

MINUTES

Advisory Committee on Capitol Services
June 2, 2011 – Capitol Building Room W433

The meeting was called to order at 1:35 pm by Senator Chuck Winder, co-chair. Present were Senators Hill, Stegner and Malepeai and Representatives Denney, Bedke, Black and Jaquet. Also present were Jan Frew and Ric Johnston, Division of Public Works; Robyn Lockett and Jeff Youtz, Legislative Services Office; Mary Sue Jones, Idaho Senate; Sue Frieders and Terri Franks-Smith, Idaho House; Jeff Tucker and Ricardo Ochoa, Idaho Public TV; and Betsy Russell, Spokesman-Review.

Senator Winder welcomed the committee and guests. Senator Hill made a motion to approve the minutes from the meeting on March 31, 2011. Senator Stegner seconded the motion and it carried unanimously.

The committee discussed various ways to add a dedicated press area in the Capitol Auditorium. Because of crowding and egress issues during this year's legislative session, it became apparent that some changes were needed. After some discussion, Rep. Bedke made the following motion: *I move that LSO work to provide a dedicated press area in the Capitol Auditorium by moving the existing A/V box to the other side of the room away from the emergency exit stairs, adding an electrical outlet, and removing 6 – 8 seats at the front of the room to free up space.*

Senator Stegner seconded the motion and it carried unanimously.

Robyn Lockett presented the committee with a draft document concerning news media access in the Idaho State Capitol. She explained that the document is a summary of the existing House and Senate Rules and is intended to provide a condensed and consolidated version of those rules, in addition to adding specificity where needed. Ms. Lockett emphasized that it's important for all of the building occupants, the security staff, the committee secretaries, and the press themselves to be following the same guidelines.

Senator Stegner suggested the approval of this document would more likely be within the purview of the Legislative Council. Jeff Youtz responded that the document will ultimately go before the Council for approval, but that this committee is welcome to make comments and suggestions on the draft version at this time.

Betsy Russell said that she had reviewed the document and believes that everything in the document is a reflection of the things are currently done. She also explained the definition of an "accredited news correspondent" as defined in the Capitol Correspondence By-Laws.

Senator Stegner said that we do not want to put into place something that will override any of the existing rules. He made the following motion: *I recommend we give the document concerning news media access in the Idaho State Capitol to the Legislative Council with changes that include adding a better "statement of use" to the document title and clarifying the intention of the document.*

Senator Hill seconded the motion and it carried unanimously.

The committee moved to WW17 and the Senators discussed options to revise the layout of furniture in that room. Senator Stegner said that he was open to options for change to the space as long as there are always 10 or more seats for a group to meet at the front of the room. The Pro Tem stated that he likes the current committee room format as it is now. He added that the furniture is already paid for

and it may be prudent to leave the room with its current configuration. The committee also discussed the IT wires in the room, as well as the lack of overhead projectors. Senator Winder made the following motion: *I move that LSO install overhead projectors in the room and get pricing on the following items for consideration at the next Capitol Services Committee meeting:*

- *Add a permanent raised dais floor*
- *Add a temporary raised dais floor*
- *Make all the IT functions in the room wireless*
- *Purchase a boardroom style table to replace the committee room desks at the front of the room and make the IT systems in the room wireless*

Rep. Jaquet seconded the motion and it carried unanimously.

The committee moved to the 1st floor rotunda to discuss locations for temporary exhibits and displays in the Statehouse. Rep. Black commented that he likes the idea of having exhibitors use the 1st floor so they can get more exposure when they're here for one day. Representatives Bedke and Jaquet discussed whether the 4th floor rotunda could remain as an option and whether or not food could be served in the 1st floor rotunda. Senator Stegner said that he is reluctant to expand the options for exhibitors in order to best preserve the building.

The Pro Tem asked Ms. Lockett and Mary Sue Jones to revise the current rules for exhibitors to include the 1st floor rotunda. He also asked they create a map of the space and bring both items to the November Capitol Services Committee meeting for final review and consideration.

The committee moved to the 3rd floor public lounge to discuss the possibility of adding an Idaho Veterans and Military History display on the Third Floor of the Idaho Capitol Building. Mr. Youtz explained that the Legislative Services Office, the Capitol Commission and the Legislative Council would collaborate with the Idaho State Historical Society to create an exhibit honoring Idaho's veterans and showcasing Idaho's military history during times of war and peace, from the establishment of the Idaho Territory in 1863, to the present. The exhibit would be consistent with the quality of the Idaho history display in the Garden Level and would be located on the third floor of the Idaho Statehouse, utilizing the public lounge on the south side of the rotunda.

Total estimated cost for this project, including historical research and writing, and design, fabrication and installation would be approximately \$50,000 to \$100,000. The source of the funds would be Idaho Capitol Commission funds, and more specifically, from a balance of \$400,000 the commission has available from Capitol License Plate sales that have yet to be expended for a worthy project.

The committee discussed the proposal and did not support the idea of a permanent Veterans & Military History display in the 3rd Floor Public Lounge. After the painstaking effort to remove displays and get back to the original beauty of the historic Capitol Building, the committee felt that jumping right back in to establishing permanent display projects was not the right direction to go. The committee suggested that the Legislative Services Office, the Legislative Council, the Capitol Commission and the Idaho State Historical Society collaborate to come up with some temporary rotating display ideas for that space.

The committee also asked LSO to purchase four additional soft chairs for seating in the public lounge. Senator Winder added that more benches need to be added to the wings hallways for visitors.

The committee moved to the Senate Majority Caucus room to conclude their meeting.

Ms. Lockett presented the committee with information on the following facility items and the committee made the following decisions:

1. Adding a removable shelf underneath each chamber desk: Ms. Lockett was directed to procure a sample shelf for \$55.00 to see if it's something the members would like to purchase more of.
2. Improve the sound system in the 4th floor Public Seating Gallery so that visitors can hear the floor proceedings more easily: After a brief discussion about the pros and cons of changing the volume control software in the chambers, Senator Stegner made the following motion: *I move we spend \$850.00 in an attempt to improve the sound system in the 4th floor Public Seating Gallery.*

Rep. Jaquet seconded the motion and it carried unanimously.

3. Improve the signage in and around the 4th floor Public Seating Gallery so visitors have a better understanding of building protocols: The committee discussed the text that should be on a freestanding sign at the entrance to the 4th floor gallery area. The Pro Tem made the following suggestion that the text read as follows:

Public Gallery Rules: No backpacks, food or beverages. No flash photography. No advocacy signs or banners. Silence cell phones.

Rep. Jaquet made the following motion: *I move that LSO purchase the freestanding wooden signs that will match the rest of the building with text as stated by the Pro Tem.*

Rep. Bedke seconded the motion and it carried unanimously.

Rep. Bedke then made the following motion: *I move that an arrow be added to the private gallery doors so that visitors have a better understanding of where, exactly, the public gallery is located. I also move that LSO purchase the building directories as outlined in today's meeting packet.*

Rep. Jaquet seconded the motion and it carried unanimously.

Ms. Lockett outlined the facility project requests that were complete or in progress toward completion. They are as follows:

- Replace acoustical panels in the JFAC room
- Find a solution for the loud fan coil unit noises and HVAC issues in several offices
- The House Chamber dome paint and plaster will be checked this summer by Evergreen Contractors when they are here to paint the stars on the Capitol's oculus
- Re-paint the safety marking on the 8th street wing stairway
- Add a safety strip to the door threshold of the Lobby Room
- Build shelves in the restrooms and extend time on the lighting system

Rep. Jaquet added that she'd like Ms. Lockett to explore the possibility of getting cubbies added to the 3rd floor House women's restroom to match the cubbies on the Senate side.

Ms. Lockett updated the committee on the Capitol Services tasks she manages. The update included the following:

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

2011 Year-to-date

- 10,100 visitors
- 15 volunteer tour guides during session, fewer during the interim

Gift Shop

2010 Summary

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

Year-to-date

- 9,079 items sold
- Gross sales: \$45,708
 - Average of \$412/day
- Net sales: \$21,367
- Hard costs are \$175/day; must average \$350/day in gross sales to be self-sustainable
- 99 merchandise suppliers; 93 of which are Idaho businesses

Senator Steger thanked Ms. Lockett for her good work and asked that she explore the idea of having a bronze-case state seal doorknob for sale in the gift shop.

Rep. Jaquet added that collaboration with other gift shop and hospital stores across the country may yield good ideas for the gift shop.

Dining Room

- Roosters Eatery is the vendor and Ronda DeGiorgio is the owner/operator. She is under contract to serve through June 30, 2012
- Open to the public this session – this increased business 32% over last year
- Operates Monday – Friday during the session; 7:00 am – 3:00 pm
- 95 meal cards were sold to legislators this year, representing 60% of the dining room business

Rep. Bedke stated that it may be time to loosen the meal card requirement for next session. The committee discussed the pros and cons of the current card requirement. Rep. Jaquet stated that it's good to have a minimum guarantee for the vendor and that is part of the purpose of the cards. She thinks the requirement could be lowered from \$150.00 to \$100.00 or \$75.00, but she's concerned that we still provide some upfront cash flow for the vendor.

Senator Stegner stated that it may be easiest for the vendor to sell the cards directly to the legislators by removing LSO from the equation.

The committee members agreed to talk to their respective caucus and make a final determination on the meal cards at their next meeting.

Information Center and Copy Center Session

- Phone messages: 7,551
- E-mail messages: 3,574
- Faxes and Scans: 3,171
- Outgoing mail: 27,512 pieces
- Copy Center photocopies
 - General Information/Welcome Desk: 14,280
 - House: 35,406
 - Senate: 53,901
 - LSO (including bills and RS's): 67,641
 - Public (charge of .10 cents/page): 799

The meeting adjourned at 4:10 pm.

Minutes prepared by Robyn Lockett on 06/09/2011.