

R E P O R T

LEGISLATIVE ADMINISTRATION COMMITTEE

of the

LEGISLATIVE COUNCIL

1. The Legislative Administration Committee of the Legislative Council held its first meeting on June 27, 1974. Five of the six members were present. The Committee discussed with Mr. Stanley McCausland, Director of the Department of General Services, space needs of the legislature and space that may become available because of the construction of new office buildings. The Committee toured the State House, including those areas which it is anticipated by Mr. McCausland will become available because of new construction, and all other state offices except the office of the Governor. On the basement level space tentatively planned to become available for use by the legislature are those areas occupied by Buildings and Grounds, the Department of General Services, and the Department of Agriculture. On the second floor those areas occupied by the Attorney General's office and the Department of Agriculture will become available according to present plans.

Following the tour a number of viewpoints were expressed in regard to making space available for the legislature. The viewpoint was expressed that the General Assembly might wish to consider using areas presently occupied by the Secretary of State, the Treasurer of State, and the Auditor of State for legislative space. It will be necessary for the legislature to determine its minimum and maximum requirements for space needed and then determine how the requirements of the legislature will fit into the space which will become available.

The Administration Committee and its chairman are presently determining the viewpoints of legislative staff and legislators as to the needs of the General Assembly for space. Opinions are being solicited and will be tabulated and summarized within the near future. The recent experiences of such states as Minnesota in providing space will also be studied. The Administration Committee is not making any recommendations at this time in regard to space, but will continue to study the needs of the General Assembly and may utilize space utilization experts within the future. Viewpoints regarding the best use of the space and needs of the General Assembly are welcome.

2. During the meeting of the Administration Committee, Mr. McCausland stated that there has been a problem in regard to the location of the Department of Public Safety's crime laboratory. Original plans had suggested that the laboratory of the Department of Public Safety be combined with the laboratory of the Department of Agriculture because of the unique features of equipment that are required. The Department of Public Safety did not find this to be a satisfactory plan because of the need of locating the administrative personnel close to the laboratory. In addition because of the

creation of The Department of Transportation a number of functions of the Department of Public Safety will be transferred which means that space required by the Department of Public Safety is not as great as it has been. Therefore a compromise plan has been arrived at which would provide for the Department of Public Safety being located within the Agricultural Building, and making joint use of the laboratory facilities where feasible and where no confidential information would be jeopardized. In order to do this it would appear that action by the legislature may be required. For this reason the Administration Committee invited the chairman of the Capitol Planning Commission, Representative Glenn Brockett, and the Director of the Department of General Services, Mr. Stanley McCausland to appear before the Legislative Council at its July 10th meeting.

3. The Director of the Legislative Service Bureau, the Legislative Fiscal Director, the Chief Clerk of the House, and the Secretary of the Senate noted that all their agencies are involved in processing vouchers from different funds. They suggested that the Administration Committee consider the creation of a joint legislative finance office and a single fund to pay for and take care of all voucher work for all legislators no matter what type of service they may be performing. The finance office would be jointly staffed by the house and the senate and would operate primarily during the interim period. A bill draft will be prepared for discussion purposes to carry out this function.

4. Mr. Harbor and Mr. Brown presented a report in regard to legislative printing. There was general agreement in regard to most of the concepts contained within the report and hopefully there will be a savings in the printing process. It is hoped that the possibility of the state printing its own clip sheets and calendars pursuant to the creation of camera-ready copy by the increased use of data processing will become a reality. A savings of approximately \$53,000 during both sessions of the next General Assembly, or \$26,500 per session, could be made if the state printer is allowed to purchase certain printing equipment. The state printer has sufficient funds for the purchase of the equipment, however by law there is an expenditure limit on expenses for printing which can only be extended by the Executive Council. It was suggested that the Administration Committee and the Legislative Council endorse the purchase of this equipment and urge Mr. McCausland, Director of the Department of General Services, to appear before the Executive Council and seek the necessary authority for increasing the spending limit. In addition to savings in the legislative printing field, savings could result from other offices which make use of the equipment. The Administrative Committee endorses this procedure.

In discussing changes in printing procedures the question of eliminating the printing of the corrected journal was considered at length. There appears to be a difference of opinion in regard to this procedure. There are alternative procedures available; those being the house continue printing the corrected journal and the senate discontinue such practice, no change in printing the corrected journal be made, and that an option to discontinue the printing of the cor-

rected journal would be contained in the printer's contract. It is recommended that the Council not take any action until the August meeting of the Council on this concept.

5. The Administration Committee endorsed the use of the same type of amendment paper for the two houses of the General Assembly. It had been explained that the houses use different paper which results in a great waste of time when the Service Bureau must prepare the same amendment for the two houses, especially when the amendments are lengthy. The persons present, including house and senate staff, agreed with the use of the same amendment paper.

6. In regard to the amendment process itself, it was agreed that the Administration Committee would continue to study rules relating to the amendment process. There was discussion between the members regarding whether the amendments should be limited, and if so, by what rule or method. Because of this the Director of the Service Bureau was asked to poll the various states and see what methods they may use in regard to regulating the amendment process on the floor. The Administration Committee will continue to study this subject.

7. The Administration Committee briefly discussed possible new rules. One area which was discussed was the method by which standing committee members would be encouraged to be in attendance when their committees meet early in the morning.

8. Mr. Rankin had indicated need for additional space for the Fiscal Director and suggested the use of the women's lounge presently located next to the Fiscal Director's Office. It is recommended that no action be taken in regard to this request until the August meeting of the Legislative Council.

9. The fact that the senate carpet is wearing was discussed. The Administration Committee endorsed the plans of Secretary of the Senate Ralph Brown to purchase brass plates to cover the wearing of the carpet on the steps of the senate.

10. Chief Clerk Harbor will be presenting to the Administration Committee rules which other states have formulated regarding blind voting which will be possible with new voting machines.

11. The Administration Committee will be meeting at the call of the chair in August.

Respectfully submitted,

ANDREW VARLEY
Chairman