

PHASE 1 – FINAL REPORT

Legislative Space Needs in the Wyoming State Capitol

MASTER SPACE PLAN FOR THE STATE OF WYOMING LEGISLATIVE BRANCH OF GOVERNMENT

PREPARED BY



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EXECUTIVE SUMMARY

Carter Goble Lee (CGL) was retained by the Wyoming Department of Administration and Information, Construction Management Office to develop future personnel and space needs for the State of Wyoming Legislature. Phase I of the project included on-site interviews/observation and concluded with a statement of need based on the vision for the Legislative Branch of Government. Phase II will identify the space needs of the Executive Branch. The overall space needs found through both phases of work will be assessed in relation to existing space available in the Capitol Building to outline future development options for the Legislature.

Vision

Based on the interviews with key stakeholders and visual observation of the Wyoming Legislative Branch, the vision over the next twenty years is to retain the culture of the Wyoming Legislature as a citizens/people's house of government while incorporating technology and implementing space solutions that enhance the development and dissemination of public policy between the elected legislators, staff, media, lobbyists, and public.

Future Space Needs

The following process was used to identify and project future space needs for the Wyoming Legislative Branch.

- Interviewed legislators, staff, lobbyists, and media to compare and observe work and operating conditions.
- Collected historical staff and workload indicator data (number of committees, bills, etc.) for each legislative component.
- Calculated the amount of existing floor area occupied by each legislative function - Senate, House, Legislative Service Office (LSO), and Support Services.
- Profiled each component of the Legislative Branch to include mission/function, organization, historic staff, and space considerations to include types of spaces and location.
- Projected future staff levels for the LSO and Session-only Staff to 2025.
- Recommended benchmark space use standards to estimate the amount of square footage needed for space type and/or personnel by legislative function.
- Applied recommended space standards toward the space component and/or future staff levels to project future space needs to 2025.

Approximately 40,000 square feet in the Capitol is currently assigned to Legislative Branch functions. The 2025 total space need of the Legislature ranges from 74,000 to approximately 84,000 square feet depending on a decision regarding dedicated or generic hearing rooms. While this 100% increase in space is major since the number of Legislators will not increase, the greatest need is for additional space that supports the legislative process. The following summarizes several of the legislative components that are driving the need for additional space:

1. **Hearing Rooms.** In Option 1 – Dedicated Hearing Rooms - the doubling of the Senate and House space needs is virtually all related to “right-sizing” of the hearing rooms and the provision of Leadership offices that can accommodate small group meetings. A standard has been recommended and, if applied, a typical hearing room would be approximately 1,300 square feet, rather than the current 3-400 square feet. In Option 2 – Generic Hearing Rooms – the four hearing rooms are decreased to approximately 850 square feet, but private offices are recommended for the Committee Chairs and secretaries. The difference in space requirements for Options 1 and 2 for the Senate is approximately 5,000 square feet and for the House, approximately 4,000 square feet. The major decision is whether both chambers can operate efficiently by greater scheduling of committee work and sharing of larger hearing rooms as opposed to the current dedicated hearing room approach.

2. **LSO Staff.** The 20% increase in LSO space by 2020 reflects the anticipated increase in staff (from 38 to 54, or 42%) and the need for more support space for conference rooms, technology support, and file storage.
3. **Legislative Support Space.** Percentage wise, the greatest space need is associated with the Legislative Support functions where the projected increase is from 3,200 to approximately 22,000 square feet. Within this general component, additional space for the public, media, and lobbyists has been recommended. A particular need is for spaces that enhance the Capitol as a “peoples’ Legislature” which requires space for citizens to access information, bill status, as well as, Members and staff. To improve public accessibility to legislators and information, spaces to accommodate constituency service, press briefings, tele-conferencing, and enhanced security are suggested.
4. **Additional Member Space Considerations.** An optional additional 10,000 square feet would provide private work spaces for all Members away from the respective floors, as well as a dedicated Appropriations Committee workroom. While this additional space is not recommended as a part of the historic Capitol, inclusion of some flexible space in the State Office Building would be a wise decision. Over the next 20 years, the work load of the Members will continue to mount to a point where conducting the affairs of state from the Chamber floors will become more challenging for constituents, lobbyists, and Members.

A comparison by legislative function of existing space to required and optional spaces to meet the 2025 space requirements based on recommended space standards is provided in the following table. For the Senate and House functions, the optional spaces include dedicated versus generic hearing rooms, member workstations, and appropriations work room. For the LSO, all the projected space is required to meet recommended standards. The determination of required versus optional spaces under Support Services is very subjective. However, five spaces are required (as they currently exist) for the efficient and effective operation of the Legislature to include the Joint Appropriations and Large Hearing Rooms, Security Center, Print/Broadcast Media Services, Lobbyist Center, and Medical Support Center.

Phase I Conclusion

For Wyoming to sustain the operation of a part-time, citizens’ legislature, additional space for critical support functions is needed immediately. Adopting an attitude that the “people’s house” must be fully occupied 365 days a year is inconsistent with 1) the preservation of a historic building and 2) the most efficient and effective deployment of staff resources. For the concept of a citizens’ legislature to be sustained, citizens either personally, or through representative staff, lobbyists, and/or the media, must be able to be accommodated safely in the Capitol building during the annual sessions or electronically access outcomes from the legislative process. During non-session time, the Capitol can remain the home for the LSO staff and other critical constitutional officers, while remaining the most important icon of representative government in the State.

Executive Summary Space Table

Space Designation	DGSF			Comments
	Existing	2025 Needs		
		Required	Optional	
Senate				
Senate Chamber	6,378	6,353		
Senate Leadership Offices	1,272	2,025		
Senate Private Telephone Room	202	219		
Members' Conference Room	0	1,215		
Members' Lounge/Toilets	465	656		
Senate Hearing Room	3,384			
Dedicated			11,482	9 dedicated (Option 1) with work area for Comm Chair & Sec
Generic/Shared			6,925	4 generic (Option 2) with separate area for Comm Chair & Sec
Support Space for Session Functions	1,057	2,025		
Member Private Workstations			3,780	Individual workstations for Members in a separate building
Appropriations Work Room			213	Dedicated conference room for Members of Joint Appropriations Committee to research and prepare budget materials
Total Senate	12,758	19,418	27,967	Range based on required versus optional
House				
House Chamber	5,623	6,237		
House Leadership Offices	843	1,890		
Member Private Telephone Room	190	219		
Members' Conference Room	1,073	1,215		
Members' Lounge/Toilets	625	875		
House Hearing Room	3,363			
Dedicated			11,482	9 dedicated (Option 1) with work area for Comm Chair & Sec
Generic/Shared			6,338	4 generic (Option 2) with separate area for Comm Chair & Sec
Support Space for Session Functions	1,193	3,291		
Member Private Workstations			6,048	Individual workstations for Members in a separate building
Appropriations Work Room			298	Dedicated conference room for Members of Joint Appropriations Committee to research and prepare budget materials
Total House	12,910	20,064	31,554	Range based on required versus optional
Legislative Service Office				
Total LSO	10,873	13,013		All space required to meet minimum standards
Legislative Support Services				
Joint Appropriations Hearing Room	1,070	3,750		Essential
Large Public Hearing Room	0	5,625		Essential; can be located in a separate building
Shared Conference Room	536		500	Primarily for staff
LSO Intern	0		1,276	Dedicated work area for session interns
Public Information Services				
Library/Resource Center	0		211	Computer-based information center for public research
Press Briefing	0		1,000	Dedicated room equipped for daily press briefings by Members and other agencies in Capitol
Members' Tele-Conference Center	0		1,500	Dedicated area for Members to schedule tele-conferences with off-site groups, constituents, and other Members off-session
Public & Legislator Meeting Space	0		1,063	Private space for Members to meet with constituent groups visiting Capitol; staging area for citizens coming to Chambers
Security Center	0	405		Essential; control room, response equipment, & briefing space
Print & Broadcast Media Services	702	1,800		Essential; expanded work area for media
Lobbyist Service Center	700	700	1,190	Essential for no less than existing leased space
Medical Support Center	166	270		Essential
Public Cafeteria	0		1,500	Public cafeteria for Members, campus staff, and public
Staff Lounge/Toilets	42		1,080	Private toilets and break area for Capitol staff
Total Support Services	3,216	12,550	21,870	Range based on various support services
Grand Total	39,757	65,044	94,403	Range based on minimum required to maximum optional

Source: GGL; April 2007.

INTRODUCTION

Carter Goble Lee (CGL) was retained by the Wyoming Department of Administration and Information, Construction Management Office to develop future personnel and space needs for the State of Wyoming Legislative Branch of Government. During the Legislative General Session (January to March), the space provided by the Capitol is not sufficient to support the need. A particular demand for space is for appropriately sized hearing rooms for both the House and the Senate. The Legislative Service Office (LSO), which has had a significant increase in staff over an eight-year period, has expanded into the eastern portion of the basement level (less four offices for the Treasurer's Office) to address space needs. The problem with this location, however, is one of adjacency to the House and Senate chambers. Other areas of spatial demands include space for the House and Senate standing committees; permanent office space for House, Senate and LSO staff; legislative hearing rooms, storage; interns and aides; media and lobbyists; and public seating.

The focus of the Space Needs Master Plan is to quantify the amount, type, and location of space that will be required over the next twenty years to assure that Wyoming's "people's house" can accommodate and efficiently manage the rapidly changing methods of communicating the will of the electorate. The specialized staff and the technological support required to allow elective government to be responsive to individual and collective demands requires a thorough assessment of available space and how this space is better used to meet these changes. From this assessment with a focus on the future of legislative government, a Plan can be developed that outlines the options to meet the current space shortage.

The study has been divided into two phases. Phase I involves a series of interviews with key legislators, staff, and other critical stakeholders who require space in the Capitol. Spatial benchmarks are to be recommended for these critical user groups, followed by an initial assessment of the total space needs for the Committees, Leadership and staff, LSO, media, lobbyists, and public. Phase I concludes with a statement of need based on the vision for the Legislature and the role of the Capitol Building. The preliminary results of Phase I are presented in this document. On-site observation and interviews were conducted on January 17th, 18th, and 19th and on February 15th and 16th.

Phase II will include a: comparison of benchmark space needs identified in Phase I to the existing space available in the Capitol Building; analysis of the space needs for the Executive Branch offices located primarily on the first floor and basement; and identification of options regarding the best use of existing space and approaches for locating functions in and out of the Capitol.

VISION STATEMENT

The Future Task Force of the National Conference of State Legislatures (NCSL) published the following view on the future legislature:

“America in 2025 will be an older and even more diverse society, and legislatures will generally reflect that diversity. The economy will move from one based on “atoms” (manufactured things) to one based on “bits” (digital information and data). International trade will become highly important with trade agreements forcing changes in state laws and regulations affecting business ownership, real estate and securities. Technological advances in computers and telecommunications will result in massive amounts of information being available through small, inexpensive, wireless, voice-activated devices. These technological changes will increase the impetus toward direct or participatory democracy.

To remain strong, legislatures need to adhere to those qualities of good legislature articulated by legislative scholar Alan Rosenthal of Rutgers University. They should be ethical institutions, committed to representative democracy, and responsive and open to the needs of the people. There must be collegiality among members. Lawmakers need a clear sense of the legislature as an institution and they need to be active in advocating to the public.”¹

Based on the interviews with key stakeholders and visual observation of the Wyoming Legislative Branch, the vision over the next twenty years is to retain the culture of the Wyoming Legislature as a citizens/people’s house of government while incorporating technology and implementing space solutions that enhance the development and dissemination of public policy between the elected legislators, staff, media, lobbyists, and public.

Fundamental requirements for ensuring this vision include:

- Ensuring constituent/public access and active participation in the legislative process;
- Implementing security measures that compliment and do not hinder public access;
- Increasing the use of LSO staff to assist with researching and understanding the legal implications of the complex issues facing state government;
- Utilization of the Capitol as the home for the Legislative Branch and as a ceremonial office for elected officials (Governor, Treasurer, etc.); and
- Incorporation of technology to reduce the production and dissemination of paper in each chamber;
- Incorporation of technology to enhance public participation in committee/hearing and floor proceedings.

¹ Abstracted from NCSL publication *Legislatures of the Future: Implications of Change* published July 2000.

OVERVIEW OF WYOMING LEGISLATIVE BRANCH

Legislators

Mission/Function. The Wyoming Legislative Branch is a 90-member citizen legislature, with 30 legislators elected to the Wyoming Senate and 60 legislators elected to the Wyoming House of Representatives. Legislators are part-time and do not have personal staff; the Wyoming Legislature employs non-partisan staff to provide administrative and professional services to all members. Some staff work year round for the Wyoming Legislative Service Office (LSO) and other work part-time during the legislative session.

The Legislature meets in general session in odd numbered years, beginning on the second Tuesday of January, for no more than 40 legislative days. The Legislature meets in budget session in even numbered years, beginning on the second Monday of February, for typically 20 legislative days.

Leadership Positions. After every November general election in even numbered years, the legislators hold party caucuses to elect legislative leadership for each party for the upcoming biennium. Leadership elected in the caucuses includes the following.

- Senate - President, Majority Floor Leader, Vice President, Minority Floor Leader, Minority Whip, and Minority Caucus Chairman.
- House - Speaker, Majority Floor Leader, Speaker Pro Tempore, Majority Whip, Minority Floor Leader, Minority Whip, and Minority Caucus Leader

A legislative committee called the Management Council comprised of 13 Members from both parties and consisting primarily of leadership positions serves as the leadership of the Legislature and serves as the policymaking body when the Legislature is not in session.

Legislative Committees. A majority of the Legislature's work is accomplished through legislative committees. There are 12 permanent parallel committees in the Senate and House of Representatives, also referred to as "standing" committees. These committees meet during the legislative session and generally consist of 9 Members in the House and 5 Members in the Senate. The standing committees include: Judiciary; Appropriations; Revenue; Education; Agriculture, State and Public Lands and Water Resources; Travel, Recreation, Wildlife and Cultural Resources; Corporations, Elections, and Political Subdivisions; Transportation, Highways and Military Affairs; Minerals, Business and Economic Development; Labor, Health and Social Services; Journal; and Rules and Procedure. The Journal and Rules and Procedure Committees do not require the same space demands as the other standing committees, since these committees' need is primarily for internal "housekeeping" functions to either document the day's proceedings or discuss the rules governing the proceedings.

The standing committees meet during the legislative sessions to review bills, hear testimony, and recommend action on legislation on the Senate and House floors. The committees meet before and after the daily general session and during the noon recess.

In the period between legislative sessions, the standing committees (except for the Journal and Rules and Procedure Committees) in each body merge to form 10 joint interim committees to study topics assigned by the Management Council. Some committee chairman may create sub-committees to address specified topics assigned to the joint interim committee. These committees and sub committees meet throughout the state during the interim.

In addition to the 10 joint interim committees, members also serve on a variety of select committees and task forces during the interim. Some of the select committees are permanent entities authorized in statute, some are approved

through legislation for a time-limited basis to address a concern to the Legislature, and some are authorized by the Management Council.

As shown in Table 1 and Figure 1, the number of session standing committees and interim committees has remained constant. The number of select/statutory committees, subcommittees, and task forces has increased over the past eleven years. Though standing committees command assigned space in the Capitol during session, the number of select and sub committees has increased the demand for services from LSO staff.

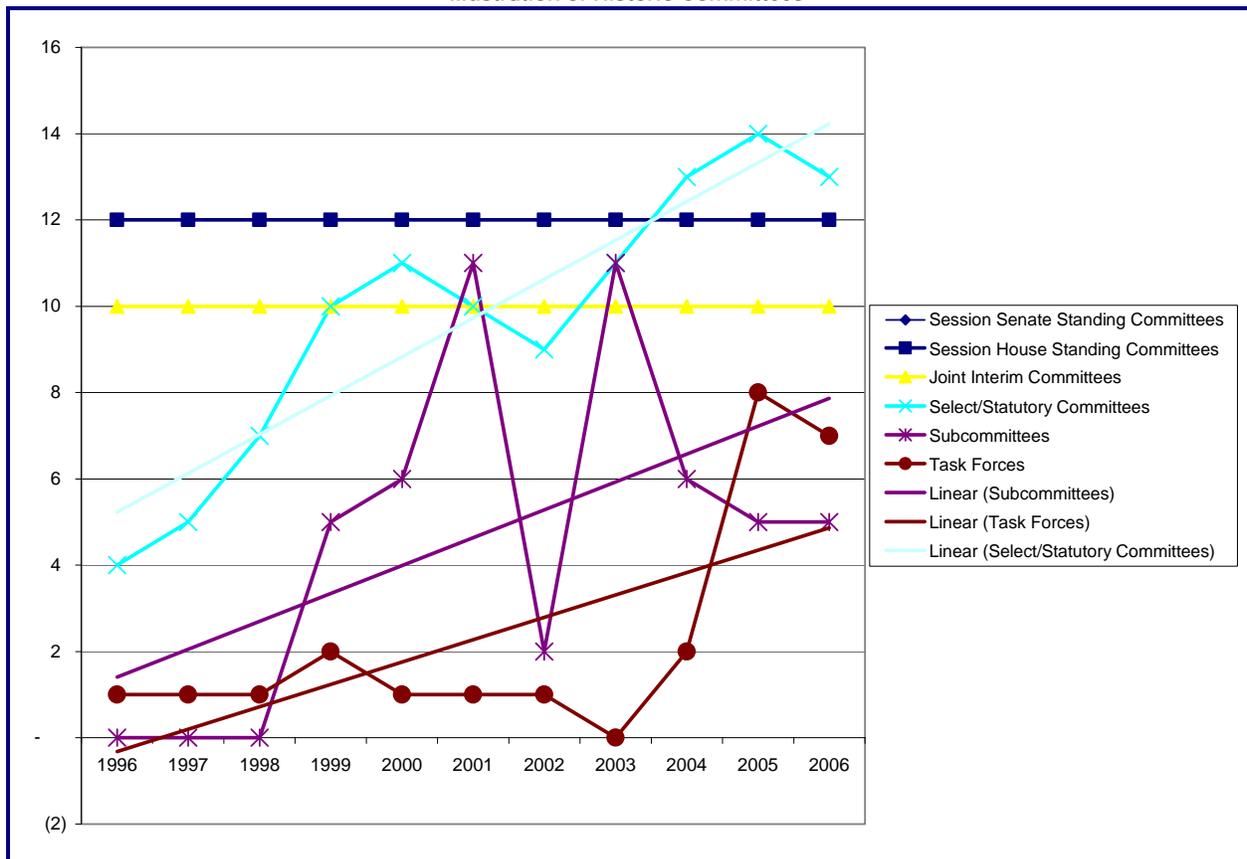
Table 1
 Historic Number of Committees

Item	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	% Chg
Session Senate Standing Committees	12	12	12	12	12	12	12	12	12	12	12	0.0%
Session House Standing Committees	12	12	12	12	12	12	12	12	12	12	12	0.0%
Joint Interim Committees	10	10	10	10	10	10	10	10	10	10	10	0.0%
Select/Statutory Committees ¹	4	5	7	10	11	10	9	11	13	14	13	225.0%
Subcommittees	-	-	-	5	6	11	2	11	6	5	5	
Task Forces	1	1	1	2	1	1	1	-	2	8	7	600.0%

Source: Legislative Service Office; January 2007 and updated February 2007.

¹ Includes Management Council and Management Audit.

Figure 1
 Illustration of Historic Committees



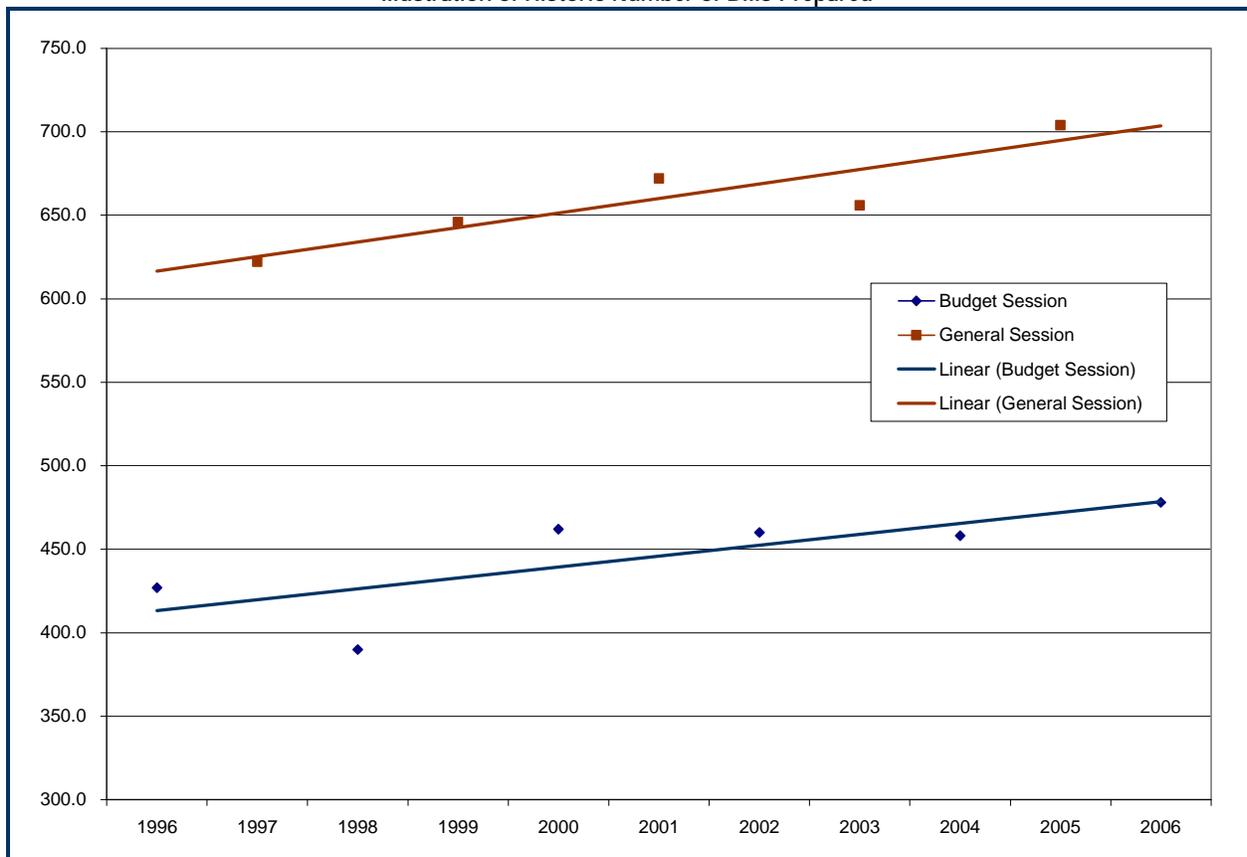
Though the number of select committees has increased over the past eleven years, the number of bills prepared has fluctuated between 400 and 700 every year depending on the type of session with a slight linear increase. The number of bills prepared for the past eleven years by session is shown in Table 2 and Figure 2.

Table 2
 Historic Number of Bills Prepared

Item	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	% Chg
Bills Prepared	427.0	622.0	390.0	646.0	462.0	672.0	460.0	656.0	458.0	704.0	478.0	
<i>Budget Session</i>	<i>427.0</i>		<i>390.0</i>		<i>462.0</i>		<i>460.0</i>		<i>458.0</i>		<i>478.0</i>	<i>11.94%</i>
<i>General Session</i>		<i>622.0</i>		<i>646.0</i>		<i>672.0</i>		<i>656.0</i>		<i>704.0</i>		<i>13.18%</i>

Source: Legislative Service Office; January 2007 and updated February 2007.

Figure 2
 Illustration of Historic Number of Bills Prepared



Space Considerations. On-site observation and interviews were conducted in January and February with the following Senators and House Members.

- Senate President, John Schiffer
- Senate Majority Floor Leader, John Hines
- Senate Vice President, Jim Anderson
- Senate Minority Floor Leader, Ken Decaria
- Senate Minority Whip, Kathy Sessions
- Senator Chairman Phil Nicholas - Appropriations
- Senator Chairman Grant Larson – Minerals, Business, & Economic Development
- Senator Chairman Charles Scott - Labor, Health, & Social Services
- Senator Jayne Mockler
- House Speaker, Roy Cohee
- Previous House Speaker, Fred Parady
- House Majority Floor Leader, Colin Simpson
- House Minority Floor Leader, Marty Martin
- House Chairman Frank Philp - Appropriations
- House Chairman Tom Lockhart – Minerals, Business, & Economic Development
- House Chairman Pete Illoway – Corporation, Elections, & Political Subdivisions
- House Chairman Del McOmie – Education
- House Chairman Pat Childers – Travel, Recreation, Wildlife & Cultural Resources
- House Chairman Jack Landon – Labor, Health & Social Services

A summary of the comments received from meeting with the Senators and House Members is below.

Leadership - Currently in the Senate, the President and Vice President share an office and the Majority Floor Leader has a private office adjacent from the chamber floor. The President's Secretary is located in an adjoining office. The Senate Minority Floor Leader has an office adjacent from the chamber floor on the balcony level. Currently in the House, the Speaker, House Majority Floor Leader, and Speaker Pro Tempore have a private office adjacent from the chamber floor. The Speaker's Secretary is located in a workstation/hallway adjacent to the Speaker's office. The House Minority Floor Leader has an office adjacent from the chamber floor on the balcony level.

Senate and House Leadership agree that a private office is needed for each leadership position adjacent to the chamber floor. In addition, a meeting/conference room is needed for leadership in each chamber. Senate and House Leadership desired a closer adjacency to LSO staff over committee/hearing space (except for Appropriations which must be close to both floors), as long as the committee/hearing space is located within one block with covered/climate controlled access (i.e. Herschler Building). Both groups agree that: the committee/hearing rooms are too small to accommodate the Committee, staff, and the public; improved technology and sound system is needed in the rooms for presentations and recording testimony; and Committee Chairman need an assigned work space whether in the committee/hearing room (current Senate model) or located separately (current House model).

The need for a cafeteria and/or food service adjacent to the Capitol was also noted, as the hectic session and committee schedule does not always allow for going off-site for a meal and such a place could also be used for informal meetings.

Committee Chairman - Currently in the Senate, each committee is assigned a meeting/hearing room to include a work area for the Chairman and Secretary. Currently in the House, committee/hearing rooms are shared to include a work area for the Secretary and Chairman. The Chairmen then have either a private or semi-private office shared with other Chairmen on the balcony level of the chamber floor. House Committee Chairmen are only assigned to the one committee, as Senate Committee Chairman may serve on other committees (due to the number of House versus Senate Members).

Chairman expressed that “time is of the essence” for conducting meetings/hearing before, during, and after sessions. Thus, a close adjacency to the chambers floors is required. There was mixed feelings as to whether this meant within one or two floors from the chambers or an adjacent building. All agreed that the Joint Appropriations Committee needed to be readily accessible to both chamber floors with adjacent separate meeting rooms for the Senate and House Appropriations Committees.

Most agreed that an assigned office space is needed for Chairman, preferably private. Several Chairmen commented on the increasing workload and the need to conduct research during the interim. The need for future LSO legal and research staff was noted.

All commented that the size of the committee/hearing rooms does not easily accommodate the Committee, staff, and the public for most of the committees. Though access to larger rooms in the Capitol (Room 302) and Herschler Building has helped, the spaces are not always available. In addition to space, the need for audio visual and sound capabilities in the committee/hearing rooms was noted.

Summary - Based on interviews with legislators, the following items are expected to not change/remain constant over the next twenty years:

- Number of elected legislators with 30 in the Senate and 60 in the House;
- Organization and number of leadership positions with 6 in the Senate and 7 in the House;
- Number of standing committees at 12 with 10 requiring assigned space needs during the sessions for each chamber; and
- Continued use of Capitol for legislative functions.

Based on interviews and visual observation of the spaces assigned for the elected legislators and session committees, future space plans for the legislators must incorporate the following:

- Assigned private office for each leadership position and a meeting/conference area adjacent to chamber floor;
- Properly sized restrooms and lounge near in chamber;
- Access to phones in chamber;
- Work space for Session-Only staff in chamber; and
- Work space for LSO Legal Services staff in chamber.
- Immediate access/space adjacency from chambers to Appropriations Committee room with a smaller committee room for the Senate and House committee Members;
- Immediate access/space adjacency from chambers to LSO staff;
- Close adjacency to standing committee/hearing rooms, within one block if covered/climate controlled access;
- Properly sized committee/hearing rooms to accommodate the Committee, staff, and the public;
- Incorporation of audio/visual technology and sound systems in committee/hearing rooms;
- Assigned work area for each Committee Chairman (whether in the committee/hearing room or a separate area); and
- Access to a cafeteria/food service during sessions

The Senators and House Members expressed mixed feelings over individual legislator offices in the future, as part of the culture of the part-time citizen legislature is conducting business on the chamber floor. In addition, many viewed the hectic session schedule as precluding the use of an office located out of the Capitol building. However, it was noted by some that the ability to access a private area to review paperwork, return calls, check e-mails, etc. may be beneficial in the future as the workload and issues addressed by the legislature increase.

Session-Only Staff

Mission/Function. Session-only staff are hired for the Senate and House to ensure the orderly flow of legislative proceedings during legislative sessions. Session staff in each house include the: chief clerk, assistant chief clerk, staff supervisor, assistant staff supervisor, journal clerk, floor team operators, reading clerk, sergeant at arms, doormen, watchmen, telephone receptionist, pages, messengers, committee secretaries, copy clerks, leadership secretary, minority secretary, collators, hotline receptionist, bill status clerk, and mail clerks. The session staff for each house work directly for the chief clerk, who is subject to the approval of the membership of each house.

The committee secretaries track actions and record votes for each committee meeting. Reports are prepared after each committee meeting. However, their specific role is determined by the Committee Chairman. In the House, three secretaries are assigned to one committee each and the rest are each assigned to two committees. In the Senate, two committees share one secretary while the rest have an assigned secretary.

According to House session staff, nearly half of their staff process/disseminate paper.

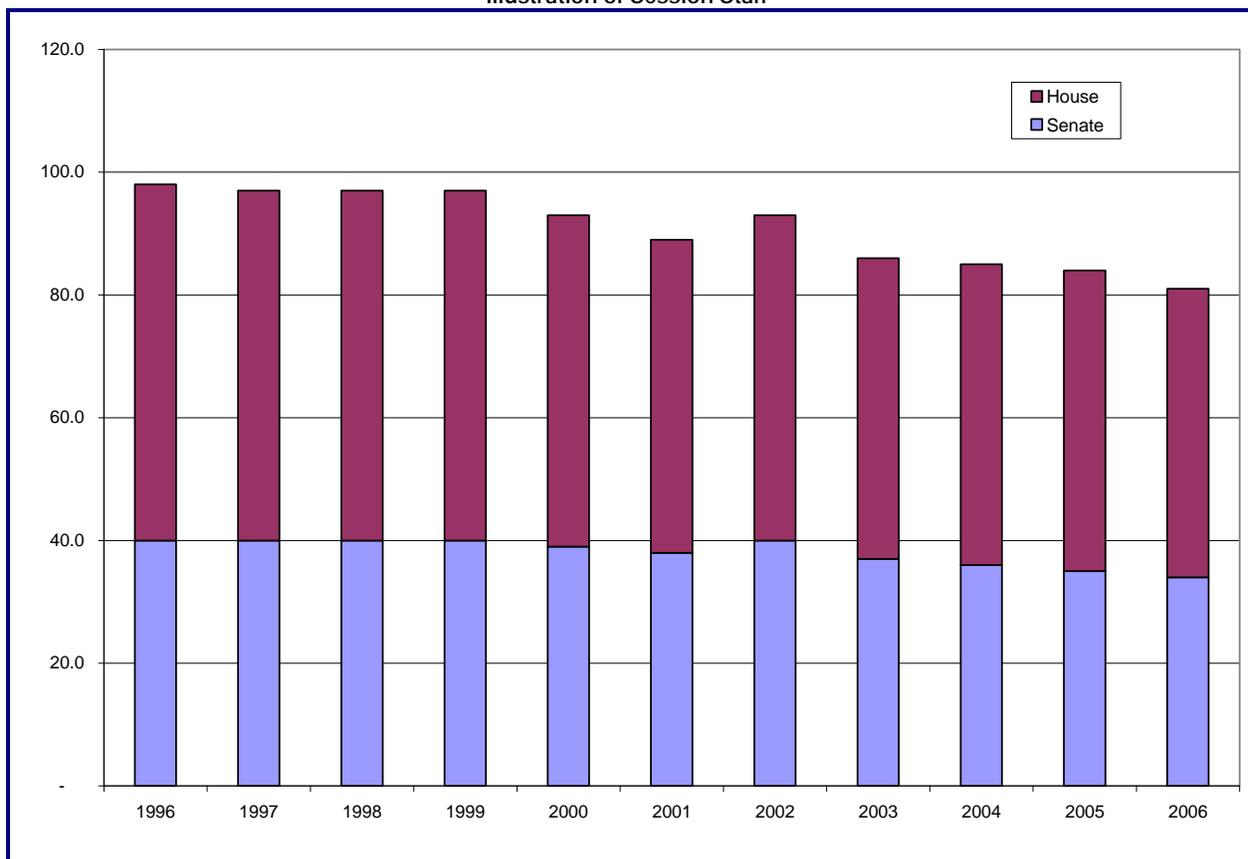
Historic Staff. The number of session staff has declined over the past eleven years for the Senate and House, as shown in Table 3. Over the past three years, the Senate has consolidated a few session staff positions and has cross-trained committee, floor, and attorney secretaries. Figure 3 illustrates session staff by chamber and by year.

Table 3
 Historic Session Staff

Item	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	% Chg
Session Staff												
Senate	40.0	40.0	40.0	40.0	39.0	38.0	40.0	37.0	36.0	35.0	34.0	-15.00%
House	58.0	57.0	57.0	57.0	54.0	51.0	53.0	49.0	49.0	49.0	47.0	-18.97%
Total	98.0	97.0	97.0	97.0	93.0	89.0	93.0	86.0	85.0	84.0	81.0	-17.35%

Source: Legislative Service Office; January 2007.

Figure 3
 Illustration of Session Staff



Space Considerations. On-site observation and interviews were conducted in January and February with the following session staff.

- Senate Chief Clerk Diane Harvey
- Senate Staff Supervisor Judith Parks
- House Chief Clerk Patricia Benskin
- House Staff Supervisor Sue Ann Shaffer

A summary of the comments received from session staff is below.

Senate Session Staff - Staff positions have declined over the past three years through consolidation. Committee secretaries are cross-trained with the floor and attorney secretaries. A couple of the secretaries scan committee documents. The need for an assigned scanning area was noted. The role of the committee secretary is generally to track actions and record committee votes; however, the role is determined by the Committee Chairman. The Chief Clerk, Staff Supervisor, and President Secretary need an assigned office/work space adjacent to the chamber floor.

House Session Staff - The Chief Clerk and Staff Supervisor staff need access to an office all months except April and May to either plan for the sessions or manage session staff during the sessions. Nearly half of the staff process and/or disseminate paper. Currently, three committee secretaries are assigned to one committee, while the rest are assigned to two committees. The Chief Clerk, Staff Supervisor, and Speaker's Secretary need an assigned office/work space adjacent to the chamber floor.

Summary - Due to the staff's function, an immediate space adjacency to each chamber floor is required. Session-only staff consists of office, chamber floor, and committee support staff positions. The office staff requires: an assigned private office for the chief clerk and assistant chief clerk to plan/prepare between sessions and to manage/supervise staff during the sessions; a private office for the staff supervisor and assistant staff supervisor during the sessions; workstations for 2 to 3 clerical/production positions during session; reproduction/collation area; scanning area; and supply storage.

The chamber staff includes a mix of functions (pages, messengers, journal clerk, etc.) with some requiring an assigned space in the chamber during sessions and others requiring access to a workstation when needed. Committee support staff/secretaries need a workstation in the committee/hearing room to assist the Chairman and record the results during the meeting. In addition, committee secretaries need access to work spaces after the meeting/hearing to complete committee reports.

Legislative Service Office (LSO)

Mission/Function. The LSO is the permanent, non-partisan central staff office of the Wyoming Legislature. Since legislators do not have individual staff, these services are provided by the LSO. As staff to the Legislature, the LSO can not accept requests directly from the public or a Legislator's constituent. Policies, rules, and regulations governing the general operations of the LSO are made by the Management Council.

A current organizational chart for the LSO is provided on the following page. Following is a brief description of each LSO function/division.

Legal Services Division. The Division: provides bill and amendment drafting for committees and individual legislators; serves as the staff of the Legislature's joint interim and select committees; provides legal research services to committees and individual legislators; and performs reviews of agency rules and regulations as required by law under the administrative rule review process.

During the sessions, the Division spends the bulk of its time drafting remaining bills and amendments, and divides into Senate and House attorneys to work out of the attorney offices in each chamber. These staff are relocated from their offices during the sessions to make room for committee space and relocated in offices adjacent to each chamber. Each Division member staffs one or two standing committees and the respective subcommittees during the interim and also may staff an additional select committee. The staff provides both administrative (meeting notice, preparing agenda, drafting minutes, etc.) and professional services (research, legal advice, drafting bills, etc.) for the committees.

Budget & Fiscal Section. The section: serves as staff for the Joint Appropriations Committee (JAC); provides support to other committees and individual legislators on budget matters and state expenditures; develops information on revenues and prepares fiscal notes for proposed legislation; and section manager serves as co-chairman of the state's Consensus Revenue Estimating Group (CREG). Since the K-12 school finance is a major factor in the overall state budget, staff has also become more involved in assisting with the Joint Education Committee and performing other tasks related to school funding.

WYOMING LEGISLATIVE SERVICE OFFICE

LSO Organizational Chart

WYOMING LEGISLATURE MANAGEMENT COUNCIL

Legislative Service Office Director

Dan Pauli

Assistant Director for Legal Services

Dave Gruver

Assistant Director for Administration

Mark Quiner

LEGAL SERVICES DIVISION

*Assistant Director,
Legal Services*
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Senior Staff Attorney
John Rivera

Staff Attorneys
Lynda Cook
Gerald Laska
Matthew Obrecht
Vacant
Maxine Weaver

Research Associate
Joshua Anderson

BUDGET & FISCAL SECTION

*Budget & Fiscal
Manager*
Steve Sommers

*Senior Legislative
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Bill Mai

Legislative Analyst
Dean Temte

SCHOOL FINANCE SECTION

*School Finance
Manager*
Dave Nelson

School Finance Analyst
Brenda Long

PROGRAM EVALUATION SECTION

*Program Evaluation
Manager*
Barbara Rogers

*Senior Program
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Program Evaluator
Paula Gordinier
Lisa Jeremiah
James Reuss
Karla Smith
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INFORMATION TECHNOLOGY SECTION

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Technology Manager*
James Griffin

*Information
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Patty Wells
Vacant

Computer Programmer
Warren Meyer

ADMINISTRATIVE SERVICES

Executive Assistant
Cheryl Brown

Administrative Specialists
Vicki Bannan
Cyndi Johnson

Fiscal Officer
Kathy Barrett

Bill Processing Supervisor
Debie Child

Session Only

Copy Machine Operators
Pat Swan
Dick Anthony

Custodian
Don Buster

RESEARCH & INFORMATION SERVICES

*Assistant Director,
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Don Richards

Research Analyst
Matt Sackett

*Associate Research
Analyst*
Joy Hill

*Legislative Information
Officer*

Wendy Madsen
Vacant

Session Only

Intern Coordinator
Lavonda Kopsa

School Finance Section. The Section: coordinates legislative activities related to K-12 school finance reform and for school capital construction; serves as staff to the various committees charged with K-12 education; and coordinates K-12 legislative activities between the Legislature, the State Department of Education, local school districts, and education consultants.

The Section was created in response to the Supreme Court declaring the entire Wyoming K-12 school finance system as unconstitutional in 1995 to assist the Legislature in redesigning the funding formula for school operations and capital construction. During the sessions, the staff provides support to the various committees and commissions charged with K-12 operations and capital funding and coordinates communication between the Legislature, state, and school districts.

Program Evaluation Section. The Section conducts independent and in-depth evaluations of the effectiveness and efficiency of state government programs under the direction of the Management Audit Committee (MAC). The goal of the Section is to improve government operations and services by identifying problems, the causes of the problems, and potential solutions.

Though this Section is part of the LSO, frequent and direct access to the Legislature is not required.

Information Technology Section. The Section: provides hardware and software computer support for the LSO staff, the session staff, and the Legislature to include purchase, maintenance, training, and application development; provides the operation and maintenance of the Legislature's bill drafting and tracking system and distributing the Wyoming Statutes on diskette to the public; and maintains a legislative internet and website.

Since 1995, the Information Technology Section has gone from serving 20 full time staff computer users with 1 server to 35 full time staff computer users, 45 session staff computer users, 90 legislators with laptops, and 5 servers.

Research and Information Services. The Section: provides non-partisan and independent policy analysis on a wide variety of subject matters and responds to general research and information requests from committees and individual legislators; and coordinates training for new and experienced legislators on LSO services available, the legislative process, and government programs; manages the storage and distribution of legislative information to legislators, legislative staff, media and the public; serves as liaison to the media; conducts civic education outreach and encourages citizen participation in the legislative process; and manages the legislative internship program for community college and university students.

The function was formally established in 2003 in response to the increasing demand for research and analysis. During the sessions, the staff need to be readily accessible to the Legislature to answer questions and/or provide additional information.

Administrative Services. The staff provides general administrative/clerical support to the LSO, provides general information to legislators, and answers general questions from the public.

Administrative Services staff should be in a central location to all LSO staff and the Legislature.

Historic Staff. Historic staff totals for each LSO function/division are shown in Table 4. Over the past eleven years, full time LSO staff has increased nearly 68% from 21 to 35 positions. Part of this growth is attributed to the establishment of the Research and Information Services and School Finance Section. Interestingly, LSO temporary staff for during sessions decreased over the period from 7 to 3 positions. An illustration of historic staff by function for each year is provided in Figure 4.

Table 4
 Historic LSO Staff

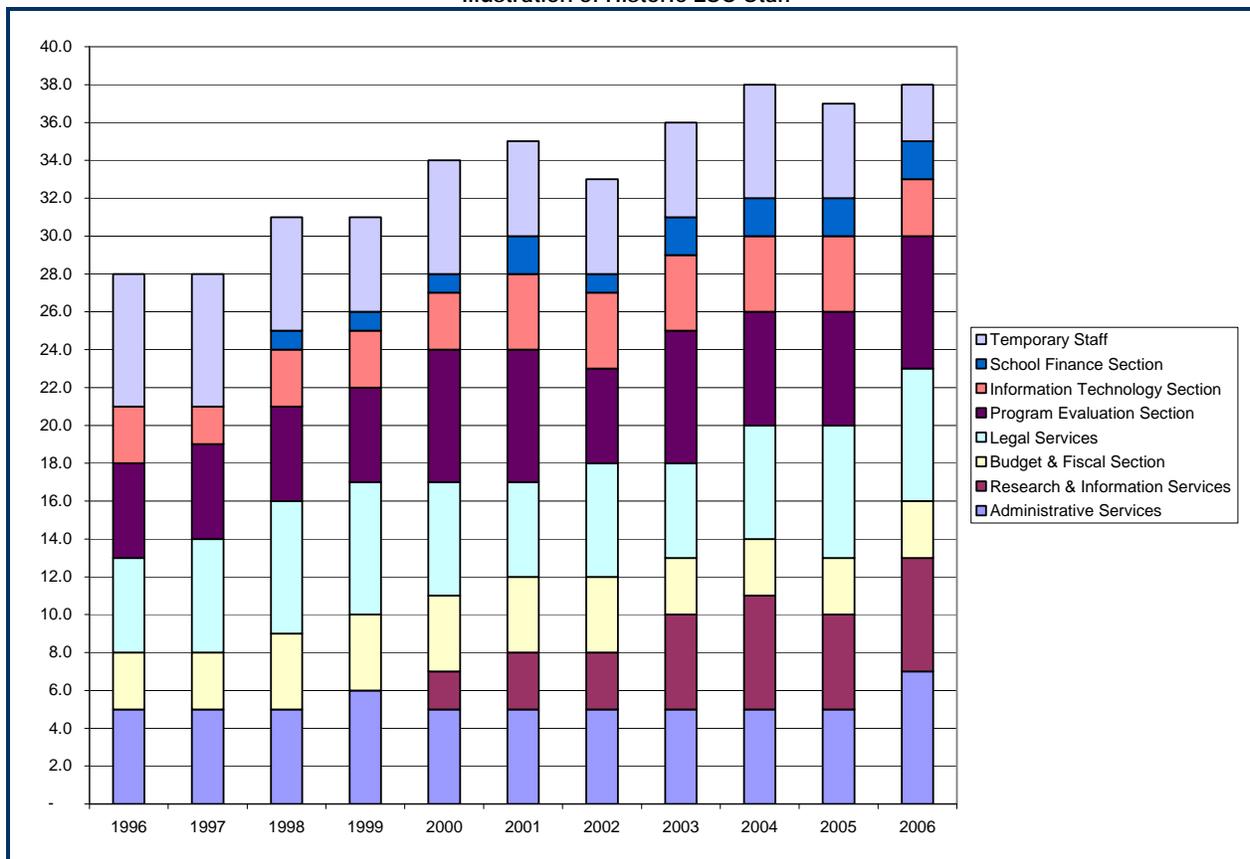
Item	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	% Chg
Legislative Service Office (LSO)												
Administrative Services ¹	5.0	5.0	5.0	6.0	5.0	5.0	5.0	5.0	5.0	5.0	7.0	40.0%
Research & Information Services ²					2.0	3.0	3.0	5.0	6.0	5.0	6.0	200.0%
Budget & Fiscal Section	3.0	3.0	4.0	4.0	4.0	4.0	4.0	3.0	3.0	3.0	3.0	0.0%
Legal Services	5.0	6.0	7.0	7.0	6.0	5.0	6.0	5.0	6.0	7.0	7.0	40.0%
Program Evaluation Section	5.0	5.0	5.0	5.0	7.0	7.0	5.0	7.0	6.0	6.0	7.0	40.0%
Information Technology Section	3.0	2.0	3.0	3.0	3.0	4.0	4.0	4.0	4.0	4.0	3.0	0.0%
School Finance Section			1.0	1.0	1.0	2.0	1.0	2.0	2.0	2.0	2.0	100.0%
<i>Subtotal</i>	<i>21.0</i>	<i>21.0</i>	<i>25.0</i>	<i>26.0</i>	<i>28.0</i>	<i>30.0</i>	<i>28.0</i>	<i>31.0</i>	<i>32.0</i>	<i>32.0</i>	<i>35.0</i>	<i>66.7%</i>
Temporary Staff	7.0	7.0	6.0	5.0	6.0	5.0	5.0	5.0	6.0	5.0	3.0	-57.1%
Total	28.0	28.0	31.0	31.0	34.0	35.0	33.0	36.0	38.0	37.0	38.0	35.7%

Source: Legislative Service Office; January 2007 and updated February 2007.

¹ Includes Director, Executive Assistant, Fiscal Officer, Administrative Secretary, and Data Processing Specialist positions.

² This section was not created till 2003; however, to compare staff positions the Assistant Director of Administration, GIS Specialist, and Legislative Information Officer are shown under this category for 2000 to 2002.

Figure 4
 Illustration of Historic LSO Staff



The request for services from the Legislature is the main driver for LSO staff. As the number of interim committees and the complexity of issues to be addressed by the Legislature increases, so will the demand for LSO staff.

Space Considerations. On-site observation and interviews were conducted in January and February with the following LSO staff.

- Director Dan Pauli
- Assistant Director for Administration Mark Quiner
- Legislative Information Officer Wendy Madsden

LSO Staff – Highlights of the discussion with LSO staff are below.

- LSO formed in 1972 as part of a systemic review of the Legislature.
- Lack of space prohibited growth of the LSO in the past, until area provided in the basement level.
- Currently 4 more positions authorized for Information Technology, Legal Services, Research and Information Services, and Budget and Fiscal.
- The current organization of the LSO in seven functional areas is good, just need some additional positions. However, future growth should be more incremental and not at the same rate of growth as the past ten years.
- Number of bills over the past few years has stayed constant; however, the workload has increased from the number of select and sub- committees during the year (i.e. growth in task forces) and the complexity of issues.
- Program Evaluation Section performs an audit with a team of 3 staff, the number of staff has been steady the past few years. This section is currently located in the basement and does not require immediate access by the Legislature.
- Legal Services, Budget and Fiscal, and School Finance need to be readily accessible by the Legislature.
- Information Technology staff are located in the basement, but during session support staff are in/near the chambers.
- Research is a relatively new section and demand for services will likely increase as legislators use services.
- Space is needed for the LSO library and for interns (up to 12).
- Currently, three people move during the session (very disruptive).
- Any new positions will have to go into committee/hearing rooms and be relocated during session.
- LSO sections share administrative staff and benefit from a central location.
- Nearly ¾ of LSO staff are professional and require a private office.
- Legislature is more diverse and younger and wants more services from LSO.
- Public access to committee/hearing rooms needs to be improved.
- All legal staff move into either the House or Senate Attorney's Office adjacent to the chamber floor during the session to draft bills and amendments.

Summary. All functions of the LSO require typical office environment spaces to include private offices/workstations, meeting rooms, copy/production area, storage areas, file/records storage, and staff lounge/kitchen and restrooms. The LSO is primarily composed of professional positions requiring a private office for confidentiality. Obviously, the co-location of all LSO functions allows for the sharing of administrative staff and common meeting, storage, and employee support spaces. The current practice of relocating offices and positions during the session for committee/hearing space is disruptive and not practical as the staffing of LSO increases.

Legislative Support Services

Mission/Function. Legislative support services consist of a variety of shared and public spaces that support the legislators, media, lobbyists, and public. Spaces include joint meeting rooms, intern area, public/constituent library/resource center, press briefing area, security center; print and broadcast media services, lobbyist service center, medical support, and staff lounge/toilets.

Historic Staff. The Wyoming Medical Society arranges for volunteers during the legislative sessions to provide medical support services (2 volunteers), and the Wyoming Highway Patrol provides security in the Capitol. The Department of Administration and Information provides leased space for the media and lobbyist center.

Space Considerations. On-site observation and interviews were conducted in January and February with the following media, lobbyists, and security representatives. In addition, the medical support area was toured.

- Bob Beck, Wyoming Public Radio
- Renny MacKay, Wyoming Public Radio
- Robert Geha, Broadcast Reporter, KGWN-TV
- Joan Barron, Reporter-Casper Star-Tribune
- Kyle Nicholoff, Wyoming Public Television
- Robert Haight, Wyoming Public Television
- Wendy Lowe, President Capitol Club
- Carol Lane, Manager Capitol Club
- Marguerite Herman, League of Women Voters
- Lt. Scott Minyard, Wyoming Highway Patrol

A summary of the comments received from the media, lobbyists, and security representatives and observations of the medical area are below.

Media – The media need space to prepare and transmit news and to interview legislatures. The work/news preparation and transmission area does not have to be directly adjacent to the chamber floors (though a location in the Capitol is preferred), as long as a sound and video system is provided to hear/see both chamber floors during the session. The media also need access to high speed Internet and a sound booth. There is a goal to provide “gavel” coverage in the future.

A press briefing area for media to interview legislators is needed close to the chamber floors to prevent the current practice of running cords and cable down Capitol corridors. A permanent studio set can be located off-site, since this space can be scheduled. The committee/hearing rooms need to be larger and equipped to record proceedings. Also, an area for media trucks to park adjacent to the Capitol is needed.

Lobbyists – There is concern over citizen access to legislative proceedings. The committee/hearing rooms are not equipped with adequate seating, audio visual capabilities, or acoustics. There is a need for a “Capitol Librarian” or like staff to answer public questions about the Capitol building and legislative process and to be a general resource for obtaining information. A cafeteria is needed not only for accessing food during the hectic schedule but also for informal meetings. To enhance public amenities, secure lockers for the public to store personal items should be available during the session.

Currently, the Capitol Club leases space in the tunnel between the Capitol and Herschler Building. Overall, the space is adequate. Parking is a concern, as there are no legal public spaces available for more than two hours around the Capitol

Security – The Capitol needs a physical security plan to include surveillance cameras, controlled access and processing of visitors, and a security force. Office and support spaces (i.e. control room, squad room, break area, staff lockers, etc.) for a security force do not require a location in the Capitol; though the proximity to the chamber

floors allows for a quicker response. However, a presence at entry/exit points and within the building (roaming, etc.) is needed.

Medical – Medical support during legislative sessions is provided by volunteers arranged by the Wyoming Medical Society. A room to include an exam table, sink, and first aid equipment and supplies needs to be located near the chamber floors.

Summary. To enhance and support the citizen’s legislature, the following support spaces are needed.

- Shared large public meeting/hearing room for up to 75 public seats;
- Library/resource center for the public to access and review information on the Capitol and Legislative Branch;
- Press briefing area for the media to conduct interviews with legislators;
- Tele conference center for legislators and staff to access the state-wide network to increase communication to local constituents;
- Space for the public and legislators to eat and greet;
- Security center to include a manned station near the chambers, a central control area for security staff to monitor building activities through closed circuit television, and staff work areas for a security supervisory staff office and staff support spaces;
- Media work area to include sound/video coverage of both floors and a sound booth;
- Lobbyist service center for the Capitol Club; and
- Medical support area near the chamber floors for legislators.

Space Adjacency

Based on the function/service provided, the Consultant identified the functions that require an Immediate, Close, or Remote adjacency to the legislative chambers. Each classification is defined as follows:

- Immediate – within one or two floors from the chambers.
- Close – within the building, not necessarily with 1 or 2 floors from the chambers (i.e. Basement).
- Remote – within an adjacent building.

Table 5
 Space Adjacency

Space Designation	Adjacency to Chambers		
	Immediate	Close	Remote
Senate			
Senate Chamber	√		
Senate Leadership Offices	√		
Senate Private Telephone Room	√		
Senator Private Work Stations			√
Members' Conference Room	√		
Members' Lounge/Toilets	√		
Dedicated Senate Hearing Room		√	
Generic Senate Hearing Room		√	
Committee Chair Offices (w/secretary)		√	
Support Space for Session Functions	√		
House			
House Chamber	√		
House Leadership Offices	√		
Member Private Telephone Room	√		
House Member Private Work Stations			√
Members' Conference Room	√		
Members' Lounge/Toilets	√		
Dedicated House Hearing Room		√	
Generic House Hearing Room		√	
Committee Chair Offices (w/secretary)		√	
Support Space for Session Functions	√		
Legislative Service Office			
Administrative Services		√	
Legal Services Division	√		
Budget & Fiscal Section	√		
School Finance Section	√		
Program Evaluation Section			√
Information Technology Section		√	
Research & Information Services		√	
Temporary Staff		√	
Legislative Support Services			
Joint Appropriations Hearing Room	√		
Large Public Hearing Room			√
LSO Intern			√
Public Information Services			
Library/Resource Center			√
Press Briefing	√		
Members' Tele-Conference Center			√
Public & Legislator Meeting Space	√		
Security Center			√
Print & Broadcast Media Services			√
Lobbyist Service Center			√
Medical Support Center	√		
Staff Lounge/Toilets		√	

Source: CGL; January 2007 and updated February 2007.

BENCHMARK SPACE STANDARDS

The Phase I process of defining space needs is different from defining space for an architectural program that leads to a building design. The aim at the study level is to define general space requirements by applying space standards against the projected number of space types (i.e., committee/hearing rooms) or the estimated personnel by component. While this approach will not produce a finite space allocation, for planning purposes the method has historical validity and can be used to reach consensus on the physical organization of the Legislative Branch.

At this space planning level, the size of individual offices/work stations is not as important as the total allocation of space for each staff position. For example, an office may be 100 square feet (SF), but the total space necessary to support that office requires corridors, conference rooms, public counters, etc. Therefore, the total *Department Gross Square Footage (DGSF)* used at this level represents the sum of the various personnel, support, public, storage, equipment, and circulation net square footage spaces within the confines of that component/department, including interior walls.

While most jurisdictions promulgate net square footage standards as a means of assuring parity amongst the various agencies and departments, these standards are most useful in the subsequent architectural programming stage, but not at the early planning level. Therefore, at the planning level, these net square feet standards (NSF) must be increased to allocate not just the size of individual offices/workstations, but to also include in the standards a factor for support spaces. Research conducted nationally enables us to translate the net space assignments into departmental gross square feet (DGSF) standards that can then be applied against the previously proposed personnel estimates.

Based on the Consultant's on-site observation of the Wyoming Legislative Branch and planning experience, a DGSF per function or personnel allocation was prepared for each legislative component. Table 5 presents the resulting general DGSF space standards for each component of the Legislative Branch. For study purposes, the standards in Table 6 will be applied against the estimated number of space types or personnel by the major components. The Master Plan is based on the projected needs of the Legislative Branch by 2020 in even five year increments.

Note that the proposed space standards are expressed as DGSF and that grossing factors must be added to determine total building size. *Building gross square feet (BGSF)* is the sum of all assignable (DGSF) spaces and non-assignable spaces to include exterior wall thickness, common public circulation area, public restrooms, stairwells, elevators, and mechanical spaces. A BGSF factor is applied after the addition of all the DGSF components to yield a final estimate of the full spatial impact of each component of the building. Building grossing factors can range from 15% to 60%+ depending on the building's purpose. In general, the more subdivisions (rooms) or public spaces required within a building, the higher the grossing factor. As such, a building with predominately individual rooms will require a higher grossing factor than a building with predominately large open spaces. Since this exercise assumes that all space will remain in an existing building, applying the DGSF standard will provide a good approximation of future need within the Capitol building.

Referring to Table 6, the first column (Net SF) attempts to apply an average net area for a particular function, e.g., the actual floor area for a Senator's desk. The second column (Support NSF) captures the support space such as chamber lobby to and public galleries as a percentage applied to the NSF in the first column. The final column (Circulation) is also a percentage applied against both the NSF and the Support NSF to capture corridors and stairs that are required to access a space. The addition of the three columns provides the recommended DGSF space standard against which the number of staff of a function can be multiplied to yield an estimated total square feet per functional component.

Table 6
 Basic Space Standards

Space Designation	Unit	NSF	Support NSF	Circulation	Total DGFSF
Senate					
Senate Chamber	Senator	35.0	157.5	19.3	211.8
Senate Leadership Offices	Senator	200.0	50.0	87.5	337.5
Senate Private Telephone Room	# of Occupants	20.0	7.0	9.5	36.5
Senator Private Work Stations	Senator	60.0	45.0	21.0	126.0
Members' Conference Room	# of Occupants	20.0	10.0	10.5	40.5
Members' Lounge/Toilets	Senator	12.0	4.2	5.7	21.9
Dedicated Senate Hearing Room	# of Occupants	18.0	13.5	11.0	42.5
Generic Senate Hearing Room	# of Occupants	12.0	9.0	7.4	28.4
Committee Chair Offices	Senator	160.0	56.0	75.6	291.6
Committee Secretary Pool	# of Occupants	48.0	7.2	5.5	60.7
Support Space for Session Functions	Senator	40.0	14.0	13.5	67.5
House					
House Chamber	Member	31.5	63.0	9.5	104.0
House Leadership Offices	Member	160.0	40.0	70.0	270.0
Member Private Telephone Room	# of Occupants	20.0	7.0	9.5	36.5
House Member Private Work Stations	Member	48.0	36.0	16.8	100.8
Members' Conference Room	# of Occupants	20.0	10.0	10.5	40.5
Members' Lounge/Toilets	Member	8.0	2.8	3.8	14.6
Dedicated House Hearing Room	# of Occupants	18.0	13.5	11.0	42.5
Generic House Hearing Room	# of Occupants	12.0	9.0	7.4	28.4
Committee Chair Offices	Member	150.0	52.5	30.4	232.9
Committee Secretary Pool	# of Occupants	48.0	7.2	5.5	60.7
Support Space for Session Functions	Member	50.0	17.5	16.9	84.4
Legislative Service Office					
Administrative Services	Staff	140.0	49.0	66.2	255.2
Legal Services Division	Staff	160.0	56.0	75.6	291.6
Budget & Fiscal Section	Staff	120.0	42.0	56.7	218.7
School Finance Section	Staff	120.0	42.0	56.7	218.7
Program Evaluation Section	Staff	120.0	42.0	56.7	218.7
Information Technology Section	Staff	120.0	60.0	63.0	243.0
Research & Information Services	Staff	120.0	42.0	56.7	218.7
Temporary Staff	Staff	100.0	50.0	52.5	202.5
Legislative Support Services					
Joint Appropriations Hearing Room	# of Occupants	25.0	25.0	25.0	75.0
Large Public Hearing Room	# of Occupants	25.0	25.0	25.0	75.0
LSO Intern	# of Interns	36.0	27.0	22.1	85.1
Public Information Services	# of Public	25.0	6.3	10.9	42.2
Library/Resource Center	# of Public	25.0	6.3	10.9	42.2
Press Briefing	# of Occupants	20.0	20.0	10.0	50.0
Members' Tele-Conference Center	# of Occupants	75.0	45.0	30.0	150.0
Public & Legislator Meeting Space	# of Occupants	35.0	17.5	18.4	70.9
Security Center	# of Occupants	50.0	50.0	35.0	135.0
Print & Broadcast Media Services	# of Occupants	40.0	40.0	20.0	100.0
Lobbyist Service Center	# of Occupants	200.0	150.0	122.5	472.5
Medical Support Center	# of Occupants	50.0	50.0	35.0	135.0
Public Cafeteria	# of Occupants	20.0	20.0	10.0	50.0
Staff Lounge/Toilets	Staff	20.0	10.0	15.0	45.0

Source: CGL; January 2007 and updated February 2007.

With the proposed space standards recommended in Table 6 and the projected number of space types/personnel by function, an estimate of the total space requirements for the Wyoming Legislative Branch can be prepared. Stressing again the methodology; the estimated requirements are based upon assigning an aggregate amount of space per space component and personnel type and is not based upon the development of a room-by-room identification of spaces that will follow in Phase II.

This approach to master space planning is often called “block space planning” and is intended to allow a jurisdiction to test a variety of development options without the cost in time or dollars to develop a detailed architectural program. The development option presented in the next section is based on the “block space” identified through this methodology.

Using drawings provided by the Department of Administration and Information, Construction Management, a calculation of existing space by the functional disaggregation was developed. The drawings are included as an appendix. Table 7 identifies the existing allocation of space for the Legislative Branch in comparison to the proposed “block” space standards (per staff, member, occupant, etc.) presented in Table 6.

Table 7
 Existing Space Allocation

Space Designation	Current Space	Current Staff &/or Participants	DGSF/Staff	Space Standard
Senate				
Senate Chamber, Lobbies, and Halls	6,378	30	212.6	211.8
Senate Leadership Offices	1,272	6	212.0	337.5
Senate Private Telephone Room	202	6	33.7	36.5
Senator Private Work Stations	-	30	-	126.0
Members' Conference Room	-	30	-	40.5
Members' Lounge/Toilets	465	30	15.5	21.9
Dedicated Senate Hearing Rooms	3,384	-	-	42.5
Judiciary	388	24	16.2	
Education	341	24	14.2	
Revenue	306	18	17.0	
Agriculture, Public Lands, Water	401	24	16.7	
Minerals, Business, Econ. Dev.	300	24	12.5	
Labor, Health, & Social Services	430	28	15.4	
Corporations, Elections, Pol. Sub.	383	24	16.0	
Travel, Recreation, & Wildlife	436	28	15.6	
Transportation & Highways	399	24	16.6	
Committee Chair Offices	-	-	-	291.6
Support Space for Session Functions	1,057	34	31.1	67.5
Session Staff Workstations	760	4	190.0	-
Senate Staff Work Room	146	34	4.3	-
Storage, Supplies, & Toilets	151	34	4.4	-
Total Senate Space Needs	12,758	64	425.3	
House				
House Chamber	5,623	60	93.7	104.0
House Leadership Offices	843	7	120.4	270.0
Member Private Telephone Room	190	6	31.7	36.5
House Member Private Work Stations	-	60	-	100.8
Members' Conference Room	1,073	60	17.9	40.5
Members' Lounge/Toilets	625	60	10.4	14.6

Table 7 (Continued)
 Existing Space Allocation

Space Designation	Current Space	Current Staff &/or Participants	DGSF/Staff	Space Standard
Dedicated House Hearing Room	3,363	-	-	42.5
Transportation & Highways	259	18	14.4	
Travel, Recreation, & Wildlife	472	32	14.8	
Judiciary	377	32	11.8	
Minerals, Business, Econ. Dev.	513	22	23.3	
Corporations, Elections, Pol. Sub.	347	22	15.8	
Education	383	28	13.7	
Labor, Health, & Social Services	480	32	15.0	
Revenue	266	18	14.8	
Agriculture, Public Lands, Water	266	18	14.8	
Committee Chair Offices	-	-	-	232.9
Support Space for Session Functions	1,193	47	25.4	84.4
Session Staff Workstations	596	4	149.0	
House Staff Work Room	380	47	8.1	-
Storage, Supplies, & Toilets	217	47	4.6	-
Total House Space Needs	12,910	107	120.7	
Legislative Service Office				
Administrative Services		7		255.2
Legal Services Division		7		291.6
Budget & Fiscal Section		3		218.7
School Finance Section		2		218.7
Program Evaluation Section		7		218.7
Information Technology Section		3		243.0
Research & Information Services		6		218.7
Temporary Staff		3		202.5
Total LSO Space Needs	10,873	38	286.1	
Legislative Support Services				
Joint Appropriations Hearing Room	1,070	20	53.5	75.0
Large Public Hearing Room	-	-	-	75.0
Shared Conference Room	536	-	-	25.0
LSO Intern		12		85.1
Public Information Services	-	-	-	42.2
Library/Resource Center	-	-	-	42.2
Press Briefing	-	-	-	50.0
Members' Tele-Conference Center	-	-	-	150.0
Public & Legislator Meeting Space	-	-	-	70.9
Security Center	-	-	-	135.0
Print & Broadcast Media Services	702	10	70.2	100.0
Lobbyist Service Center	700	2	350.0	472.5
Medical Support	166	2	83.0	135.0
Public Cafeteria	-	-	-	50.0
Staff Lounge/Toilets	42	-	-	45.0
Total Legislative Sup.Space Needs	3,216	14		
TOTAL	39,757	223	178.3	

Source: Carter Goble Lee; February 2007

In the case of the LSO, the aggregate DGSF per staff including interns is 286.1 and the proposed DGSF per staff is less. Since staff has been assigned to existing spaces and these spaces were not originally designed for the use that is currently in place, the proposed DGSF for LSO staff is slightly less than the current allocation. Offices that are occupied by some LSO staff are larger than would normally be assigned for that function, but the current use is partially a function of expediency, availability, and/or adjacency. Therefore, the application of the proposed DGSF standards for LSO staff will primarily apply to planning for full utilization of the Basement area and not LSO space on the 2nd and 3rd levels.

However, in most functional areas, the proposed standard is significantly greater than the current space allocation because all functions of the Legislature lack adequate support spaces for conference rooms, storage, and equipment. If a new purpose-built building was being designed, these support spaces would definitely be included. The challenge, which Phase II should address, is how (or if) these support spaces can be accommodated within the existing Capitol.

While the proposed DGSF standards are based upon Federal GSA, other state, and private sectors standards, the actual space needs cannot be precisely defined except through a detailed programming exercise. This exercise is intended to provide a broad assessment of need for strategic planning and not a spatial program for architectural design.

These standards, when applied against the estimated number of staff by Legislative component will provide an “order-of-magnitude” estimate of the total space required. *From this planning estimate, the State can test various development options prior to undertaking detailed space planning.*

FUTURE STAFF NEEDS

Projections of future space needs are based on both present conditions and other factors to include present space deficiencies, projected staff growth, planned or anticipated functional or operational changes, and space standards based on generally accepted planning and design guidelines and/or the Consultant’s experience in similar projects. These estimates in turn provide a planning basis for examining alternative development strategies and building concepts and thus determining preliminary estimates of construction and project costs. Future staff levels provide an objective basis for estimating the probable magnitude of building space needs in future years.

Legislators

To determine future staff needs for the Wyoming Legislative Branch, the following assumptions have been made:

- Number of elected legislators in the Senate and House to remain constant at 30 and 60, respectively;
- Leadership organization/positions for the Senate and House to not change;
- Number of standing committees to not change requiring assigned space for 10 Committee Chairman and 10 Committee Secretaries for each chamber; and
- Number of sub and select committees to vary depending on complexity of legislative issues.

Session-Only Staff

Based on a review of past staffing trends and discussions with Session-Only staff, future staff levels were prepared. Following the trend of staff reductions due to increased use of technology and the need to lessen the production, collation, and dissemination of paper, gradual staff reductions are projected for each chamber. A summary of the recommended future needs for Session-Only staff is presented in Table 8.

Table 8
 Session-Only Staff Projections

Item	2006	Projected			% Chg
		2015	2020	2025	
Session Staff					
Senate	34.0	33.0	32.0	30.0	-11.8%
House	47.0	44.0	42.0	39.0	-17.0%
Total	81.0	77.0	74.0	69.0	-14.8%

Source: CGL; January 2007 and updated February 2007.

For the Senate, Session-Only staff are projected to decrease from 34 in 2006 to 33 by 2015, 32 by 2020, and 30 by 2025. For the House, Session-Only staff are projected to decrease from 47 in 2006 to 44 by 2015, 42 by 2020, and 39 by 2025. Note that assigned space for chief clerical and secretarial positions and production areas are still needed, as the staff reduction is envisioned for staff collating and disseminating on the floors.

Legislative Service Office (LSO)

Based on a review of past staffing trends and discussions with LSO staff, future staff levels by LSO section were prepared. A summary of the recommended future needs for the LSO staff is presented in Table 9.

Table 9
 LSO Staff Projections

Item	2006	Projected			% Chg
		2015	2020	2025	
Legislative Service Office (LSO)					
Administrative Services ¹	7.0	7.0	7.0	7.0	0.0%
Research & Information Services	6.0	7.0	9.0	11.0	83.3%
Budget & Fiscal Section	3.0	4.0	4.0	5.0	66.7%
Legal Services	7.0	10.0	11.0	12.0	71.4%
Program Evaluation Section	7.0	7.0	7.0	7.0	0.0%
Information Technology Section	3.0	4.0	5.0	5.0	66.7%
School Finance Section	2.0	3.0	4.0	4.0	100.0%
<i>Subtotal Full-Time LSO Staff</i>	<i>35.0</i>	<i>42.0</i>	<i>47.0</i>	<i>51.0</i>	<i>45.7%</i>
Temporary Staff	3.0	3.0	3.0	3.0	0.0%
Total LSO Staff	50.0	58.0	64.0	69.0	38.0%

Source: CGL; January 2007 and updated February 2007.

¹ Includes Director, Executive Assistant, Fiscal Officer, Administrative Secretary, and Data Processing Specialist positions.

As shown in Table 8, total LSO full-time staff is projected to increase from 35 in 2006 to 42 by 2015, 47 by 2020, and 51 by 2025. From 2006 to 2025, this equates to an average annual growth rate of 2.4%. Temporary staff for the LSO during session is held constant at 3 for future years.

Legislative Support Services

A majority of the Legislative Support Services are common spaces shared by all staff. However, a few spaces have people occupying the area and thus driving the space requirement. Note that an occupancy/person standard will be used to project future space needs for the Security Center, Print & Broadcast Media Services, Lobbyist Service Center, and Medical Support Center. However, these positions are not staffed by the Legislative Branch but rather provided or leased space.

FUTURE SPACE NEEDS

Future space needs for the Wyoming Legislative Branch were calculated in for 2015, 2020, and 2025 by multiplying the proposed DGSF space standards by the number of space types and/or personnel by component. At this stage of planning, the focus is upon the identification of broad needs by the various spatial components of the Legislature. The results are staff driven, but through the “Support NSF” factor, the proposed DGSF standards have attempted to include support functions and apply these to a per staff basis. Again, this is not an exact science and another level of precision (e.g., an architectural program) is necessary to obtain a higher level of confidence.

Other than the Senate and House chamber floors, the “form-giver” for the Capitol is the committee hearing rooms. In aggregate, the hearing rooms consume more space than any other function of the Legislative Branch. As has been noted, the relatively small size of the hearing rooms already severely limits public access to a major function of representative government, and especially a “citizen’s legislature”. Adequate space to conduct the core function of legislation – namely debate and discourse – is essential to the process of developing a bill. Therefore, the focus in defining future space needs is the creation of larger hearing rooms.

Two general development options were prepared to meet the space needs of the Legislature that approach the management and allocation of hearing room space in two different ways. The first option proposes dedicated hearing rooms that are large enough to accommodate at least 30 members of the public, as well as Members and staff. In Option 1 – Dedicated Hearing Rooms - the space standard is large enough to also serve as an office for Committee Chairs and a secretary. The space standard also includes an allocation for LSO staff to have a dedicated work area within the hearing rooms.

The second option proposes an approach to assigning hearing rooms that depends on continuing, but improving, the scheduling of hearings so that larger, but fewer, hearing rooms can be created with Committee Chairs and secretaries maintaining separate, dedicated offices. While the number of public participants is the same as Option 1, in Option 2 – Generic Hearing Rooms – the space standard is approximately 30 square feet per participant as opposed to 42 in the Dedicated Hearing Room option. Separate offices for the 10 Senate and 10 House Committee Chairs are provided in Option 2, thus reducing the space requirements of the hearing room.

In all other aspects, the space allocation for the two options is the same. As shown in the following tables, the allocation of space has been disaggregated into four functional groupings: 1) Senate; 2) House; 3) Legislative Service Office; and 4) Legislative Support Services. The space allocation for each of the individual spaces assigned to these four functional components is derived by multiplying the estimated number of staff by the previously discussed space standard. This approach is followed for 2015, 2020, and 2025.

In both the Senate and House, several additional spaces are proposed that holds true for both options, including:

Leadership Offices – Private offices for the six Senate and seven House leadership positions are proposed. The offices are sized to include dedicated space for a secretary.

Member’s Conference Room – A dedicated conference room has been included for the Senate and House that can be scheduled for a variety of caucus activities, meeting special constituency groups, and legislation “work-ups”. Scheduling of the Member’s Conference Room could be achieved through the secretary to the Senate and House leadership.

Support Space for Session Functions – For both chambers, additional space has been proposed for session staff to support the legislative functions including: work cubicles for LSO staff to assist Members in

the preparation of bills and amendments; space to assemble documents; and storage areas for supplies and materials.

Option 1 – Dedicated Hearing Rooms

In Table 10, the space requirements for the continuation of dedicated hearing rooms for each committee of the Senate and House is shown. The total 2025 space need for this option is 84,064 square feet, which is more than twice the amount of space currently allocated to the Legislative functions within the Capitol.

**Table 10
 Option 1 – Dedicated Hearing Rooms Space Needs**

Space Designation	Current Space	2015		2020		2025	
		# of Staff	DGSF	# of Staff	DGSF	# of Staff	DGSF
Senate							
Senate Chamber, Lobbies, and Halls	6,378	30	6,353	30	6,353	30	6,353
Senate Leadership Offices	1,272	6	2,025	6	2,025	6	2,025
Senate Private Telephone Room	202	6	219	6	219	6	219
Senator Private Work Stations	-	30	-	30	-	30	-
Members' Conference Room	-	30	1,215	30	1,215	30	1,215
Members' Lounge/Toilets	465	30	656	30	656	30	656
Dedicated Senate Hearing Rooms	3,384	-	11,482	-	11,482	-	11,482
Judiciary	388	30	1,276	30	1,276	30	1,276
Education	341	30	1,276	30	1,276	30	1,276
Revenue	306	30	1,276	30	1,276	30	1,276
Agriculture, Public Lands, Water	401	30	1,276	30	1,276	30	1,276
Minerals, Business, Econ. Dev.	300	30	1,276	30	1,276	30	1,276
Labor, Health, & Social Services	430	30	1,276	30	1,276	30	1,276
Corporations, Elections, Pol. Sub.	383	30	1,276	30	1,276	30	1,276
Travel, Recreation, & Wildlife	436	30	1,276	30	1,276	30	1,276
Transportation & Highways	399	30	1,276	30	1,276	30	1,276
Committee Chair Offices	-	-	-	-	-	-	-
Support Space for Session Functions	1,057	33	2,228	32	2,160	30	2,025
Session Staff Workstations	760	5	1,114	5	1,080	5	1,013
Senate Staff Work Room	146	28	668	27	648	25	608
Storage, Supplies, & Toilets	151	33	446	32	432	30	405
Total Senate Space Needs	12,758	63	24,177	62	24,109	60	23,974
House							
House Chamber	5,623	60	6,237	60	6,237	60	6,237
House Leadership Offices	843	7	1,890	7	1,890	7	1,890
Member Private Telephone Room	190	6	219	6	219	6	219
House Member Private Work Stations	-	60	-	60	-	60	-
Members' Conference Room	1,073	30	1,215	30	1,215	30	1,215
Members' Lounge/Toilets	625	60	875	60	875	60	875
Dedicated House Hearing Room	3,363	-	11,482	-	11,482	-	11,482
Transportation & Highways	259	30	1,276	30	1,276	30	1,276
Travel, Recreation, & Wildlife	472	30	1,276	30	1,276	30	1,276
Judiciary	377	30	1,276	30	1,276	30	1,276
Minerals, Business, Econ. Dev.	513	30	1,276	30	1,276	30	1,276
Corporations, Elections, Pol. Sub.	347	30	1,276	30	1,276	30	1,276
Education	383	30	1,276	30	1,276	30	1,276
Labor, Health, & Social Services	480	30	1,276	30	1,276	30	1,276
Revenue	266	30	1,276	30	1,276	30	1,276
Agriculture, Public Lands, Water	266	30	1,276	30	1,276	30	1,276

Table 10 (Continued)
 Option 1 – Dedicated Hearing Rooms Space Needs

Space Designation	Current Space	2015		2020		2025	
		# of Staff	DGSF	# of Staff	DGSF	# of Staff	DGSF
Support Space for Session Functions	1,193	44	3,713	42	3,544	39	3,291
Session Staff Workstations	596	5	1,856	5	1,772	5	1,645
House Staff Work Room	380	39	1,114	37	1,063	34	987
Storage, Supplies, & Toilets	217	44	743	42	709	39	658
Total House Space Needs	12,910	104	25,630	102	25,461	99	25,208
Legislative Service Office							
Administrative Services		7	1,786	7	1,786	7	1,786
Legal Services Division		10	2,916	11	3,208	12	3,499
Budget & Fiscal Section		4	875	4	875	5	1,094
School Finance Section		3	656	4	875	4	875
Program Evaluation Section		7	1,531	7	1,531	7	1,531
Information Technology Section		4	972	5	1,215	5	1,215
Research & Information Services		7	1,531	9	1,968	11	2,406
Temporary Staff		3	608	3	608	3	608
Total LSO Space Needs	10,873	45	10,874	50	12,065	54	13,013
Legislative Support Services							
Joint Appropriations Hearing Room	1,070	50	3,750	50	3,750	50	3,750
Large Public Hearing Room	-	75	5,625	75	5,625	75	5,625
Shared Conference Room	536	20	500	20	500	20	500
LSO Intern		13	1,106	14	1,191	15	1,276
Public Information Services	-		3,774		3,774		3,774
Library/Resource Center	-	5	211	5	211	5	211
Press Briefing	-	20	1,000	20	1,000	20	1,000
Members' Tele-Conference Center	-	10	1,500	10	1,500	10	1,500
Public & Legislator Meeting Space	-	15	1,063	15	1,063	15	1,063
Security Center	-	2	270	2	270	3	405
Print & Broadcast Media Services	702	12	1,200	15	1,500	18	1,800
Lobbyist Service Center	700	2	945	3	1,418	4	1,890
Medical Support	166	2	270	2	270	2	270
Public Cafeteria	-	30	1,500	30	1,500	30	1,500
Staff Lounge/Toilets	42	24	1,071	24	1,080	24	1,080
Total Legislative Sup.Space Needs	3,216	31	20,011	36	20,877	42	21,870
TOTAL	39,757	243	80,961	250	82,512	255	84,064

Source: CGL; April 2007

The incremental increase between 2015 and 2025 can be attributed to a slight increase in LSO staff over the years which will be driven by the additional research and legal requirements of the LSO function. The most significant “driver”, however, is the increase in space allocation for the hearing rooms.

Option 2 – Generic Hearing Rooms

In Table 11, the space requirements for changing the current use of small dedicated hearing rooms for each committee of the Senate and House to one that requires a higher degree of scheduling is shown. Even though each standing committee is not provided a dedicated space in Option 2, each Committee Chair is provided a dedicated office that is adequately sized for meeting with committee members, LSO staff, and support staff to discuss legislation. The total 2025 space need for this option is approximately 10,000 square feet less than Option 1 at 74,364 square feet.

Table 11
 Option 2 – Generic Hearing Rooms Space Needs

Space Designation	Current Space	2015		2020		2025	
		# of Staff	DGSF	# of Staff	DGSF	# of Staff	DGSF
Senate							
Senate Chamber, Lobbies, and Halls	6,378	30	6,353	30	6,353	30	6,353
Senate Leadership Offices	1,272	6	2,025	6	2,025	6	2,025
Senate Private Telephone Room	202	6	219	6	219	6	219
Members' Conference Room	-	30	1,215	30	1,215	30	1,215
Members' Lounge/Toilets	465	30	656	30	656	30	656
Dedicated Senate Hearing Room	-	-	-	-	-	-	-
Generic Senate Hearing Room	3,384		3,402	-	3,402	-	3,402
Hearing Room 1 (Currently Ag.)	401	30	851	30	851	30	851
Hearing Room 2 (Currently Labor)	430	30	851	30	851	30	851
Hearing Room 3 (Currently Travel)	436	30	851	30	851	30	851
Hearing Room 4 (Currently Transportation)	399	30	851	30	851	30	851
Committee Chair Offices	-	10	2,916	10	2,916	10	2,916
Committee Secretary Pool	-	10	607	10	607	10	607
Support Space for Session Functions	1,057	33	2,228	32	2,160	30	2,025
Session Staff Workstations	760	5	1,114	5	1,080	5	1,013
Senate Staff Work Room	146	28	668	27	648	25	608
Storage, Supplies, & Toilets	151	33	446	32	432	30	405
Total Senate Space Needs	12,758	63	19,013	62	18,945	60	19,418
House							
House Chamber	5,623	60	6,237	60	6,237	60	6,237
House Leadership Offices	843	7	1,890	7	1,890	7	1,890
Member Private Telephone Room	190	6	219	6	219	6	219
Members' Conference Room	1,073	30	1,215	30	1,215	30	1,215
Members' Lounge/Toilets	625	60	875	60	875	60	875
Dedicated House Hearing Room	-	-	-	-	-	-	-
Generic House Hearing Room	1,848		3,402		3,402		3,402
Hearing Room 1 (Currently Travel)	472	30	851	30	851	30	851
Hearing Room 2 (Currently Minerals)	513	30	851	30	851	30	851
Hearing Room 3 (Currently Education)	383	30	851	30	851	30	851
Hearing Room 4 (Currently Labor)	480	30	851	30	851	30	851
Committee Chair Offices	-	10	2,329	10	2,329	10	2,329
Committee Secretary Pool	-	10	607	10	607	10	607
Support Space for Session Functions	1,193	44	3,713	42	3,544	39	3,291
Session Staff Workstations	596	5	1,856	5	1,772	5	1,645
House Staff Work Room	380	29	1,114	27	1,063	24	987
Storage, Supplies, & Toilets	217	44	743	42	709	39	658
Total House Space Needs	11,395	104	19,879	102	19,710	99	20,064
Legislative Service Office							
Administrative Services		7	1,786	7	1,786	7	1,786
Legal Services Division		10	2,916	11	3,208	12	3,499
Budget & Fiscal Section		4	875	4	875	5	1,094
School Finance Section		3	656	4	875	4	875
Program Evaluation Section		7	1,531	7	1,531	7	1,531
Information Technology Section		4	972	5	1,215	5	1,215
Research & Information Services		7	1,531	9	1,968	11	2,406
Session-Only Staff		3	608	3	608	3	608
Total LSO Space Needs	10,873	45	10,874	50	12,065	54	13,013

Table 11 (Continued)
 Option 2 – Generic Hearing Rooms Space Needs

Space Designation	Current Space	2015		2020		2025	
		# of Staff	DGSF	# of Staff	DGSF	# of Staff	DGSF
Legislative Support Services							
Joint Appropriations Hearing Room	1,070	50	3,750	50	3,750	50	3,750
Large Public Hearing Room	-	75	5,625	75	5,625	75	5,625
Shared Conference Room	536	20	500	20	500	20	500
LSO Intern		13	1,106	14	1,191	15	1,276
Public Information Services	-		3,774		3,774		3,774
Library/Resource Center	-	5	211	5	211	5	211
Press Briefing	-	20	1,000	20	1,000	20	1,000
Members' Tele-Conference Center	-	10	1,500	10	1,500	10	1,500
Public & Legislator Meeting Space	-	15	1,063	15	1,063	15	1,063
Security Center	-	2	270	2	270	3	405
Print & Electronic Media Services	702	12	1,200	15	1,500	18	1,800
Lobbyist Service Center	700	2	945	3	1,418	4	1,890
Medical Support	166	2	270	2	270	2	270
Public Cafeteria	-	30	1,500	30	1,500	30	1,500
Staff Lounge/Toilets	42	24	1,071	24	1,080	24	1,080
Total Legislative Sup.Space Needs	3,216	31	20,011	36	20,877	42	21,870
TOTAL	39,757	243	69,777	250	71,598	255	74,364

Source: CGL; April 2007

Option 2 requires a shift in philosophy that each Standing Committee must maintain a dedicated hearing room space and instead assumes that through management, both the Senate and House can function as required with four appropriately sized hearing room (and one large public hearing room to serve both chambers) along with dedicated offices for Committee Chairs. The benefit of this approach can be seen in a 10,000 square foot reduction in the space requirements for the Legislature.

Additional Member Space Considerations

The Wyoming Legislature is rightfully proud of being one of only seven “citizen Legislatures” in the nation. With this status comes an expectation of accessibility by constituents. The concept of a citizen having almost immediate access to an elected representative immediately adjacent to the Senate or House floors is both confirming that law-makers are available to all citizens and daunting in the demands on the limited time a Member has during 20 and 40-day sessions.

The growing influence of technology on every aspect of daily life and the implications for legislation in the future begs the question: “what is accessible?”. Pressing the “Send” icon now means that an elected Member can receive hundreds, if not thousands, of e-mails in the course of an already tightly scheduled legislative day. While all Legislators have been assigned a laptop computer, not all members are using this communication device routinely. This, however, will change and a plan that attempts to look 20 years or more in the future would be remiss if the need for personal space to engage citizens through technology in a distraction-free environment was not considered.

During the course of the Phase 1 analysis of future space needs, many Legislators were interviewed and all favored maintaining the concept of a “citizen’s Legislature”. Depending upon the length of service, however, the response to the question regarding the need for a private work space varied. The more newly elected Members envisioned a day when the demands of the job would be better met with some small space that allow a Member the opportunity to file

reports and documents separate from the Chambers as well as respond more privately to telephone calls; conduct computer-based research; and answer the increasing number of e-mails. Longer serving Members seemed satisfied with the status quo.

Interviews with LSO staff and lobbyists were mixed on the topic of private Member workstations since the location of these spaces would almost certainly be in a separate building given the shortage of space in the Capitol. The expressed concern was one of loss of accessibility.

At this stage of future planning, the study would be incomplete if the issue of separate Member workstations was not at least addressed to the point of estimating the area that would be required. In Table 12, an amount of space for separate Senate and House Member workspaces is identified along with support space such as a conferencing area and receptionist. Also included in “Optional Spaces” is an Appropriation Committee Workroom for both the Senate and the House.

Table 12
 Additional Member Space Considerations

Space Designation	Current Space	2015		2020		2025	
		# of Staff	DGSF	# of Staff	DGSF	# of Staff	DGSF
Senate							
Senator Private Work Stations	-	30	3,780	30	3,780	30	3,780
Appropriations Committee Workroom	-	5	213	5	213	5	213
Total Optional Senate Space Needs			3,993		3,993		3,993
House							
House Member Private Work Stations	-	60	6,048	60	6,048	60	6,048
Appropriations Committee Workroom	-	7	298	7	298	7	298
Total Optional House Space Needs			6,346		6,346		6,346
TOTAL OPTIONAL SPACE			10,338		10,338		10,338

Source: Carter Goble Lee; April 2007

As noted above, the location of this “optional” space is unlikely to be in the Capitol. However, with the possibility of a new State Office Building on the grounds of the St. Mary’s School, an allocation could be reserved for future inclusion of these optional spaces.

SUMMARY OF LEGISLATIVE SPACE NEEDS

Based upon the approach used in this report, the 20-year space need of the Legislature ranges from approximately 74,000 to 94,000 square feet based on inclusion of all Support Services and Additional Member Space Considerations, compared to the approximately 40,000 square feet that is currently available for the Legislative functions. While this near 100% increase is major considering the number of Legislators will not increase, the greatest need is for expansion space that supports the legislative process. The following summarizes several of the legislative components that are driving the need for additional space:

1. In Option 1 – Dedicated Hearing Rooms - the doubling of the Senate and House space needs is virtually all related to “right-sizing” of the hearing rooms and the provision of Leadership offices that can accommodate small group meetings. A standard has been recommended and, if applied, a typical hearing room would be approximately 1,300 square feet, rather than the current 3-400 square feet. In Option 2 – Generic Hearing Rooms – the four hearing rooms are decreased to approximately 850 square feet, but private offices are recommended for the Committee Chairs and secretaries. The difference in space requirements for Options 1 and 2 for the Senate is approximately 5,000 square feet and for the

House, approximately 4,000 square feet. The major decision is whether both chambers can operate efficiently by greater scheduling of committee work and sharing of larger hearing rooms as opposed to the current dedicated hearing room approach.

2. The 20% increase in LSO space by 2020 reflects the anticipated increase in staff (from 38 to 54, or 42%) and the need for more support space for conference rooms, technology support, and file storage.
3. Percentage wise, the greatest space need is associated with the Legislative Support functions where the projected increase is from 3,200 to approximately 22,000 square feet. Within this general component, additional space for the public, media, and lobbyists has been recommended. A particular need is for spaces that enhance the Capitol as a “peoples’ Legislature” which requires space for citizens to access information, bill status, as well as, Members and staff. To improve public accessibility to legislators and information, spaces to accommodate constituency service, press briefings, tele-conferencing, and enhanced security are suggested.

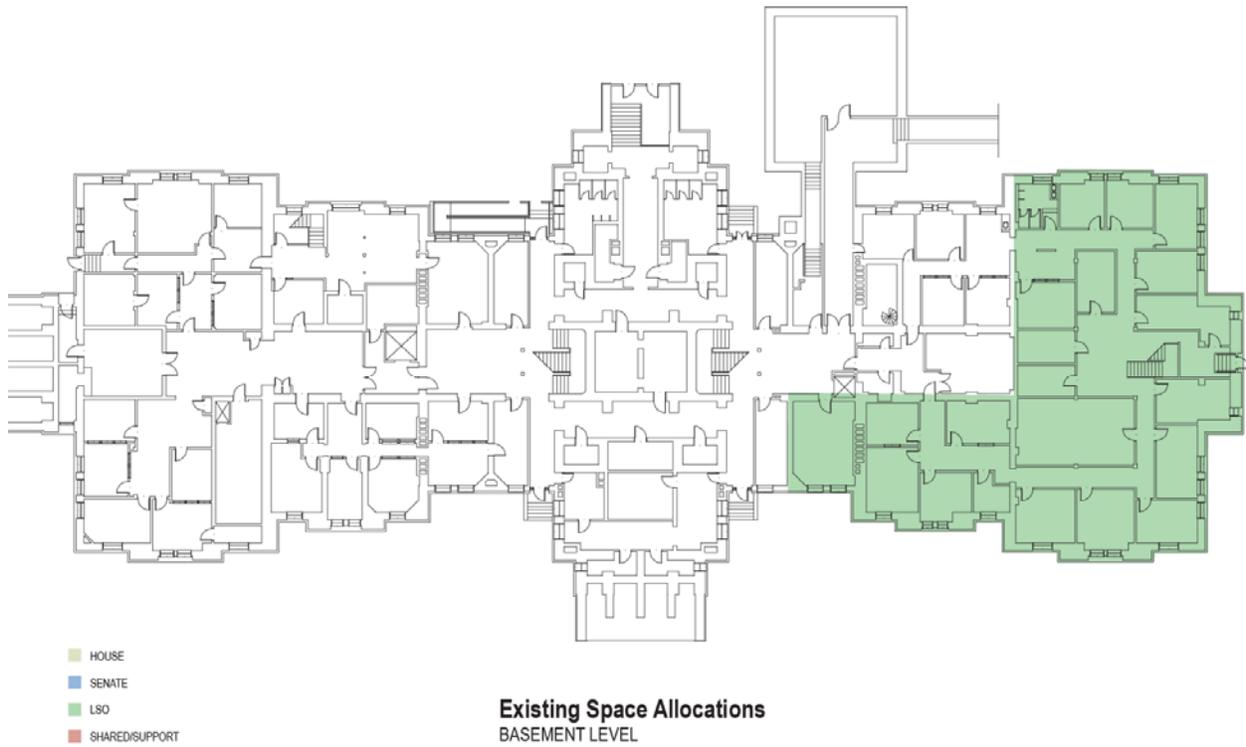
An optional additional 10,000 square feet would provide private work spaces for all Members away from the respective floors, as well as a dedicated Appropriations Committee workroom. While this additional space is not recommended as a part of the historic Capitol, inclusion of flexible space in the proposed new State Office Building would be a wise decision. Over the next 20 years, the work load of the Members will continue to mount to a point where conducting the affairs of state from the Chamber floors will become more challenging for constituents, lobbyists, and Members.

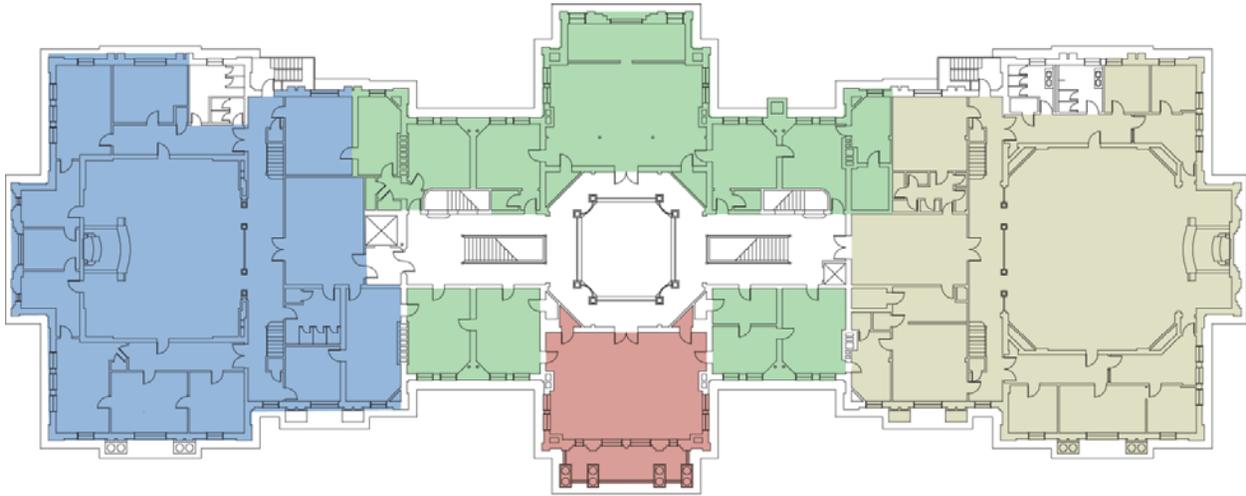
PHASE I CONCLUSION

For Wyoming to sustain the operation of a part-time, citizens’ legislature, additional space for critical support functions is needed immediately. Adopting an attitude that the “people’s house” must be fully occupied beyond reasonable capacity 365 days a year is inconsistent with 1) the preservation of a historic building and 2) the most efficient and effective deployment of staff resources. For the concept of a citizens’ legislature to be sustained, citizens either personally, or through representative staff, lobbyists, and/or the media, must be able to be accommodated safely in the Capitol building during the annual sessions or electronically access outcomes from the legislative process. During non-session time, the Capitol can remain the home for the LSO staff and other critical constitutional officers, while remaining the most important icon of representative government in the State.

Phase I has proposed a real need for an additional 34,000 to 54,000 square feet by 2025 based upon reasonable, industry-defensible space standards. In Phase II to follow, the first step should be a comprehensive assessment of which spaces currently occupying the Basement and 1st floors of the Capitol are most appropriate to remain in the Capitol. A determination should be made as to whether the 2025 space need can be met through a conversion of all but selected spaces in the Capitol to legislative functions. If the total need cannot be met, then Phase II should define how much of the immediate need for hearing room space can be satisfied through selected occupancy of the remainder of the Basement and the 1st floor of the Capitol. Phase II should also examine where and how any unmet legislative space needs outside of the Capitol can be accommodated.

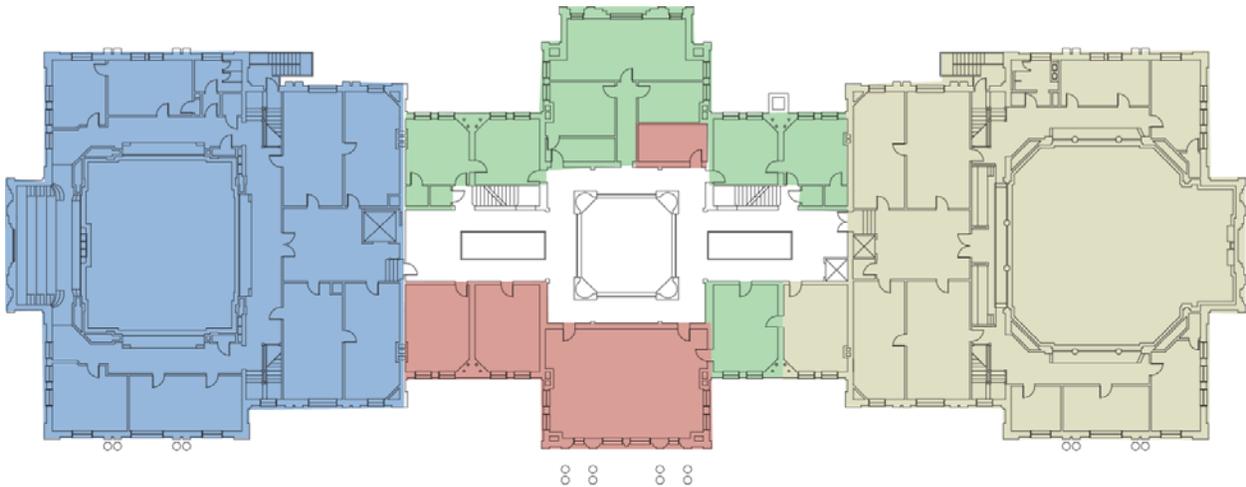
APPENDIX FLOOR PLANS





- HOUSE
- SENATE
- LSO
- SHARED/SUPPORT

Existing Space Allocations
2ND LEVEL



- HOUSE
- SENATE
- LSO
- SHARED/SUPPORT

Existing Space Allocations
3RD LEVEL