



ALASKA STATE LEGISLATURE LEGISLATIVE COUNCIL

CHAIR:

Sen. Gary Stevens

VICE CHAIR:

Rep. Bob Herron

SENATE MEMBERS:

President Kevin Meyer
Sen. John Coghill
Sen. Lyman Hoffman
Sen. Charlie Huggins
Sen. Anna MacKinnon
Sen. Peter Micciche
Sen. Lesil McGuire – alt
Sen. Cathy Giessel - alt

HOUSE MEMBERS:

Speaker Mike Chenault
Rep. Mike Hawker
Rep. Craig Johnson
Rep. Sam Kito
Rep. Charisse Millett
Rep. Mark Neuman
Rep. Steve Thompson – alt
Rep. Harriet Drummond - alt

COMMITTEE CONTACT:**Session/Interim:**

State Capitol 429
Juneau, AK 99801-1182
(907) 465-4925

Committee Aide:

Katrina Matheny
(907) 465-4713

AGENDA

Date: December 20, 2016

Time: 1:30 pm

Location: Benson Building Large Conference Room

Teleconferenced - 586-9085 Juneau

844-586-9085 Outside of Juneau

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes
 - a. September 1, 2016
 - b. November 1, 2016
 - c. November 21, 2016
- IV. Information Technology Changes
 - a. Name Change
 - b. Facebook
- V. Moving & Travel Policy Changes
- VI. Allowance Policy Change
- VII. Contract Approvals
 - a. Westlaw Contract
 - b. Stoel Rives Contract
- VIII. Other Committee Business – Executive Session
 - a. Furlough Policy
 - b. Capitol Security
 - c. Benson Building Update
- IX. Adjourn

**ALASKA STATE LEGISLATURE
LEGISLATIVE COUNCIL
SEPTEMBER 01, 2016
1:05 PM
-DRAFT-**

MEMBERS PRESENT

Senator Gary Stevens, Chair
Senator Kevin Meyer
Representative Craig Johnson
Representative Harriet Drummond, alternate

MEMBERS ON TELECONFERENCE

Representative Bob Herron, Vice Chair
Senator John Coghill
Senator Lyman Hoffman
Senator Anna MacKinnon
Senator Peter Micciche
Representative Mike Chenault
Representative Steve Thompson, alternate

MEMBERS ABSENT

Senator Charlie Huggins
Representative Mike Hawker
Representative Sam Kito
Representative Charisse Millett
Representative Mark Neuman

AGENDA

APPROVAL OF AGENDA
RATIFICATION OF CHARITY EVENTS
OTHER COMMITTEE BUSINESS

SPEAKER REGISTER

Pam Varni, Executive Director, Legislative Affairs Agency
Sue Cotter, Manager, Legislative Information and
Teleconference, Legislative Affairs Agency

1:05:34 PM

- I. **CHAIR GARY STEVENS** called the Legislative Council meeting to order at 1:05 p.m. in the Anchorage Legislative Information Office Auditorium. Present at the call were Senators Stevens, Meyer; Representatives Johnson and Drummond, alternate. Participating via teleconference were Senators Coghill, Hoffman, MacKinnon, Micciche; Representatives Chenault, Herron, and Thompson, alternate. Absent were Senators Huggins, McGuire, alternate, and Giessel, alternate; and Representatives Hawker, Kito, Millett, and Neuman.

II. **APPROVAL OF AGENDA**

REPRESENTATIVE JOHNSON moved that Legislative Council approve the agenda

Agenda was approved without objection.

III. **RATIFICATION OF CHARITABLE EVENT**

1:08:21 PM

REPRESENTATIVE JOHNSON moved that Legislative Council ratify the Chair's sanctioning of the following charitable event per AS 24.60.080(a)(2)(B): Kenai Peninsula Boys-Girls Club Annual Auction Gala.

The motion passed without objection.

IV. **OTHER COMMITTEE BUSINESS**
a. FY 17 LIO Budget Cuts

CHAIR STEVENS said that Legislative Council recommended some budget reductions which were sent to the Finance Committee with some wording. What Legislative Council received back from the Finance Committee was the removal of that wording and there is a reduction of \$298,000 that needs to be cut from the Legislative Information and Teleconference (LIO) component. He said there were eleven options being presented to Council for their consideration. His hope was that Council make a decision today that specifies exactly where that reduction of \$298,000 be taken. He said when he was speaking with staff this morning that this was a real "dog's breakfast" of a situation, which is either an unappetizing mess or an Australian rock band, so Council should understand what they're facing.

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PAMELA VARNI, Executive Director, Legislative Affairs Agency, said that the House Finance Committee had a zero cut to the LIO budget; the Senate Finance Committee cut \$250,000 and the description said "Bethel, Nome, Seward, and Soldotna LIOs funded for session only." She said this cut was for the FY 17 budget and in the FY 16 budget, there were reductions made to the Information Officer positions in Barrow and Kotzebue (going from full-time to session only); the Information Assistant positions in Fairbanks and Mat-Su (going from full-time to session only); as well as to eight Information Assistants in Juneau going from five months to four months; and also a reduction of some of the Casual Labor Pool for a total reduction of \$358,700 to the LIO budget.

Ms. Varni noted that while the original cut for FY 17 was \$250,000, Conference Committee kept the \$250,000 but changed the language to say "budget savings." Historically, Legislative Council has taken action and wanted to have input when we look at closing an LIO or doing reductions, because the LIOs are really an extension of the 60 Legislator offices. The LIOs have professional staff in 23 Information Offices, and the majority of the Information Officers are at a range 16 and a couple of range 18 positions, such as Regional Information Officers in Anchorage, Fairbanks, and Kenai.

Ms. Varni said she would be presenting a number of options to Council and certainly other options could be considered.

CHAIR STEVENS noted that while members are listening to the options being presented, they should keep track of the pieces they like and don't like of each option.

REPRESENTATIVE DRUMMOND asked what is the Casual Labor Pool and how does it fit into the structure of the LIO.

MS. VARNI said that the Casual Labor Pool works on an hourly basis at a range 13 level. These employees may fill in for salaried staff and supplement existing staff to, for example, staff nighttime or weekend teleconferences; fill in for when salaried staff go on vacation, etc.

SUE COTTER, Manager of Information and Teleconference for Legislative Affairs Agency, added that especially in some of the smaller communities, the LIOs serve as a sort of one-stop shops for other governmental needs, since there is often no other government presence in the vicinity. She said that the LIOs often do a lot of work on behalf of the

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Permanent Fund Division. While she realizes that the PFD is another branch of government, this is another service that is provided to constituents who may not have access to a computer, have a difficult time filling out the forms, or for whom English is their second language. We also have been given special dispensation by the Permanent Fund Division to certify documents, such as passports and birth certificates, so people don't have to mail in those original documents to the PFD. This happens in all the communities with LIOs other than Anchorage, Fairbanks and Juneau. She said it's grown a lot over the years: Sitka helped over 500 people during the filing period of January through March; Kenai helped over 600; Glennallen helped almost 200; etc. This is one of the ways we use the casual labor pool, but mostly it is in case an office staffed by one person is sick or out of necessity can't be in the office, an hourly employee will be brought in to cover.

CHAIR STEVENS said the PFD issue is an important one. In his Kodiak office, his legislative staff also spend time doing that in addition to the LIO staff, which is truly not their responsibility, but it's a responsibility that's fallen to the LIOs and legislative offices.

REPRESENTATIVE DRUMMOND asked if information was available on how many constituents are requesting PFD help in the remote LIOs, as well as how many constituents are using the remote LIOs to participate in committee meetings during the interim.

MS. COTTER said that the number of individuals who requested help could involve anything from giving them a paper application to helping them establish their presence online with *MyAlaska* for online filing. In a lot of the smaller communities, Alaskans don't have access to the internet or may not have a computer, so they come into their local LIO. The PFD is just one example, but the LIO staff also help constituents with the other two branches of government, Ombudsman inquiries, providing federal tax forms, unemployment questions, federal congressional contact information, register voters, general election information, commercial fisheries entry commission forms, etc., and other types of government forms or information they may have a hard time accessing or navigating in some of these communities.

Ms. Cotter, in response to a follow-up question by Chair Stevens, said that casual labor is used approximately 90% during the session to fill in; during the interim, the

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offices that are closed (session-only) uses the casual labor pool sparingly to come in maybe once a week to check messages, check the offices, retrieve mail, and respond as appropriate to inquiries. She said that probably half the session-only offices don't even charge the Legislature for these services. She said she gets time sheets for 30-90 minutes a week from some session-only offices for these services, so it's not used very much during the interim.

SPEAKER CHENAULT had two points of clarification: (1) there is no Soldotna LIO, it's the Kenai LIO; and (2) the amount to be deducted was originally \$250,000 but now we're talking about \$298,000; so for public record, please explain that discrepancy and why it's at \$298,000 instead of \$250,000.

MS. VARNI said that the difference between what was authorized in FY 16 and what was requested in FY 17 to make the component whole and what the Legislature looked at approving was a difference of \$298,000. The LIO component needed \$48,000 in order to pay for merit increases, for increases in services, etc., and that request was not approved in addition to the \$250,000 budget cut, which brings the total cut to \$298,000.

SENATOR MICCICHE asked if Council could find a combination where the savings were more substantial than the \$298,000 or what is the Committee's view on that potential.

CHAIR STEVENS said his goal was to get to \$298,000 and most of the options have some reduction in casual labor.

MS. VARNI outlined the following budget reduction options:

1. Reduce the Kenai (Soldotna), Seward, Nome, Bethel LIOs from 12 month positions to six month positions and also reduce the Casual Labor Pool (CLP). This option is what the Senate Finance Committee had originally proposed and was also a recommendation by Legislative Council when the Senate was looking for reductions.
2. Reduce the Kenai, Seward, and Nome LIOs from 12 month positions to six month positions and also reduce the Casual Labor Pool by 50% across all LIOs. If this reduction happens to the CLP to this magnitude, it means that some of the salaried employees will accrue more compensation time.

NOTE: The reasoning for options 1 and 2 is to not try and spread the reduction to all the LIOs but rather look at trying to identify a few LIOs for session-only offices.

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3. Reduce all year round LIOs with the exception of Anchorage, Fairbanks, and Juneau from 12 months to 11 months (Kenai, Seward, Nome, Bethel, Kodiak, Ketchikan, Sitka, MatSu) and eliminate the CLP.
4. Reduce all year round LIOs from 12 months to 11 months and reduce the CLP.
5. Reduce all year round LIOs by closing all offices on Fridays (7.5 hours) and reduce the CLP by approximately \$10,000.
6. Reduce all year round LIOs with the exception of Anchorage, Fairbanks and Juneau by closing all offices on Fridays throughout the year and reduce the CLP.
7. Reduce all year round LIOs by closing all offices on Friday afternoons (3.5 hours) throughout the year and reduce the CLP.
8. Reduce all year round LIOs by closing all offices on Friday afternoons (3.5 hours) with the exception of Anchorage, Fairbanks, and Juneau during session) and reduce the CLP.
9. Reduce all year round LIOs by closing all offices on Friday afternoons (3.5 hours) during the interim and reduce the CLP. All LIOs will be open full time at all locations during session.
10. Other possible budget cutting options that Legislative Council could consider, including a mixture of some of the above options to realize the \$298,000 reduction:
 - a. Eliminate the Tok LIO - there are already three LIOs on the road system (Glennallen, Delta Junction and Tok) saves \$78,900;
 - b. Reduce Ketchikan staff from 12 months to six months saves \$53,000;
 - c. Reduce the LIOs at Kenai, Seward, Nome, Bethel, Ketchikan, Sitka, Kodiak and MatSu from 12 months to nine months would save \$240,900.
11. Legislative Council, per AS 24.20.140, may direct the Executive Director to transfer \$250,000 from one of the legislative appropriations to the Information and Teleconference appropriation, which is Ms. Varni's preference. It would still realize the \$250,000 cut. One of the items provided to members shows the Legislature lapsed in FY 16 over \$8 million. It would not impact the service or the LIOs by doing that transfer.

SENATE PRESIDENT MEYER asked whether lapsed funds go toward capital projects, which in this case is refurbishing the Capitol Building. He went on to say that there is money

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still left over, even after funds go toward the repair of the Capitol Building.

MS. VARNI confirmed that the funds for the renovations of the Capitol Building are already encumbered. The amount that is going into capitol funds will be for future projects.

SENATE PRESIDENT MEYER said it is really hard for him to comment on the LIOs outside Anchorage, Juneau and Fairbanks. For instance, in Option 10, Tok is a relatively small area and he doesn't know what kind of activity they have there and if the LIO staff are doing other functions, such as helping with the PFD applications or other things that probably either (a) aren't in their duties or (b) the Legislator's personal staff should be helping with. Perhaps these are services that shouldn't be provided in these current times. He wanted to know if members could get some feel for the activity level at some of the LIOs where it was suggested that they be reduced or closed.

MS. COTTER said the LIOs spend a lot of time doing outreach to the community; they maintain lists of people that are interested in certain bills and when those are being heard in committees - they reach out to let them know about any changes in schedule or committee changes; let them know that the LIO is available if they want to come and testify. She said, most importantly, unless you are a Legislator or a legislative employee, the process is kind of Greek to most people, so it's really important that somebody be present to inform, explain the process and how constituents can become involved.

SENATE PRESIDENT MEYER said that partially answered his question. For example, does the LIO in Tok have enough of the general public coming in to warrant keeping it open?

MS. COTTER responded that she believed so. Over her tenure, there have been sessions where LIO employees have done a sort of "tick list" for which services the public requests but that hasn't been done for the last six years. She asked members to remember that just like what their own staff deals with, one person's issue could take five minutes and another person's an hour of time, depending on many factors. Even if somebody only had five people come in one day, each person might have had issues that take quite a bit of staff time. She said she would be happy to implement the "tick list" duty again if that was the desire of Council.

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SENATE PRESIDENT MEYER said that Ms. Cotter's response begs the question that perhaps a Legislator's own personal staff should be dealing with some of these issues.

MS. COTTER responded that occasionally there are some constituents that want to talk to a non-partisan staff.

SENATE PRESIDENT MEYER said that he thought that Legislators were elected to represent all constituents regardless of party but wouldn't pursue the issue.

SENATOR MACKINNON said she believed Legislators' staff was non-partisan.

CHAIR STEVENS said that a Legislator's staff is partisan.

SENATOR MACKINNON said that was the public's perception she guessed. She went on to say that the budget isn't changing that much and we still have a \$4 billion hole, so, for her, Option 11 was off the table. We shouldn't be robbing from Peter to pay Paul, per se. We have to implement a cut. Not looking at choosing LIOs, she was interested in the option of closing all LIOs during the interim only. Chair Stevens said the closest option to that suggestion was Option 9, closing Friday half-days and reducing the Casual Labor Pool.

CHAIR STEVENS went on to say that where we started was with the recommendation to close specific LIOs. He said that made him very uncomfortable because Council would be picking and choosing winners and losers, there could be a political reason for choosing one and not the other. It seemed to him at that time that it would be best that we all felt the pain, so that's why he supports all LIOs being reduced to some extent. We haven't done the work it takes to know exactly how productive each and every LIO is, so to choose Tok, to choose Bethel, to choose specific LIOs for reduction or closure is hard to do. We have to look very closely in the future about how productive each and every LIO is for possible additional reductions.

Chair Stevens said we haven't really discussed why we have these LIOs. He asked members to keep in mind that the purpose of the LIOs is to be open to the public, to make sure the public has access to their government. No other state has such a system, nor does any other state have the distances that need coverage, so he believed it was wise

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whoever thought of doing the LIOs. It brings the entire public into the process.

REPRESENTATIVE JOHNSON said from the documents that it appeared that Information and Teleconferencing lapsed \$226,000 in FY 16.

MS. VARNI confirmed that was the case because Ms. Cotter held back on allowing travel, she did not hold their administrative meeting, for instance. Also, in FY 16, the Information and Teleconference had some vacancies in Barrow and Kotzebue which saved some dollars until replacements were found through recruitment. Ms. Cotter also implemented some cost cutting measures. The section has never lapsed that much money before. We would be over-extended, and the Information and Teleconference is a separate appropriation and Legislative Council would have to move money in if we don't do these cuts.

REPRESENTATIVE JOHNSON said that he has always had a problem with the Legislature lapsing capital money and not going through the same process of every other entity of having to go through the capital budget, have it put in, go through public testimony. He said he sees \$500,000 right there that he'd like to see come out of this. He said pigeon-holing capital money and not putting it out front is not a good thing to do in terms of open and honest government.

SENATOR MICCICHE said he thought Senator MacKinnon's comment about robbing Peter to pay Paul was interesting considering the first two LIOs slated for reduction, Kenai and Seward, are in his district. He said Option 5 affects all LIOs similarly, which spreads the pain, if there is any pain. He said he thought a lot of facilities were closed on Fridays, certainly the Court System has moved in that direction. He said he thinks that works, people know they can come in Monday through Thursday, it's easy to adjust. When an LIO is closed for six months, people just lose faith in the LIO being a resource for them. The Friday closure is effective. He said that if we wanted to do a combination that would probably be the same value, we could close all offices on Fridays and if some chose to be open during the session, we could offer two weeks a year to choose from where they could close to make up that time. The Kenai LIO is very active and relatively speaking we only have one employee, and had over 600 visits in the last few months, but there are times of the year when we are not very busy, so the local LIOs could be offered a choice of perhaps two weeks during the year to also close, to get the

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full value of Option 5, and he thought it would deliver something over \$298,000 if folks felt that could work. That way we're not picking winners and losers, and folks that are on Legislative Council may not understand the local importance of the LIO aren't put in the position of having to assume how those operations are working in those communities.

CHAIR STEVENS noted Option 5 is all year round LIOs would be closed on Fridays throughout the year, including session. One concern that was raised is that there is a greater need for LIOs during session than there is during the interims. He thanked Senator Micciche for suggesting the idea of closing on Fridays. We looked into it, thought about it, and actually spoke with the Court System which has done that and, at least talking to management in the Court System, they seem to think it is working very well; in fact, the employees, even though they have a smaller income, do appreciate getting Friday afternoons off.

SENATOR COGHILL said he liked Option 9, but wanted to know what are the actual casual labor dollars left over and how would we spread that amount. For example, there are times when there are family vacations, and ramping up into session, there is the Christmas break, so how would it be spread between the LIOs.

MS. VARNI said it would leave a balance of \$61,000.

CHAIR STEVENS, in response to the comment by Senator Coghill that it doesn't leave much for casual labor, said that his staff in Kodiak, for example, are in the office on Fridays and other times when the LIO staff need to take a break and we cover for each other. If we were to choose to close the LIOs Friday afternoons, it would be important that the Legislators recognize that the LIO is not staffed and personal staff would be there to fill in, which shouldn't be too much to ask.

MS. VARNI, in response to a question by Representative Drummond, confirmed there is money left in the Casual Labor Pool from year to year. Ms. Cotter allocates to each LIO a portion of the Casual Labor Pool money. Some LIOs use all of their CLP funds and others do not. It varies from year to year.

REPRESENTATIVE DRUMMOND further inquired about the fact that a number of committees meet on Fridays currently and

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if Council went with closing the LIOs on Fridays for all or a portion of the day, that would need to change.

CHAIR STEVENS said yes, it would be difficult for legislative staff to perform teleconference moderator duties. It would take a little bit of time for people to get comfortable with it, but committee meetings could be rescheduled for other days of the week or Friday mornings. Ms. Varni agreed that was true.

MS. COTTER said that Option 9 closes the LIOs during interim only, not during session, which would not affect their main mission. She said she didn't think it would be a big leap to train people that we can't have teleconferences on Friday afternoons. If we had to for some reason, we could stagger the staff. It would mainly be the Juneau staff. Also, Option 9, after Option 11, seems to be the best option. She cautioned that Anchorage and Fairbanks have a pretty big work load during the interim. Anchorage has 27 legislative offices in the building and Fairbanks also has a number of legislative offices. LIO staff in these locations do quite a bit of interim work with all the Legislators and staff coming back after session.

DISCUSSION FOLLOWED regarding the impact of no audio conferences on Friday afternoons during the interim. Compensatory time and flexible schedules could be utilized if necessary.

SENATE PRESIDENT MEYER said that it would be good if we could start compiling data on usage of the LIOs for future consideration. Referring specifically to the Anchorage office, he asked about whether there would be security on Friday afternoons or if the doors would be locked.

MS. VARNI said security would be present in Anchorage on Friday afternoons. We have a contract through December and then we will go out to bid again. There will be a property manager at the new building to give out keys. We will just have to work through some of these issues to figure out how it's going to work.

CHAIR STEVENS, in response to a follow-up question by Senate President Meyer, said that at least in Kodiak, his staff will be there on Friday afternoons and the door will be open. In many smaller LIOs, it would probably work the same.

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SPEAKER CHENAULT said that, if it wasn't already on the table, he'd like to propose that the LIOs be closed all day on Fridays during the interim only. We utilize the LIO staff in Kenai and Seward as much as any other LIO, he assumed, but that during the interim, legislative staff should be in the office and the LIO actually deals with issues that the Legislator or staff should be taking care of anyway. He said he looks at the LIOs as an extension of his staff when his staff is not available to help his constituents. Taking off Fridays completely during the interim should be okay and the legislative staff should be available to help their constituents with whatever issues they have.

DISCUSSION FOLLOWED regarding the Speaker's proposal.

REPRESENTATIVE DRUMMOND said she was concerned about a 20% cut to the professional staff, as well as about training and retention of Casual Labor Pool staff. If we're going to be closing LIOs, we need to consider who would be coming in on an as-needed basis. She reiterated her concern about cutting professional staff 20% and expecting to retain them.

SENATOR MACKINNON noted that while it wouldn't be a 20% cut because professional staff would be working full time for the three months of session, it would definitely be a pay cut for those public servants who have been serving their constituents and the public.

CHAIR STEVENS noted for members that although session is 90 days, for the LIO staff, session will be considered four months full time so that there is overlap and eight months for interim. Should there be a special session, the funding for the LIO staff will come from another appropriation. Ms. Varni confirmed that was so.

DISCUSSION FOLLOWED related to duties currently performed by security, such as security screening visitors, historical issues where other Legislators did not like to have their constituents screened. Further discussion about whether screening would happen all the time or only when the LIO was closed.

CHAIR STEVENS said that it seemed to him that Option 9 was the option most folks were leaning toward. He asked Ms. Varni if she had any concerns with Option 9.

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MS. VARNI said that with Option 9, employees would still receive health insurance, which was important. She said if Information and Teleconference was forced to make these cuts, this is probably the best option, but it was very difficult.

CHAIR STEVENS said we are faced with having to make a substantial cut and asked for a motion.

2:05:53 PM

REPRESENTATIVE JOHNSON moved that Legislative Council reduce all year round LIO's by closing all offices on Friday afternoons half day (3.5 hours) during the interim and reduce the casual labor pool. [This corresponds to Number 9 on the option sheet].

SPEAKER CHENAULT said he'd like to offer a friendly amendment to close the offices all day on Friday during the interim and are open full time during session.

DISCUSSION FOLLOWED about the fact that closing full days on Fridays would reduce the amount needed to be cut from the Casual Labor Pool. It was confirmed that LIO employees would still have health insurance coverage because they would not fall below 80% time. Further discussion centered around the fact that these cuts are coming two months into the fiscal year and there is a bottom line number of \$298,000. Concern was expressed that we would be cutting more than is necessary to achieve the goal by going to full day closures on Fridays.

SPEAKER CHENAULT removed his amendment.

A roll call vote was taken on the original motion.

YEAS: Stevens, Meyer, Coghill, Hoffman, MacKinnon,
Micciche, Johnson, Thompson, Drummond

NAYS: Chenault

The amendment passed 9-1.

There being no further business before the committee, Legislative Council adjourned at 2:13 p.m.

2:12:59 PM

**ALASKA STATE LEGISLATURE
LEGISLATIVE COUNCIL
NOVEMBER 01, 2016
1:45 PM
-DRAFT-**

MEMBERS PRESENT

Senator Gary Stevens, Chair
Senator Anna MacKinnon
Senator Kevin Meyer
Representative Charisse Millett

MEMBERS PRESENT ON TELECONFERENCE

Senator John Coghill
Senator Peter Micciche
Representative Mike Chenault
Representative Sam Kito
Representative Mark Neuman
Representative Steve Thompson, alternate

MEMBERS ABSENT

Senator Lyman Hoffman
Senator Charlie Huggins
Senator Lesil McGuire, alternate
Senator Cathy Giessel, alternate
Representative Bob Herron, Vice Chair
Representative Mike Hawker
Representative Craig Johnson
Representative Harriet Drummond, alternate

AGENDA

APPROVAL OF AGENDA
APPROVAL OF MINUTES
CONTRACT APPROVALS

SPEAKER REGISTER

Tina Strong, Procurement Officer, Legislative Affairs
Agency
Pam Varni, Executive Director, Legislative Affairs Agency
Jeff Goodell, Capitol Complex Manager, Legislative Affairs
Agency

1:45:36 PM

- I. **CHAIR GARY STEVENS** called the Legislative Council meeting to order at 1:45 p.m. in the Anchorage Legislative Information Office Large Conference Room. Present at the call were Senators Stevens, Meyer, and MacKinnon; and Representative Millett. Participating via teleconference were Senators Coghill and Micciche; and Representatives Chenault, Kito, Neuman, and Thompson, alternate. Absent were Senators Hoffman, Huggins, McGuire, alternate, and Giessel, alternate; and Representatives Hawker, Johnson and Drummond, alternate.

II. **APPROVAL OF AGENDA**

REPRESENTATIVE CHARISSE MILLETT moved that Legislative Council approve the agenda.

The agenda was approved without objection.

III. **APPROVAL OF MINUTES**

- a. **May 2, 2016**
- b. **May 16, 2016**
- c. **June 29, 2016**
- d. **July 12, 2016**
- e. **August 3, 2016**

REPRESENTATIVE MILLETT moved that Legislative Council approve the minutes of the May 2, 2016, May 16, 2016, June 29, 2016, July 12, 2016 and August 3, 2016 meetings as presented.

The minutes were approved without objection.

IV. **CONTRACT APPROVALS**

- a. **Homer Office Space Lease Renewal**
- b. **Capitol Security Camera System Upgrade RFP - Executive Session**

- a. **Homer Office Space Lease Renewal**

1:48:02 PM

REPRESENTATIVE MILLETT moved that Legislative Council approve Renewal No. 2 of the Lease Extension with Clayton L. and Joan E. Ellington in the amount of \$59,692.56, for November 1, 2016 - October 31, 2017.

TINA STRONG, Procurement Officer, Legislative Affairs Agency, said that the original lease was for three years

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beginning November 1, 2012, and terminating October 31, 2015. There were five additional renewals of lease available under the lease agreement each for a one year period. We have exercised one of the five renewals. Renewal No. 1 expired October 31, 2016 and the occupants would like to proceed with Renewal No. 2 for the period of November 1, 2016, through October 31, 2017.

If Legislative Council approves Renewal No. 2, this will leave three more renewals available under the lease before we have to go out to bid or do a lease extension.

This lease exceeds \$35,000 in one fiscal year; therefore Legislative Council's approval is required. She said she checked with the LIO, Senator Stevens' office and Representative Seaton's office and all are happy with the space.

Discussion followed about when the Homer office space was first leased.

A roll call vote was taken.

YEAS: Meyer, Coghill, MacKinnon, Micciche, Stevens
Chenault, Kito, Millett, Neuman, Thompson, Stevens

NAYS: None

The motion passed 10-0.

b. Capitol Security Camera System Upgrade RFP - Executive Session

1:51:07 PM

REPRESENTATIVE MILLETT moved that Legislative Council go into Executive Session under Uniform Rule 22(B)(1), discussion of matters, the immediate knowledge of which would adversely affect the finances of a government unit and 22(B)(3), discussion of a matter that may, by law, be required to be confidential. I ask that the following individuals remain in the room; Pam Varni, Katrina Matheny and any legislative staff working for Council members, and that Tina Strong, Jeff Goodell, Ben Haight, and Nimmi Phillips remain online.

We also welcome any Legislators that are not on Legislative Council to remain in the room or online.

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There was no objection and Council went into Executive Session.

2:18:57 PM

Legislative Council came out of Executive Session.

REPRESENTATIVE MILLETT moved that Legislative Council award RFP 615 for a Capitol Security Camera System Upgrade to Alcan Electrical & Engineering, Inc. in the amount of \$615,000.

SENATOR ANNA MACKINNON objected for the purpose of disclosing a potential conflict of interest with Alcan Electric. She said she disclosed in her APOC report property that her husband's family owns; they rent to a variety of people in the Juneau area and Alcan Electric is listed on that disclosure. She said while she does not receive any direct benefit, the family that has a business that her husband has an interest in, she believes rents to Alcan Electric.

A roll call vote was taken.

YEAS: Meyer, Coghill, Micciche, Stevens Chenault, Kito, Millett, Neuman, Thompson, Stevens

NAYS: None

The motion passed 9-0 with Senator MacKinnon abstaining from the vote.

CHAIR STEVENS said that his office sent Legislative Council members a copy of the Procurement Officer's decision regarding the 716 W 4th Avenue, LLC appeal. He planned to schedule a meeting for November 21, 2016, providing there would be a quorum to take up this issue.

SENATE PRESIDENT MEYER requested an update on the Capitol renovation and retrofit.

PAM VARNI, Executive Director of the Legislative Affairs Agency, said that Project Director Jeff Goodell would address that question.

JEFF GOODELL, Capitol Complex Manager for the Legislative Affairs Agency, said that there was substantial completion and he has inspected the interior and the exterior of the building with the project architect, Dawson Construction and sub-contractors. They have put together a punch list

-DRAFT-

and today he inspected the crawl space. The fifth floor has been turned over to the Capitol Maintenance staff and they have been reconstructing offices. He said the fourth floor will be turned over to Maintenance Wednesday or Thursday, and we will move on down the line in the next 10 days or so with the idea that we re-establish occupancy sometime in early December. He said the only thing on the exterior of the building that has not been completed is part of the east face of the front of the building and at the southeast corner. The masons are working at the southeast corner toward the portico on the front of the building, and working from the portico in an easterly direction toward that southeast corner. We are coming to completion and we are in clean-up and reconstruct phase on the interior. The crane is down and the upper parking lot is getting cleaned out, and we are moving toward being done quite soon.

There being no further business before the committee, Legislative Council adjourned at 2:25 p.m.

2:25:06 PM

**ALASKA STATE LEGISLATURE
LEGISLATIVE COUNCIL
NOVEMBER 21, 2016
1:30 PM
-DRAFT-**

MEMBERS PRESENT

Senator Gary Stevens, Chair
Representative Bob Herron, Vice Chair
Senator Lyman Hoffman
Senator Charlie Huggins
Senator Kevin Meyer
Representative Craig Johnson
Representative Sam Kito
Representative Harriet Drummond, alternate

MEMBERS PRESENT VIA TELECONFERENCE

Senator John Coghill
Senator Anna MacKinnon
Senator Peter Micciche
Representative Charisse Millett
Representative Steve Thompson, alternate

MEMBERS ABSENT

Senator Lesil McGuire, alternate
Senator Cathy Giessel, alternate
Representative Mike Chenault
Representative Mike Hawker
Representative Mark Neuman

AGENDA

APPROVAL OF AGENDA
RATIFICATION OF CHARITY EVENTS
OTHER COMMITTEE BUSINESS

SPEAKER REGISTER

Pam Varni, Executive Director, Legislative Affairs Agency

-DRAFT-

1:31:25 PM

- I. CHAIR GARY STEVENS** called the Legislative Council meeting to order at 1:32 p.m. in the Anchorage Legislative Information Office Conference Room. Present at the call were Senators Stevens, Hoffman, Huggins, and Meyer; Representatives Herron, Johnson, Kito, and Drummond, alternate. Participating via teleconference were Senators Coghill, MacKinnon, and Micciche; Representatives Millett and Thompson, alternate. Absent were Senators McGuire, alternate, and Giessel, alternate; Representatives Chenault, Hawker, and Neuman.

II. APPROVAL OF AGENDA

VICE CHAIR HERRON moved that Legislative Council approve the agenda

The agenda was approved without objection.

III. RATIFICATION OF CHARITABLE EVENT

VICE CHAIR HERRON moved that Legislative Council ratify the Chair's sanctioning of the following charitable event per AS 24.60.080(a)(2)(B): Girl Scouts of Alaska Annual Auction.

The motion passed without objection.

IV. APPEAL OF THE PROCUREMENT OFFICER'S DECISION - EXECUTIVE SESSION

1:33:34 PM

VICE CHAIR HERRON moved that Legislative Council go into Executive Session under Uniform Rule 22(B)(1), discussion of matters, the immediate knowledge of which would adversely affect the finances of a government unit and 22(B)(3), discussion of a matter that may, by law, be required to be confidential. I ask that the following individuals remain in the room or online; Pam Varni, Doug Gardner, Kevin Cuddy, Randy Ruaro, Katrina Matheny and any legislative staff working for Council members.

We also welcome any Legislators that are not on Legislative Council to remain in the room or online.

A roll call vote was taken.

-DRAFT-

YEAS: Meyer, Hoffman, Huggins, Micciche, Stevens, Johnson, Millett, Thompson, Drummond, Herron

NAYS: None

The amendment passed 10-0.

Legislative Council went into Executive Session.

2:30:18 PM

Legislative Council came out of Executive Session.

VICE CHAIR HERRON moved to affirm the Procurement Officer's decision of October 6, 2016.

A roll call vote was taken.

YEAS: Meyer, Coghill, Hoffman, Huggins, MacKinnon*, Micciche, Johnson, Millett, Thompson, Drummond, Herron, Stevens

NAYS: None

The amendment passed 12-0*.

*NOTE: *SENATOR MACKINNON, referring to the vote on the Procurement Officer's Decision, said near the end of the meeting that she was dropped off the teleconference for the third time, that she had heard the entire testimony, and wanted to be on the record as supporting the Chair; that her vote was yes and that it be reflected in the minutes that she supported the Chair.*

CHAIR STEVENS, after the motion passed, asked that Pam Varni give a very brief explanation of the RFP that went out last week on the renovation to the Benson Building.

PAM VARNI, Executive Director, said that the Legislative Affairs Agency has building property management under an RFP that the Department of Administration, General Services has with Coldwell Banker. Coldwell Banker does the property management for the Atwood Building, the Linny Pacillo Parking Garage, the Palmer State Office Building, and the Geologic Materials Center. Coldwell Banker has a contract with ECI, an architectural firm, and they are going out to bid for a Request for Proposals for stages in doing the renovation of the Benson Building. She said that there will be an evaluation committee that will be getting pre-construction services and choosing a construction

-DRAFT-

manager/general contractor. The committee will be reviewing the scope and looking at "stagings" of when we will remodel the different floors. For the next 18 months, Wells Fargo will still be on the 3rd floor; they will be vacating the 4th floor on December 15, 2016. She said we will be receiving \$500,000 in revenue in FY 2017; over \$500,000 in FY 2018 for the branch space and also the 3rd floor space. Once Wells Fargo moves out of the 3rd floor space, we will look at remodeling that space as well.

CHAIR STEVENS noted for members that he would be turning this committee over to the very capable hands of Representative Kito.

REPRESENTATIVE KITO said he appreciated that clarification and that his understanding is that what Council is looking at is Request for Proposals for pre-construction services; that Council is not approving construction and that Council will be seeing information on scoping for how renovations will take place, which will be coming back to Council for review.

MS. VARNI said that this service is government-to-government with the Department of Administration and is exempt from the Procurement Procedures. She said that under Representative Kito's leadership if he wants to bring it back to Council, he certainly can do so - in stages or all in one scope once those figures are known. The figures will not be known until they actually receive the bids.

REPRESENTATIVE KITO said that the goal is that, while renovation work does need to happen, the public is aware and kept informed of the work going forward and that schedule and that work as it goes forward.

SENATOR MACKINNON'S comment was moved up in the minutes to be reflected under the item to which she was referring.

CHAIR STEVENS said there would a meeting in December which would be the last meeting of this Legislative Council before the next Legislature.

There being no further business before the committee, Legislative Council adjourned at 2:37 p.m.

2:36:49 PM

Alaska State Legislature

Legislative Affairs Agency

Office of Information Technology



Terry Miller Legislative Office Building, Suite 110, Juneau, AK 99801
Mailing: State Capitol, Room 3, Juneau, Alaska 99801-2197 Phone: (907) 465-2419
Information Technology Help Desk: (907) 465-4357 or IT.HelpDesk@AKLeg.Gov

MEMORANDUM

TO: Senator Gary Stevens
Legislative Council Chair

FROM: Tim Banaszak ²
Information Technology Manager

DATE: December 15, 2016

SUBJECT: Update the Legislative Council Policies to reflect the Office of Information Technology (IT) name change

The Legislative Affairs Agency has renamed its Office of Information Services (IS) to the Office of Information Technology (IT).

IT has updated its reference material, contact information and websites to reflect the new IT designation. Currently there are Legislative Council Technology policies that need to be updated to reflect the IT name change.

The Office of Information Technology is committed to providing clear communications regarding technology activities that are informational and at times require Legislators and staff to take action or require a response.

To facilitate improved communications and provide clarity to the technology processes, the Office of Information Technology (IT) has branded, named and created an identity for ease of use and name recognition. This will assist Legislators and staff with quick access to IT services and to differentiate between legitimate IT activities and nefarious phishing or hacking attempts through email or account access.

Alaska State Legislature

Legislative Affairs Agency


Office of Information Technology



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Information Technology Help Desk: (907) 465-4357 or IT.HelpDesk@AKLeg.Gov

MEMORANDUM

TO: Senator Gary Stevens
Legislative Council Chair

FROM: Tim Banaszak 
Information Technology Manager

DATE: December 13, 2016

SUBJECT: Expanding Facebook access to include Legislators' partisan staff

To assist Legislative Council members as they consider expanding Facebook access to include Legislators' partisan staff, IT can provide the following information.

Currently, Legislators and non-partisan Agency staff have access to Facebook. However, Legislators' partisan staff do not have access to Facebook. If expanded Facebook access is approved by the Council, IT staff can make the necessary configuration changes with minimal effort.

Facebook is an open and connected platform which can enable direct interactions between the Legislature, Legislators and Alaska's citizens. It can be a timely, efficient and cost effective method to interact with constituents.

In a survey sponsored in partnership between Facebook and GovLoop, 87% of respondents said their governmental entity had a Facebook page, and 91% said their primary purpose of using Facebook was to keep citizens informed.

When using Facebook, it is helpful to communicate true, necessary and relevant information.

MOTION: *I move that the Legislative Council approve expanded access to Facebook for Legislators' partisan staff to emulate the access that is currently provided for Legislators and non-partisan Agency staff.*

State of Alaska

Legislative Affairs Agency

Administrative Services

Terry Miller Legislative Office Building

Mailing Address: State Capitol, Room 3 ~ Juneau, Alaska 99801-1182 ~ Phone (907)465-3852 ~ Fax (907) 465-1772



TO: Gary Stevens,
Legislative Council Chair

FROM: Jessica Geary, Finance Manager
Legislative Affairs Agency

DATE: December 16, 2016

SUBJECT: Legislative Council Moving & Travel Policy Changes

Per your request, attached are proposed changes to the Legislative Council Moving & Travel Policy. The first proposed change is adding the word 'small' before the word 'appliances' in the list of items approved to ship. The next two proposed changes are intended to help reduce the associated costs of bringing a vehicle to Juneau for the regular legislative session.

The first proposed change simply reduces the number of vehicles that a Legislator can bring to Juneau for session from two vehicles to one.

The second proposed change addresses the cost of shipping a vehicle for a Legislator who resides off the state highway or ferry system. A provision was added to the section allowing air or barge transportation of a vehicle which requires a Legislator demonstrate the cost of shipping a vehicle versus renting a car.

LEGISLATIVE COUNCIL MOVING AND TRAVEL POLICY

**~~Revised July 9, 2014~~ Revised December 21,
2016**

I. POLICY STATEMENT

LEGISLATORS

It is the policy of the Legislative Council to provide for Legislators' personal moving and travel expenses necessary to attend legislative sessions. Moving and travel costs are allowed from a Legislator's residence in his or her home district to and from the capital city for the purpose of attending a regular session of the Legislature. Legislators may be reimbursed for flying, boating or driving to and from the Capital, and the cost of ground/ferry transportation for no more than two vehicles, as referenced in Section II. Reimbursement approved for Legislators traveling to and from the Capital shall be as follows:

- (1) Private Vehicle. Travel shall be reimbursed as provided by the U.S. General Services Administration ("GSA rate" www.gsa.gov/mileage) allowed at the time of the travel;
 - (2) Private Boat. Travel shall be reimbursed at the rate of 1.5 gallons of fuel per nautical mile based on the price of fuel in the Capital during the time of travel, and based on the most direct and customary route from the Legislator's home to the Capital;
 - (3) Private Aircraft. Travel by privately owned aircraft shall be reimbursed as provided by the GSA rate allowed at the time of travel, for each statute mile converted from nautical miles, based on the most direct and customary route from the Legislator's home to the Capital.
- Requests for clarification of any area in this policy or questions regarding a move shall be addressed to the LAA Executive Director for written explanation. Legislators should not expect payment for costs not specifically covered in this policy without written approval from the Legislative Council chair or a designee.

LEGISLATIVE STAFF

It is the policy of Legislative Council to provide for travel and travel per diem for lodging and meal expenses for legislative staff while traveling to and from a regular legislative session. Travel expenses are limited to one trip to and from the residence of the staffer in Alaska and the Capital. Staff members may be reimbursed for flying to and from the Capital and for the cost of ground/ferry transportation for one vehicle.

Reimbursement for the cost of driving or transporting a vehicle is only authorized to and from a location on the state highway or a location which connects to the ferry system. Reimbursement for legislative staff travel by private vehicle shall be calculated in the same manner as private vehicle travel for Legislators. Reimbursement for legislative staff traveling by private boat or private airplane must be pre-approved by the Legislative Council Chair, and if pre-approved, may be reimbursed in the same manner as private boat or private aircraft travel for Legislators. Pro-rated per diem expenses are limited to a per diem allowance for each day spent traveling to or from the Capital by the most direct route available for the type of transportation used by the employee requesting the reimbursement.

Travel and travel per diem for lodging and meal expenses for legislative staff members who are married to or a dependent of a Legislator are paid under the sections of this policy which cover reimbursement for Legislators and their families.

Legislative staff members based in the Capital during a regular legislative session are not entitled to a daily per diem allowance.

II. MOVING - LEGISLATORS ONLY

Any items that are shipped with Legislative Affairs listed as the shipper must be inspected by qualified LAA staff prior to closing of boxes for shipping.

HOUSEHOLD GOODS AND PERSONAL EFFECTS

LAA will pay for the actual and necessary expenses charged by a commercial mover for packing, transporting, and unpacking up to 10,000 pounds of household goods and personal effects, including in-transit insurance not to exceed a total cost of \$200 for a convening move and \$200 for an adjourning move, and in-transit storage up to 30 days. Storage for household goods and personal effects only in the capital city during the interim is an allowable cost. Storage for household goods and personal effects in the Legislator's home city during the session is an allowable cost.

A pick-up by a moving company is allowed only at a Legislator's home. If a Legislator wishes to have a pick-up made at an additional stop, he or she is responsible for paying the entire shipping bill related to that extra stop.

OFFICE MOVES to Anchorage and Fairbanks will be coordinated by LAA and the Legislative Information Offices. Office moves should not be consolidated with Legislator's household goods and personal effects moves by Legislators to and from Anchorage and Fairbanks. To avoid paying minimum freight charges for each Legislator, there will be one consolidated office move to and from Anchorage and one to and from Fairbanks. Legislators may ship office equipment they own and use in their legislative offices with the consolidated office move. The Department of Administration, Division of Risk Management does not insure personal property. Other special provisions may be made for shipping Legislators' personal computers at the discretion of the presiding officers. Legislators will be notified by the Information Offices as to the dates of these moves.

Legislators establishing offices in locations other than Anchorage or Fairbanks may combine their office moves with their personal moves. An additional stop by a moving company at the Capitol is allowed. Office materials are not applied toward a Legislator's 10,000-pound limit.

ITEMS THAT MAY BE SHIPPED as household goods and personal effects at State expense include the following: household furnishings, small appliances, clothing, books, and similar items belonging to a member, spouse or dependent which can be legally accepted and transported as household goods and personal effects by an authorized commercial carrier in accordance with rules and regulations established or approved by the Legislative Council. Also included are spare parts for privately owned motor vehicles, such as extra tires, wheels, tire chains, tools,

battery chargers, accessories, etc. Household pets, up to a maximum of three, are included in this section.

ITEMS THAT MAY NOT BE SHIPPED as household goods and personal effects at State expense include the following:

- Any article not belonging to or owned by the member, his or her spouse or dependents;
- Cordwood, firewood, or building materials;
- Property for the primary purpose of resale, disposal, or commercial use rather than for personal use by the member and his or her spouse or dependents;
- Articles acquired after the effective date of adjournment of the legislative session;
- Articles which in normal use form an integral part of a building or structure and which in normal use cannot be taken from the premises without damage to the rest of the property on the premises;
- Hazardous materials as defined by state or federal law. The Agency will take reasonable steps, including providing support, information and assistance to Legislators and legislative staff to prevent the inadvertent shipment of hazardous materials.

TRAILERS OR TRUCKS

LAA will pay the cost of renting trailers or trucks, plus mileage at federal mileage reimbursement rate, to move household goods and tow trailers containing the household goods and personal effects of a Legislator, provided that the total cost of the move is not in excess of the cost of moving 10,000 pounds of household goods and personal effects by a commercial carrier. Trailers are considered to be part of the 10,000 pounds if they are put in closed containers or barged to their destination, unless it is necessary to do so in order to reach the nearest point that connects with a state highway or ferry system.

TRAVEL AND VEHICLES

A motor vehicle is not considered part of the 10,000-pound weight limit on household goods and personal effects if the transportation costs are paid under this section. A Legislator may receive payment for transportation costs for not more than ~~two~~ **one** motor ~~vehicles~~ **vehicle**, which ~~are~~ **is** registered in the name of the Legislator, his or her spouse, or dependent.

Allowable costs include:

- The cost of air or barge transportation for the vehicle(s) from the Legislator's residence to the nearest point that connects with a state highway or ferry system **provided it is less expensive than it would be to rent a car in Juneau for the duration of the legislative session;**

- Highway mileage at the federal mileage reimbursement rate for ~~each~~ the car owned by the Legislator, his or her spouse, or dependent ~~up to two vehicles~~;
- A ticket for transportation on the Alaska State Marine Highway System for ~~each~~ the motor vehicle, including the costs of a trailer being towed by a vehicle;
- Tourist class airfare or a ticket for transportation on the Alaska State Marine Highway System for the Legislator and his or her spouse or dependents. Airline excess baggage charges will be reimbursed if the excess baggage charges are less than the cost of shipping the same items by air freight; and,
- A standard per diem for the Legislator, half of the standard per diem for his or her spouse, and an eighteen dollar (\$18) per day per diem for each of his or her Dependents while en route, up to a maximum of five (5) days per person. Additionally, (a) upon arrival at the capital for the first session of a Legislature, a Legislator, his or her spouse, and dependents are entitled to per diem at the same rate as per diem while en route for not more than ten (10) days; (b) upon arrival at the capital for the second session of a Legislature, a Legislator, his or her spouse, and dependents are entitled to per diem at the same rate as per diem while en route for not more than five (5) days; and (c) at the end of every legislative session, a Legislator, his or her spouse, and dependents are entitled to per diem at the same rate as per diem while en route for a period not to exceed five (5) days.

III. SPECIAL SESSIONS

LEGISLATORS

Each member of the Legislature, their spouse and dependents, are entitled to receive one round-trip transportation fare equal to the cost of tourist class airline fare or a round trip ticket for transportation on the Alaska Marine Highway System for one vehicle from his or her home district to the capital for purposes of attending special sessions of the Legislature. A standard per diem for the Legislator, half of the standard per diem for his or her spouse and an eighteen dollar (\$18) per diem for each of his or her dependents, will be allowed for his or her travel. Each member is also allowed a maximum of two hundred (200) pounds airfreight each way.

LEGISLATIVE STAFF

Legislative staff members are not entitled to reimbursement for travel and travel per diem for lodging and meal expenses to attend a special session of the Legislature unless specifically authorized by the appropriate authority. Approval is not automatic and may vary between special sessions depending on considerations such as the length and subject matter of the special session, and the number of legislative staff needed.

IV. DEFINITION OF VEHICLE

A vehicle is defined as an automobile, snow mobile, motorcycle.

State of Alaska

Legislative Affairs Agency

Administrative Services

Terry Miller Legislative Office Building

Mailing Address: State Capitol, Room 3 ~ Juneau, Alaska 99801-1182 ~ Phone (907)465-3852 ~ Fax (907) 465-1772



TO: Gary Stevens,
Legislative Council Chair

FROM: Jessica Geary, Finance Manager
Legislative Affairs Agency

DATE: December 12, 2016

SUBJECT: Legislative Council Allowance Policy Change

On February 26, 2016, the House Finance Budget Subcommittee reduced by \$160,000 the FY2017 Salaries and Allowances Appropriation. This action resulted in a 25% reduction to House members' annual allowance account amount; instead of \$16,000 annually, House members now receive \$12,000. The Senate Finance Subcommittee approved this transaction on March 3, 2016.

This requested change in policy is purely administrative to ensure the Legislative Council policy (draft attached) matches the intent language set forth by the Finance Committees in the 2017 Legislature's Budget.

ALLOWANCE POLICY
Effective January 17, 2017 (approved December 21, 2016)

The Legislative Allowance set out in AS 24.10.110 is an allowance for postage, stationery, stenographic services, and other expenses. Legislative Council policy of November 21, 2013 provides that all Legislators' allowance will be administered as an accountable plan. The Legislative Council sets the amount of the annual allowance, currently up to ~~\$16,000~~ **\$12,000** for Representatives and up to \$20,000 for Senators.

Legislators appointed to fill a term of office are entitled to a prorated allowance amount at the rate of up to ~~\$1,333~~ **\$1,000** for the House and up to \$1,667 for the Senate for each month remaining in the calendar year. Occasionally, a Legislator will be appointed to a vacant seat in the other house. When this occurs, the Legislator is entitled to a pro rata share of the allowance amount for each house, determined by the time served in each body.

LEGAL SERVICES

DIVISION OF LEGAL AND RESEARCH SERVICES
LEGISLATIVE AFFAIRS AGENCY
STATE OF ALASKA

(907) 465-3867 or 465-2450
FAX (907) 465-2029
Mail Stop 3101

State Capitol
Juneau, Alaska 99801-1182
Deliveries to: 129 6th St., Rm. 329

MEMORANDUM

November 2, 2016

SUBJECT: Westlaw Contract - Proposed Reduction

TO: Pam Varni
Executive Director

THROUGH: Doug Gardner
Director 

FROM: Joe Keikkala
Legal Specialist 

The Legislature currently has a contract with Westlaw for 40 legal research accounts. The Legislature also has access to 66 legal research accounts provided by Lexis as part of the statute publishing contract. Combined, this gives the Legislature access to 106 legal research accounts.

We currently do not utilize all of these accounts. There are 60 accounts allocated to legislators and staff. Legal and Research Services use 26 accounts. Total utilization is 86 out of the 106 accounts available.

Given that the legal research accounts are underutilized, and because the Lexis accounts are part of the statute publishing contract and do not affect the cost of that contract, I recommend we reduce the number of Westlaw accounts in the upcoming contract. Reducing the number by 10 would lower the cost of the contract while still providing Westlaw access to those legislators and staff who prefer to use Westlaw over Lexis. Westlaw accounts would continue to be distributed on a priority basis, with priority given first to Legal and Research Services, second, to leadership offices and Judiciary chairs, and third, to legislative offices. Any office that does not have access to Westlaw will have a legal research account provided by Lexis.

As an additional cost-savings measure, I recommend we extend the contract term by 2 years. The current 3-year contract includes an annual increase of 5%. By entering into a 5-year contract, the annual increase is reduced to 1%. See Attachment 1 for a comparison.

By reducing the total Westlaw accounts from 40 to 30, we would see a reduction of \$23,543.16 given a 3-year contract. If we reduce the total Westlaw accounts to 30 and

Joe Keikkala June 8, 2011
Page 2

enter into a 5-year contract, the reduction in cost would be \$59,235.60 when compared to our current 3-year contract calculated over a 5-year span.

Attachment

Attachment 1

Westlaw Contract Options

	2017	2018	2019	2020	2021	Total over Term	Total over 5 year period
Current Contract(40 accounts) 3 year contract @ 5% increase	49787.04	52276.44	54890.16			156953.64	275104.80
Reduced Contract(30 accounts) 3 year contract @ 5% increase	42318.96	44434.92	46656.60			133410.48	233838.81
Current Contract(40 accounts) 5 year contract @ 1% increase	49787.04	50284.92	50787.72	51271.68	51808.56	253939.92	253939.92
Proposed Contract(30 accounts) 5 year contract @ 1% increase	42318.96	42742.20	43169.52	43601.28	44037.24	215869.20	215869.20

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State Capitol
Juneau, Alaska 99801-1182
Deliveries to: 129 6th St., Rm. 329

MEMORANDUM

December 15, 2016

SUBJECT: Stoel Rives LLP contract amendment

TO: Senator Gary Stevens
Chair of the Legislative Council
Attn: Katrina Matheny

FROM: Doug Gardner
Director

The original legal services contract with Stoel Rives LLP for \$100,000 was approved by Legislative Council on April 9, 2015, to provide for the defense of the Legislative Affairs agency in the complaint filed in Anchorage Superior Court, captioned *Alaska Building, Inc. v. 716 West Fourth Avenue, LLC, Koonce Pfeiffer Bettis, Inc., d/b/a/ KPB Architects, Pfeiffer Development, LLC, Legislative Affairs Agency, and Criterior General, Inc.* Case No. 3AN-15-05969CI.

The contract with Stoel Rives LLP was amended again on April 10, 2016, in the amount of \$100,000, for the continued defense of the above litigation brought by Mr. Gottstein, and also to provide the Legislative Affairs Agency with representation during the consideration of the purchase of 716 West Fourth Avenue building during the last legislative session. The Gottstien lawsuit ended, and the legislature did not appropriate the funds to either continue to lease, or to purchase, 716 West Fourth Avenue.

On August 3, 2016, council approved a contract amendment for combined legal services in the amount of \$260,000 to the Stoel Rives LLP contract. Payment was for work performed to conclude the litigation in superior court brought by Jim Gottstein, for legal services to carry out council's decision to purchase the Benson Building, and to begin to address the procurement claim presented to you as the procurement officer for the legislature, regarding the lease of 716 West Fourth Avenue.

At this point, the Gottstein litigation is over, the Benson building purchase has been completed, and the procurement proceeding filed by 716 West Fourth Avenue concluded with Legislative Council affirming your procurement decision at council's last meeting in Anchorage.

As the Project Director for the Stoel Rives contract, I am requesting an amendment to the contract for an additional \$150,000 to pay for past legal services for the legal work discussed above, and to provide funding to address an appeal to Alaska Superior Court, if

Senator Gary Stevens
December 15, 2016
Page 2

one is filed by 716 West Fourth Avenue LLC, regarding the decision of council affirming your procurement officer's decision.

DDG:boo
16-013.boo

cc: Pam Varni