

SUBJECT TO APPROVAL

BY CAPITOL SERVICES COMMITTEE

## **Capitol Services Committee**

**June 5, 2014**

### **Minutes**

The meeting was called to order at 1:35 pm by Co-chair, Representative Brent Crane. Capitol Services Committee members in attendance were Senate Pro Tem Brent Hill, Co-Chair Senator Chuck Winder and Senators Patti Anne Lodge and Cherie Buckner-Webb; Speaker of the House of Representatives Scott Bedke and Representative Wendy Horman; Representative Hy Kloc was absent and excused.

Also present were Jeff Youtz, Legislative Services Office (LSO) Director; Michelle O'Brien, LSO; Mary Sue Jones, Idaho Senate; MaryLou Molitor, Idaho House of Representatives; Jan Frew, Division of Public Works, John Maulin, CSHQA Architects; Representative Sue Chew, Idaho House of Representatives; Eric Milstead, LSO; and Andrew Erstad, Capitol Commission.

Chairman Crane welcomed the members and asked if there was a motion for approval of the May 29, 2013 committee minutes. Senate Pro Tem Brent Hill made the motion to approve which was seconded by Senator Cherie Buckner-Webb and passed on a unanimous voice vote.

#### **Update on Capitol Building ADA Issues**

The first item on the agenda was an update on ongoing Americans with Disabilities Act (ADA) issues in the Capitol building. Chairman Crane invited Director of the Legislative Services Office, Jeff Youtz to begin his presentation. In December 2012, the Division of Public Works (DPW) received notice from the U.S. Department of Justice regarding access issues in the Capitol building. During 2013, through ongoing communication, DPW received a list of 110 items involving access issues as detailed by the U.S. Department of Justice's architect. The Idaho Attorney General's response to the notice included items from DPW's list that could be corrected quickly. The Idaho Capitol Commission has approved funding for three improvement projects thus far.

There are still a large number of items from the list that the Department of Justice requests resolution to in a timely manner. All affected parties (DPW, Capitol Commission, CSHQA, U.S. Department of Justice Attorney and architect and LSO staff) met as recently as two months ago to further negotiate the access issues. The meeting ended amicably with the understanding that DPW would continue to make improvements as they can. Jan Frew, the Deputy Administrator for the Division of Public Works, took the podium to discuss the next phase of improvements to the building. Ms. Frew stated that one of the main issues is ADA access to the

Senate and House public galleries. Unfortunately, due to the construction of the galleries and the historic nature of the building, DPW is adamant that it is not possible to make this change. DPW discussed with the Department of Justice whether developing specialized wheelchair and companion seating in the VIP area would be an acceptable solution - an example of the negotiations taking place. Senate Pro Tem Brent Hill asked Ms. Frew why these issues were not addressed at the time of the remodel. Ms. Frew responded that DPW believed all issues were addressed at the time of the remodel and that all ADA issues had been resolved. The Division of Building Safety (DBS) had been contacted and the remodel plans had been reviewed, recommendations made, and plans accepted. At that time, however, building signage was not developed, which is one of the three improvements the Capitol Commission has already funded and will be addressed before the next Legislative session.

Regarding accessible seating required in the Senate and House public galleries, Senator Patti Anne Lodge asked about the number of designated handicapped access seats. Ms. Frew stated that eight seats are required, four wheelchair spaces and four spaces for companion seating. Chairman Crane asked Ms. Frew about future compliance issues and the ability for the situation to last into perpetuity. Ms. Frew's response is that yes, ADA issues can carry into the future if other changes are made to the building, depending on the cost and magnitude of the changes. In regard to the current situation, when DPW and the Department of Justice have reached an end to the negotiations, and the correct paperwork has been filed, the current list of issues will be considered resolved and will no longer be considered challengeable. Co-Chair, Senator Chuck Winder stated that it is important to make the changes for those with needs and to continue to negotiate where possible. He then questioned Ms. Frew if outside experts or outside counsel is needed. Ms. Frew responded that at this time, DPW is relying on CSHQA, the remodel architect, for help with the ADA issues, as they are considered experts in their field. She does not believe it is necessary to bring in outside counsel, as the negotiations are going well and are expected to continue in that manner.

One other significant issue is ADA access to elevators. The largest elevator in the public spaces is considered small and difficult to negotiate, as is the path to the access elevators to the underground wings. DPW is examining ways to alleviate this issue, which may include removing doors before the next legislative session and adding enhanced signage.

Andrew Erstad, Chairman of the Capitol Commission, spoke on behalf of the commission stating that the commission's position is to address the issues as is fiscally and structurally possible and work in good faith with the Department of Justice.

### **Update on Capitol Dining Room Operation and Contract**

The next agenda item involves selecting the Capitol dining room vendor. Director Youtz gave a brief outline of the contract which is a two-year contract which will expire at the end of June 2016. The Legislative Services Office supplies all kitchen equipment including small wares and utilities, and the space is used rent free by the vendor. The vendor is required to provide food items and service. Dining room meal cards are no longer a required item for legislators but they are highly encouraged for ease of use. After two months of contacting vendors, there were two who were interested in applying. One of these was the current vendor, Rooster's Eatery and the other was The Galley.

## **Interview Capitol Dining Room Vendor Applicants**

The first vendor to be interviewed was Ronda DeGiorgio, the owner/manager of Rooster's Eatery. She is the current contract holder and as such presented the committee with a breakdown of their recent session totals. Dining room meal card purchases were down this year by \$5,000 and total sales were down by \$15,000. Ms. DeGiorgio believes that the early end to session was partially responsible as well as several large luncheons that were outside of what has been normal for a session.

Ms. DeGiorgio would like to implement a change to the Capitol Dining Room, which has proven successful at another location. This would be a "Grab-n-Go" station consisting of a glass fronted cooler where items such as cheese and crackers, yogurt, and salads could be kept for customers to choose from and take to the register without the wait-time of the food preparation line. If chosen as the vendor, they will also be trying new menus that have been developed by new chefs on staff. Ms. DeGiorgio would like to receive as much feedback as possible from legislators concerning the Capitol Dining Room operation and food items. Ms. DeGiorgio would also like to be reimbursed for paper products as this is common practice in the industry. Director Youtz stated that this item has been added to the proposed new contract as it is believed to be a reasonable request.

Representative Crane asked if Ms. DeGiorgio has surveyed the House and Senate members on their food choices or for general feedback. Ms. DeGiorgio responded that no, she has not. They did have a comment box when they began servicing the Capitol Dining Room, but received so little feedback that it was removed.

Pro Tem Hill stated that Rooster's Eatery has always been good to work with and their interest in customer service is very high, but he has heard complaints on pricing and asked if Ms. DeGiorgio is limited on price adjustments. Ms. DeGiorgio stated that she is limited on price adjustments and has tried some other ideas at a different location such as "Low Price Lunch" days which didn't work out.

Kevin Servatius, the owner of The Galley began his interview with the committee after a welcome by Chairman Crane. Mr. Servatius stated that he has been in the restaurant business for twenty years and in addition to The Galley also extends his food services to the meal halls at Gowen Field. Last June he served 35,000 meals to military personnel, provided meals to 800 service members on "drill weekends" and has recently been given the contract to provide services for a new tank training facility by the Boise Stage Stop. He has always focused on quality, home-style food at a reasonable price.

If granted the contract for the Capitol Dining Room, Mr. Servatius expressed a desire to know what the legislators and staff would like to have available for them. He would bring in some items that are popular at The Galley but would also bring in new items to keep the businesses separate.

Pro Tem Hill asked Mr. Servatius if, with all of his other contracts involved, would he be over-extending himself to take on the Capitol Dining Room project. Mr. Servatius answered that winter is his slow period for the other contracts he holds and that providing services to the Capitol Dining Room would help him by keeping his staff on full-time hours.

## **Selection of Dining Room Vendor and Approval of Contract**

The committee discussed the applicant interviews and many positive comments were made in support of both applicants. The committee did like Ms. DeGiorgio's idea of the "Grab-n-Go" items and wanted to see the salad bar have additional items as well as larger quantities as it seemed to run out fairly quickly. The general

consensus was that there was no compelling reason not to re-extend the contract to the current vendor. A motion to recommend to the Legislative Council to re-extend the two-year contract to Rooster's Eatery was made by Speaker Bedke and seconded by Representative Wendy Horman and passed on a unanimous voice vote.

### **Update on the Capitol Tours Program and Gift Shop**

The next item on the agenda was an update on the Capitol Gift Shop and Tours program. Michelle O'Brien, Special Projects Coordinator for LSO, began her presentation to the committee with a brief update on the Capitol Gift Shop. The gift shop continues to perform well and provide front-line customer service to the visiting public. Sales in the gift shop are down this year, but May was a very good month and Ms. O'Brien is looking forward to a great June. She went on to explain that Dewain Gaudet, the Gift Shop Manager, is truly an ambassador for the Capitol during the interim and offers more to visitors than just services in the gift shop. He is the only employee in the building who is not in a suite of offices or behind a closed door.

The Capitol Tours program is doing well and performs guided tours to 8,000 – 10,000 visitors per year. For January through June, the program has provided guided tours to over 7,000 people, with almost 4,000 of those visitors during April and May. The self-guided tour program continues to be well received and LSO has given out approximately 4,350 booklets since September 2013. The Capitol had visitors from 46 foreign countries and 48 states in 2013. These statistics were taken from the Visitor's Welcome Book, which is provided for visitors to sign. The Virtual Tour Program has not taken off as hoped, but virtual tours are still being provided and school districts and teachers are still encouraged to participate. There have been seven virtual tours this year with five being hosted by legislators. Ms. O'Brien is currently developing additional items for the teacher's packet that is emailed before a tour (physical and virtual). After reviewing all fifty states' tour programs, this was seen as a nice addition for teachers as well as the general public. When completed, the items will be available online as a downloadable pdf.

### **Update and Discussion of the Third Floor Public Lounge**

Upon conclusion of Ms. O'Brien's presentation, Director Youtz addressed the committee with an update on the third floor public lounge. The "Those Who Served" veteran's exhibit has been moved out, and there is ongoing discussion on how to best utilize the space for the public. The large screened televisions have been moved back into the space, and discussions have concerned providing more soft furniture in the room to make the space more inviting to visitors, while providing overflow seating for meetings of the Joint Finance-Appropriations Committee and House and Senate floor sessions. The State Historical Society is agreeable to providing additional historic displays on the walls year around, and is amenable to other temporary type exhibits during the interim. The Capitol Commission would also be willing to provide funding for any additional furnishings needed in the space. Designers from CSHQA could be brought in to help design furniture in keeping with the "feel" of the Capitol if the committee so desires. This is a preliminary discussion and currently not an action item for the committee. Speaker Bedke suggested it might be possible to use the area for overflow seating during the session and for historic displays during the interim. Director Youtz stated that as the Idaho State Historical Museum will be on an extended closure due to their remodel efforts, they are looking for additional opportunities to display items, and would be open to adding items to this space in the interim and that the wall space could be better utilized by adding flat displays as well. Representative Horman acknowledged the need for quiet places in the Capitol and that this space is ideal for that use. Senator Winder

stated that he has received communication from lobbyist groups who may be interested in utilizing the space during session due to the changing nature of the legislature since moving back into the Capitol. The lobbyist groups are currently divided on the issue, but would like to be kept informed on any decisions regarding the third floor public lounge. Pro Tem Hill suggested that Director Youtz pursue gathering further information from CSHQA's furniture designers and also from the State Historical Society, and look into whether there would be the ability to store additional furniture during the session if needed.

### **Other Discussion Items**

During the open discussion portion of the agenda, Director Youtz addressed the new state parking structure which is set to be completed on August 1, 2014. The parking fees for state employees will rise from five dollars to eight dollars for a general parking pass, and the fees for a reserved space will rise from twenty-five dollars to thirty-five dollars. This will help offset the cost of building the structure. During the discussion, it was noted that when the session ends, legislators often find it difficult to find a parking spot when they are moving their belongings out of the building. The question was posed as to whether it would be possible to extend the legislators reserved parking spots for up to one week beyond the end of session. Additionally, during the interim, legislators also find it difficult to locate a parking space when attending committee meetings. The question was asked whether it would be possible, with the opening of the new parking structure, to dedicate some parking spaces for legislator parking year-round. Director Youtz stated that perhaps at the next Capitol Services Committee meeting, parking issues could be specifically addressed with the Department of Administration; including extending the hours the lights in the parking garage are left on during the session for safety concerns, as well as safer parking spaces for female legislators.

Director Youtz also addressed the need for replacing light bulbs in the House and Senate Chambers. Scaffolding will need to be raised to reach the light fixtures, and Ms. O'Brien will follow up with DPW's Facilities Services during the interim to have this accomplished before the next legislative session begins.

Last summer and fall LSO and DPW worked together to adjust the air handlers in the committee rooms to minimize background noise, and this seems to have been successful, but will be monitored on an ongoing basis.

Speaker Bedke made a motion to adjourn which was seconded by Pro Tem Hill. Chairman Crane adjourned the meeting at 3:25 pm.