

MINUTES

Accepted 06/02/2011 by the Advisory Committee on Capitol Services

Advisory Committee on Capitol Services
March 16, 2011 – Capitol Building Room W433

The meeting was called to order at 1:35 pm by Representative Scott Bedke, co-chair. Present were Senators Hill, Winder, Stegner and Malepeai and Representatives Denney, Black and Jaquet. Also present were Jan Frew, Division of Public Works; Robyn Lockett and Jeff Youtz, Legislative Services Office; Mary Sue Jones, Idaho Senate; Peter Morrill and Jeff Tucker, Idaho Public TV; and Ross Borden and Rob Bousfield, City of Boise.

Rep. Bedke welcomed the committee and guests. Rep. Black made a motion to approve the minutes from the meeting on June 3, 2010. Senator Stegner seconded the motion and it carried unanimously.

Jeff Youtz provided a brief history of the Capitol Services Committee. He explained that the Advisory Committee on Relocation, co-chaired by Representative Moyle and Senator Lodge, began in 2006 to provide direction on the legislature's move out of the Capitol Building. Once the move was complete, planning for the Capitol restoration project began and the Space Allocation & Design Committee was created. That committee, co-chaired Rep. Bedke and Senator Stegner was charged with representing the best interest of the legislature throughout the Capitol restoration project. Prior to the Capitol re-opening in January 2010, it became apparent that an on-going advisory committee was going to be necessary. Consequently, the Capitol Services Committee was created by the Legislative Council to address space needs, facility and furnishing issues, security and other issues related to legislative space in the Capitol Building, and make recommendations to the Legislative Council. Mr. Youtz stated that membership includes the Senate and House Assistant Majority Leaders who co-chair the committee, the Pro Tem and Speaker or their designees, the Minority Leaders or their designees, and one additional Senate and House member appointed by the Pro Tem and Speaker.

Mr. Youtz presented the City of Boise's request to use legislative meeting rooms while Boise City Hall is being remodeled. Ross Borden, City of Boise Mayor's Office, explained that City Hall is over 40 years old and is in significant need of fire and seismic code upgrades. The City plans to begin the upgrades in July 2011. Most of the work will take place after regular business hours in order to mitigate disruption to the public who visit City Hall during the day. Mr. Borden asked the committee if the Boise City Council and other city commissions could use rooms within the Capitol Building for one year.

Senator Stegner asked Mr. Borden how many different rooms the City would need. Mr. Borden said that they most likely only need one or two committee hearing rooms and the dining room.

Rep. Jaquet asked how much LSO staff time would be involved in their request and if the City plans to pay to use the space. Mr. Youtz responded that the City is prepared to pay for any extra security or utility costs associated with keeping the Capitol open later than regular business hours.

Rep. Black asked where the City plans to host 400 youth for the Mayors' Awards for Youth that occurs every April. Mr. Borden responded that the current City Hall Chamber holds about 400 people when the walls are moved and Mr. Youtz added that the Capitol Auditorium can hold up to 300 guests, plus there are other committee rooms that could be used as overflow space for large events.

Rep. Bedke stated that the Capitol is functioning very well now, while he is concerned that we have enough capacity to host the City of Boise. It would be very appropriate for the legislature to cooperate with our host city. Additionally, it makes sense that the dining room be open for the City of Boise's use too. Mr. Youtz stated that he agrees and suggested writing a Memorandum of Understanding that

stated that the legislature's business takes precedence over the City's business.

Senator Stegner stated that it was very kind of the City to accommodate the legislature while the Statehouse was being restored, so it only makes sense that the favor be returned. His only concern was that committee meetings during the legislative session can go later than 5:00 pm when the City is asking to use the space. Additionally, the City's noontime meetings could interfere with legislative business during session. Senator Stegner suggested the noon meeting still take place at City Hall since that building will be remain open during regular business hours.

Senator Winder made the following motion: *I move we authorize Jeff Youtz and his staff to begin meeting with the City of Boise to discuss the details of staffing, scheduled uses of rooms, meals, priority conflicts, time constraints, costs, etc. and then come back to this committee with additional details about the City's space use request.*

The Pro Tem seconded the motion and it carried unanimously. Additional discussion included ensuring the Capitol's general food policy is adhered to and that these details be determined right away. Mr. Youtz assured the committee that we would have a MOU prepared for them within 10 days that outlines the details of the City's request.

Mr. Youtz presented the committee with a formal request for the Idaho Redistricting Committee to use two secure rooms within the Capitol for their redistricting business beginning June 1, 2011. The committee needs these rooms for 90 days, so the request will not interfere with the legislative session. Mr. Youtz proposed the Redistricting Commission use Senate room W423 and House room E413. The rooms are currently wired for technology, but will need to be re-keyed to ensure they are completely secure. The commission could use the Capitol Auditorium for public meetings, but clarified that it would be up to each body to decide if the commission could use the additional rooms such as the caucus rooms, as needed.

Senator Stegner made the following motion: *I move we authorize LSO to allocate W423 and E413 for the use of the Redistricting Committee.*

The Pro Tem seconded the motion and it carried unanimously.

Robyn Lockett outlined the interim facility project requests she's received. Ms. Lockett will provide additional details and/or costs associated with each request at the next committee meeting:

1. Replace acoustic panels in JFAC room: The existing acoustic panels in the JFAC room were inadvertently painted over while the Capitol was being restored. The overhead speaker was removed from the space as well. The sound in that room is still not right and needs to be addressed. The Capitol Commission has funding that could cover the cost to adequately outfit the JFAC room.

Rep. Jaquet and Senator Stegner agreed and the Pro Tem stated that since the room wasn't adequately addressed during the restoration project, it's important that the room be updated right away while there is still funding to pay for this project.

2. Exhibits and Displays on the Fourth Floor: Several exhibitors have requested that other rotunda floors be available for public use because there seems to be fewer legislators who visit the exhibitors now that much of the Capitol's business has moved into the wings. There is a possibility that eight tables could be placed in the center of the Garden Level rotunda, but there is no more room than that.

Rep. Black said that he also received a request that events be held elsewhere. He stated that we should better accommodate the general public.

The Pro Tem said he likes having exhibitors in the Capitol, but that it's already crowded in the Garden Level, so he has some concerns about moving exhibitors to that floor. Senator Steger agrees that the Garden Level is already well used, and it's a quality space right now, and he does not wish to see it become congested. He stated that he is not in favor of moving exhibitors to that space. The committee discussed opening the 1st floor rotunda to exhibitors and asked Ms. Lockett to bring back suggestions for the use of that floor.

3. Senate Flex room design and uses: This room has exposed cabling and needs some changes in design, although any changes in the design or use of that space is up to the Senate. The Pro Tem said that room is often used as a committee hearing room when other committees run out of time and move to that room to finish up.
4. Fan noise issues in legislator's offices and hearing rooms: Ms. Lockett explained that this item is a follow-up from the last committee meeting. Jan Frew, Division of Public Works, said that she would continue to troubleshoot the HVAC issues in the Capitol, particularly in the offices of Jeff Youtz and Senators Winder, Siddoway and Bair.
5. House and Senate floor desk improvements: This request originated in the House. They specifically requested that grommet holes be cut in the chamber desks to allow the excess laptop cords to drop inside the grommet in order to free up space on the desk itself. Ms. Lockett met with Representatives Bedke and Eskridge, plus Facility Services and it was determined that cutting grommet holes in the desks was not feasible. The committee asked Ms. Lockett to work with the Division of Public Works to find an acceptable solution. The committee also directed them to explore the costs associated with accommodating shelves underneath the chamber desks.
6. Signing issues: Ms. Lockett explained that this item is a follow-up from the last committee meeting. The committee made the following signage requests:
 - Add a directory outside of the House cubicle areas and the Senate chairmans' area to help visitors better find individual offices
 - Add a sign to the 4th Floor Public Gallery that tells visitors no backpacks, food, or camera flashes are allowed in that space
 - Add a sign or a stanchion to the Capitol Auditorium dais area that says no TV cameras or other obstructions can block those areas

The committee also directed LSO to work with the Division of Public Works to address the following facility issues:

- Check the House Chamber ceiling for paint that appears to be shedding off the dome
- Re-paint the safety marking on the 8th street wing stairway
- Add a safety strip to the threshold of the vault door at the entrance to the Lobby Room
- Build shelves in the restrooms for guests to place notebooks or purses. Coat hooks would also be helpful

Ms. Lockett provided the committee a handout with the following information:

TOUR PROGRAM - 2010 Summary

- 15,000 visitors
- 30 volunteer tour guides during session, fewer during other times of the year
- 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
 - Welcome Room video kiosk set up for visitors
 - 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

GIFT SHOP - 2010 Summary

- 13,113 items sold
- Gross sales: \$79,187
 - Average of \$297/day
 - Sales tax generated: \$4,276
- Net sales: \$38,493
- Hard costs to run the shop were \$175/day
- Shop must average \$350/day in gross sales to be self-sustainable
- 94 merchandise suppliers; 86 of which are Idaho businesses

DINING ROOM

- Roosters Eatery is the vendor and Ronda DeGiorgio is the owner/operator. She is under contract to serve through the end of the 2012 session
- Open to the public this session. This has increased Ronda's business at least 30% – 35% over last year
- Operates Monday – Friday during the session
- Hours are 7:00 am – 3:00 pm
- Approximately 95 meal cards were sold to legislators this year

Rep. Bedke asked Ms. Lockett to bring updated Gift Shop budget figures to the next meeting. He added that opening the dining room to the public seems to have been well received. Rep. Black asked if the Galley restaurant in the tunnel has seen a decrease in business since the Capitol dining room opened to the public. Ms. Lockett responded that the Galley contacted LSO in February to say that their business has gone down some. Ms. Lockett and Mr. Youtz plan to meet with the Galley after the legislative session to see if they are still concerned.

Rep. Jaquet asked which committee would be charged with discussing printers for the legislators. Rep. Jaquet was hoping that someone could "spec" individual printers that the legislators would purchase for themselves. Her hope is that all printers would be the same, so it would be easier for the IT staff to install them and troubleshoot as well. Mr. Youtz said that would be within the purview of the Ad Hoc Committee on Technology and he would ask Glenn Harris to add Rep. Jaquet's request to their next meeting agenda.

Rep. Jaquet also asked which committee would be charged with discussing the portion of Idaho Public TV's budget that operates Legislature Live. Rep. Bedke said that JFAC or Legislative Council could address where, specifically, the Legislature Live budget is housed.

The meeting adjourned at 3:11 pm.