

MINUTES OF THE MEETING
LEGISLATIVE ADMINISTRATION COMMITTEE
50TH LEGISLATIVE SESSION
HOUSE OF REPRESENTATIVES

The meeting of the Legislative Administration Committee was called to order on April 17, 1987 at 1:00 p.m. in Room 427 of the State Capitol.

ROLL CALL: The following members were present at the meeting:

Rep. Harriet Hayne, Chairman
Rep. Ed Grady, Vice Chairman
Rep. Jan Brown
Rep. Bud Campbell
Rep. Bob Marks

Also present were Chief Clerk Bobby Spilker, Sergeant-at Arms Chuckie Cramer, Al Abramson, Assistant Chief Clerk, and Kay Roos, Amy Clark and Robert Person from the Legislative Council.

FINANCIAL REPORT:

Chief Clerk Spilker reported that the Legislative Council informed her the legislators' per diem item in the House budget would be exceeded by \$5000 if the legislators took April 18th off. However, there is enough money in the total personal services budget to take care of the deficit. Other items to be examined in the budget are the Lektriever Service account and the computer/software item. The Sergeant-at-Arms reported there are problems with this service in other areas of the Capitol. Repairs to date include a new motor and new brakes on one machine amounting to about \$2000. As far as the company is concerned, the machine is over five years old, though they have been used only ten months in five years. There is one vendor in Missoula who can service them, but not on an immediate basis. This wouldn't be practical during a legislative session. Chief Clerk Spilker explained that the expenditure in the computer/software account was for extra PCs for secretaries and had been authorized early in the session.

MANUALS:

Chief Clerk Spilker reported that a manual for the Speaker's rostrum has been prepared in protected form for the whole order of business and scripts, the script for the Committee of the Whole, a section for extraordinary vote requirements and a list of the motions and the order of business under which they are used. The Reading Clerk's manual was redone with the order of business and the script placed in protected form. An operating manual for the Chief Clerk's office has been compiled containing all the forms used in the office, where they originate, their purpose and disposition. A small manual on conference committees is in the planning process. Speaker Marks complimented the Chief Clerk

on the manuals and suggested that a copy of the operating manual for the Chief Clerk's office be reproduced and placed in the Legislative Council for a permanent record.

INTERIM WORK:

Chief Clerk Spilker reported she will be working on revising some of the forms, and plans to prepare a written report for the committee of what has been done during the session, how it was accomplished and some recommendations for the next session.

MEMORIAL SERVICE:

Chief Clerk Spilker reported this project has grown over the years and now costs the House approximately \$5000 in direct and indirect costs. There is a great deal of overtime, postage, long distance calls and real problems connected with this project. Two steno-pool stenographers worked more than full-time for three weeks making calls all over the United States trying to reach family members. There is a tremendous amount of paper work involved including the invitations and expensive scrolls that are sent to each member of the family. No one has been named the responsible person in the project. The responsibility seemed to fall entirely on the House this year. There are no records for previous years. Rep. Marks suggested that the joint legislative committees place this on the agenda of their first meeting the next session, and that they consider drafting a budget that would include cash outlay and time. It would better directed from the committees who could work with the staffs of both House and Senate and appoint someone to take charge of the program. Sergeant-at-Arms Cramer suggested it be taken from the House chambers and placed in the old Supreme Court chambers as it causes a great deal of inconvenience to the members of the House. She also recommended that it be done earlier in the session when legislators are not so busy.

BOOK CASES AND DESKS:

Sergeant-at Arms Cramer reported that the reason for having the bookcases was to accomodate all the legislators' binders. Actually, the members had very few binders this session as a result of the new distribution system, so at this point it may be a moot question as far as buying the bookcases. She informed the committee that 20 desks from the Department of Labor have been used during this session and the department will transfer all of them to the House if it assumes the \$50 dollar costs of transferring the desks. They will transfer them from their list to the House list, the assets remain in the state property mangement system.

Rep. Marks moved to authorize the Sergeant-at-Arms to do whatever is necessary to complete the transfer of furniture from the Department of Labor to the House. The motion was seconded and CARRIED unanimously.

PROPOSAL FROM DAKTRONICS:

Chief Clerk Spilker distributed information about the proposal from Daktronics Inc. to members of the committee. A base bid of \$96,440 includes the bill calendar boards and an IBM AT computer. The Chief Clerk advised the committee if they decide to proceed with the project, option 1, 24 and 25 should be added. After consulting with Hank Trenk and Al Abramson there is reason to believe that not all the items included in the base bid will be needed. The IBM AT can be purchased locally for less than Daktronics is asking. There may be other ways the costs can be reduced. Al Abramson reported they are trying to get more precise language in the proposal. There were problems with in the contract with Daktronics last time where items we thought were included, were seen by Daktronics as extras they were providing on their own sufferance. There are some long term advantages with the system that will not only lower maintenance costs, but will improve our connections with the journal and agenda system. Some processes now being done manually, can be done with the system. There should be some fairly decent savings in the near future and also in the long run if the Legislative Council machines are changed and their systems updated. The machine that Daktronics is offering right now would fit into that and we expect to see some significant improvements. Rep. Campbell inquired about seeking a bid from International Roll Call. Mr. Abramson explained that they had tried to contact International Roll Call the last time and recieved no response after extensive efforts. If International Roll Call were to offer a bid, they would have to replace the entire system.

A general discussion followed concerning the budget possibilities that might be open to the committee after the wrap-up of the session. Bob Person advised the committee that the budget was fairly flexible. There are not the restrictions on it that are in the General Appropriations Act. If there is enough money to finance the project, it can probably be done.

Rep. Marks moved to have the staff continue to work with Daktronics to draft a more precise and tighter contract. When the proposal is completed and we know the final line on the budget to call a meeting of the committee. The motion was seconded by Rep. Campbell and CARRIED unanimously.

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Rep. Marks requested the committee members' opinions on use of House space and equipment by the public. The Department of Administration has contacted him and given him a Memorandum of Understanding concerning the circumstances the house space and equipment would be available for public use. After some discussion it was the consensus of the members that the House space and equipment should be made available to the public. The Sergeant-at Arms commented that there has been a good deal of vandalism over the years, especially to the sound equipment, and no real provision has been made for who should assume the responsibility for repairing the damage. She suggested that a security guard be on duty during the time house space and equipment is being used by the public. Rep. Brown moved the Speaker be authorized to appoint whoever he may choose to work with the DOA on the agreement. The motion was seconded and CARRIED unanimously.

Rep. Campbell thanked everyone for letting him install his thermometer. He suggested the committee consider installing ceiling fans in the committee rooms for the next session.

There being no further business to come before the committee, the meeting was regularly adjourned.

Harriet Hayne
HARRIET HAYNE, Chairman *by B*



The Big Sky Country

MONTANA HOUSE OF REPRESENTATIVES

BOX 161

CAPITOL STATION

HELENA, MONTANA 59620-0144

(406) 444-4822

BOBBY SPILKER
CHIEF CLERK

LEGISLATIVE ADMINISTRATION COMMITTEE

April 17, 1987

Room 437

On Adjournment

Agenda

Financial Report

Manuals

Interim Work

Memorial Service

Bookcases - Desks

Proposal from Daktronics

HOUSE OF REPRESENTATIVES

	BUDGET	EXPENDED	BALANCE
PERSONAL SERVICES			
Salaries:			
Legislators	469,603	291,937	177,666
89 PRE SESSION	29,192		29,192
Attaches			
Regular	516,351	189,095	
Overtime		60,400	266,856
89 PRE SESSION	34,230		34,230
Legislators' Per Diem	535,000	430,000	105,000
Benefits:			
Legislators			
FICA, Work. Comp.	37,563	22,610	14,953
89 PRE SESSION	2,336		2,336
PERS	34,500	8,952	25,548
Insurance	278,000	69,000	207,000
Attaches			
FICA, Work. Comp.			
Unemployment Tax	46,472	20,786	25,686
89 PRE SESSION	3,081		3,081

TOTAL PERSONAL SERVICES	1,984,333	1,092,780	891,553

OPERATING EXPENSE

Contracted Services:

Printing	13,000	5,010	7,990
Engraving	2,000	822	1,178
Miscellaneous	5,000	290	4,710
Supplies & Materials:			
Photo Copies	17,000	3,542	13,458
Communications:			
Postage	6,000	2,307	3,693

HOUSE FINANCIAL REPORT 1987 SESSION

07-Apr-87

	BUDGET	EXPENDED	BALANCE
Travel:			
Leadership Approved	10,000		10,000
Roundtrip	31,088	15,031	16,057
Session Travel	5,000	118	4,882
89 Pre-Session	25,122		25,122
Rent:			
Office Equipment	7,000	2,552	4,448
Repairs & Maintenance:			
Typewriters	1,520	91	1,429
Lektriever Service	720	1,869	(1,149)
Daktronics Roll Call	2,940		2,940
Other Equipment	2,500		2,500
Other:			
Flowers & Organ (Memorial Service)	250		250
D of A Labor	1,000	664	336
Miscellaneous	1,000		1,000

TOTAL OPERATING EXPENSE	146,140	39,606	106,534
CAPITAL EXPENDITURES			
Computers / Software		1,224	(1,224)
Office / Furniture	26,000	8,540	17,460

TOTAL CAPITAL EXPENDITURES	26,000	9,764	16,236

TOTAL FOR HOUSE	\$2,156,473	\$1,142,150	\$1,014,323

FINANCIAL PROPOSAL
MONTANA HOUSE OF REPRESENTATIVES
BILL CALENDAR UPDATE

The following quotation references the equipment proposed in the Montana House of Representatives Bill Calendar Proposal dated April 13, 1987. Please see the proposal for a complete description of the proposed equipment and services.

BASE BID:

- 2 ea. 128 X 192 LED matrix bill calendar displays.
- 1 ea. IBM AT with monitor, keyboard and communication to the voting system.
- Integration of IBM AT into voting system for calendar and vote storage, effective names editing, printout header editing, optional status display and bill calendar editing, capability of connecting to network.
- System operation design and implementation.
- Installation.
- Training.
- Full one year warranty on new equipment.

Price.....\$ 96,440.00

OPTION 1:

Additional voting system update for some new switches, new printout format, and new alphabetizing of Journal Clerk's console.

Add.....\$ 2,425.00

OPTION 2:

Update top portion of both wall displays to 32 X 192 LED matrix displays to show full bill number, motions, sponsors, floor action and totals.

Add.....\$ 26,955.00

OPTION 3:

Replace IBM AT with IBM XT 286.

Deduct.....\$ 2,300.00

DAKTRONICS, INC.



JAMES MORGAN
VICE PRESIDENT/ENGINEERING

DATE: 4/14/87



DAKTRONICS, INC.

P.O. BOX 128 BROOKINGS, S.D. 57006-0128 TELEX: 29-5013 DAKTRONCS BKNG
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4. CONTROLLER

The control equipment is designed to be as fast and as easy to use as possible. The control station is an IBM AT, used to enter the bill calendar display information, store the calendar on diskette, and send the calendar information to the display. The IBM AT was chosen for the IBM reliability, speed of the AT, and convenience of the fixed disk.

The complete daily calendar, including all bills, resolutions, and amendments can be entered at the AT. Daktronics will work with the Clerk's staff to determine the actual entry procedure. In addition, we would be happy to offer a connection from the main computer to download the calendar to the AT. The actual connection would be proposed after consultation with the computer staff. Then each item or each amendment can be displayed individually, or the bill numbers only can be recalled and displayed. Please reference Appendix B for examples of what the display could show for a complete calendar or for each bill.

The IBM AT will be connected to the voting system, and the existing Pertec disk drives will be removed. The votes will be stored on the fixed disk, and can be copied to a floppy disk for transfer to a journal printing workstation. In addition, the IBM AT is capable of being connected into the network for on-line connection to the journal computer in the future. No software or hardware for a network connection is included in this proposal. Once the actual connection is specified, we would be happy to quote the software.

In addition, the IBM AT will perform the following functions:

- The calendar for the day can be entered at the AT for recall during session by pressing a single switch at the Chief Clerk's or Journal Clerk's console. Typical information stored on the calendar includes

bill number, sponsor, calendar number, amendments, proposed description, order of business, and motions. This information can be automatically recalled and displayed on the optional status displays.

- The vote printout headers can be customized for each session with items such as session number, Speaker's name, or Chief Clerk's name, by entering this heading information at the AT.
- Various printouts can be requested from the AT including previously stored vote records, lists of excused members, the calendar stored on diskette, the Senator, Representative and Committee names, and messages, motions and amendments.
- All of the Senators, Representatives, and Committee names can be edited at the AT and saved on diskette and in the voting system computer memory.
- The bill calendar or optional status displays can be edited on real time by typing any desired information at the AT and immediately sending it to the display.
- Any message to be displayed either during session or recess can be entered at the AT and recalled to the wall display.
- All of the vote data printed on a vote printout can be transferred to the Journal Printing Computer either instantaneously or in a batch download. In addition, the calendar information can be downloaded from the calendar printing computer to the AT in lieu of calendar entry at the AT.

6. OPTIONS

OPTION 1:

As OPTION 1, Daktronics proposes the following updates to the voting system to be completed at the same time as the bill calendar update:

1. Change Journal Clerk's console to alphabetize switches horizontally instead of vertically.
2. Change OPEN and CLOSE on the Speaker's console to amber and yellow colors.
3. Add a SKIP PRINT switch to Chief Clerk's console to reset the vote without printing the vote record.
4. Automatically fill the bill number location on diskette with a predetermined character, as requested by Legislative Council.

OPTION 2:

Daktronics proposes Option 2 to update the top portion of the wall displays to LED displays. Each display would be a 32 x 192 matrix of LED's, 9.6" x 57.6" of active area. The displays can show all of the bill number characters, totals, amendments and sponsors, motions and sponsors, and other current information about the item on the floor. Some information, such as bill number and sponsor, can be immediately displayed from the calendar at the AT by pressing NEXT CAL or entering the calendar number or bill number at one of the consoles. Please reference the samples in Appendix C.

The proposed display technology is the same as proposed for the bill calendar. The display is fronted with matte finish, nonglare plex for a clear image and up to 140 degrees viewing angle.

