. 2. Establishing a procedure with a reputable towing company that has an impound lot. 3. DOA-GSD will be the only organization that can request a vehicle be towed and we must consult with the 911 dispatch center prior to the tow.

E. The Helena Police Department will only tow a vehicle off the city streets if it is a safety hazard, which is very rare. Most of the time, it goes through the abandoned vehicle process which is extensive.

F. Each legislative session, we work very hard to curtail the parking problems within the campus. We receive complaints from everyone and we use a lot of professionalism to resolve conflict. Mostly it is as simple as looking up the license plate on a vehicle and requesting the owner to move it. "

c. Parking signs - bigger is better, snow covers reserved numbers. **The Senate parking lot received a bigger sign and it seemed to help. Doug Olson has been notified of the snow covering the numbers and will be watching to make sure that the parking numbers are not covered and either raise or tighten the chains. Further action?**

d. Parking - need shuttle. **Need direction on how to proceed.**

e. Use of other auditoriums for big hearings: DofA. Topics of concern include: scheduling and advance notice, competition with other agencies who traditionally use capitol in

interim, audio and video-streaming capabilities for TVMT, and sound systems for hearing and audio-recording for minutes. **I spoke to Stephen Maly about videotaping for TVMT. If the Legislature were to convene a committee meeting at another auditorium, no live video transmission would be available. HCTV has the capability of deploying multiple-cameras to be able to record, mix, and provide sound. LSD can capture sound from TVMT video-recording, but would also want to audio record separately. A separate audio-recording and secretary to take minutes would be strongly advised. The meeting would not be audio-streamed, but could be uploaded onto the website afterward.**

There is no readily deployable field equipment at the capitol, save for single video cameras. To successfully capture proceedings in another auditorium, HCTV would have to haul in and set up our HCTV equipment ahead of time, and then test it. They normally charge \$600 for a full day shoot; \$300 per half day. (The cost issue has never been discussed and future TVMT contracts could contemplate this.) Deploying staff out of the Capitol may compete with operational personnel; especially during the non-session months. Advance notice is crucial—like a week or two at least—given the frenetic schedule on and off the capitol campus.

As an alternative, any meeting in a room with a projector can be video-streamed in another room for overflow and we have also placed television's in hallways.

f. Open a line of communication with D of A:

1. Liaison - most issues can be resolved with communications between Lenore Adams and Doug Olson. If leadership will support it, we can ask for their requests, complaints, concerns to come through LSD and Lenore to work directly with Doug Olson. Issues that Doug and Lenore cannot resolve can come to Sheryl Olson and Susan Fox, or brought to leadership or the Legislative Council.

2. Legislative Council as Long-Range Building committee - If Legislative Council has any long-range building needs, we may follow the same process as executive branch agencies to get the project in the queue. Sheryl Olson agreed that when the long-range building program is close to being finalized, they will bring it before the Legislative Council (September 2010 meeting?). In addition, we agreed that it should be an agenda item at the first interim meeting of the Council to get the Council knowledgeable about what was funded and will be happening over the next biennium.

3. Additional ideas: tenants advisory council.

7. Emerging issues

a. In the past, the question of the legislative session information office distribution of legislator office information has been inconsistent. The question is should individual legislator office information be distributed publically. Not all legislators have offices, and many are not there most of the day. Office hours are not always posted so providing that information may not actually be assisting the person.

b. Use of Legislative Space by outside groups during interim: regular work hours, GSD charges, ethics laws. Recent requests have brought to light that there is no explicit policy for use of legislative rooms. Past requests for use of the House and the Senate by organizations that are

teaching representative democracy (Teen Pac, Youth Legislative, Legacy Legislature, Boys and Girls State) have helped us develop guidelines for use, but they also are not explicit policy.

8. Areas to be addressed by Subcommittee:

- 1) Press pass policy.
- 2) Legislator office information distribution.
- 3) Policy for use of legislative space by outside groups.
- 4) Sergeants and Janitorial Supervisors. Prior to session, contact Roger Bacon (x3060) and set up a meeting for sergeants to meet him and discuss the services that are provided and to get to know each other.

9. LSD issues:

1. Public notice - changing rooms at last minute problematic (leadership, committee chairs, and sergeants training, TVMT use monitors on downtime to notify public of hearing rooms and any changes)
2. Leadership notebook: importance of assignment of office space issues (sec w/chairs or not, amendments coordinators); transition, all facilities issues be routed through LSD (Lenore Adams) for documentation, assistance, and follow-up, sergeants and janitorial services to meet prior to session.
3. Moving up caucus schedule 1 week helped a lot - Secretary of Senate and Chief Clerk need time to get things set up (if new every time - it takes time) - set up meeting with Secretary/Clerk and Sergeants and Susan, Hank, Lenore, etc.
4. Institutionalize the process of transmitting knowledge - need House and Senate staff lists of concerns (using LSD as primary liaison with GSD will help with this).

Next steps:

5. Requested copy of the Colorado National Guard study on security. **Sheryl will be sending a copy.**

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