

INTERIM
OFFICE



Alaska State Legislature

Senate Committee on State Affairs

Vic Fischer, Chairman • Pouch V • Juneau, Alaska 99811 • (907) 465-4954

Official Business

M E M O R A N D U M

TO: Dick Berg
LAA--Admin. Services

FROM: Senator Fischer
Senate State Affairs Committee

DATE: June 10, 1981

RE: Purchase of supplies

This memorandum is to confirm that the Senate State Affairs Committee discretionary account, originally in the amount of \$25,000 and now (for all practical intents and purposes supplemented by the recent allocation of \$8,045) will be the source of funding for the purchase of certain supplies and furnishings for the Anchorage office where the State Affairs Committee will be based during the interim.

All invoices you receive for purchases of this nature will reflect that the purchaser is the Legislative Affairs Agency, and will indicate the Senate State Affairs Committee for accounting purposes. We have taken care to purchase goods subject to a competitive bid from the stores holding the appropriate award, and we will make sure that all purchases for which the payment process cannot be begun before June 30 will be protected by funds encumbered by means of a delivery order.

If there is other information about the correct procedures which we should know about, please let me know as soon as possible so that no complications arise. Thank you for your assistance with this.

/lf

cc: Leo Wheadon

A handwritten signature in black ink, appearing to read "Vic Fischer", written in a cursive style.



Official Business

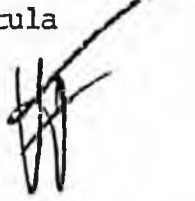
Alaska State Legislature

Senate Committee on State Affairs

Vic Fischer, Chairman • Pouch V • Juneau, Alaska 99811 • (907) 465-4954

MEMORANDUM

TO: Sen. Jalmar Kerttula
Senate President

FROM: Sen. Vic Fischer 

DATE: March 8, 1982

RE: Senate State Affairs Committee Interim Activities

This is a brief summary of activities carried out by the State Affairs Committee between sessions.

Staff work was performed on a variety of legislation pending before the committee the end of the 1981 session, including retirement, ethics code, legislative reform (session length, number of legislative terms, legislative procedures) and others.

Special projects dealt with issues of distributing wealth to Alaska citizens, alternative approaches to long-range economic and fiscal planning, the political campaign contribution tax credit, and others.

Seven public hearings and statewide conferences were held on: sixteen bills involving public employees' and teachers' retirement programs, standards of conduct for public officials and employees; public assistance programs, limiting length of legislative sessions, problems of foster care, and recreation in Prince William Sound (the last one was carried out by me and staff as subcommittee of Senate Resources). In connection with these issues and others dealt with during the interim, many meetings were held with civic groups, state agencies, miscellaneous specialists, and private individuals on legislative issues.

A major workshop was conducted by a subcommittee chaired by Senator Stimson to explore ways of dealing constructively with Alaska's future. In addition, continuing oversight was provided for activities of the Department of Administration and their consultants in planning, design, and other actions leading to site acquisition and construction of the Anchorage State Office Complex.

PROPOSED 1981 INTERIM WORK PROGRAM - June 5, 1981

ETHICS CODE, FINANCIAL DISCLOSURE, LEGISLATIVE REFORM, ETC.

Measures pending before State Affairs cover a proposed ethics code (SB 175, 336), revision of APOC regulations on financial disclosure (HB 154, SB 183), changes in legislative procedures (HB 155, SB 333), and proposed constitutional amendments dealing with session length and legislative terms (SJR 6, 9 and 24).

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RETIREMENT

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Proposals will be screened for inclusion in one or several comprehensive retirement bills. The Department of Administration, APEA, and NEA-Alaska have agreed to cooperate in this committee effort.

Bills pending before the committee are SB 121, 143, 195, 196, 197, 262, 356, 360, 361, 394, 400, 402, 471, 472, 557 and 568. There are additional miscellaneous requests for service credit and membership in PERS and TRS.

STATE CONTRACTING, BONDING, BIDDERS PREFERENCE, ETC.

Principal emphasis lies in adjusting state law so as to enhance opportunity for Alaska firms, individuals, and small and minority businesses in bidding on state contracts, construction, and employment. Bills currently before the committee are SB 45, 414, and 415. additional legislation may be considered.

ECONOMIC POLICY, LONG RANGE POLICY PLANNING, ALASKA'S FUTURE

Wealth Sharing

A variety of concepts have been enacted, are pending, and are being talked about for providing means for state sharing of oil wealth with Alaskans. Specifically in State Affairs are SB 66 and 67, which provide for royalty oil premium payments to all individuals. Also before the legislature are proposals for PACE and a royalty oil trust.

INTERIM WORK PROGRAM

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Administration policy on retirement of outstanding state general obligation bonds has not yet been set. Committee hearings on SB 13, 296, and 297 begot general support for the concept, but we decided to pursue the issue further during the interim and prepare recommendations in the context of broader economic and expenditure policy. The work will be pursued in cooperation with the Department of Revenue and Governor's Office.

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(Senator Terry Stimson, Subcommittee Chairman)

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Planning and Institutions

We will continue to examine alternatives for long range economic and policy planning dealing with the use of Alaska's wealth, economic development, human resources, and the like. The experience of other states will be examined in terms of applicability to Alaska. Review of ongoing planning activities of state agencies will be continued.

A major objective of this work component is to evolve a process and structure suited to Alaska's needs. Specific attention will be given to institutionalizing long range economic, resources, and development planning within the executive branch, and exploring the most appropriate manner in which the legislature could deal with broad economic policy issues on a continuing basis.

ANCHORAGE STATE OFFICE COMPLEX OVERSIGHT

Continuing oversight will be provided for activities of the Department of Administration and their consultants in planning, design, and other actions leading to site acquisition and construction of the Anchorage state office complex.

PUBLIC ASSISTANCE OVERSIGHT

A general oversight review of public assistance programs of the Department of Health and Social Services will be carried out in coordination with the Legislative Budget and Audit Committee. Oversight will cover effectiveness of the Division of Public Assistance in implementing programs and carrying out legislative intent, identification of program management problems and needs, determination of unmet needs in the area of social services, and other topics that may assist in judging compliance with law and need for additional legislation.

DECENTRALIZATION OF STATE GOVERNMENT

In pursuit of SB 93, a general review will be made of alternative approaches to decentralization of state decision making to regional, district, and local offices, and to limitation of the number of state employees in headquarters offices in the state capital, wherever it may be located. The work will result in proposals for followup through legislation, administrative action, or further, more detailed, analysis.

STATE OF ALASKA
THE LEGISLATURE

POUCH Y - STATE CAPITOL
JUNEAU, ALASKA 99811
907-465-3800

LEGISLATIVE AFFAIRS AGENCY

EQUIPMENT LOAN AGREEMENT

THE FOLLOWING EQUIPMENT HAS BEEN LOANED TO SEN. FISCHER
SENATE STATE AFFAIRS
(COMMITTEE NAME)

FOR INTERIM USE:

EQUIPMENT:

IBMEM TAG# 3554 SN-28-0153267

IBM CS II TAG# 4932 SN-4817610-09

IBM ET 60 TAG# 4942 SN-110078998

IBM ET 60 # 05980 SN-11-0115-11-3054119

PLEASE SIGN HERE

Kenneth Fleming for Sen. Fischer TO VERIFY.

(SIGNATURE)

AFTER SIGNING AGREEMENT, PLEASE RETURN TO THE LEGISLATIVE AFFAIRS AGENCY,
POUCH Y, JUNEAU, AK.

Senate State Affairs Committee

Anchorage

1 00 a

Reason for inventory (annual, personnel change, etc):

Responsible individual (type or print):

ANNUAL Tag Number

Item Number	New Property Control Number	Old Property Control Number	Item Name	Description (mfr, model, s/n, size, etc)	Remarks
1.		31-06636		TIF 7711BK	YC
2.		06636		TYPING STAND BLACK	YC
3.		06630		"	YC
4.		06639		HON 7421R Desk Black+Walnut	YC
5.		06671		HON 7090L ^(Typing arm) Return, Black+Walnut	Y
6.		06638		Watson CFO/2448 Table 24x48 ^{Walnut Top} Black legs	Y
7.		06680		Sec'y chair Haskell F5006	Barrett
8.		06679		" " " "	"
9.		06676		Side Chair Haskell F5005	"
10.		06675		Side Chair Haskell F5005	"
11.		06677		Side Chair Haskell F5005	"
12.		06678		Side Chair Haskell F5005	"
13.		06674		Exec Chair Haskell F500	"
14.		06673		Exec Chair " " "	"
15.		06681		HON 7401 Desk Black+Walnut	
16.		06683		" " "	
17.		06635		Coat hanger 6 hook tree, black (Coat Rack)	
18.		06685		HON 548A Bookcase Black	
19.		06686		HON 214C-BK 4 Drawer File Cabinet	
20.		06707		Record 2-call	
21.		06687		HON 214C-BK 4 Drawer File Cabinet	
22.		06688		HON 312C BK 2 Drawer File Cab	
23.		06689		HON 312C BK 2 Drawer File Cabinet	
24.		06682		HON 7401 Desk Black+Walnut	

one copy in your file. Original to be signed, dated, and returned to Departmental Property Officer within 10 working days unless otherwise noted.

I acknowledge that all controlled property items on this form have been physically inventoried and are accounted for. I am responsible for the continued control and protection of the items except #54 State-owned property.

Signature of responsible individual:
Danna Fleming

Date signed: *13 on page 2 will revert*
Nov 5, 1981 charge of *Legislative Office, Anchorage*

Reason for inventory (annual, personnel change, etc):

Responsible individual (type or print):

ANNUAL

Index	New Property Control Number	Old Property Control Number	Item Name	Description (mfr, model, s/n, size, etc)	Remarks
1.		06684		HON 548A Bookcase Black	YOS
2.		07090		WALNUT TOP, BLACK LEGS 24x48 Watson CHFO/2448 Chancelok URN Table	YOS
3.		07091		HON 7401 Desk Black+Walnut	YOS
4.		07969		File cabinet (4 drawers tan)	
5.	↓ Items below		only	will return to Juneau ↓	
6.		05986		IBM Electronic Typewriter	
7.		04932		IBM Selectric II	
8.		07092		TIF 1177 Typing Stand Black+Walnut	YOS
9.		04967		IBM Mini cassette recorder	
10.		06132		TOSHIBA BC-1232PV ^{Printing} Calculator	
11.		04942		IBM 60 Electronic Typewriter	
12.		03554		IBM Memory 100 Typewriter	
13.		04969		IBM Mini Cassette Recorder	
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					

one copy in your file. Original must be signed, dated, and returned to Departmental Property Officer within working days unless otherwise noted.

I acknowledge that all controlled property items on this sheet have been physically inventoried and are accounted for, and that I am responsible for the continued control and protection of State owned property.

Signature of responsible individual:

Karna Fleming

Date signed:

Nov 5, 1981



Official Business

Alaska State Legislature

Senate

Office of the President

Pouch V
State Capitol
Juneau, Alaska 99811

MEMORANDUM

TO : SENATOR VIC FISCHER
SENATE STATE AFFAIRS COMMITTEE

FROM : SENATOR JAY KERTTULA
SENATE PRESIDENT

DATE : AUGUST 17, 1981

SUBJECT: INTERIM BUDGET

Attached is a copy of the approved interim budget for the Senate State Affairs Committee.

If you have any questions, please call my office at 465-3771 or 465-3772.

JK/aj

Attachment

400 Commodities

Office Supplies anticipated _____
Miscellaneous and unanticipated expenses...\$5,000

500 Equipment

- 1. Furniture \$2,500 (included in #400 on previous page)
- 2. _____
- 3. _____

Petty Cash:

Yes / / No / /

Amount \$ _____ Custodian: _____
Name

Travel Request Books:

Yes / / No / / Custodian _____
Name

Signature: /s/ Senator Vic Fischer _____

Approval Jay Kerttula Date: 8/13/81
Senate President

Senator Jay Kerttula
By: Autumn Jackinsky
Legislative Coordinator



Alaska State Legislature

Senator Vic Fischer - Pouch V - Juneau, Alaska 99811 - (907) 465-4954

TO: Sen. Jalmar Kerttula
Senate President

FROM: Sen. Vic Fischer *V. Fischer*

DATE: July 20, 1981

RE: Interim Budget--Senate State Affairs Committee

SENATE STATE AFFAIRS COMMITTEE

Personal Services

Secretary	7-1-81*1-10-82	\$2135/mo. (15A)	13,401
Researcher	8-1-81*1-10-82	\$2455/mo. (17A)	12,955
Professional Asst.	8-1-81*1-10-82	\$3260/mo. (21A)	17,203
			43,559

Travel, per diem, and honoraria

Committee chairman, members, staff	18,000
Workshop and symposium participants, consultants, etc.	30,000
	48,000

<u>Misc. and unanticipated expenses</u>	5,000
	5,000

<u>Furniture</u>	2,500
	2,500

99,059

PERSONAL OFFICE

Office Expenses, Travel, Per diem	20,000
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The above is budget revision for the program set out in my previous memo dated June 5, 1981. It is based on certain contracts being funded from sources other than this budget.

STATE OF ALASKA
THE LEGISLATURE

POUCH Y - STATE CAPITOL
JUNEAU, ALASKA 99811
907-465-3800

LEGISLATIVE AFFAIRS AGENCY

MEMORANDUM

September 14, 1981

TO: INTERIM COMMITTEES
FROM: Richard G. Berg, Director
Administrative Services
SUBJECT: Accounting Procedures

BUDGETS & EXPENDITURES

Attached are printouts covering expenditures for your committee for the months of July and August. Appropriate notes have been made on your forms to help you interpret the information. As it is the responsibility of each committee chairperson to work within the allocated budget, we suggest that you acquaint yourself with the forms and review them for accuracy.

Please note that these budgets only reflect items that have been recorded on the books. They do not include items that are enroute to our office, therefore, it is essential to take items into account for future budget projections, i.e., outstanding travel and per diem checks, telephone bills, etc.

BILLINGS

Your committee has been assigned Account Number 026-Senate State Affairs

When transmitting items to accounting, please complete the billing in the following manner:

O.K. to Pay
John Doe
9/9/81
Account 31-92-1-xxx

We have been receiving billings with no authorization, thus necessitating the procedure of returning the billing to the committee which causes unnecessary delay to the vendor.

RGB:mmm

MEMORANDUM

TO: Senator Jalmar Kerttula
Senate President

FROM: Senator Vic Fischer

DATE: June 3, 1981

RE: Use of Discretionary Committee Funds

Some weeks ago, you suggested that I use part of the \$25,000 allocation to State Affairs Committee for purchase of equipment for the Committee's interim office in Anchorage.

It is my intention to make arrangements on June 13 during my Anchorage trip to obtain office furniture, a tape recorder, telephone answering device, and other appropriate equipment and supplies.

In addition, I would like to issue a request for proposals to provide some consultant services to the Committee in the interim. If possible, I would like to contract before June 30 and obligate any available balance for this purpose. ((I expect to use additional consultant services from the regular interim budget.))

Please indicate whether you concur with these expenditures from the Committee account.

/sq

Senator Vic Fischer

CONCUR:

Senator Jalmar Kerttula
Senate President

LAURA -----

HOW DO WE PROCEED TO RENT OFFICE SPACE IN ANCHORAGE???

TO ARRANGE FOR TELEPHONE SERVICE?

TO PURCHASE FURNITURE, OR BORROW OR STEAL IT?

TO PURCHASE TYPEWRITERS?

TYPE: SELF CORRECTING

MEMORY? TYPE?

OTHER????????

I'D LIKE TO KNOW ANSWERS BY EARLY THURS AM,

THX

000XXX

VVVVVVVVVV

PLS KEEP ATTACHED TOGETHER AND RETURN WITH ANSWERS

AM PLANNING TO RENT SPACE AT \$450/MONTH

KERTTULA HAS TOLD ME I CAN USE PART OF DISCRETIONARY 25K TO BUY
TYPEWRITERS AND OTHER STUFF FOR OFFICE

STIMSON WILL SHARE OFFICE; MAINLY LICIA

5-21-81

MY LIEGE LORD AND FEARLESS COMMANDER:

RE: LOGISTICS OF SETTING UP ANCHORAGE OFFICE

As per my conversations with Leo Wheadon 5-20 and 5-21 setting up your office will be painless with assistance of the Legislative Affairs Agency.

SPACE ACQUISITION:

Have landlord send billing to Legislative Affairs Agency, Pouch Y, Juneau. Be sure billing indicates which committee account is to be debited (e.g., State Affairs). SOMEONE WILL HAVE TO SIGN A CONTRACT; have it sent down to Legislative Affairs Agency for signature.

OFFICE/HEAVY MACHINES:

Select what kinds of typewriters you would like to have in the office and we will let Leo Wheadon know; the Legislative Affairs Agency will ship them to Anchorage Air Freight.

FURNITURE:

Some furniture from past offices is stored in Anchorage. Charity Kadow and Judy Hopkins of the Anchorage Legislative Information Office presumably have the keys; I have informed Sumner of this so that he may follow up on it today.

Other furniture may be leased or purchased; Legislative Affairs Agency should be sent the billing clearly stating which committee account should be debited.

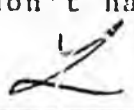
OFFICE SUNDRIES:

Yukon Office Supply will handle your every office need (maybe). Simply be sure to have invoices made out to Legislative Affairs Agency and specific committee when you pick up stuff and sign for it.

PHONE:

Call the phone company when you are two weeks from opening the office (maybe after session) and request that the phone be installed. Of course, Legislative Affairs will pick up the tab as long as you indicate which committee account should be debited.

If you have any other questions I probably don't have a ready answer but will play detective for you.



HUGHORRABE

Dear Mr -

Was pleased to have a chance to speak with you last weekend. Glad to see that you continue to participate the club & thought you might appreciate the enclosed.

Also, as you know, Tom & I are trying to raise out the second floor of the 515 Frisling. The offer are very competitive and might be good for certain committee.

Includes all utilities & janitorial

Suite #2	(2 offices)	230 sq' @	\$220/mo
Suite #3	(3 offices)	384 sq' @	335/mo
Suite #4	(4 offices)	915 sq' @	875/mo

* Suites #2 + #3 can be combined into one suite.

If you are interested or know of any Registrator who are, please let me know.

Best wishes,

Dave Rose
4326 E 57th Ave
Anch, AK 99524



Alaska State Legislature

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If there is other information about the correct procedures which we should know about, please let me know as soon as possible so that no complications arise. Thank you for your assistance with this.

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cc: Leo Wheadon

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Alaska State Legislature

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Official Business

MEMORANDUM

TO: Leo Wheadon
LAA--Supply

FROM: Laura Fleming *Laura Fleming*
Staffperson, Sen. Fischer's office

DATE: June 10, 1981

RE: Office machines

I have talked with both you and Miles about the procedure for having office machines sent to Anchorage for the interim. This memo will serve as a request for the equipment we would like to have shipped up, and if we can provide further details please let me know.

The office will be located at 511 West 4th Ave., Ste. 5, Anchorage, 99501. Someone should be on hand to receive things about a week after adjournment---if you like we can call you when someone is on hand (provided the things are sent Air Freight---otherwise maybe we can have them sent to the Legislative Information Office the last week of session).

- 1) IBM Memory 100 Typewriter, Serial. # 28-0153267, State Tag #31-03554 (Located in Sen. Fischer's office, 205 Behrends)
- 2) Accounting Calculator/Adding Machine with tape, State Tag #31-06132 BC-1232PV Toshiba (Located in 205 Behrends)
- 3) IBM Mini-cassette recorder, State Tag #31-04967
- 4) 1 Correcting Selectric III
- 5) IBM 75 Electronic Typewriter (The one in our office doesn't seem to have a State Tag # on it and I can't locate the serial number--you may want to tag it and send it along with the instruction book nearby.)
- 6) Dictaphone and transcriber for mini-cassette like the one currently in 205 Behrends (this one was provided by Yukon Office Supply while they worked on the mini-cassette adapter belonging to the state--you may want to check on this). I'd like an identical model if I can't get this particular one.
- 6) Cassette recorder of the type used to record committee meetings (spoke to Miles about this)

Finally, if you could see your way clear to include a few accessories when you send up the machines, I'd really appreciate it. For example, at least two non-elite typewriter balls for each of the three typewriters (one Orator ball for two of the three) and some extra ribbon cartridges and erase ribbon cartridges (the ones for the IBM 75 are very odd) and if I'm very, very lucky, maybe you'll send me an extra roll of paper for the printing calculator and some mini and regular cassettes for the tape machines. What do ya say?

If this order is just simply too tall, let me know and I'll do what I can to modify it. Otherwise, many thanks for all your help, which you have rendered so generously all along.

cc: Miles Collins



Alaska State Legislature

Senate Committee on State Affairs

Vic Fischer, Chairman • Pouch V • Juneau, Alaska 99811 • (907) 465-4954

Official Business

M E M O R A N D U M

TO: Senator Kerttula
Senate President

FROM: Senator Fischer *Vic*

DATE: June 5, 1981

RE: Interim Work Program

Attached is the proposed State Affairs Committee program for work during the interim prior to the 1982 session. The program covers legislation currently pending in the committee as well as areas of investigation that should eventually lead to legislation and legislative policy.

Legislative oversight of public assistance programs in the Department of Health and Social Services will be carried out under aegis of the State Affairs Committee with concurrence by Senators Parr and Sturgulewski. Senator Parr suggested that rather than doing the work through the HESS committee, we should do it through State Affairs, since the latter has broad oversight jurisdiction anyway. Our work, which will concentrate on policy and management issues, will be coordinated with the Legislative Budget and Audit Committee.

A rough, tentative budget is also attached for your review. I'd like to discuss it with you.

Your support and endorsement of the proposed interim work program will be greatly appreciated.

/sq

PROPOSED 1981 INTERIM WORK PROGRAM - June 5, 1981

ETHICS CODE, FINANCIAL DISCLOSURE, LEGISLATIVE REFORM, ETC.

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(Senator Terry Stimson, Subcommittee Chairman)

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ive of this work component is to evolve a process and suited to Alaska's needs. Specific attention will be give Institutionalizing long range economic, resources, and develop, eat planning within the executive branch, and explor- ing the most appropriate manner in which the legislature could deal with broad economic policy issues on a continuing basis.

ANCHORAGE STATE OFFICE COMPLEX OVERSIGHT

Continuing oversight will be provided for activities of the Department of Administration and their consultants in planning, design, and other actions leading to site acquisition and construction of the Anchorage state office complex.

PUBLIC ASSISTANCE OVERSIGHT

A general oversight review of public assistance programs of the Department of Health and Social Services will be carried out in coordination with the Legislative Budget and Audit Committee. Oversight will cover effectiveness of the Division of Public Assistance in implementing programs and carrying out legislative intent, identification of program management problems and needs, determination of unmet needs in the area of social services, and other topics that may assist in judging compliance with law and need for additional legislation.

DECENTRALIZATION OF STATE GOVERNMENT

In pursuit of SB 93, a general review will be made of alternative approaches to decentralization of state decision making to regional, district, and local offices, and to limitation of the number of state employees in headquarters offices in the state capital, wherever it may be located. The work will result in proposals for followup through legislation, administrative action, or further, more detailed, analysis.

Planning and Institutions

We will continue to examine alternatives for long range economic and policy planning dealing with the use of Alaska's wealth, economic development, human resources, and the like. The experience of other states will be examined in terms of applicability to Alaska. Review of ongoing planning activities of state agencies will be continued.

A major objective of this work component is to evolve a process and structure suited to Alaska's needs. Specific attention will be given to institutionalizing long range economic, resources, and development planning within the executive branch, and exploring the most appropriate manner in which the legislature could deal with broad economic policy issues on a continuing basis.

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PROPOSED INTERIM BUDGET
State Affairs Committee
June 5, 1981

Committee Staff and Consultants \$ 65,830

Travel

Committee	9,000	
Staff & consultants	9,900	<u>18,900</u>

Per Diem

Committee	9,200	
Staff & consultants	11,700	<u>20,900</u>

Contractual

Research contracts	32,000	
Services contracts	24,000	
Computer services	25,000	
Office lease	3,150	
Telephone	2,000	
Postage	450	
Office supplies	900	
Duplicating/printing/etc	3,000	
Other services & supplies	2,000	<u>92,500</u>

TOTAL \$ 198,130

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M E M O R A N D U M

TO: Dick Berg, Director
LAA--Admin. Services

FROM: Sen. Vic Fischer

DATE: June 8, 1981

RE: Purchase of an IBM Display Writer

Although it is rather late in the session, I would like to purchase an IBM Display Writer for use by the Senate State Affairs Committee at the earliest possible time.

If you require any additional information, or if there appears to be any problem with completing the transaction before the end of the month, please let me know.

Thank you for your assistance with this.

IO.

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915 Sq. Ft. only - \$875

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(Nights or Weekend)

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333-6420

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