

Capitol Services Committee

November 6, 2014

Minutes

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

Also present were Eric Milstead, 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; Representative Sue Chew, Idaho House of Representatives; April Rice, Capitol Mall Security; Teresa Luna, Department of Administration, Director; Jennifer Pike, Department of Administration; Ric Johnston, Division of Public Works; Bill Burns, Department of Administration.

Chairman Winder welcomed the members and asked if there was a motion for approval of the June 5, 2014 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 from Capitol Mall Security

April Rice, the State Security Manager for the Department of Administration presented a document to the committee which outlines the services provided by Capitol Mall Security (Appendix I). During the presentation, Pro Tem Hill asked Ms. Rice for further information regarding the Automated External Defibrillator (AED) units in the building and the training of the security guards who use them. Ms. Rice stated that the security guards and Idaho State Police (ISP) officers are trained in the use of the AED's and also CPR procedures.

Ms. Rice reviewed the fire alert systems in the Capitol. There are three systems – one in the central portion and one system in each wing on the Garden Level. All three systems operate independently of each other. If the fire alert system is activated in the wings the fire doors, located at the base of the stairs leading to the wings, will close and people will need to exit via the stairs to the street at the end of each wing. Chairman Winder questioned ADA protocol during a fire alert in the underground sections and if the small ADA elevators will work during a fire alert. Ms. Rice stated that there are Areas of Refuge behind the committee rooms in each wing. These rooms are fire proof and are where those with mobility restrictions would go during a fire alert. Emergency personnel will see to their evacuation.

Ms. Rice next reviewed the plans for parking during the upcoming legislative session. Pro Tem Hill commended Ms. Rice and her department for their hard work in handling the new process for legislator parking. Ms. Rice reminded the committee that if there are any issues to please call 334-2222 (Security's emergency number) for assistance. Chairman Winder asked if there were parking spots for the public in the new garage. Ms. Rice answered that there are about sixty spaces for visitors in the Capitol Annex flat lot. Senator Lodge requested information on time limits for those spots. Ms. Rice stated there is a three-hour time limit and it is enforceable with tickets and fines that are collected by the City of Boise.

Ms. Rice also reminded the committee to encourage legislators and staff to use the designated crosswalks and the tunnel. Pro Tem Hill and Senator Lodge questioned if it would be possible to look into the ability to add mid-block crosswalks on 8th and 6th streets. Ms. Rice deferred to Ric Johnston from Department of Administration's Facilities Services division. Mr. Johnston answered that ACHD (Ada County Highway District) does not generally place mid-block crosswalks due to the impact on traffic and hazardous crossings at night.

Ms. Rice turned the podium over to Teresa Luna, Director for the Department of Administration. Ms. Luna gave a brief update on expected protests during the upcoming legislative session and the Department of Administration has planned on submitting new rules for the exterior of the Capitol building. Ms. Luna also cautioned the committee that there are currently guidelines for the interior of the Capitol building, not rules, and as such do not have any legal standing.

Ric Johnston, Department of Administration, discussed the lighting in the Capitol Mall parking structures. Mr. Johnston stated that the lighting in the garages will be on Monday through Friday until midnight. This is a one hour increase to the schedule. Mr. Johnston also reminded the committee to please call Security for an escort to or from the garages. Security is happy to provide this service. Chairman Winder requested additional information regarding the security gates in the parking structures. Mr. Johnston responded that the gates will be closed at 11:00 pm, but Security can open the gates as needed. Upon a question from Senator Lodge, Mr. Johnston clarified that the longer time frame for the lights will only take place during the legislative session, and upon a question from Representative Horman stated that on weekends the gates will be locked at 6:00 pm and the garages open at 5:00 am. For regular/non-session hours the garages close at 8:00 pm.

Update on Mail Drops

The next item on the agenda concerned a request from Chairman Winder about the mail drop containers located in the first floor rotunda. Chairman Winder requested clarification for the times and specifications of the mail pickup. Bill Burns from the Department of Administration, who oversees Postal Services, stated that the mail is picked up at 10:30 am but that during the legislative session they will increase to an afternoon pickup as well. On Chairman Winder's suggestion Postal Services will be adding signs to the drop boxes with the pickup times.

Update on the Capitol Tours Program and Gift Shop

Michelle O'Brien, Legislative Services Office, began her presentation with a brief review of the Capitol Gift Shop and the Capitol Tour Program which are both operating as expected from the past years numbers. The Capitol Tour Program has noticed that the summer tourism numbers were up from last year with more international visitors in the building during the summer months. Ms. O'Brien reminded the committee that the Legislative Information Center is another of her assignments and requested input from the committee on the performance of the center. Representative Horman stated that as a freshman legislator she had been unaware the information center would be sending emails to her on behalf of Idaho citizens and that they were diverted into her "bulk mail". Ms. O'Brien, with the help of LSO's I.T. division, will look into ensuring the email goes to the legislator's inbox. Mr. Milstead questioned if it would be helpful to provide a list of

services the information center provides. Pro Tem Hill and Senator Buckner-Webb asked for Ms. O'Brien to work with the House and Senate permanent staff for suggestions to maximize the services provided.

Update on upcoming ADA Improvements

Jan Frew, Division of Public Works, began her presentation to the committee on the upcoming ADA improvements to the Capitol building with a list of five major items that have been proposed to the U.S. Department of Justice (D.O.J) for consideration. If the D.O.J. agrees to the list, these ADA improvements will be completed in a three-year phase. Ms. Frew is hoping to have the agreement signed off by the end of 2014.

The five items are:

- The east and west outside access ramps will need to be added to the first floor porticos. These will be designed to keep the historic architecture intact and also the historic feel.
- The front ADA access sidewalks to the Garden Level will be removed and replaced to provide the appropriate cross slopes. The handrails will also be modified and extended to meet code requirements.
- The Senate fourth floor public gallery will need to have specific ADA/wheelchair seating with companion seating added. A part of the VIP section will be removed and four wheelchair and companion seats will be added. Ms. Frew specified that this is tentative based on acceptance by the D.O.J.
- The House fourth floor public gallery will need ADA/wheelchair and companion seating added. The large monitors will be removed from the stands and placed on the walls to accommodate the seating requirement. Additionally, on the north side of the public gallery a wall will be removed.
- Certain signage in the building is inadequate and not ADA compliant.

Senators Winder and Lodge and Pro Tem Hill asked about meeting fire code with the changes, why the committee room signs are inadequate and if ADA compliant seating is required in the Lincoln Auditorium. Ms. Frew answered that all ADA improvements will meet fire code. She explained that for ADA, the signs must be at a particular height. The Lincoln Auditorium will also need to have wheelchair spaces added or possibly the display cases removed at the rear of the room and the space designated as wheelchair accessible seating. Based on the number of seats in the auditorium six wheelchair spaces with the corresponding companion seating will need to be added.

Pro Tem Hill asked Ms. Frew for clarification on the signage. Ms. Frew responded that only the main suite entries will need to have the signage re-designed or new signage added. The estimate on cost is currently at \$400,000 and funding will be provided by the Capitol Commission. Ms. Frew reiterated that the plan should be complete in three years once Idaho's proposal is accepted by the D.O.J.

Other Discussion Items

Mr. Milstead brought to the committee's attention that at the June 5, 2014 meeting the Dining Room vendor requested a refrigerated cooler to provide a "grab-n-go" station in the Dining Room. After reviewing the provided selections the committee as a whole voted to refer the decision without recommendation on product selection to the Legislative Council.

Representative Hy Kloc moved to adjourn at 3:00 pm. This was seconded by Representative Horman, and Chairman Winder adjourned the committee at 3:00 pm.