

MINUTES

Advisory Committee on Capitol Services
June 3, 2010 – Capitol Building Room W433

The meeting was called to order at 1:40 pm by Senator Joe Stegner, co-chair. Present were Senators Geddes, Cameron and Werk and Representatives Denney, Black and Bedke. Also present were Jan Frew, Tim Mason, Kelly Berard, Ric Johnston and Joe Rutledge, Division of Public Works; Dewain Gaudet, Glenn Harris, Robyn Lockett, and Jeff Youtz, Legislative Services Office; Terri Franks-Smith, Idaho House of Representatives; Mary Sue Jones, Idaho Senate; Peter Morrill and Jeff Tucker, Idaho Public TV; and Brad Iverson-Long, IdahoReporter.com.

Senator Stegner welcomed the committee and guests. Rep. Bedke made a motion to approve the minutes from the meeting on January 28, 2010. Sen. Geddes seconded the motion and it carried unanimously.

Jan Frew provided an update on the outstanding Capitol project requests. The committee discussed each option and moved to provide the following recommendations to the Legislative Council at their meeting the following day:

- Round the pillars in the Senate Chambers
STATUS: Work will be done this summer by Boswell-Olsen. Cost is approx. \$4,000. Being completed as a project cost.
- Add overhead lighting in the Gift Shop, Info. Center, and at the new stairs between the Garden Level and 1st floor in the central rotunda area
STATUS: A contract has been issued to Quality Electric. Work to be completed by July 30th. Being completed as a project cost.
- Add door to the back side of storage closet WW17 (just off the Senate Flex room)
STATUS: Work will be done this summer by Boswell-Olsen. Cost is approx. \$5,000 and will be paid with project funds (bond money).
- Add ADA door opener at the tunnel and improve ADA access along the wings elevator routes
STATUS: Most of this work has been completed as a part of the project. Additional ADA signage has also been added to better identify the accessible route. DPW continues to meet with the Consortium for Idahoans with Disabilities to enhance ADA access.
- Hearing room dais desks should be moved forward where possible and ensure all wiring underneath is securely placed. Also check drop-down screen locations to ensure there is enough room between the seats and the screen
STATUS: LSO will work with Div. of Public Works to make each committee room as comfortable as possible.
- Add panic buttons to W304 (Diane Kelly's office); W307 (Sarah Jane McDonald's office); E406 (Terri Franks-Smith's office); and E333 (House Sergeant at Arms office)
STATUS: Cost is approximately \$1,500 each and should be paid for with project funds (bond money). RECOMMEND APPROVAL BY THE LEGISLATIVE COUNCIL
- Add castors to the dais desks in WW17 (Senate Flex Room) and hide the IT wires in the floor

STATUS: Getting an estimate from Boswell-Olsen to do this work.

- Place glass in each of the committee hearing room doors

STATUS: Getting an estimate from Boswell-Olsen and D & A Glass to do this work.

Projected cost is less than \$10,000 and should be paid by project funds (bond money).

RECOMMEND APPROVAL BY THE LEGISLATIVE COUNCIL

- Add mirrors to the Chambers so the Lt. Governor's podium and the Speaker's podium can see the public gallery

STATUS: The addition of mirrors is not recommended. A camera with a desktop monitor is a more desirable option. The camera would be mounted near the IPTV camera over the doors nearest the rotunda. The camera would view the gallery seating area. A wireless signal would transmit the image to a small monitor at the upper podium. The cost for this system would be less than \$2,000 per location and should be paid by project funds (bond money). RECOMMEND APPROVAL BY THE LEGISLATIVE COUNCIL

The committee also discussed the ADA access in the building because several members have had to help visitors who've gotten trapped in the wings elevators.

Ms. Frew explained that she had recently spoken with the *Consortium for Idahoans with Disabilities* and they are coming back to the Capitol to review the latest improvements. The improvements include changing the door swing on a few doors, plus ensuring the wings elevators are fully operable. Ms. Frew will continue to work with the *Consortium for Idahoans with Disabilities* to enhance the access to the building.

The committee also discussed the feasibility of paying for all the project requests with Capitol bond money. Senator Dean Cameron said that because all of these interim project requests should have been a part of the original project anyhow, he thinks it's warranted they be covered by bond money.

Rep. Max Black made a motion to send a recommendation to Legislative Council that the cost of these items be paid by the bond money. Senator Cameron seconded the motion and it carried unanimously.

Kelly Berard presented the committee with three different options for the committee hearing room agenda boards that will hang outside of each committee room. The options were as follows:

1. Room title, with clips for attaching agendas.
2. Room title and full sign background, with clips for attaching agendas.
3. Room title mounted to tackable fabric-covered board, with clips for attaching agendas.

The committee discussed which option would be the best long term solution, as well as which option would be most durable. They also discussed pricing and costs. Ms. Berard explained that she'd researched additional options, but the three under discussion, or a hybrid thereof, seemed to be the most reasonable and cost effective.

The committee asked DPW to create a prototype of the hearing room agenda boards in a cast bronze for final review before fabricating boards for all ten committee rooms. These boards should allow for the addition of wood-framed, fabric covered backing that can easily be added this fall or winter, if desired. They will make a final decision once the prototype is complete.

The committee then discussed safety issues as associated with the restoration project. Senator Geddes stated that many falls have taken place at the exterior west wing stairs along 8th Street and he's concerned the stairs are not adequately marked. He understands that Facility Services has painted a yellow stripe on the hazardous step, but stated there continues to be accidents at that location. They are difficult stairs to negotiate so he suggested they be painted red and yellow for greater overall visibility.

Tim Mason stated that the stair has been painted, but maybe some signage could be added.

Jeff Youtz suggested installing a handrail.

Mr. Mason replied that may be possible and he'll further evaluate some options.

Senator Werk added that all of the options sound good and he also asked if a security review of the building had taken place.

Senator Geddes responded that he and the Speaker met with Col. Russell of the Idaho State Police prior to the Capitol being re-opened. The House and Senate agreed to hire two additional officers to work during the legislative session. Their security detail also included a police car that was parked in front of the Capitol as an additional deterrent.

Robyn Lockett provided the following Capitol Services update to the committee:

LEGISLATIVE INFO. CENTER / COPY CENTER SUMMARY FOR 2010 SESSION

- Phone messages: 4,908
- E-mail messages: 3,357
- Scan requests: 78
- Faxes: 187
- Mail handled: 54,330 pieces
- Copy Center photocopies
 - General Information/Welcome Desk: 31,568
 - House: 51,166
 - Senate: 48,950
 - LSO (including bills and RS's): 215,023
 - Public (charge of .10 cents/page): 518

TOUR PROGRAM COMPONENTS

- One hour guided tour for school groups, civic organizations, church group, etc. These tours are offered year-round and are led by volunteer tour guides
 - 11,676 visitors since January 18, 2010
 - 40 volunteer tour guides ensured we had forces to lead the visitors (10 – 12 of whom are regular guides)
 - One tour guide has led 57 tours!
 - During session, legislators were invited to meet groups from their district
- The Capitol is open daily for self-guided tours
 - Self-guided tour brochure available for free
 - Garden Level Exhibits (with brochure forthcoming from ISHS)
 - Welcome Room – Videos played upon request
 - Idaho Public TV's *Capitol of Light* video
 - Three different kid's videos

- Capitol for Kids - Website curriculum and information. This is a fun and entertaining site that provides lessons about government, the State Capitol, and Idaho history for teachers and students alike

GIFT SHOP

- 6,359 items sold to date
- 75 merchandise suppliers; 71 of which are Idaho businesses
- \$38,204 in gross sales to date and \$19,690 in net proceeds to date
- \$2,257 in sales tax generated to date
- Hard costs to run the shop are approximately \$175/day; shop must average \$350/day in gross sales to be self-sustainable
- Daily gross sales average during session was \$432/day
- Daily gross sales average to date is \$368/day
- On-line shop will be complete late this summer

DINING ROOM

- Roosters made a profit of \$1,000 from dining room and catering sales. They are still doing periodic caterings in the dining room, which will continue to add to the bottom line
- Sales were approximately \$535/day throughout session. Roosters break-even point was approximately \$500/day
- Sales increased monthly: Daily estimates for January \$391/day; February \$579/day; and March \$601/day
- \$13,000 in gift cards were sold. This equals almost half the sales
- Extra caterings (excluding the Grand Re-opening) totaled \$5,000
- Opening to the public slightly increased the morning sales

Rep. Black asked if all legislators will be required to purchase meal cards next session. Senator Stegner said that the committee should discuss that and also discuss the hours of service for the dining room, etc.

Senator Geddes said that he thinks the dining room business needs to increase in order to keep a vendor interested in providing the legislature with food service. For example, if lobbyists could go to the dining room, that would increase business, he stated. Mr. Youtz responded that requiring cards did help the bottom line too.

Rep. Black mentioned the advantages and disadvantages of being open to the public. He said that lobbyists or the public could go to lunch there too, which would increase business, but he wonders if that would infringe on the exclusive space the legislators have to take a break. He added that may be a moot point now that every legislator has a private space.

Senator Cameron made a motion to maintain the same card system for at least one more year, consider a longer term contract with Roosters, open the dining room to the public, and look at the potential to extend the hours of service of the dining room to possibly 4:00 pm.

Senator Werk seconded the motion and it carried unanimously.

Rep. Bedke said the dining room was a good experience overall. Senator Werk said that with a few added efficiencies, like a separate salad bar, making the line move a bit more quickly, and adding ala carte' menu items, the dining room should operate well if open to the public.

Peter Morrill provided an update about Legislature Live and Idaho Public TV to the committee:

- 675 *Capitol of Light* DVDs were mailed to schools across the state
- Primary debates were held in the Capitol Auditorium and went well
- Legislature Live expanded this session to include three cameras in the auditorium. There were many requests to have audio and video from the meetings streamed live from the auditorium
- Legislature Live had 58,000 hits on their website during the 78 day session (21,000 came from inside the Capitol Mall and 37,000 from outside the Capitol Mall area)
- IPTV provided 60 copies of media files to interested parties
- IPTV provided a video pool feed for the Press Corps

Ms. Frew provided an update on the State Street modifications. She said the Permanent Building Fund Advisory Council has approved the project go out for bid. The bids are due in July and construction will begin soon after. A light pole will be added to the north side of the street at the main crosswalk to access the State Street door of the Capitol. The curbs will be extended and infill planters will be added. Four parking spots will be added to the street in front of St. Michael's Church. The construction will take approximately two months and the project is being funded by the Idaho Capitol Commission.

Senator Cameron asked if the property being modified belongs to the Capitol or if it is on an easement. Ms. Frew responded that DPW is entering into a "licensing agreement" with ACHD and the Capitol doesn't have to pay to encroach on the county road.

Senator Stegner asked if closing State Street was a part of the discussion. Mr. Youtz responded that yes, it was discussed by the Capitol Commission. The Capitol Commission in fact was split on whether to proceed with attempts to close State Street. Ms. Frew added that she discussed the closing option with ACHD and they were in no way supportive of that option.

The meeting adjourned at 4:40 pm.

Minutes prepared by Robyn Lockett 06/21/2010
Minutes approved 03/16/2011