

M I N U T E S

ADMINISTRATION COMMITTEE OF THE LEGISLATIVE COUNCIL

September 10, 1980

The Administration Committee was called to order Wednesday, September 10, 1980 in Room 22 of the State House by Committee Chairperson, Senator Calvin O. Hultman. Committee members present in addition to Chairperson Hultman were:

Senator James Briles
Representative Roger Halvorson
Representative Donald Avenson

Other interested persons and staff were also in attendance.

Chairperson Hultman recognized Mr. Stan McCausland, Director of General Services, who made a brief presentation regarding new video screen scheduling capabilities which may be of interest to the legislature. A demonstration television monitor was available at the meeting which was programmed to provide a continuous broadcast of legislative committee meeting schedules and session times for a given day. Mr. McCausland explained that installation of a coaxial cable connecting some of the Capitol complex buildings now makes this type of service available as an option to the legislature. He indicated that \$5,000 to \$6,000 would be necessary to install a computer to print the schedule and the monitors would have to be installed in areas accessible to the public. Mr. McCausland explained that the daily schedule could be fed into the computer the night before it would be broadcast.

Representative Halvorson inquired concerning the system's capabilities to make changes in the schedule as they occur throughout the day. Mr. McCausland responded that depending on the workload of the employees, schedule changes could be made by telephone to the Communications Division in the Hoover Building; however, he did not foresee making a lot of changes in the program throughout the day. Mr. McCausland explained that his purpose here today was to inform the legislature about the capability and nothing more. He also suggested that the system might be useful in providing other services to the public, such as a broadcast explaining the legislative process similar to the pamphlet now distributed on how a bill becomes a law. Representative Halvorson asked if there was any deadline regarding the legislature's decision on the system. Mr. McCausland responded that the Communications Division should know by November if the General Assembly wants the system ready for the next legislative session.

Mr. McCausland then reviewed a change order which had been submitted by Breiholz Construction Company to the contract for remodeling the areas on the first floor of the Capitol Building. A

copy of the change order is attached to these minutes. Mr. McCausland explained that he would recommend approval of the first item and the amount listed for that item. He indicated that the amount for the second item may be a little on the high side and that this could possibly be renegotiated. Regarding the third item, Mr. McCausland indicated that it may be possible for the state painter to repair the defective marble and the additional expense could be avoided. Mr. McCausland recommended that the Administration Committee recommend that the Council approve a maximum additional expenditure of \$1117 for the first floor remodeling project with the actual amount subject to the final approval of House Legal Counsel Bruce Graham. Representative Halvorson so moved and the motion was adopted unanimously.

Mr. Graham then explained a memorandum distributed to the Administration Committee regarding drapes for the renovated committee rooms. The architectural firm of Hansen, Lind and Meyer estimate that developing design specifications for the fabric color and design of the drapes, and the actual purchase of the drapes could cost up to \$7500. The firm indicates that they would provide the consultation services at a fee of \$40 per hour not to exceed \$1500. Mr. Graham explained that the project would involve six windows, two in the north room and four in the south room.

Representative Halvorson asked for Mr. McCausland's recommendations on the draperies. Mr. McCausland opined that the first floor of the Capitol Building is accessible to the public and since considerable expense is being made to restore the rooms to their original condition, care should be taken to insure that the draperies are appropriate to the setting. Mr. McCausland indicated that the other option of hiring an interior decorator to do the draperies would be more expensive. He stated that the \$40 an hour fee is considered standard and at this point may be even a little less than the current rate for such services. Mr. McCausland recommended that the Administration Committee hire the consultant to develop the bid specifications with the actual purchase of the draperies deferred until some later date.

Chairperson Hultman opined that the number of hours estimated by the consultants for the project seems excessive. Representative Halvorson suggested that the Committee could establish a \$500 maximum for the consultants' fees. Mr. McCausland indicated that if it was the will of the Committee he could certainly check with the consultants to see if this maximum would be acceptable.

Representative Avenson then suggested that perhaps volunteers interested in an historical project of this type might be willing to lend their talents and services. Mr. McCausland pointed out that a problem with this suggestion is determining who is qualified to do the job. He also suggested that the Capitol Planning Commission could be convened to look at the problem. Chairperson Hultman pointed out that it would cost more to call a meeting of

the Capitol Planning Commission than to hire a consultant as proposed in Mr. Graham's memo. It was finally decided that Mr. Graham and Mr. McCausland will try to seek other alternatives regarding draperies for the rooms as the Committee was not satisfied with the price quoted by Hansen, Lind and Meyer.

The Committee then turned to the subject of an orientation program for new legislators. Mr. Serge Garrison, Director of the Legislative Service Bureau, distributed the agenda from the 1979 legislative orientation conference. He pointed out that it would probably be cheaper to hold the conference in the Capitol Building rather than a hotel as has been done in the past. There was considerable discussion of a date for the conference. Mr. Garrison indicated that the conference has usually been held on a Wednesday and Thursday before the session convenes. However, he suggested that the Committee might want to consider changing the date to sometime in December after the party caucuses have been held to provide new legislators with more time to prepare for the session.

Senator Briles pointed out that the Intern Committee would like to have interns included in the orientation conference. Chairperson Hultman observed that interns are usually not selected by early December. He suggested that the Committee might want to consider holding the orientation conference the second week in December. The consensus of the Committee was to try and schedule the conference earlier than it has been in the past and to include as many interns as possible in the program. Mr. Garrison indicated that the date should be finalized at the October meeting.

Seeing no further business to come before the Committee at that time, the meeting was adjourned at 2:15 p.m.

Respectfully submitted,

DEBBIE DAHAB
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