

July 2015

**State Office Building
Space and Tenant Assessment**

Research Department
Minnesota House of Representatives

Background

In June of 2015 the Speaker of the House, Representative Daudt, asked the House Research Department to compile information from all departments permanently housed in the State Office Building to identify (1) current *permanent* space allocation in the building, (2) needs for additional/different space, and (3) interest in space currently occupied by the Senate minority caucus, that will be available once they move into the new Senate Office Building.

All offices filled out a State Office Building use questionnaire. Some temporary shifting and reallocation of space between offices has occurred in 2014 and 2015 due to the Capitol renovation, so House Research asked departments to report on the permanent space occupied by each office before the Capitol renovation began. Offices were encouraged to share any additional thoughts on temporary spaces under “other comments” at the end of the survey.

House Research has created a [master map](#) which appears at the beginning of this document. Individual colors used on each SOB level map vary so please refer to the legend at the bottom of each page.

In addition, each department was asked to provide a brief history of changes in their location and space allocation over time. Both the surveys and histories are included in this report under separate tabs for each department. Below is a brief summary of the highlights from each department’s survey.

Summary by Department

Tab 1: Budget and Accounting Department – Currently most staff is housed in cubicles within one large office on the ground floor with some storage on 5th floor. Would like lockable separate offices with a public meeting area to safeguard confidentiality of financial data and reduce staff distractions. Wants storage located within department. Would prefer to be near Human Resources. Interested in either a portion of Senate first floor offices or all or a portion of Senate ground floor office space.

Tab 2: DFL Caucus – Currently occupies all of second floor and a portion of third floor. Feels that minority caucus needs more conference rooms and space for a media room. Suggests current space used by majority caucus IT for a minority media room. Considers maintaining office locations regardless of election outcomes desirable in the long run. Suggests transforming small hearing rooms on floors three to five into more useful spaces. Feels that both caucuses need more media space.

Tab 3: GOP Caucus – Currently occupies a portion of third floor and most of the office space on the fourth and fifth floors. Listed no additional requirements or special concerns.

Tab 4: House Fiscal Analysis – Currently occupies a portion of the third floor; mainly interior offices with lockable doors. Only additional space is one storage area with a couch for fiscal staff to nap on when working overnight. Current space allocation is limited and raises multiple confidentiality concerns due to scattered nature of offices and sharing common spaces and

copiers with members and partisan staff. Would prefer, if possible, being located closer to other non-partisan staff. Ideally, the department would want its staff co-located to enhance the department's ability to carry out its mission; is interested in Senate space if it can be configured with adequate security.

Tab 5: House IT (Chief Clerk's Office) – Most space in SOB is temporary and the majority of the office will return to the Capitol once renovation is completed. The only permanent House IT office in the SOB is for the network engineer, who is currently housed on the third floor. Desires additional storage and deployment space. Ideally would move network engineer to basement near computer server room and provide additional storage and staging space in the basement as well.

Tab 6: House Public Information Services – Occupies a portion of the first floor with a separate office for the photographer on the ground floor. The first floor space was extensively renovated for them in 2014 when most of their offices and facilities were permanently moved from the Capitol to this building. Moving them from their current first floor offices would be expensive. Existing limitations and concerns are (1) the lack storage space for TV equipment and tapes currently stored in a Grove Street storage facility and occasional-use large materials stored in maintenance hallways in the SOB, (2) insufficient IT staging space, and (3) the low ceiling height in the photography space. Desired items are a photographers' office with a higher ceiling and a television production studio (which could be shared with the caucus media departments). Additional storage space could be on either first or ground floors of SOB. If a TV production studio was built, the ideal location is on ground floor directly under room 175.

Tab 7: House Research – Currently occupies about ½ of the sixth floor. Its current space meets the office needs but the office will move if it fits the needs of the House. Main concern for any new space is maintaining features important to the department's mission of non-partisan confidential service. Discusses some options for multi-office changes.

Tab 8: Human Resources – Occupies a small suite of offices on the first floor plus some additional temporary storage in the House Research Department. Current space meets the office needs and they are not looking for a change. However they need a small, dry, locked, and windowless storage space in SOB to replace the permanent record storage space lost in the Capitol renovation. The department estimates that a 9x11 room in the current senate space would accommodate this need.

Tab 9: Legislative Coordinating Commission¹ – Occupies a number of offices scattered around the ground floor of the SOB. Current offices are inadequate because of air quality, inconsistent heating and cooling, lack of storage, and inequities in space allocated to the different offices under the LCC. Proposes consolidating some of the LCC staff into the Senate space on the ground floor and reallocating some of its existing space between its different commissions.

¹ The Legislative Coordinating Commission on Minnesota Resources (LCCMR) submitted a separate survey which is omitted from this report since the same information is provided in the more comprehensive LCC survey. The response for the individual office is available if requested.

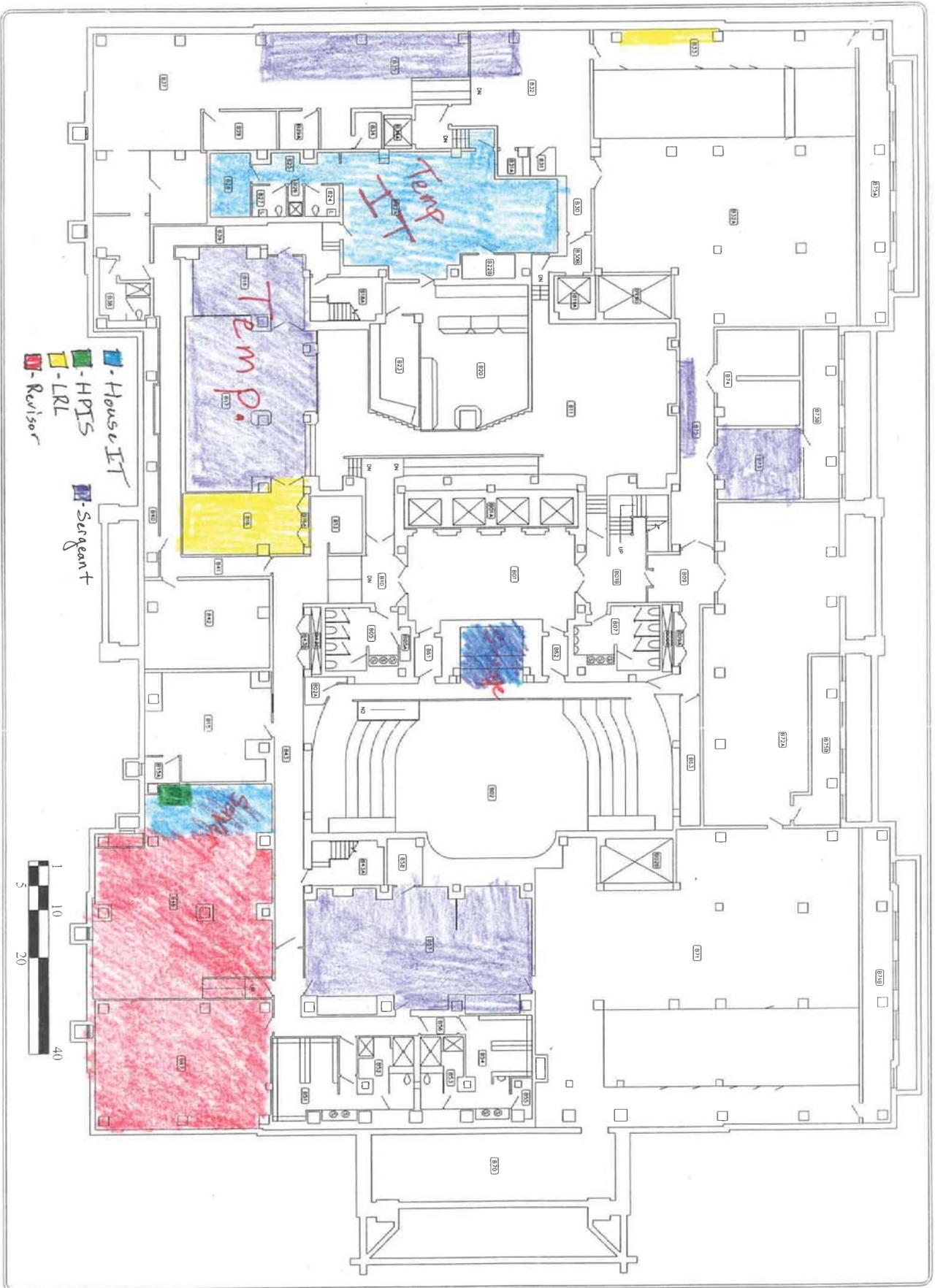
Tab 10: Legislative Reference Library – Occupies approximately ½ of the sixth floor with some additional storage in the basement. It would be extremely expensive to move the library and the department feels that their current space meets their needs. However, they would like to regain some ground floor space (G-51) that they had prior to the Capitol renovation to house a large collection of materials that the MN Historical Society is returning to them in the next year.

Tab 11: Revisor of Statutes – Occupies the seventh floor of SOB but has 17 IT staff occupying 2,852 sq. ft. of office space in another building (525 Park St.). The Revisor’s Office proposes relocating these staff into a portion of the current Senate space on the first floor. This move would reduce commercial rent and increase efficiencies and collaboration among the Revisor staff. The department provides a detailed proposal.

Tab 12: Sergeant at Arms – Currently occupies temporary space in the converted basement cafeteria. Its previous permanent space (SOB 190) on the first floor was converted into a permanent House Public Information Services TV studio in 2014. Its temporary basement space is inadequate for their needs and does not provide adequate access for members, staff, or the public. The department believes a location that is more visible and accessible to the public would result in optimal security services. Current storage space is scattered throughout the building and much of it has been acquired informally from other offices. The department would like to acquire some of the Senate office space on the first floor near the North entrance to allow the department to be more accessible, monitor the building and surrounding area more effectively, and respond to incidents more quickly. It would also like to expand House Supply into additional ground floor space to consolidate storage. The department provides a detailed proposal.

Tab 13: Office of the Secretary of State – Currently occupies about 6,000 sq. ft. on the first floor and an additional 10,000 sq. ft. in the Retirement Systems of Minnesota Building. In light of public expectation and the need for public accessibility, the Secretary of State wants to maintain its current presence in the SOB. It is not requesting additional space in the building at this time although it would like to have occasional use of a larger conference space (20-30 person capacity) on the first floor which it would be happy to share with other offices in the legislature.

Master Map

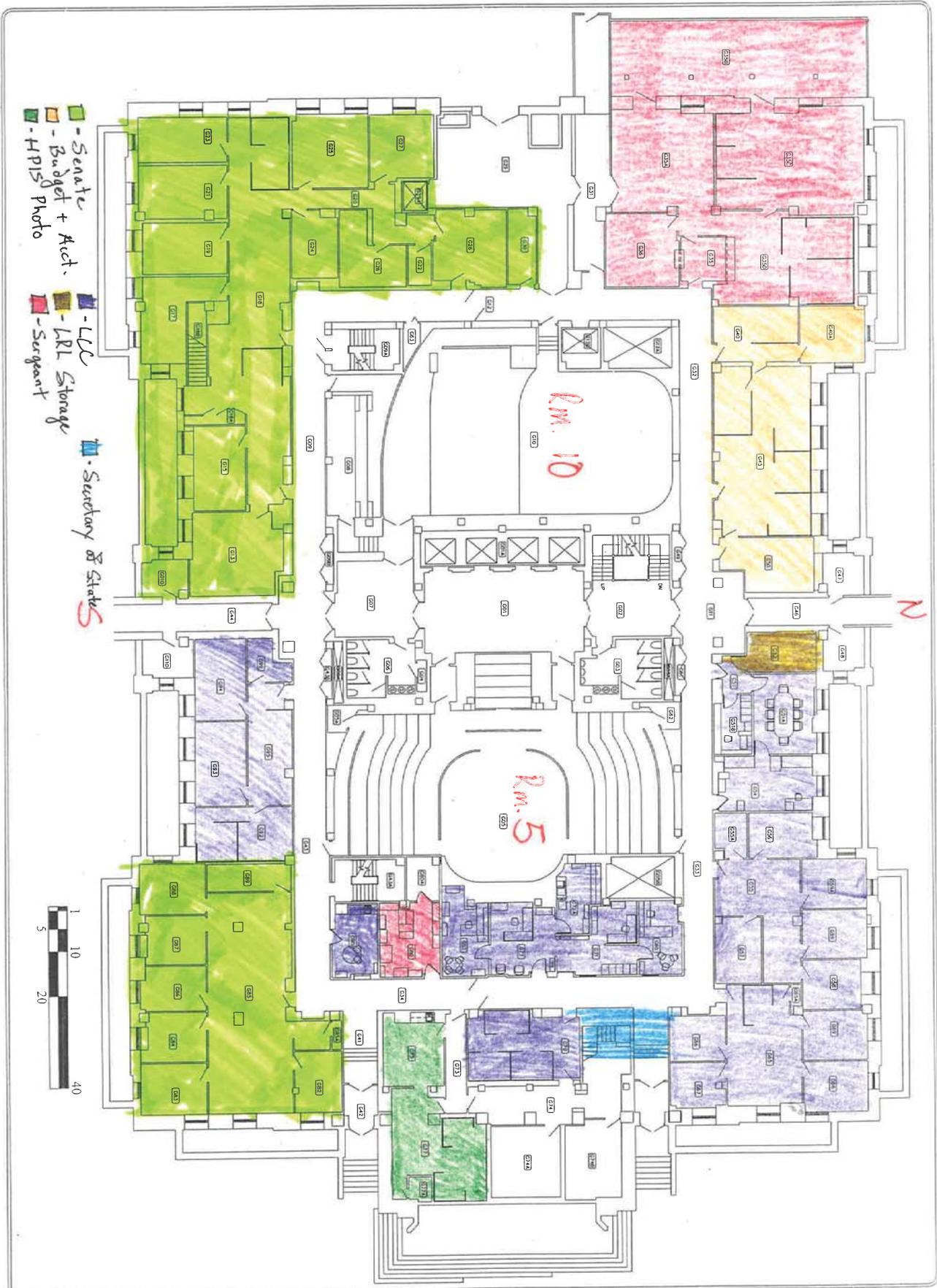


Drawn by: Jedd Prokash
 Checked by: Jedd Prokash
 Approved by: _____

Basement

State Office Building
 02/04/2009


 State of Minnesota
 Department of
 Administration
 of Real Estate
 and Construction
 Services



- - Senate + Budget + Auct.
- - LLC
- - LRL Storage
- - Sargent
- - Secretary of State



Drawn By: Josh Pridemore
 Checked By: Joel Probst
 Approved By: _____

Ground Floor

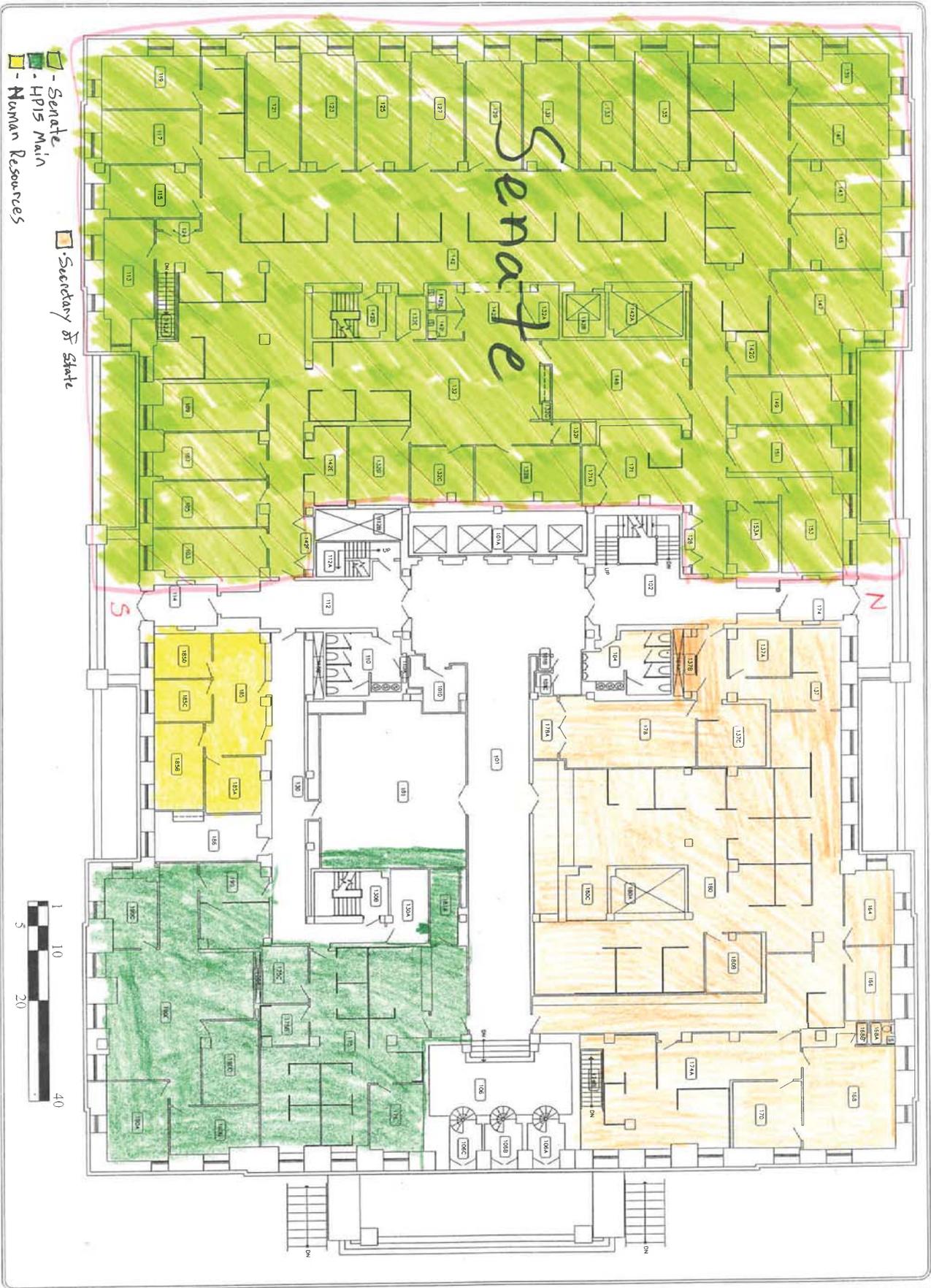
Notes/Remarks

State Office Building
 02/04/2009


 State of Minnesota
 Department of
 Administration
 Real Estate
 and Construction
 Services

-  - Senate
-  - HPIS Main
-  - Human Resources

 Secretary of State



State of Minnesota
 Department of
 Administration
 Real Estate
 and Construction
 Services

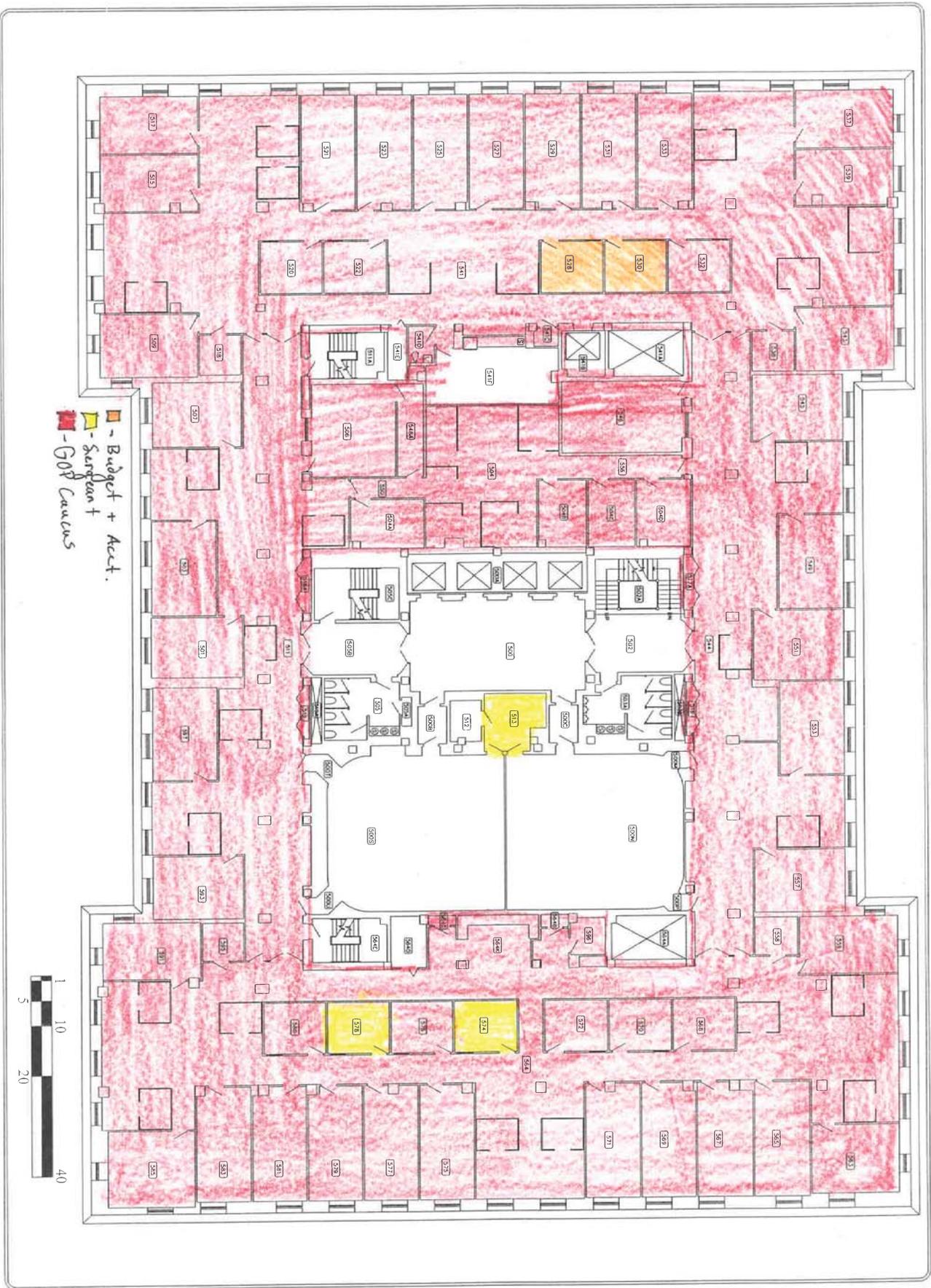
State Office Building
 02/04/2009

Notes / Remarks

First Floor

Drawn By: Judd Prokash
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■ - GOP Caucuses
■ - Sergeant + Budget + Acct.
■ - Sergeant + Budget + Acct.



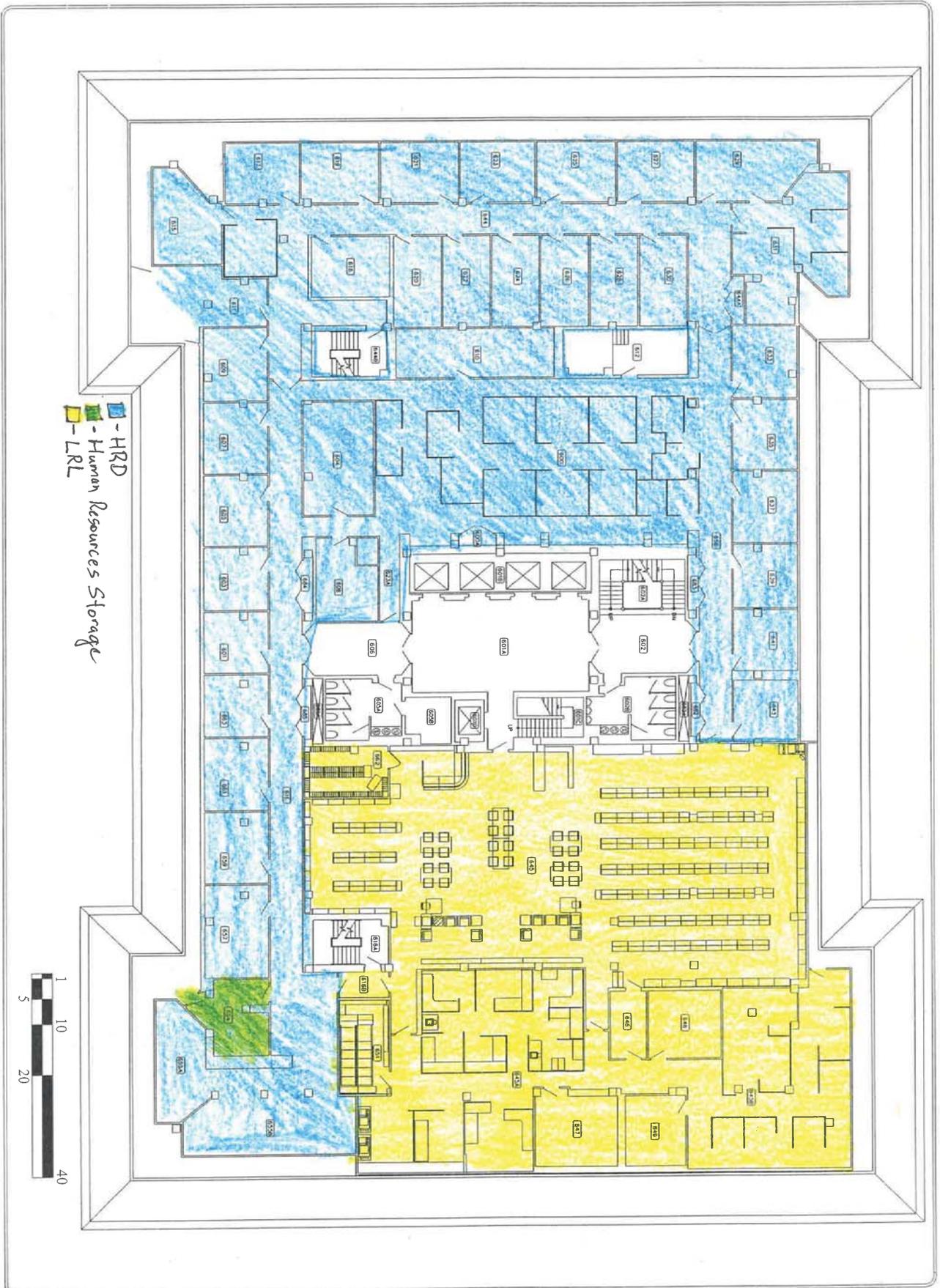
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Fifth Floor

Notes / Remarks

State Office Building
 02/04/2009

Minnesota
 State of
 Department of
 Administration
 of
 Real Estate
 and Construction
 Services



■ - HRD
■ - LRL
 Human Resources Storage



State of Minnesota
 Department of Administration
 Real Estate and Construction Services

State Office Building
 02/04/2009

Notes/Remarks

Sixth Floor

Drawn By: Jedd Prokash
 Checked By: Jedd Prokash
 Approved By:

Budget and Accounting Department office location history.

February 2005 to present

The Budget and Accounting Department has been located in its current location on the ground level in SOB since February 2005.

SOB renovation to January 2005

Prior to that the office was located on the 1st floor of SOB in the rooms in the southeast corner. On the floorplan provided these rooms are 190 and 190A through 190E. At that time Budget and Accounting was part of the larger House Administrative Services Department which also consisted of Central IT, Human Resources, and Supply.

State Office Building Use Questionnaire

Instructions: This survey is designed to examine the use of this building space *prior* to any temporary changes that have resulted from the capitol renovation. Your survey answers should be based on your current permanently allotted space, not including areas shared with other departments such as break rooms or hearing rooms. Square footage amounts can be approximate. If you want to share information and thoughts about any temporary (nonpermanent) space that your department is currently occupying please do so in the section for “other comments”.

Department: *Budget and Accounting Department*

Contact person: *Jim Reinholdz*

Number of permanent staff: *4*

Number of session-only or temporary staff: *0*

Please indicate by coloring in on one or more of the attached floor maps the location of all spaces used or controlled by your department in this building:

Dept. has space on Ground level and 5th floor. See maps for areas.

What is the square footage of all permanent department space located in the State office building?

Approximately 1,500 sq ft.

If your office is permanently allocated additional space in another building please describe: *NA*

- **Location:**
- **Approximate square footage:**

- **Description of uses (i.e., offices, storage, equipment):**

Number of closed-door offices: 2

Number of open offices (i.e., cubicle spaces): 2

Number and square footage of copyroom spaces: 1. *approximately, 50 Sq. Ft.*

Number and square footage of conference/meeting rooms (excluding common hearing rooms): 1. *Approximately, 180 sq. ft.*

Number and square footage of storage spaces: 2 rooms. *Approximately 250 sq. ft. total space.*

Special requirements or costs if your department location were to change:

None, other than standard electric and network connections.

Existing limitations or concerns with your department's office space or location:

Current office space is very inefficient. Primary work area of staff is open to anyone who comes into the B&A office. This results in numerous interruptions that result in disruption of staff working. To correct this, the office should have a separate "public" meeting area. Having this type of public space would limit the disruption of staff working on detailed tasks. Also, all staff should have separate lockable closed door offices. Staff are dealing with sensitive financial items that should be secured easily.

Desired or nonessential wants in your department's office space or location:

- 1. Closed door and secure office for all staff. Staff deal with confidential and sensitive financial information that would be kept secure.*
- 2. Budget and Accounting should ideally be officed in closer proximity to Human Resources. B&A and HR have numerous work items that are shared and closer proximity of offices would be desirable.*
- 3. Closer proximity to break room would be desirable.*
- 4. Storage area should be directly accessible from the office area.*

Would your department like to occupy all or a portion of the space that will be available after Senators and Senate staff leave the first and ground floors (see attached floor plans)?

Moving the office into a portion of the Senate space being vacated on the 1st floor, near the House HR office would allow for the elimination of the limitations expressed above and would allow for the meeting of the desirable needs. Specifically the space on the 1st floor currently Senate offices 103, 105, 107, 109 and the open space west of 109 would meet the desired needs and should help increase the efficiency of work. Limited partition wall changes would be needed.

Alternately, using all or a portion of the ground floor space currently used by the Senate, specifically offices G83, G84, G85, and G86 with some partition wall changes would meet all the needs except it would not provide the desirable close proximity to House Human Resources office.

Other comments:

None

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Legislative History of DFL Caucus Space:

For the past many years, the DFL Caucus space has changed a number of times based on election results.

The minority caucus has traditionally occupied the entire second floor and the greater portion of the third floor. The third floor has been the transition floor based on the number of members in each caucus.

Currently, the DFL caucus occupies the entire second floor and 2/3rds of the third floor.

Listed below is a breakdown of the Legislator office locations since 1981.

SOB Legislator Offices

1981-1984

Majority on 1 and 2, some on 3

Minority on 3

1985-1986

IR (Majority) on 3, 4, 5

DFL on 2 and 3

Note: several DFL offices listed on 5 (not leadership)

1987-1988

DFL (Majority) on 3, 4, 5

IR on 2 and 3

Note: no IR offices on 4 or 5

1989-1990

DFL (Majority) on 3, 4, 5

IR on 2 and 3

1991-1992

DFL (Majority) on 3, 4, 5

IR on 2 and 3

1994

DFL (Majority) on 3, 4, 5

IR on 2 and 3

1995-1996

DFL (Majority) on 3, 4, 5

IR on 2 and 3

1997-2014

Majority on 3, 4, 5

Minority on 2 and 3

Source: Red Books, 1985-86 confirmed with Blue Book by Legislative Library staff.

State Office Building Use Questionnaire

Instructions: This survey is designed to examine the use of this building space *prior* to any temporary changes that have resulted from the capitol renovation. Your survey answers should be based on your current permanently allotted space, not including areas shared with other departments such as break rooms or hearing rooms. Square footage amounts can be approximate. If you want to share information and thoughts about any temporary (nonpermanent) space that your department is currently occupying please do so in the section for “other comments”.

Department:

House DFL Caucus

Contact person:

Mike Charboneau

Number of permanent staff:

47

Number of session-only or temporary staff:

7

Please indicate by coloring in on one or more of the attached floor maps the location of all spaces used or controlled by your department in this building:

Please see attached:

What is the square footage of all permanent department space located in the State office building?

52,313 approx. square feet

If your office is permanently allocated additional space in another building please describe:

- **Location:**
State Capitol
- **Approximate square footage:**
- **Description of uses (i.e., offices, storage, equipment):**

With the reconstruction of the Capitol, leadership will have an office and Caucus room at the Capitol.

Number of closed-door offices:

90

Number of open offices (i.e., cubicle spaces):

37

Number and square footage of copy room spaces:

N/A

Number and square footage of conference/meeting rooms (excluding common hearing rooms):

2 conference rooms - 775 approx. square feet

Number and square footage of storage spaces:

13 closets - 433 approx. square feet

Special requirements or costs if your department location were to change:

Existing limitations or concerns with your department's office space or location:

Need for more conference rooms for DFL members and staff. Also should have space in minority caucus area for a media room the same as the majority space. The space currently occupied by Republican IT would be a good location.

Desired or nonessential wants in your department's office space or location:

Would your department like to occupy all or a portion of the space that will be available after Senators and Senate staff leave the first and ground floors (see attached floor plans)?

Other comments:

Major consideration should be given to the idea of maintaining offices regardless of election outcomes.

Another consideration would be to transform 300 N/S, 400 N/S, and 500 N/S into more usable spaces. They could be combined into larger hearing rooms, or transformed into conference rooms with layouts more conducive to small group discussions and usage.

There is a need for more conference rooms especially dedicated to the minority to schedule as they need for DFL member committee discussions.

In addition, I believe both caucuses have a need for more media space to address new technologies i.e. film and content for social media.

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GOP Caucus History

SOB Legislator Offices

1981-1984

Majority (DFL) on 1 and 2, some on 3

Minority (GOP) on 3

1985-1986

GOP (Majority) on 3, 4, 5

DFL on 2 and 3

Note: several DFL offices listed on 5 (not leadership)

1987-1988

DFL (Majority) on 3, 4, 5

GOP (Minority) on 2 and 3

Note: no IR offices on 4 or 5

1989-1990

DFL (Majority) on 3, 4, 5

GOP (Minority) on 2 and 3

1991-1992

DFL (Majority) on 3, 4, 5

GOP (Minority) on 2 and 3

1994

DFL (Majority) on 3, 4, 5

GOP (Minority) on 2 and 3

1995-1996

DFL (Majority) on 3, 4, 5

GOP (Minority) on 2 and 3

1997-1998

Majority (DFL) on 3, 4, 5

Minority (GOP) on 2 and 3

1999-2006

Majority (GOP) on 3, 4, 5

Minority on 2 and 3

2007-2010

Majority (DFL) on 3, 4, 5

Minority (GOP) on 2 and 3

2011-2012

Majority (GOP) on 3, 4, 5

Minority on 2 and 3

2013-2014

Majority (DFL) on 3, 4, 5

Minority (GOP) on 2 and 3

Source: Red Books, 1985-86 confirmed with Blue Book

State Office Building Use Questionnaire

Instructions: This survey is designed to examine the use of this building space *prior* to any temporary changes that have resulted from the capitol renovation. Your survey answers should be based on your current permanently allotted space, not including areas shared with other departments such as break rooms or hearing rooms. Square footage amounts can be approximate. If you want to share information and thoughts about any temporary (nonpermanent) space that your department is currently occupying please do so in the section for "other comments".

Department: House GOP Caucus

Contact person: Bobby Patrick

Number of permanent staff: 86

Number of session-only or temporary staff: 9

Please indicate by coloring in on one or more of the attached floor maps the location of all spaces used or controlled by your department in this building:

See attached.

What is the square footage of all permanent department space located in the State office building? 3rd floor - 2,930 ft² 5th floor - 17,335 ft²
4th floor - 17,200 ft² Total - 37,465 ft²

If your office is permanently allocated additional space in another building please describe:

- **Location:** N/A
- **Approximate square footage:** N/A

- Description of uses (i.e., offices, storage, equipment): N/A

Number of closed-door offices:

3rd floor - 12, 4th floor - 60, 5th floor - 53, Total - 125

Number of open offices (i.e., cubicle spaces):

3rd floor - 4, 4th floor - 23, 5th floor - 29, Total - 56

Number and square footage of copyroom spaces:

2, 325 ft²

Number and square footage of conference/meeting rooms (excluding common hearing rooms):

2, 1200 ft²

Number and square footage of storage spaces:

19, 2150 ft² (includes electrical)

Special requirements or costs if your department location were to change:

~~XXXXXXXXXX~~

N/A

Existing limitations or concerns with your department's office space or location:

N/A

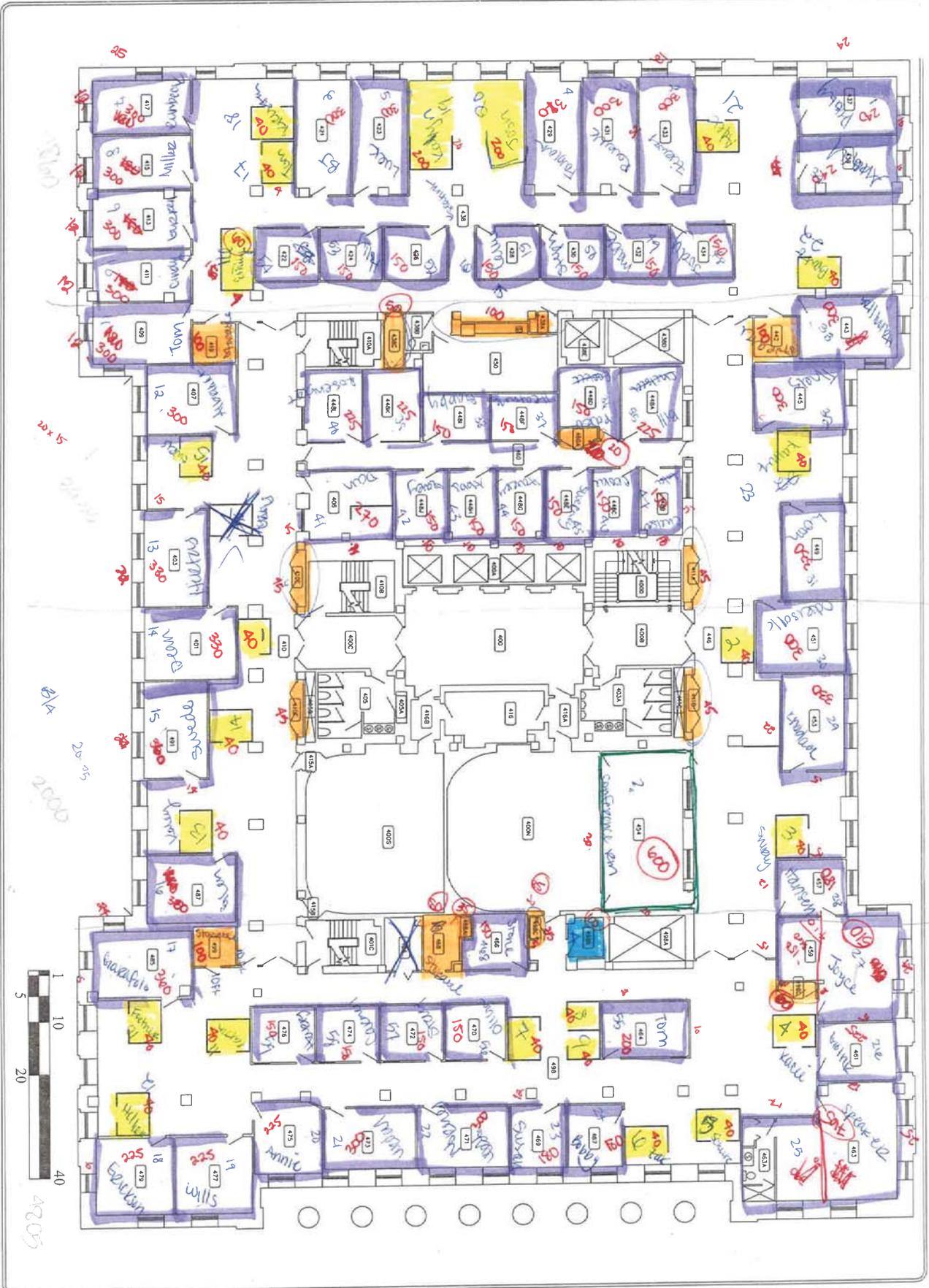
Desired or nonessential wants in your department's office space or location:

N/A

Would your department like to occupy all or a portion of the space that will be available after Senators and Senate staff leave the first and ground floors (see attached floor plans)?

Other comments:

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Notes / Remarks

900 sq. ft.

100 sq. ft.

Not
renting
etc.

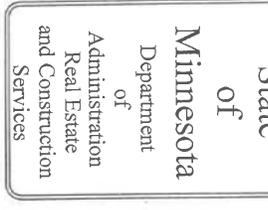
15,000

17,200

State Office Building

02/04/2009

Minnesota
Department
of
Administration
Real Estate
and Construction
Services



State
of
Minnesota

Fourth Floor

Drawn By: Jedd Frankish
Checked By: Jedd Frankish
Approved By:

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Fiscal Analysis Department – Office Space History

1967-1984: The Minnesota House first employed fiscal analysts in 1967. Their offices were located either on the second or on the third floor of the State Office Building near the Appropriations Committee offices.

1985-1987: After the 1984 remodel of the State Office Building, fiscal staff (8 in total) were again located in proximity to the office of the Appropriations Chair on the third floor. Tax fiscal staff were located with the Tax Chair.

1987-1993: In 1987, the Fiscal Analysis Department was established and the two tax fiscal staff were made part of the department, for a total of 11 fiscal analysts. Fiscal analysts occupied rooms on the east side of the third floor. The tax fiscal analysts occupied rooms on the fourth floor.

1993-1999: The department was expanded to 12 fiscal analysts with an additional position added as a tax fiscal analyst.

1999-today: In 1999, the Fiscal Analysis Department was formally established by a Rules Committee resolution as a non-partisan department. With this action, all fiscal staff were moved to third floor to facilitate communication with the chief fiscal analyst and other fiscal staff. However, fiscal analyst offices remain dispersed around the floor.¹

Since 1999, the Fiscal Analysis Department has varied between 11 and 12 staff. Variations have been due primarily to the number of fiscal committees that need to be staffed. The Department is currently at 12 positions, with one vacancy. Room 374, smaller than the other fiscal staff offices and currently not occupied, is used to store IT equipment, sets of historic Statute and Law, and as a spare office (most recently when other offices flooded).

The Fiscal Analysis Department has a small closet behind room 374, which houses a sofa that fiscal staff use to sleep when working overnight.

¹ In 1999 and since, fiscal analysts have occupied rooms 320, 322, 325, 326, 328, 330, 370, 372, 373, 374, 376 and 378.

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Department: House Fiscal Analysis

Contact person: Bill Marx

Number of permanent staff: 12 positions, 1 currently unfilled

Number of session-only or temporary staff: 0

Please indicate by coloring in on one or more of the attached floor maps the location of all spaces used or controlled by your department in this building:

What is the square footage of all permanent department space located in the State office building? Approximately 1,465 square feet

If your office is permanently allocated additional space in another building please describe:

- **Location:**
- **Approximate square footage:**

- **Description of uses (i.e., offices, storage, equipment):**

Number of closed-door offices: 12 (one currently used for library/ special computer needs)

Number of open offices (i.e., cubicle spaces): 0

Number and square footage of copyroom spaces: 0.

We use the copiers in the 3rd floor hallways that are shared with partisan staff and members.

Number and square footage of conference/meeting rooms (excluding common hearing rooms): 0.

The 3rd floor does not have any conference rooms. Room 346 used to be available for our use, but is now used by House IT staff. We use hearing rooms or conference rooms on other floors, if available.

Number and square footage of storage spaces: 1 small closet, approximately 48 square feet, used for storage and a couch, which fiscal staff use to sleep on when working overnight.

Special requirements or costs if your department location were to change:

None.

Existing limitations or concerns with your department's office space or location:

The Fiscal Analysis Department is charged with providing nonpartisan support to all members of the House of Representatives. Its mission is to perform "services objectively and impartially, and shall observe the confidential nature of the research requests it receives" (from the "Resolution on Fiscal Analysis Department," January, 1999).

Given this mission, our current office space layout is limited in the following ways:

- Individual offices are scattered on the third floor, directly across from or next to members of both parties.
- Individual offices, while enclosed with doors, are not sound-proof and are contiguous to public hallways.
- Our department lacks a defined visual presence. We do not have a reception area or signage.
- The department lacks access to a designated, non-partisan printer/copier.
- The department does not have a private conference room.

These limitations create the following concerns regarding our ability to provide confidential and fiduciary support to all members¹:

- Fiscal staff must use extraordinary care to keep information confidential, including conversations with members and their staff, phone calls, and sensitive printed materials. For instance, fiscal staff sometimes have to sprint down the hall to the printer to pick up sensitive material before other unauthorized individuals see it.
- People have trouble finding us and sometimes confuse us with partisan staff.
- Some members and staff do not consider our offices a neutral meeting space due to the proximity to the offices of other members.
- On occasion, unauthorized people have entered our offices without permission.

In summary, fiscal staff believe the co-location of our offices in a defined department space would enhance our ability to carry out our mission.

Desired or nonessential wants in your department's office space or location:

Given our concerns listed above and others expressed by fiscal staff, we believe the following items are highly desirable:

- More access to natural light.
- Office space located close(r) to other non-partisan staff.
- A more appropriate space to sleep when overnight work is necessary.
- A lunchroom that is private or shared with other non-partisan staff.

¹ These concerns are based on the results of a formal survey we conducted among our staff.

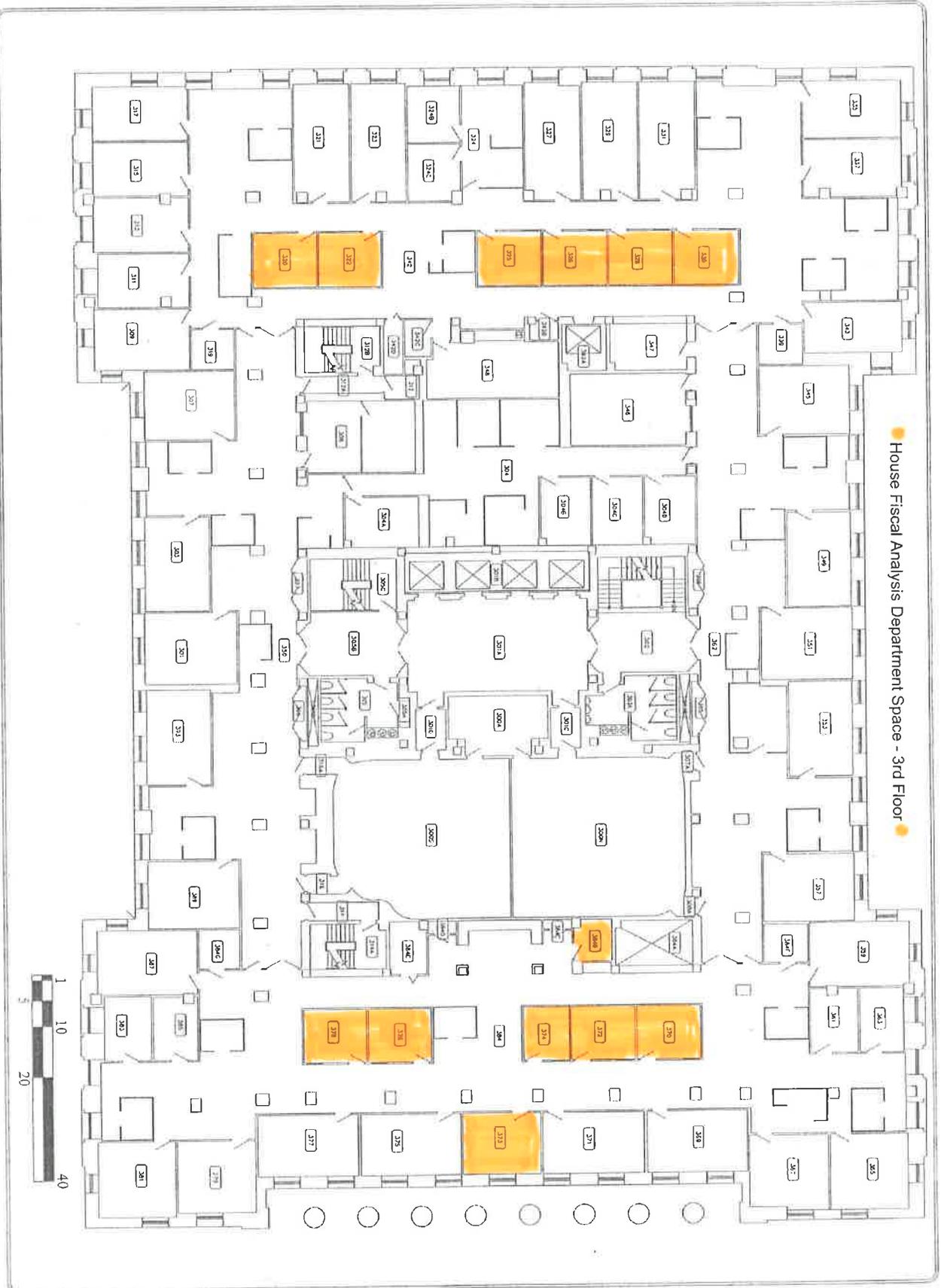
Would your department like to occupy all or a portion of the space that will be available after Senators and Senate staff leave the first and ground floors (see attached floor plans)?

If the space can be configured to meet our list of concerns, we are interested in hearing about possibilities to house our department in this space.

Other comments:

- Given our department's mission, we believe it is essential that all our staff have enclosed offices with a door.
- Unlike the Revisor and HRD, our department does not have a secure space that can be closed off after hours.

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● House Fiscal Analysis Department Space - 3rd Floor ●





State of Minnesota
Department of Administration
Real Estate and Construction Services

State Office Building
02/04/2009

Third Floor

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House IT History

Central IT began in the early 1990's. Prior to there being a Director individual departments managed their own servers and infrastructure from various locations within their departments. Non Central IT still offices with their departments. The MN House hired a Director of IT and placed that position under the control of the House Controller and so were placed with House Administrative Services in what is now the Human Resources and first floor break room of the State Office Building. At that time it was 4 staff (IT Director, Network Engineer and HR, Budget and Accounting IT Analyst and IT assistant.

When IT was moved to the Chief Clerk's Office (CCO) in 2004, it was consolidated with CCO IT staff (3) and the office moved to the State Capitol. The Network Engineer, Budget and Accounting Analyst and IT Assistant were moved to the basement of the Capitol (area just east of Senate TV). The accommodations were not suitable. The HR,BA Analyst and IT assistant were then relocated to rooms 216 ABC and D of the Capitol where the IT Director and the remainder of Central IT were located. The Network Engineer continued to be officed in the basement and the abandoned offices were then used for storage.

The entire Central IT offices were then relocated to the SOB in 2014 due to the renovation of the Capitol and everyone except the Network Engineer is now officed in the old cafeteria. The Network Engineer is located in conference room SOB 346. Central IT has at times acquired and then lost storage space through out the SOB. At a time room 80 of the SOB was used for storage. The only storage we currently have is within our offices and room 520 SOB which is shared with GOP IT.

Mike Speiker
House Information Technology Director
ph [651-296-2976](tel:651-296-2976)

State Office Building Use Questionnaire

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Department: HOUSE IT

Contact person: MICHAEL SPEIKER

Number of permanent staff: 7 UNDER DIRECT SUPERVISION

Number of session-only or temporary staff: 0

Please indicate by coloring in on one or more of the attached floor maps the location of all spaces used or controlled by your department in this building:

What is the square footage of all permanent department space located in the State office building?

If your office is permanently allocated additional space in another building please describe:

- Location: CAPITOL ALL HOUSE IT WITH THE EXCEPTION OF NETWORK ENGINEER MOVE BACK TO CAP
- Approximate square footage:

- Description of uses (i.e., offices, storage, equipment):

CAP OFFICES JUST CURBS AND SMALL TABLETOP AND BOOKSHELF STORAGE

Number of closed-door offices: 1

Room 346⁵⁰³ FOR NETWORK ENGINEER. CONVERTED CONF ROOM

Number of open offices (i.e., cubicle spaces): 6

Number and square footage of copyroom spaces: 0

Number and square footage of conference/meeting rooms (excluding common hearing rooms): 0

Number and square footage of storage spaces: JUST BOOKSHELVES AND TABLE TOP STORAGE

Special requirements or costs if your department location were to change:

Existing limitations or concerns with your department's office space or location:

THE BIGGEST ISSUE WE HAVE IS STORAGE OF SPACE EQUIPMENT OR SUPPLIES. WE CURRENTLY HAVE TO ASK CAUCUS IT STAFF TO STORE SOME EQ WITH THEM. ALSO WHEN WE RECEIVE LARGE ORDERS THERE IS A SCRAMBLE TO FIND SPACE TO STORE AND SET UP EQUIPMENT. IN MOST CASES THE LOCATIONS ARE NOT EVEN SECURE. WE HAVE HAD STAFF HELP THEM SECURE TO EQ ONLY TO HAVE US GO AND FIND IT.

Desired or nonessential wants in your department's office space or location:

MORE STORAGE SPACE IN SOB AND A MORE CONVENIENT LOCATION FOR NETWORK ENGINEER

Would your department like to occupy all or a portion of the space that will be available after Senators and Senate staff leave the first and ground floors (see attached floor plans)? NO

PREFER SPACE IN BASEMENT SUCH AS S4G6 AT ARMS FOR NETWORK OFFICE AND STORAGE

Other comments: WE WOULD REALLY LIKE MORE STORAGE AND DEPLOYMENT SPACE. PROXIMITY TO SERVER ROOM AND SUPPLY WOULD BE GREAT TOO.

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PUBLIC INFORMATION SERVICES
175 State Office Building
100 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, MN 55155
651-297-1338
800-657-3550
Fax: 651-297-8135



Minnesota House of Representatives

Kurt Daudt, Speaker

Barry LaGrave
Director

July 10, 2015

To: Speaker Kurt Daudt
Re: Background on locations for House Public Information Services functions

Speaker Daudt,

The nonpartisan House Information office was established in 1973 by Speaker Sabo, and was originally located in room 214A of the State Office Building. It moved to the ground floor of the State Capitol in 1977. The office eventually settled in State Office Building 175 in 1985.

In 1977, photography was added to the Public Information Office. In 1983, caucus photographers were merged into nonpartisan Public Information Office, the staff was reduced and was located in the Capitol basement. After the State Office Building remodeling project was complete, the photographers settled in State Office Building G77 in late 1985.

In 1994, Speaker Irv Anderson created the nonpartisan House Television Services department. The staff were located in Capitol 216C, the TV facilities in Capitol 317. Eventually, TV offices were added down the hall (317A & 317B.)

In 2002, Speaker Sviggum merged the nonpartisan House Information and House Television Services departments into one department: House Public Information Services.

The current capitol restoration provided the opportunity for House Public Information Services to:

- relocate its television staff and facilities to the State Office Building;
- upgrade and expand its television facilities, and
- co-locate almost all staff in one shared State Office Building 175 workspace.

This was achieved by House Public Information Services taking control of the old Sergeant at Arms suite of spaces (State Office Building rooms 190-190E.) The entire State Office Building 190 and 175 spaces were gutted, redesigned and renovated during the 2014 interim.

I would be glad to answer any questions you may have.

Sincerely,

Barry LaGrave
Director, Public Information Services

State Office Building Use Questionnaire

Instructions: This survey is designed to examine the use of this building space *prior* to any temporary changes that have resulted from the capitol renovation. Your survey answers should be based on your current permanently allotted space, not including areas shared with other departments such as break rooms or hearing rooms. Square footage amounts can be approximate. If you want to share information and thoughts about any temporary (nonpermanent) space that your department is currently occupying please do so in the section for “other comments”.

Department: House Public Information Services

Contact person: Barry LaGrave

Number of permanent staff: Ten (eight 100% time staff; two 75% time staff)

Number of session-only or temporary staff: Seven

Please indicate by coloring in on one or more of the attached floor maps the location of all spaces used or controlled by your department in this building:

What is the square footage of all permanent department space located in the State Office building? 3,920.50 sf

If your office is permanently allocated additional space in another building please describe:

- **Location:** State Capitol, 3rd floor gallery, corner of NW private office
- **Approximate square footage:** 5.0 sf

Historical office locations based on listings in the Members Directory (green book), the Official Directory of the Minnesota Legislature (red book) and discussions with department staff.

	<i>Public Information</i>	<i>Photography function</i>	<i>Television Services</i>
1973	State Office Building 214A		
1977	State Capitol 8		
1981	State Capitol 9	Capitol 124C S.O.B. 314A S.O.B. 216	
1983	“	S.O.B. 614 Capitol B57	
1985	S.O.B. 175	S.O.B. G77	
1995	“	“	Capitol B63 – videotape storage Capitol 317 – TV facilities Capitol 216C – offices
2001	“	“	Capitol 216C/ <u>317A</u> – offices
Sept. 2002	Merger of the separate House Information and Television Services departments		
2011	“	“	Capitol 216C/ <u>317A</u> / <u>317B</u> – offices
2014 interim	Relocation of Capitol television offices and facilities to the S.O.B.; expansion into, and major renovation of, old Sergeant at Arms S.O.B. 190 suites into an expanded House Public Information Services space which includes all television facilities and staff.		
2015	S.O.B. 175 S.O.B. 181 – storage	S.O.B. G77	S.O.B. 175 S.O.B. 181 – storage

- **Description of uses (i.e., offices, storage, equipment):**

One equipment rack of processing/monitoring gear for Chamber TV cameras

Number of closed-door offices: One

(There is a closed-door office-type room in SOB 175 which is our video editing suite. It also contains an audio production booth)

Number of open offices (i.e., cubicle spaces): SOB 175: Thirteen
SOB G77: Three

Number and square footage of copyroom spaces: One; 86.0 sf

Number and square footage of conference/meeting rooms (excluding common hearing rooms): None

Number and square footage of storage spaces:

SOB 175: Three; 145.0 sf

SOB 181: Three; 103.0 sf (total among three closets)

SOB G77: One; 25.0 sf

Special requirements or costs if your department location were to change:

Our responsibility as a public information office requires us to be able to directly provide the public, in person, with information. As a result, easy and obvious access by the public to our front desk staff and resources is critical.

Photography staff requires a moderate amount of physical space to be able to shoot member and staff photos in their office space. Relatively close proximity by photographers to committee rooms, member offices, the capitol mall and the tunnel to Capitol is important, as they are back-and-forth many times throughout the day.

The old Sergeant at Arms SOB 190 space was gutted, redesigned and renovated in 2014, and merged into the SOB 175 space in order to create the newly designed

House television production facilities and equipment room. This was a long-term build-out and it would be very expensive and unnecessarily disruptive to relocate. The expanded and renovated SOB 175 space should not be considered for relocation.

Existing limitations or concerns with your department’s office space or location:

Space: Storage space is needed for retaining old, but still usable television equipment currently in the State Office Building. In addition, we have old, but still usable television equipment and almost 2,000 videotapes currently in storage at Grove Street storage facility. We have occasional-use large materials (i.e. State Fair booth furniture) stored in maintenance hallways of the State Office Building basement. We do not have sufficient “staging” space to check-in, configure or decommission department computers, printers, monitors, etc.

Ceiling: The ceiling height of the photographer’s State Office Building G77 space is very low, so that puts limits on lighting options and makes the space feel constrained. A different space with higher ceilings would be appreciated, as long as it meets the Special Requirements listed above (moderate amount of space, close proximity to committee rooms, member offices, the capitol mall and the tunnel.)

Desired or nonessential wants in your department’s office space or location:

A Television Production Studio with adjacent storage space is desired. This could be dedicated for House Public Information Services use, or as a shared-use television studio that could allow caucus media departments access to a more professional, more flexible environment for their media productions. Creation of this studio space could conflict with the statement to “go low-key on structural changes” and that “this is not a construction project.” However, if having the availability of a permanent television production studio is a goal of the House, it will require setting aside space and developing a plan.

The 2014 first floor redesign/renovation plan included the possibility of the State Office Building 181 House press conference room being built-out as a quasi-television production studio space to be used by Public Information Services. However, unanticipated construction costs, noise infiltration from the highly trafficked first floor public hallway, and the anticipated availability in 2016 of Senate space on the first and ground floors led us to cancel those “studio” plans.

A television production studio would require a sound proof location that would house studio cameras, monitoring equipment, lighting fixtures, sets and furniture for the production of broadcast quality television programming. A similar space is being provided for Senate Media Services in the new Minnesota Senate Building.

Importantly, the studio space must be within a close enough proximity to SOB 175 television equipment room so camera cables do not exceed 100 meter total length.

Would your department like to occupy all or a portion of the space that will be available after Senators and Senate staff leave the first and ground floors (see attached floor plans)?

Having additional storage near or adjacent to our department’s existing allocated spaces would be convenient, but not critical. Either the first or ground floor spaces should be adequate for the occasional access needed.

However, if the House were to proceed with beginning the build-out or creating a long-term television studio production space, adjacency to our existing TV facilities and SOB 175 newsroom would be of prime importance. While much investigation and planning would need to take place beforehand, our strongest interest would be as follows:

Ground floor, southeast corner: This space is directly below our SOB 175 TV production facilities and would be the best because of technical cable length limitations, and would likely be a sufficient space for a single department or shared use studio.

Among our concerns with this space would be possible infiltration of noise from outside the building, and if there was sufficient ceiling height for studio lighting. Relatively close adjacency (via SE stairwell) between this ground floor space and our first floor TV facilities directly above would be convenient.

First floor, south side: This space is down the hall from our SOB 175 TV production facilities, and may technically be feasible. It appears there would be sufficient space for single department or shared use studio, and this space would likely be closer to caucus media staff offices.

Among our concerns with this space would be: possible impact of electro-mechanical interference from the elevators; possible noise infiltration from outside the building, from other tenants in the space, and/or from the highly trafficked first floor public hallways and spaces; and if there was sufficient ceiling height for studio lighting. Relatively close adjacency to our first floor TV facilities and newsroom would be convenient.

Ground floor, southwest corner: This space is one floor below and down the hall from our SOB 175 TV production facilities, and may still technically be feasible. It appears there would be sufficient space for single department or shared use studio, and this space would likely be closer to caucus media staff offices.

Among our concerns with this space would be: possible impact of electro-mechanical interference from the elevators; possible noise infiltration from outside the building and from the ground floor hallways (including public traffic related to hearing rooms 5 and 10 and the tunnel traffic; and if there was sufficient ceiling height for studio lighting. Relatively close adjacency to our first floor TV facilities and newsroom would be convenient.

Other comments:

There are a few SOB 175 television-related spaces that do not fit within the definition of closed-door or open office spaces. These are the two TV production control rooms, the equipment room and the video editing suite.

House Public Information Services and Senate Media Services share use of a Broadcast Media Hub, which is a room in the basement of the State Capitol. It is the main interconnect between television facilities in the State Office Building, State Capitol, Minnesota Senate Building and the capitol press corps.

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A Brief History of the House Research Office Space

From its establishment in 1967 through 1974, the House Research Department (HRD) was housed in various locations in the Capitol—in offices in the tunnel level and in space shared with committee chairs and staff on the ground level. When House members and partisan staff moved into the State Office Building in the mid-70s, HRD moved to room 17 in the Capitol (where Senate Counsel and Research (SCR) is currently located). That space was divided into cubicles. The SCR office was right next door, which staff found convenient and conducive to a collegial working relationship between the two offices.

In 1976, HRD added several new staff positions. Room 17 was too small to accommodate the additional people, so the office expanded into rooms 11 and 12. HRD personnel were split among the three rooms, all of which contained a mixture of closed door offices and cubicles. Support staff desks were out in the open in each room, and research assistants (temporary staff) were mixed in among the analysts.

After the 1976 elections, SCR moved to the State Office Building (SOB). Senate members and hearing rooms, however, were in the Capitol. Similarly, HRD was located in the Capitol while House members and hearing rooms were in the SOB. In the mid-eighties there was an effort to rectify this situation by re-aligning where legislative members and staff were located while renovating the SOB. HRD had also outgrown its Capitol space with additional hiring of staff.

Thus, in 1985, HRD moved into its current space on the sixth floor of the SOB. The space was substantially the same as it is today, with analysts housed in closed door offices and support staff and research assistants in cubicles. Like today, there were three conference rooms of varying sizes, a small library, a break room, and small storage areas located around the office. In the early 2000s a conference room was walled off from HRD and opened up into the Legislative Reference Library for its storage needs. Subsequently, an unused HRD analyst office was converted into a conference room. Over the past ten years there have been some minor reconfigurations of the support staff and research assistant spaces to accommodate changes in staffing levels and work space needs.

State Office Building Use Questionnaire

Instructions: This survey is designed to examine the use of this building space *prior* to any temporary changes that have resulted from the capitol renovation. Your survey answers should be based on your current permanently allotted space, not including areas shared with other departments such as break rooms or hearing rooms. Square footage amounts can be approximate. If you want to share information and thoughts about any temporary (nonpermanent) space that your department is currently occupying please do so in the section for “other comments”.

Department: House Research Department

Contact person: Patrick McCormack

Number of permanent staff: 34

Number of session-only or temporary staff: 5

Please indicate by coloring in on one or more of the attached floor maps the location of all spaces used or controlled by your department in this building:

What is the square footage of all permanent department space located in the State office building? 13,063 square feet (according to Dept. of Admin. Space Management Inventory)

If your office is permanently allocated additional space in another building please describe: n/a

- **Location:**

- **Approximate square footage:**
- **Description of uses (i.e., offices, storage, equipment):**

Number of closed-door offices: 29

Number of open offices (i.e., cubicle spaces): 11

Number and square footage of copyroom spaces: 1 copyroom; 320 sq. feet

Number and square footage of conference/meeting rooms (excluding common hearing rooms): 3 meeting rooms; total 821 sq. feet

Number and square footage of storage spaces: 1 storage room, 2 coat closets, 1 partial room for computer storage; total 572 sq. feet

Special requirements or costs if your department location were to change:

If we were to move we would like to preserve certain elements of our current space, including: private work areas to meet with members; a discrete space from other House offices that could be secured with a single point of entrance; an area for our library collection; and a meeting room large enough to accommodate the entire HRD staff for meetings.

Existing limitations or concerns with your department's office space or location:

Our current space meets our existing and anticipated staffing levels and other needs.

Desired or nonessential wants in your department’s office space or location:

None, but see a building-wide request under “Other Comments.”

Would your department like to occupy all or a portion of the space that will be available after Senators and Senate staff leave the first and ground floors (see attached floor plans)?

House Research is willing to move if that fits the needs of the House.

It seems sensible to us, as analysts, to consider putting the needs of members first. If there are House members that want to occupy the first floor, that would have the advantage of allowing House members better access to the Capitol, to Rooms 10, 5, and 200, and to potential conference committees in the new Senate Office Building.

It also makes sense for Revisor staff to be moved into one space, co-located to the extent possible.

If members are to occupy the first floor space that will be available, and if the Revisor staff needs to be co-located, at a possible rent savings, this might mean moving House Research to a new space, potentially on the fifth floor, perhaps associated with House Fiscal.

This would allow the Revisor and Library to expand into the current HRD space, enhancing both functions.

We do not propose or oppose this change, but we can see benefits to all parties should this become the plan. If leadership were to propose this plan, HRD could analyze the fifth floor space further.

Other comments:

Other current space uses that were not detailed above include:

- One lunch/breakroom of 204 sq. feet, with a sink and refrigerator and two microwaves
- A library area where a collection of books is housed (distinct from the LRL’s collection) of 487 sq. feet

Building-wide request:

- Staff members have expressed interest in an exercise room or area to work out over the lunch hour if there is surplus space in the SOB. About 15 years ago, there was an exercise room on the basement level across from the locker rooms. That space was lost when it was needed for House pages and/or surplus storage for computer equipment.

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History of spatial location of Human Resources

Post 1985 SOB renovation – January 2005

The HR Director position was created on January 29, 1996 as part of the House Administrative Services (HAS) department. HAS was located in room 198 SOB and G35 (supply). The space also included a breakroom that was used by HAS and House Public Information. The department complement was 13 employees in 1996 and 16 employees (15 FTE) in 2005 when it was separated into four different departments.

Archived files were stored within file cabinets in 198 SOB. Additional records were stored in an oversized closet attached to HAS with hall access.

February 2005 - current

In February 2005, HAS was split into four separate functional areas. Supply was included in the Sergeant's office; central IT was combined with the other nonpartisan IT staff in the Chief Clerk's office; Budget and Accounting and Human Resources were separated into two standalone departments. At that time, our current HR space was separated out from the original HAS office space and Room 185 was created. The remaining space became the 1st floor breakroom (Room 186) and the Sergeant's office (Room 190).

As a result of the Capitol restoration, it was necessary to move House Public Information TV staff into the Sergeant's office. HR and House Public Information currently occupy the original HAS space.

In Room 185, Human Resources has 3.0 FTE's, 3 closed-door offices, a small conference room, and common area space for file cabinets, credenza for mail, forms and general information.

Our confidential archives were stored in the basement of the Capitol. Due to the elimination of that space during the Capitol restoration project, we were scheduled to temporarily relocate these records to LCC space - Room G51 SOB. Due to Senate Media's requirement of swing space during the renovation, this space was not available. As a result, House Research has allowed our records to be temporarily stored in their space (Room 654 SOB).

State Office Building Use Questionnaire

Instructions: This survey is designed to examine the use of this building space *prior* to any temporary changes that have resulted from the capitol renovation. Your survey answers should be based on your current permanently allotted space, not including areas shared with other departments such as break rooms or hearing rooms. Square footage amounts can be approximate. If you want to share information and thoughts about any temporary (nonpermanent) space that your department is currently occupying please do so in the section for “other comments”.

Department: Human Resources

Contact person: Sharon Jarpey

Number of permanent staff: 3

Number of session-only or temporary staff: 0

Please indicate by coloring in on one or more of the attached floor maps the location of all spaces used or controlled by your department in this building:

Highlighted in Pink – Main office on 1st floor (room 185) as well as temporary archive storage space located within House Research on 6th floor (room 654).

What is the square footage of all permanent department space located in the State office building?

Room 185 (A-D) has a total of 727 square feet and Room 654 has a total of 163 square feet.

If your office is permanently allocated additional space in another building please describe: N/A

- **Location:**
- **Approximate square footage:**

- **Description of uses (i.e., offices, storage, equipment):**

Number of closed-door offices: 3 offices, Rooms 185B-D (171, 102 and 102 square feet)

Number of open offices (i.e., cubicle spaces): 0

Number and square footage of copyroom spaces: 231 square feet

Number and square footage of conference/meeting rooms (excluding common hearing rooms): Room 185A, 121 square feet

Number and square footage of storage spaces: Room 654, 163 square feet

**NOTE:* There is also a small first floor breakroom (Room 186) that currently serves House first floor offices.

Special requirements or costs if your department location were to change:

The Human Resource department is not looking to change our current office space (Room 185). Our current location provides us with the confidential office space necessary to meet with members and staff. We need the ability to lock our offices, but leave the main office open so employees and members may obtain information and forms when we are unavailable. Having 1st floor access and close proximity to the building entrance allows us to conduct our business confidentially and without disruption to other House offices in the case of terminations and other sensitive personnel issues.

Existing limitations or concerns with your department's office space or location:

The Human Resource office has a small conference room (Room 185A). While a larger conference room would occasionally be useful, our current space is adequate.

Desired or nonessential wants in your department's office space or location:

We are in need of a permanent archive storage space due to the elimination of our space during the Capitol restoration project. Currently, House Research has

allowed our records to be temporarily stored in their space (Room 654 SOB) until a permanent location can be found.

Would your department like to occupy all or a portion of the space that will be available after Senators and Senate staff leave the first and ground floors (see attached floor plans)?

Yes, the Human Resource office is in need of an onsite room where our confidential archives can be easily accessed and stored. We estimate that an 11' x 9' room would accommodate our current shelving units and most doorway configurations.

Requirements for this space are:

- Ability to hold our existing three shelving units (5' 10" long x 2' 7" wide x 7' tall) in either a U or L shaped configuration.
- Space that is accessible only to HR.
- Access that does not require HR to have keys to another department's work space is preferred.
- Locked door with keyed access for HR only.
- An inner office (non-cubicle) with no windows is preferred.
- No moisture issues since our records are paper.

Other comments:

In the past, employees and members have suggested that it makes sense to have Human Resources, Budget and Accounting and the Sergeant at Arms offices (the central business offices) in closer proximity to each other for ease of conducting business.

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Legislative Coordinating Commission

72 State Office Building St. Paul, MN 55155-1201 Phone: (651) 296-9002 Fax: (651) 297-3697 TDD (651) 296-9896

DATE: July 10, 2015

TO: Representative Kurt Daudt
Chair

FROM: Greg Hubinger

RE: Legislative Commission office space history

You requested a brief history of office space assignments for legislative offices. This summary includes staffed legislative commissions and councils, currently located on the Ground floor of the State Office Building. This summary does not take into account the temporary relocation of several staff and offices due to Capitol restoration work.

Legislative Coordinating Commission

- The LCC was established in law in 1973, and originally located in the Capitol.
- In 1975 the LCC moved to Room 85, State Office Building.
- Because of an increase in Senate Republican staffing, LCC staff were moved to Room 51 SOB in 2002. The GIS/IT staff were relocated to Room 55.
- In 2005, because of concerns over long term exposure to electro-magnetic frequency from a transformer in the sub-basement, the LCC remodeled and relocated to Room 72 (formerly a Legislative Reference Library audio tape archive space). Room 51 was converted to a small conference room, and an adjoining space was used as a large plotter printing office by the LCC-GIS office.

LCC Fiscal Services

- When the LCC moved to the SOB in 1975, the LCC Fiscal Services Office was co-located with House Administrative Services in 191 SOB.
- In 2001, LCC Fiscal Services moved to Room 70.
- In 2005, when House Administrative Services was divided into separate accounting and human resources offices, LCC Fiscal Services was co-located with House Accounting in Room 45.

LCC Office on the Economic Status of Women

- The Commission on the Economic Status of Women (CESW) was established in law in 1976 and located in Room 124D of the State Capitol.
- In 1977 the CESW moved to 400SW State Office Building (the entire southwest quadrant of the fourth floor of the State Office Building before that area was made into individual offices). CESW chose not to

have private office in the 400SW space. The open space was also used for meetings of the Minnesota Women's Roundtable (forerunner of the present-day Minnesota Women's Consortium) and for staff from various special projects, like the Governor's Council on the Family.

- In 1983 the CESW was re-established as the Legislative Commission on the Economic Status of Women (LCESW).
- In 1984 the LCESW moved temporarily to Room B-59 of the Capitol, while the SOB was remodeled.
- In mid-1985 the LCESW moved to Room 85, State Office Building.
- In 2003, because of an increase in Senate Republican staffing, LCESW was moved to Room G-22 of the Capitol, where it shared the large, open space with newspaper reporters from Greater Minnesota.
- In 2005, the Legislative Commission on the Economic Status of Women was abolished, and the LCC Office on the Economic Status of Women (OESW) was created, remaining in G-22 of the Capitol.
- In 2007, the OESW moved to Room 95 in the State Office Building.

Legislative Commission on Pensions and Retirement

- The Pensions Commission was established in 1967, and was located in 326 Capitol.
- In 1975, the Commission moved to Room 41 SOB.
- In 1984 the Commission moved to Room 49 SOB.
- In 1985 the Commission moved to Room 55 SOB.

Legislative Energy Commission

- This Commission was established in 2008 (preceded by the Legislative Electric Energy Task Force). The Commission hired its first staff in 2013 and is located in 65 SOB.

Legislative Water Commission

- The Legislative Water Commission was established in 1989, and located in the Capitol
- In 1975, the LWC moved to Room 85 SOB
- In 1995, the Commission expired, and the staff terminated employment
- In 2014, the Commission was re-established, and the director was placed in 95 SOB.

Legislative-Citizen Commission on Minnesota Resources

- The Legislative-Citizen Commission on Minnesota Resources, in its original form and name, was established in law in 1963 as the Minnesota Outdoor Recreation Resource Commission. In 1974 its name was changed to the Minnesota Resources Commission. In 1976 its name was changed to the Legislative Commission on Minnesota Resources. In 2007 the Commission was restructured, with the addition of non-legislative members, as the Legislative-Citizen Commission on Minnesota Resources.
- Prior to 1975 the commission was located in the Capitol.
- In 1975, the Commission moved to Room 65 SOB.

Lessard-Sams Outdoor Heritage Council

- The Lessard-Sams Outdoor Heritage Council (LSOHC) was established in 2009, and the staff located in 95 SOB.
- In 2010, the LCC chair, using the LCC's authority to provide for space for legislative commissions, co-located the LSOHC and the LCCMR in 85 State Office Building. Although the LSOHC moved to the new space, the LCCMR did not. In 2011, the DFL minority moved its caucus research staff to 85, and the LSOHC moved to Room 95.

State Office Building Use Questionnaire

Instructions: This survey is designed to examine the use of this building space *prior* to any temporary changes that have resulted from the capitol renovation. Your survey answers should be based on your current permanently allotted space, not including areas shared with other departments such as break rooms or hearing rooms. Square footage amounts can be approximate. If you want to share information and thoughts about any temporary (nonpermanent) space that your department is currently occupying please do so in the section for “other comments”.

July 10, 2015

Department: Legislative Coordinating Commission

Contact person: Greg Hubinger

Number of permanent/temporary staff (headcount):

	Permanent	Temporary
LCC	11	1 intern
Pensions	4	
LCCMR	4	
Lessard-Sams	4	1 intern
Energy	1	1 intern
Data Practices		1

Please indicate by coloring in on one or more of the attached floor maps the location of all spaces used or controlled by your department in this building:

Map of current Commission use of Ground Floor is attached.

What is the square footage of all permanent department space located in the State office building?

	Approx square footage	Number of staff	Room number
LCC	200	2	45
	240	.60	52
	290	2	55
	480	2 (captioners)	70
	480	4	72
	300	2.5	95
Pensions	780	3.5	55
LCCMR	840	4	65
Lessard-Sams	540	4	95
Energy	150	1.5	65

If your office is permanently allocated additional space in another building please describe: None

Number of closed-door offices and cubicles:

	Closed door offices	Cubicles	Room number
LCC	--	2	45
	--	1	52
	2	0	55
	--	2	70
	2	2	72
	2	1	95
Pensions	3	1	55
LCCMR	3	1	65
Lessard-Sams	1	2	95
Energy	1		65

Number and square footage of copy room spaces:

	Approx square footage	Room number
LCC	120 180	52 (map plotters) 72
Pensions	100	55 (shared with LCCMR)
LCCMR	50	65 (part of common space)
Lessard-Sams	50	95 (part of common space)
Energy	NA	65

Number and square footage of conference/meeting rooms (excluding common hearing rooms):

Conference room	Room 51	240 ft sq
Kitchen	Room 90	240 ft sq

Number and square footage of storage spaces:

	Approx square footage	Room number
LCC	120	51
LCC	100	70
LCC	180	72 (included in copy room space)
LRL	120	51
Pensions	100	55(included in copy room space)
LCCMR	8	65 (closet)
Lessard-Sams	50	95 (included in common space)
Energy	NA	65

Special requirements or costs if your department location were to change:

Existing limitations or concerns with your department's office space or location:

1. In general, air quality for all commission offices on the ground floor is poor. Poor ventilation is endemic to all commission offices.
2. Some commission staff experience constant cold air, year round. It is not uncommon to find space heaters operating throughout the year as employees work in cold office spaces. Some offices are over-warm.
3. Current office spaces are not divided equitably among staff (one staff is in a converted closet.) One shared copier is located in a staff office, leading to constant interruption.
4. There is a lack of storage space for some offices.
5. The proposed Ground Floor map consolidates the LCC staff (currently in five offices) into one suite, improving efficiency and communication. Staff are generally located in spaces near windows, improving working conditions and morale. A consolidated space would provide easier access for members and the public to our office.

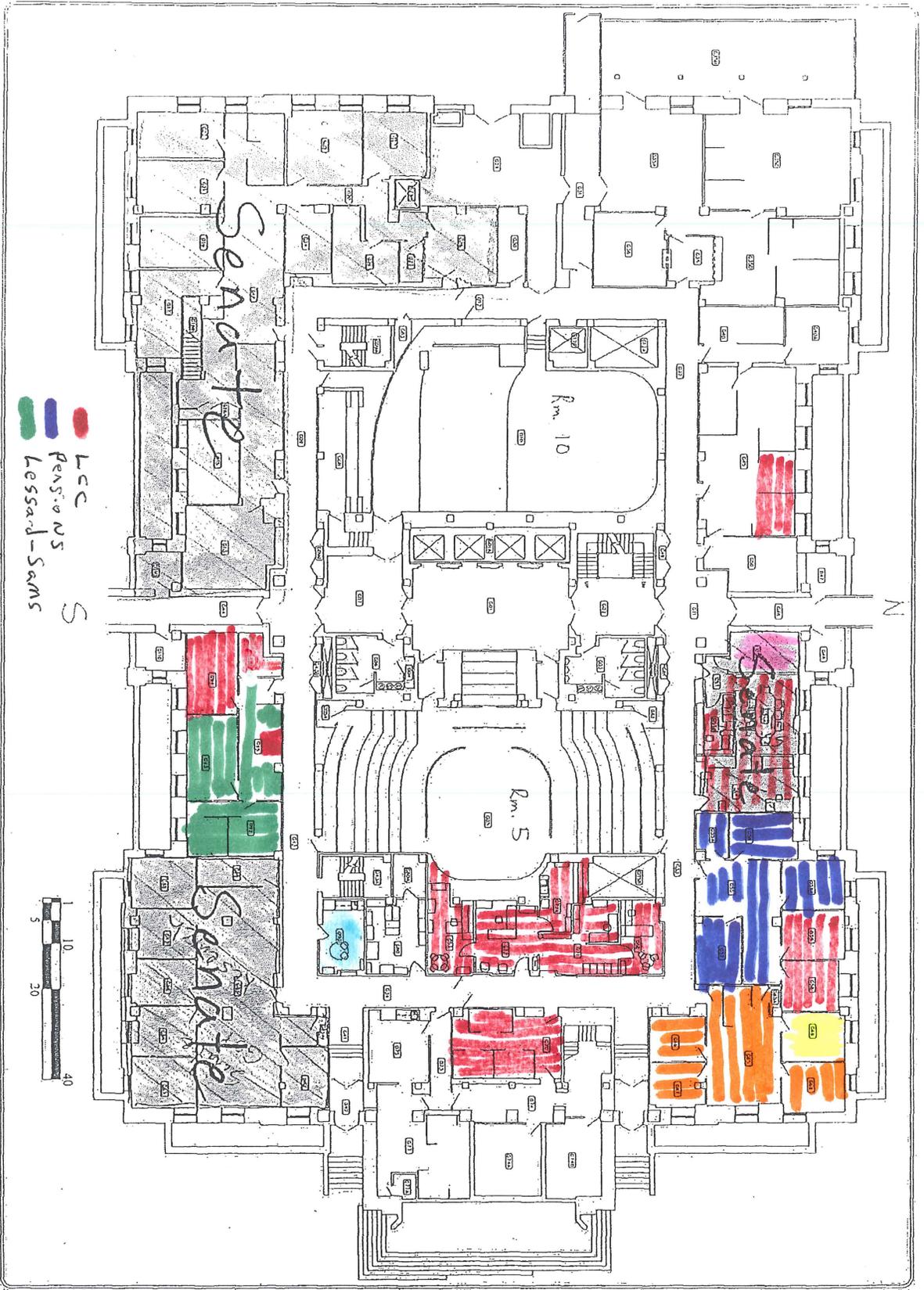
Desired or nonessential wants in your department's office space or location:

Would your department like to occupy all or a portion of the space that will be available after Senators and Senate staff leave the first and ground floors (see attached floor plans)?

See attached proposed floor plan

Other comments [Return to Exec. Summary](#)

LCC: Current
7/16/15



- █ LCC
- █ Pensions
- █ Lessard-Sams
- █ LCCMK
- █ Energy
- █ Kitchen
- █ LRV storage



State of Minnesota
Department of
Administration
Real Estate
and Construction
Services

State Office Building
02/04/2009

Ground Floor

2 of 11

Location of the Legislative Reference Library

In the Capitol 1969-1984

111 Capitol (1969-1984)

The Library was established in 1969 and was initially housed in Room 111 of the Capitol. Room 111 consisted of three rooms—two offices and a reading room. As the services, materials, and staff of the Library grew, the Library's spaces slowly began expanding from the initial three small rooms to other rooms on the first floor and in the basement of the Capitol. The 1976 *Report on the Status of the Legislative Reference Library* describes the space:

The Library's main reading room is located in 111 State Capitol. Off of this small room is an alcove which houses our legal collection. On this side of the north entrance to the Capitol the Library also has two offices. Across the hallway from these rooms are three other small offices. All Library offices also contain segments of the Library collection either in file cabinets or 3 x 7 foot shelves. The Library has another office area in the basement and two small storage rooms. All basement rooms have environmental problems. Two flood, two are extremely hot and dirty, and all three are rodent infested. We have the use of a portion of Room 107 located in the State Capitol. We house the House of Representatives floor debates and committee hearing tapes and current Minnesota publications in cardboard boxes in this room.

In the State Office Building 1985-present

645 State Office Building (1985 – present)

The move to the renovated State Office Building in 1985 enabled the collection and the staff to be in one place. Library staff moved into a wonderful new space on the 6th floor of the State Office Building. This space provided plenty of space for the collections, for staff, and for patrons. It continues to serve the Library well. Proximity to House Research staff and Revisor's attorneys makes this location ideal for the Library.



B-16 Basement storage area (1985 – present)

The Library has storage space for newspaper clippings in a room off the cafeteria (B-16) in the basement of the State Office Building.

G-71 and G-72 "The Tape Room" (1985 - 2004)

Although the Library handled the legislative history materials (committee and floor audio tapes and committee minutes) prior to the move from the Capitol to the State Office Building, the House and

Senate planned to handle the materials after the move. G-71 State Office Building was originally the House Tape Room. Soon after the move, both the House and Senate decided the Library was better equipped to handle the research requests so the House Tape Room became the Library-operated Tape Room.

662 State Office Building (2004 – present)

The materials housed in the Library's "Tape Room" on the ground floor moved to two rooms on the 6th floor in 2004. The move was precipitated by House and Legislative Coordinating Commission space needs on the ground floor. The move was possible because the House was willing to forfeit a little-used conference room to the Library; a door was moved from the south side of room 662 to the north side. The rest of the legislative history materials were moved into another area of the Library. The Library also gained G-51 State Office Building for storage as part of this office switching.



G-51 State Office Building (2004-2014)

The Library used G-51 as a place to store unused cubicle walls, desk surfaces, and extra furniture. In 2014, the Library was asked to vacate the space to make room for Senate staff that moved to the State Office Building during Capitol renovation. The Library was able to relocate the cubicle materials to an obscure location along a wall in B-33 State Office Building; unused furniture was sent to State Surplus.

-- Elizabeth Lincoln, July 10, 2015

State Office Building Use Questionnaire

Instructions: This survey is designed to examine the use of this building space *prior* to any temporary changes that have resulted from the capitol renovation. Your survey answers should be based on your current permanently allotted space, not including areas shared with other departments such as break rooms or hearing rooms. Square footage amounts can be approximate. If you want to share information and thoughts about any temporary (nonpermanent) space that your department is currently occupying please do so in the section for “other comments”.

Department: Legislative Reference Library

Contact person: Elizabeth Lincoln

Number of permanent staff: 15 staff in 13.75 full time equivalent positions

Number of session-only or temporary staff: none

Please indicate by coloring in on one or more of the attached floor maps the location of all spaces used or controlled by your department in this building:

What is the square footage of all permanent department space located in the State office building? 8455 square feet total

- 645 State Office Building --7690 square feet not including 662 State Office Building
- 662 State Office Building -- 160 square feet that opens into the reading room
- B-16 – 329 square feet
- B-33 -- 76 square feet used in one portion of B-33

- G-51 – approximately 200 square feet that was formerly Library storage but is currently being used by the Senate. It may be counted as LCC space officially.

If your office is permanently allocated additional space in another building please describe:

- **Location:**
- **Approximate square footage:**
- **Description of uses (i.e., offices, storage, equipment):**

Number of closed-door offices: Two

Number of open offices (i.e., cubicle spaces): In addition to the two offices with doors, there are open/cubicle offices for 13 currently being utilized and two small open offices that are not currently being utilized.

Number and square footage of copyroom spaces: The Library's copyroom contains two copier/scanners and is 103.5 square feet.

Number and square footage of conference/meeting rooms (excluding common hearing rooms): The Library has one room that serves both as the staff lounge/lunchroom and as a meeting room; the room is 179 square feet.

Number and square footage of storage spaces: These three spaces are listed above under total square footage for the Library; the storage subtotal is 605 square feet.

- B-16 – 329 square feet
- B-33 -- 76 square feet used along a wall in B-33

- G-51 – approximately 200 square feet that was formerly Library storage but is currently being used by the Senate. It may be counted as LCC space officially.

Special requirements or costs if your department location were to change:

It would be extremely expensive to move the Library.

Existing limitations or concerns with your department's office space or location:

The Library has no limitations or concerns about our current location.

Desired or nonessential wants in your department's office space or location:

None

Would your department like to occupy all or a portion of the space that will be available after Senators and Senate staff leave the first and ground floors (see attached floor plans)?

The Library would prefer to stay on the 6th floor in our current location.

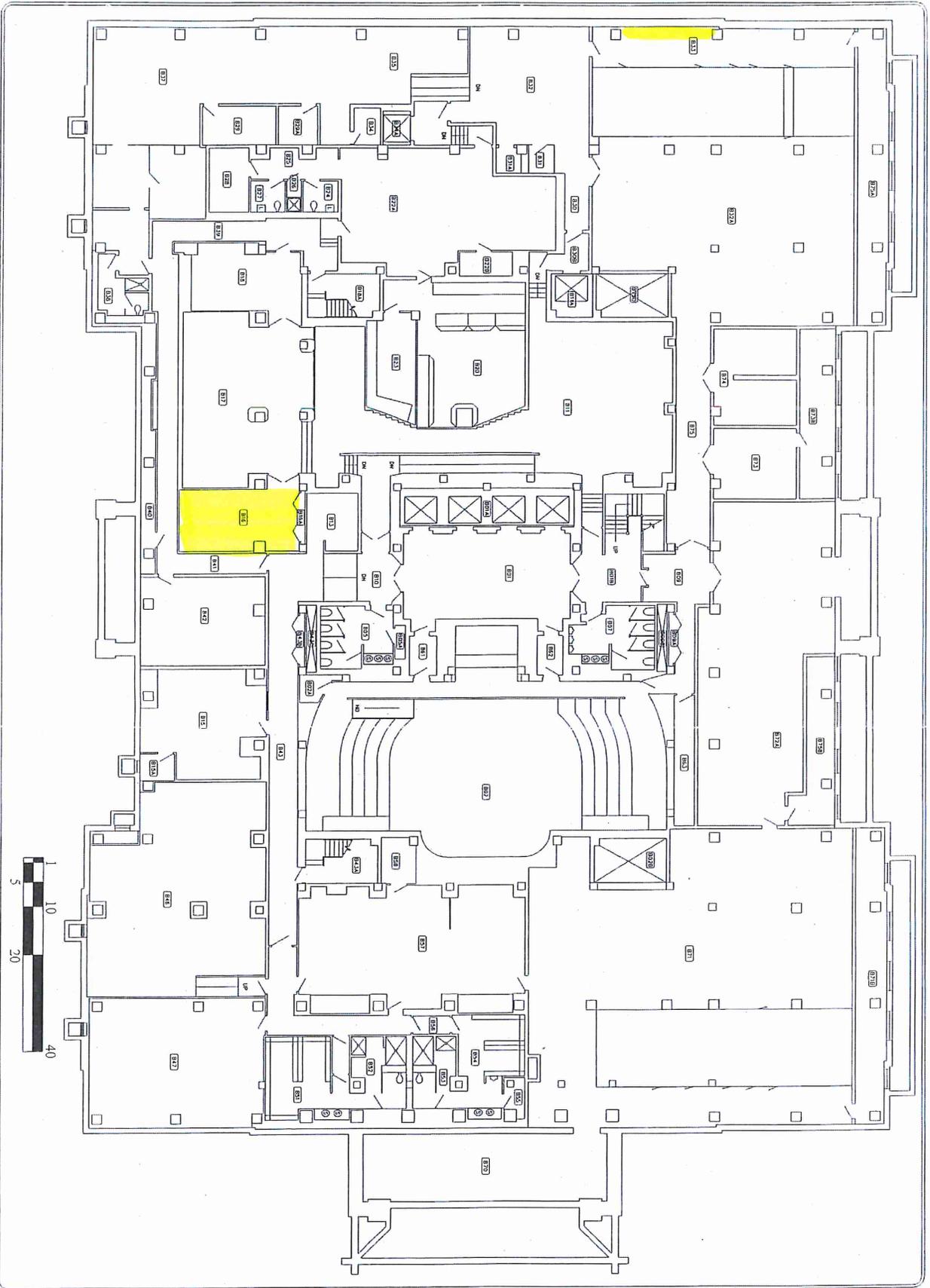
Other comments:

The Legislative Reference Library will be acquiring a large collection of materials from the Minnesota Historical Society in late 2015 or early 2016. Ideally, the Library would like to utilize the ground floor storage space we had prior to 2014 (G-51) or a similar space to accommodate this collection.

The Minnesota Historical Society is deaccessioning the audio tapes of all legislative committee hearings for the years 1991 – 1998 that had previously been sent from the Legislative Library to the Minnesota Historical Society. (The Legislative Library has the tapes for the years 1999 – 2004.)

(The Library has evaluated digitizing all audio tapes but the cost was prohibitive. New techniques may allow digitization to be done cost-effectively in the future.)

[Return to Exec. Summary](#)



	<p>State of Minnesota Department of Administration Real Estate and Construction Services</p>	<p>State Office Building 02/04/2009</p>
<p>Notes / Remarks</p>	<p>Basement</p>	
<p>Drawn By: Jedd Prohaski Checked By: Jedd Prohaski Approved By:</p>	<p>1 of 11</p>	



OFFICE OF THE REVISOR OF STATUTES

Minnesota Legislature

To: Hon. Kurt Daudt, Speaker and LCC Chair
From: Michele L. Timmons, Revisor of Statutes
Date: July 7, 2015
Subject: History of Revisor Office Space

As you requested, here is a brief history of the office space occupied by the Office of the Revisor of Statutes over the years.

1939 - 1958

- Location:
 - 1939 – Capitol, likely in judicial wing
 - 1953 – Capitol, room 355, according to historical legislative directory
 - 1955 – Capitol, room 320, according to historical legislative directory
- Office of the Revisor of Statutes created by Laws 1939, Ch. 442
- Under judicial branch of government
- First task to create Minnesota Revised Statutes 1945

1959 - 1971

- Location:
 - 1959-1971 – Capitol, room 4, according to legislative directories
- In addition to statutory revision, office began to draft bills for the legislature

1973 - 1979

- Locations. Office spread between multiple locations:
 - Capitol, basement – 4 offices, library, break room, supply room

- Capitol, room 3 – reception, Revisor’s office, production staff, 4 offices
- Capitol, room 25 – editorial staff, 2 offices, open space for desks
- Centennial Building – computer staff and state-owned mainframe computer
- Legislative Coordinating Commission created by Laws 1973, Ch. 598
- Revisor’s office moved under the legislative branch of government

1980 - 1984

- Locations. Office spread between many locations:
 - A. Three Capitol spaces retained:
 - Capitol, basement – 4 offices, library, break room, supply room
 - Capitol, room 3 – reception, Revisor’s office, production staff, 4 offices
 - Capitol, room 25 – editorial staff, 2 offices, open space for desks
 - B. Capitol and SOB spaces added:
 - Capitol, room 4 – for rules editing work
 - SOB, basement – for mainframe computer purchased by Revisor’s office
 - SOB, 4th floor – for the “LTF” or “Legislative Terminal Facility”, for drafting legislative documents for House and Senate members
 - SOB, 6th floor – for rule drafting and computer staff
- Revisor’s office given additional duties by statute – drafting rules for executive branch and codifying and publishing *Minnesota Rules*

1985 – April, 1990

- Locations:
 - SOB, basement – continued to house mainframe computer; supply room
 - SOB, 7th floor – all staff
- Renovation of the State Office Building
- 7th floor SOB added on, specifically designed for the Revisor’s office:
 - Large, open area for production or “deck” staff
 - Enclosed room for printers and copiers designed to have a separate cooling system
 - Break room for staff who put in long hours, often overnight
 - Small library and conference room
 - Offices for attorneys and computer staff
- But, office had only 2 computer staff and one consultant at that time
- Revisor’s office no longer had any space in the Capitol

May of 1990

- Locations. Office spread between multiple locations:
 - SOB, basement – mainframe computer room; supply room
 - SOB, 7th floor – attorney, editorial, and production staff
 - 525 Park Street – computer unit (IS unit)
- Computer staff unit had outgrown the 7th floor SOB space
- Computer unit moved to rental space at 525 Park Street building

Summer of 1998

- Legislative Coordinating Commission asked for an assessment of the Office of the Revisor of Statutes, prior to hiring a new Revisor of Statutes
- Study by consultant Ellen Mitchell Gallagher of Mitchell Gallagher, P.A.
- Study noted that, among others, the increasing computerization of the work and the move of the computer unit to a separate building 2 blocks away from the rest of the staff were significant changes impacting Revisor staff
- Recommendations included development of a space plan that would make it easier for all employees of the Revisor's office to work together

November, 1998 - 2014

- Significant computer development occurred:
 - 2005 – Bill Status System on web migrated hardware from mainframe to Unix server, software from outdated product to Oracle database
 - 2006 – XML-based bill-drafting system called XTEND placed into production
 - 2008 – XTEND expanded to accommodate drafting and publication of administrative rules
 - 2008 – Old mainframe computer unplugged and final replacement with Unix and Windows servers in SOB basement computer room
 - 2010 – XTEND expanded to publish court rules
 - 2014 – Web hits on Revisor servers near 300 million; authentication of laws, statutes, and rules implemented
- Only growth in Revisor staff during this time was in computer unit
- Computer staff grew from 7 to 12, plus 2 consultants
- Currently renting 2,852 square feet at 525 Park Street at annual cost of \$ 54,188

2015 and Beyond

- Locations desired:
 - SOB, basement – Shared data center, used by House, Senate, LCC, and Revisor, administered by the Revisor’s office; supply room
 - SOB, 7th floor – Would continue to serve all attorney, editorial, and production staff
 - SOB, 1st floor – Approximately half of 1st floor space to be vacated by Senate minority, to accommodate up to 18 Revisor computer staff
- 2015 legislature appropriated funding to expand computer staff by 3 more positions, to total of 15, effective FY 16 and beyond
- One-time funding to do first phase of Minnesota Administrative Rule Status System (“MARSS”) appropriated for FY 17
- MARSS will require space for 2-3 consultants for the study, likely 2 additional permanent computer staff if 2017 legislature authorizes full development
- Without expansion, rent at 525 Park goes up 10/1/15 to \$ 55,614
- Expansion at 525 Park to accommodate additional staff would raise rent higher
- Senate move from SOB creates opportunity to move Revisor computer staff to SOB:
 - Saves money on rent for privately-owned space
 - Brings IS unit staff closer to the computer room and equipment in SOB basement, creating efficiency and reducing troubleshooting time, particularly during legislative sessions
 - Brings IS unit staff closer to remainder of Revisor staff, saving time and facilitating better communication

State Office Building Use Questionnaire

Instructions: This survey is designed to examine the use of this building space *prior* to any temporary changes that have resulted from the capitol renovation. Your survey answers should be based on your current permanently allotted space, not including areas shared with other departments such as break rooms or hearing rooms. Square footage amounts can be approximate. If you want to share information and thoughts about any temporary (nonpermanent) space that your department is currently occupying please do so in the section for “other comments”.

Department: Revisor of Statutes (ROS), IS-unit only.

This submission is only for the Revisor's IS-unit, which is currently renting commercial office space at 525 Park St.

Contact person: Michele Timmons (primary), 6-2778

Tim Orr (secondary), 7-7165

Number of permanent staff:

Total number of permanent staff in the Revisor's Office complement = 15 + 41 = 56

IS-unit only, Complement	700 SOB Complement
Permanent staff 15	Permanent staff 41.0
Consultants 2	Seasonal staff 9.0
Total Complement 17	Total Complement 50.0
<i>Estimated on 7/1/2016</i>	
Permanent staff 15	
<u>Consultants</u> 3	
Total Complement 18	
For this questionnaire, recommend using 18 personnel	
<i>Estimated on 7/1/2017</i>	
Permanent staff 17	
<u>Consultants</u> 1	
Total Complement 18	

Number of session-only or temporary staff:

Total number of session-only staff in the Revisor's Office = 2 + 9 = 11

Please indicate by coloring in on one or more of the attached floor maps the location of all spaces used or controlled by your department in this building:

The Revisor's Office uses or controls space on the following floors.

- Basement
- Seventh floor

See attached maps "A. ROS Space in the SOB ".

What is the square footage of all permanent department space located in the State office building?

10,905 sq. ft. are used or controlled by the Revisor's Office.

Basement, room B46 (computer room)	= 1,496 sq. ft.	measured
Basement, room B47 (supply room)	= 945	measured
<u>Seventh floor</u>	<u>= 8,464</u>	from "SOB SquareFootage.pdf"
TOTAL	= 10,905 sq. ft.	

If your office is permanently allocated additional space in another building please describe:

- **Location:** 525 Park St., suite 450. All Revisor IS staff are at this location.
- **Approximate square footage:** 2,852 usable sq. ft.
- **Description of uses (i.e., offices, storage, equipment):**
 - staff offices
 - consultant cubicles
 - conference room
 - computer room
 - break room
- **Number of closed-door offices:** 11

- **Number of open offices (i.e., cubicle spaces):** 3
- **Number and square footage of copyroom spaces:** 1 copy room. 84 sq. ft.
- **Number and square footage of conference/meeting rooms (excluding common hearing rooms):** 1 conference room. 170 sq. ft.
Seats 12 people.
- **Number and square footage of storage spaces:**
One, 142 sq. ft. computer room, also used for storage.

If the IS-unit moves into the SOB, a computer room will not be needed.

A 50 sq. ft. storage and supply room will be needed.

- **Special requirements or costs if your department location were to change:**

Because the IS-unit primarily employs Systems Analyst/Programmers, individual offices are necessary to minimize distractions, errors, and delays while still encouraging collaboration and teamwork.

Parking near the SOB will be needed for 18 people. These people currently park near or in the private lot for 525 Park St.

Cost savings if IS-unit moves into S.O.B:

- Eliminate annual rent for commercial office space.
- Rent for 2015 was \$55,614.

Existing limitations or concerns with your department's office space or location:

Since 1990, the Revisor's Office has rented commercial office space at 525 Park St. for its IS-unit. Since 1990 the size of the IS-unit has grown from 3 to 17 people.

This unit supports the work of the legislature during and after session. A partial list of computer software and hardware maintained by this unit includes:

- the XTEND bill drafting system
- the bill status system

- the Revisor's public and intranet web site
- applications for editing, proofing, and publishing Laws, Statutes, and Rules
- the database that contains the above documents and data
- the legislature's VOIP phone system
- the House and Senate's WiFi network controllers

Multiple inefficiencies exist because the IS-unit is located 2 blocks north of the SOB:

- 1) Lost productivity. Round-trip walking time (between 525 Park St. and the SOB) is approximately 20 minutes. Collectively, IS staff spend hours per week walking instead of working.
- 2) Reduced collaboration. Due to the physical separation, IS staff have limited opportunities to interact with the office and other IT offices. These opportunities are scheduled meetings and IT emergencies.
- 3) Delayed response. When hardware or computer room issues arise, IS staff must walk to the SOB to inspect the hardware.

Desired or nonessential wants in your department's office space or location:

None.

Would your department like to occupy all or a portion of the space that will be available after Senators and Senate staff leave the first and ground floors (see attached floor plans)?

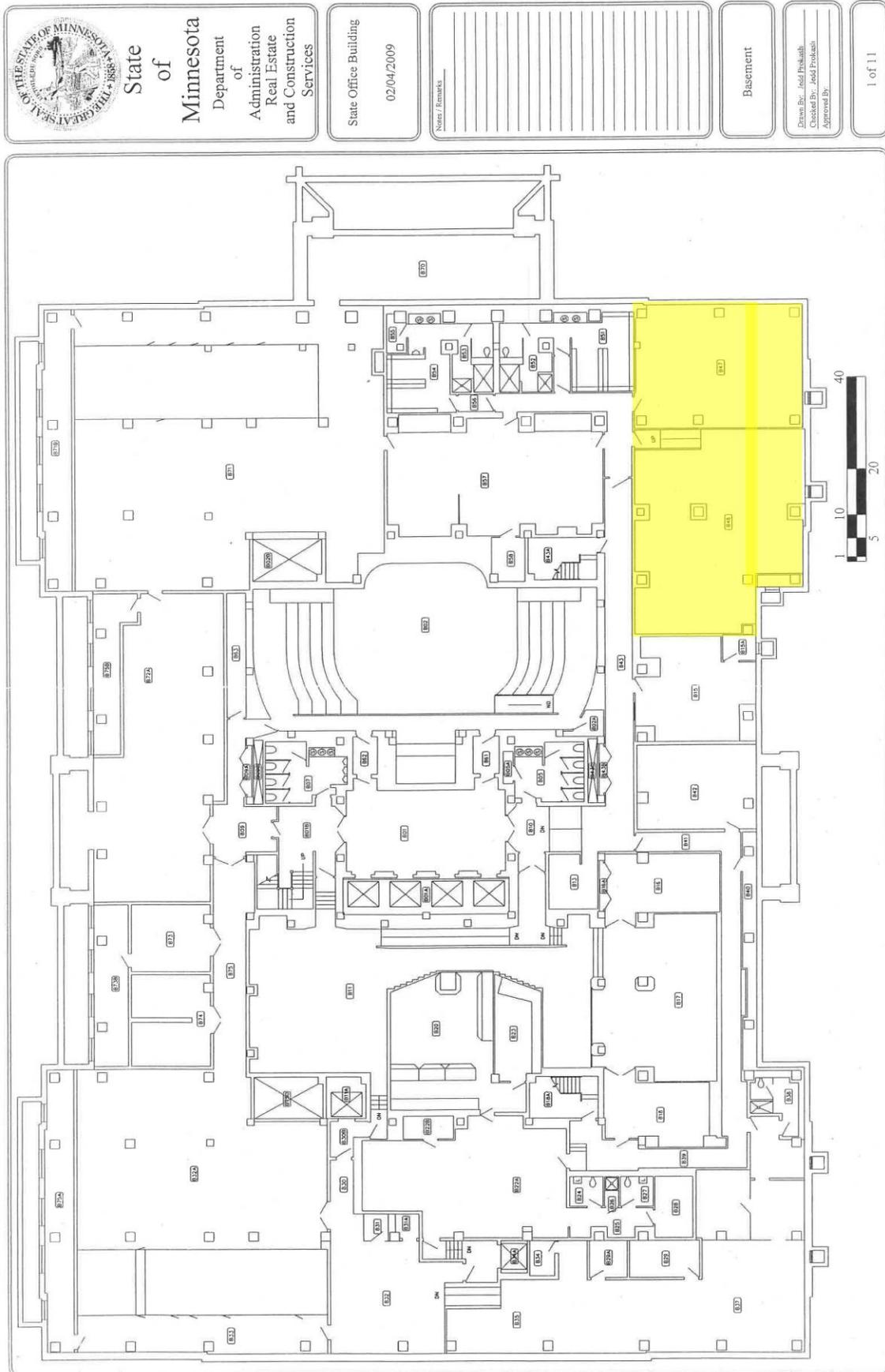
The attached diagram "B. Proposed location of IS-unit in the SOB" shows the proposed relocation of the IS-unit to the 1st floor of the S.O.B.

- Offices for a minimum of 17 permanent IS staff are identified. The addition of 2 new staff is highly probable in the 2017-18 session based on the positive response to the Revisor's committee testimony during the 2015 session.
- Two of the 17 offices will require limited remodeling to convert cubicles into enclosed, quiet, work spaces. The two offices are numbers 3 and 8 in the diagram.

Other comments:

If any of the current 6th floor tenants vacate space, and the space is appropriate for IS staff as described in the section **Special requirements or costs ...**, then moving the IS-unit to the 6th floor should be considered. The 1-floor separation essentially consolidates the entire office. [Return to Exec. Summary](#)

A. ROS Space in the SOB (page 1 of 2)




State of Minnesota
Department of Administration
Real Estate and Construction Services

State Office Building
02/04/2009

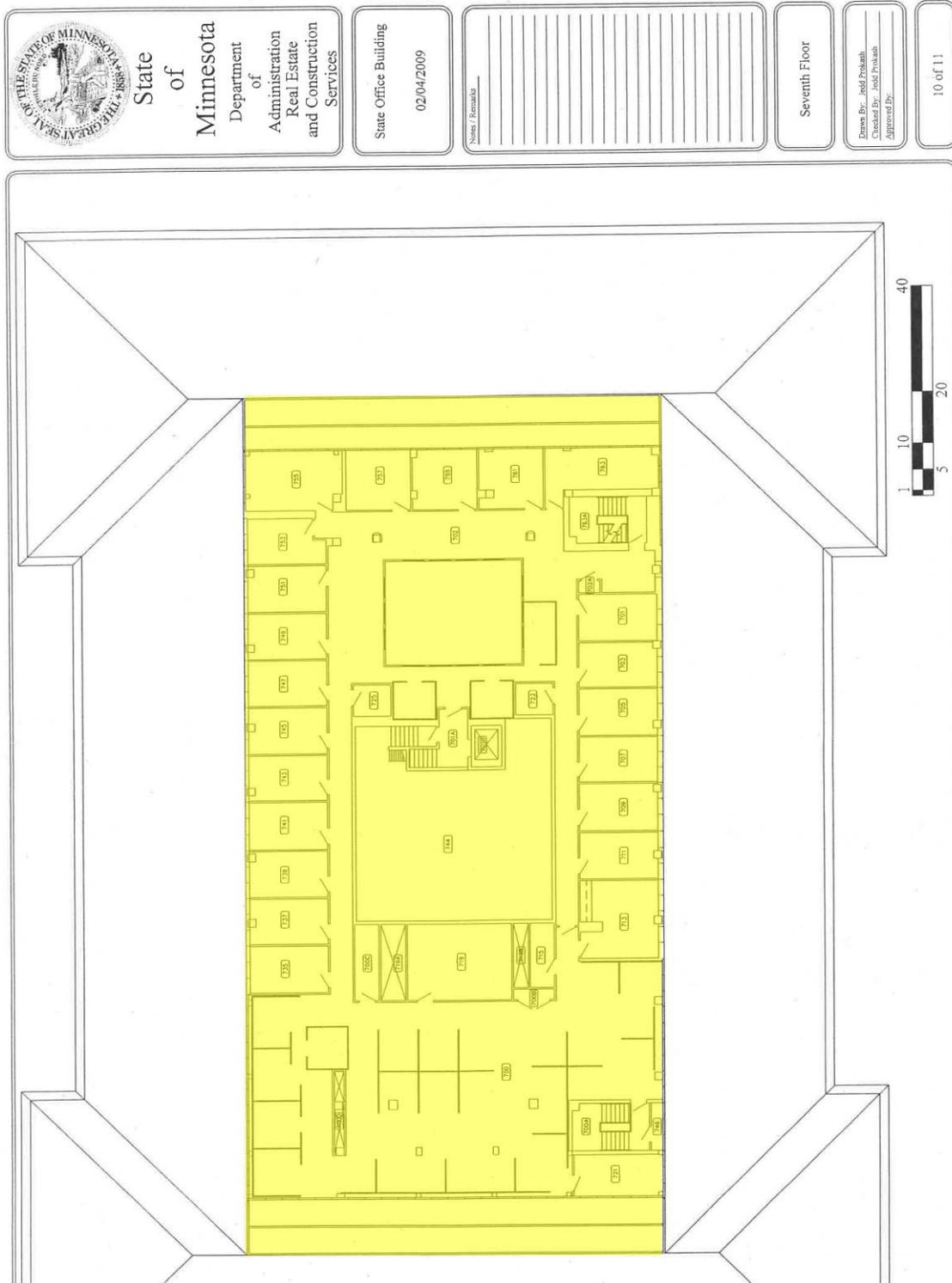
Name: _____
Remarks: _____

Basement

Drawn By: Joel Prokath
Checked By: Joel Prokath
Approved By: _____

1 of 11

A. ROS Space in the SOB (page 2 of 2)



B. Proposed location of IS-unit in the SOB



07.8.2015

Memo

To
Patrick McCormack

From
Robert Meyerson

CC

Re
SOB Space Needs

Comments:

Attached find the requested documents regarding the space needs for the Sergeant at Arms department. Please let me know if you need additional information or further clarification on any of the documents.

Minnesota House of Representatives
Sergeant at Arms

Tel 651 -296-4884

Bob.meyerson@house.mn



Historical Space Allocation of the Sergeant at Arms Department

The House Sergeant at Arms Department serves the Minnesota House of Representatives by coordinating with Capitol Security, overseeing Facility Services and duplicating, operating the House Post Office, providing telecommunications and other administrative needs, paging and providing support services to the committees and floor sessions. The space allocated for these purposes includes spaces dedicated to storage and equipment, offices for permanent staff, workspace for session-only staff and conference/classroom space for educational programs. Until construction began on the House Chamber in 2015 the sergeants also used space adjoining the chamber.

The Sergeant at Arms department moved from the Capitol Building into the State Office Building in the late 1970s, occupying offices in the north east corner of the ground level by the front entrance (numbered G60 and G74 at the time). When the State Office Building was remodeled in 1985, the Sergeants' offices and committee page space was moved to G40-G45, in the northwest corner of the building adjoining House Supply. At this time the department space extended from the loading dock to the Capitol tunnel entrance, including G35 (House Facilities), G40-G45 (Sergeants and Committee Pages), and G50 (House Post Office). A conference room and office space was also located in the Capitol Building for the High School Page Program and education program coordinator.

In 2005, the administrative offices and public reception area for the Sergeant at Arms main office was moved to the first floor of the State Office Building, and the converted basement gym became a room for the committee pages (Room B57). The space allocated in 190 State Office Building included 3 closed offices for the sergeants, a reception area for the legislative

assistant, audio control room, and conference room. The House Post Office was moved from G50 into Facilities space in G36. At this time, the High School Page Program was moved into a conference room and offices in the basement of the Capitol.

The main office remained in Room 190 until 2013, when the administrative offices were displaced by the relocation of House TV at the beginning of the Capitol Restoration. The offices were temporarily moved into unoccupied offices on the fifth floor and then into the converted cafeteria 'swing space' on the basement level. Dedicated space for the High School Page Program was also lost when the restoration construction began. Currently the Sergeants' administrative offices and public reception area is located in the basement level, B17. Facilities Services has remained in G35 with House Duplicating, the Post Office in Room G36, and the committee pages in B57. Additional storage is kept in fourteen locations throughout the State Office Building.

State Office Building Use Questionnaire

Instructions: This survey is designed to examine the use of this building space *prior* to any temporary changes that have resulted from the capitol renovation. Your survey answers should be based on your current permanently allotted space, not including areas shared with other departments such as break rooms or hearing rooms. Square footage amounts can be approximate. If you want to share information and thoughts about any temporary (nonpermanent) space that your department is currently occupying please do so in the section for "other comments".

Department:

House Sergeant at Arms

Contact person:

Robert Meyerson

Number of permanent staff:

Seven

Number of session-only or temporary staff:

The number of session-only staff has varied significantly over the last fifteen years – between 15 and 47.

Please indicate by coloring in on one or more of the attached floor maps the location of all spaces used or controlled by your department in this building:

(Attached)

What is the square footage of all permanent department space located in the State Office building?

8,755 ft²

The sergeants' office space used and controlled before House TV was moved to room 190 in the State Office Building as part of the Capitol Restoration included 8,755 ft².

This figure includes administrative offices and reception area, facilities, supply, printing, mail room, telecommunications, storage and inventory, page workroom, conference room and audio room.

If your office is permanently allocated additional space in another building please describe:

• **Location:**

Space has been earmarked for the House Sergeant at Arms in the Capitol Building for when the restoration is completed.

• **Approximate square footage:**

1,647 ft²

• **Description of uses (i.e., offices, storage, equipment):**

Space in the Capitol will be used for the High School Page Program educational activities, committee page workspace to support hearings in the Capitol Building, and offices for the assistant sergeant and high school page program coordinator. During floor session, space on the second floor will be used by the pages to bring messages from the public to legislators. The space will also support security efforts.

Number of closed-door offices:

Three

Number of open offices (i.e., cubicle spaces):

Eight

Number and square footage of copy room spaces:

111 ft² in temporary B17 office (similar footprint to copier area in 190).

800 ft² in G-35 (House Duplicating)

Number and square footage of conference/meeting rooms (excluding common hearing rooms):

216 ft²

Number and square footage of storage spaces:

Dedicated facilities storage space in G35: 1,565 ft²

Additional space adapted throughout the building for storage: 2,171 ft²

This space is not under direct control of the department but has been informally acquired to meet storage needs.

Special requirements or costs if your department location were to change:

No substantial alterations would be needed. However, wiring for the audio control room may need to be rerouted.

Existing limitations or concerns with your department's office space or location:

The current temporary Sergeant at Arms space does not meet our business needs or provide adequate access for members, staff and the public to the services we provide.

To better coordinate and provide optimal security services the department requires a space that is exceptionally visible and accessible. The current location and any space in

the lower level of the building inhibits the ability to detect, deter and effectively respond to incidents.

The converted space currently used to house the pages does not provide a professional work environment. Because it is an access point to Plant Management's building storage, it lacks a secure environment and adequate temperature control. Additionally, the location prevents effective communication with and direction for session-only staff, delaying the services provided to other House staff.

Desired or nonessential wants in your department's office space or location:

There are fourteen locations throughout the State Office Building currently being used to store office furniture, hearing room equipment, telecommunications (phones), records, and special event items.

Some spaces being used for storage are makeshift. Their primary purpose is to house sensitive materials and equipment. Damage to this equipment while accessing stored items could adversely impact building mechanicals, communications, and/or electronic data.

We would like to consolidate and designate permanent storage space for House property so that inventory can be appropriately controlled and secured.

Would your department like to occupy all or a portion of the space that will be available after Senators and Senate staff leave the first and ground floors (see attached floor plans)?

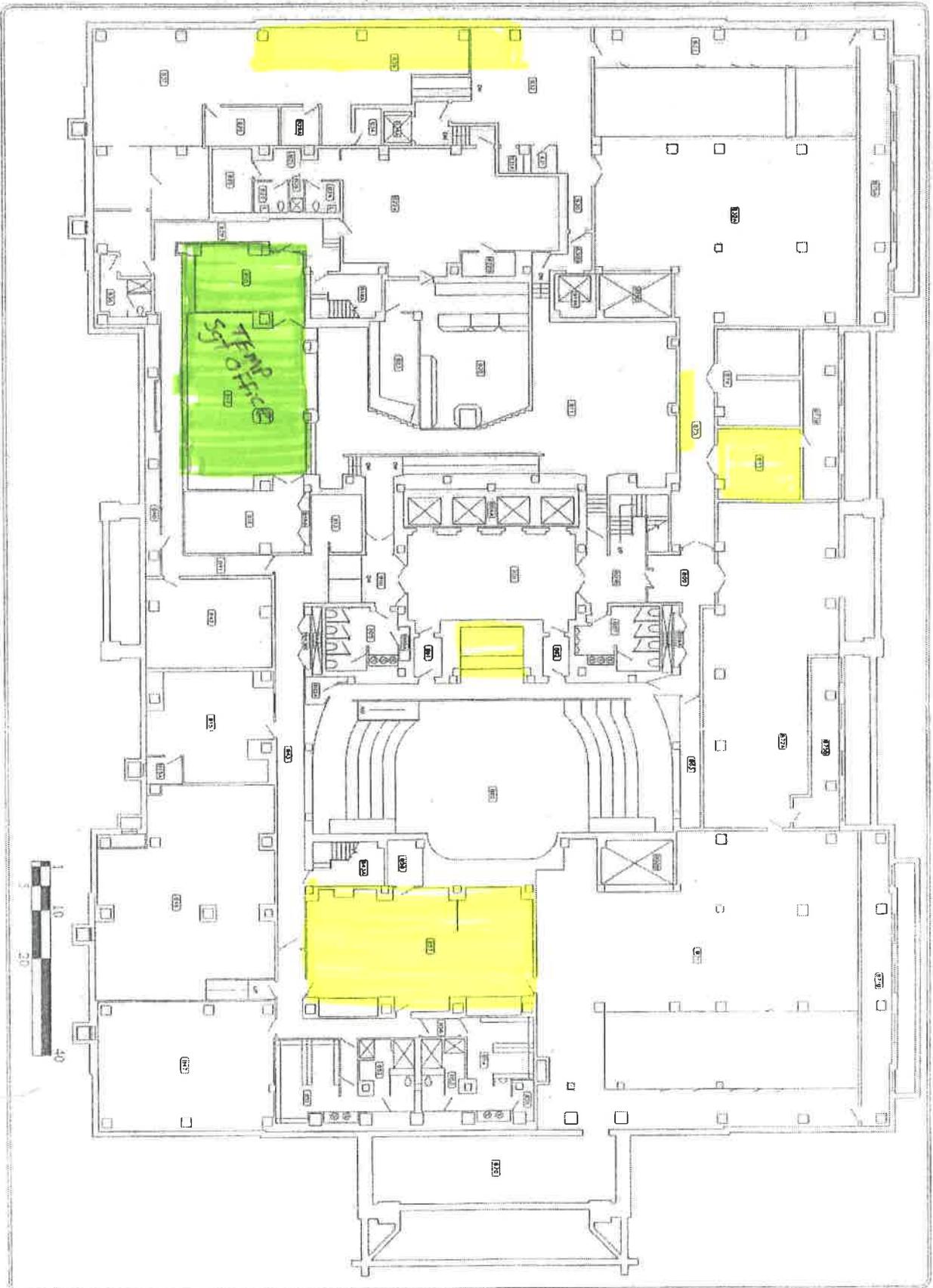
Yes. We would like office space for 4 closed offices and a reception area, committee page workspace, conference room and closets on the first level at the North side entrance (132B, 132F, 142G, 149, 148, 151, 153, 153A, 171 and 171A). This location will allow us to better meet our business needs by providing optimal accessibility for members, staff and the public. Positioning the Sergeants' office at the street level entrance will allow the department to best monitor the environment in and around the State Office Building and respond appropriately without delay.

To improve House storage, we would like to expand House Supply past the loading dock to the adjoining rooms G20, G22, G24-28.

Other comments:

It is our intention as a restructured non-partisan department providing essential administrative, legislative and security services to create a professional, efficient and accessible permanent work environment.

Existing and historical temporary space has not provided sufficient visibility or centralized access to these essential services. Establishing the Sergeants' department as a prominent public office will both address existing limitations and provide for continued improvement. It will enhance the quality and effectiveness of the services provided by the department to the institution it supports. [Return to Exec. Summary](#)



■ Temp/Saving Space
■ Permanent Space



State
 of
 Minnesota
 Department
 of
 Administration
 Real Estate
 and Construction
 Services

State Office Building

03/04/2009

Basement

1 of 11

State Office Building Use Questionnaire

Instructions: This survey is designed to examine the use of this building space *prior* to any temporary changes that have resulted from the capitol renovation. Your survey answers should be based on your current permanently allotted space, not including areas shared with other departments such as break rooms or hearing rooms. Square footage amounts can be approximate. If you want to share information and thoughts about any temporary (nonpermanent) space that your department is currently occupying please do so in the section for “other comments”.

Department:

Office of the Secretary of State (OSS)

Contact person:

Julie Strother, 651-201-1342, Julie.strother@state.mn.us

Number of permanent staff:

At the State Office Building Location: 25 (26 including the Secretary of State)

Safe at Home Location: 4

Empire Drive Location: 50

Number of session-only or temporary staff:

None

Please indicate by coloring in on one or more of the attached floor maps the location of all spaces used or controlled by your department in this building:

Attached

What is the square footage of all permanent department space located in the State office building?

First Floor: 6,032 square feet

Ground Floor (storage): 766 square feet

If your office is permanently allocated additional space in another building please describe:

- **Location:**
Retirement Systems of Minnesota Building
60 Empire Dr., Suite 100
Saint Paul, MN 55103
- **Approximate square footage:** 10,923 square feet
- **Description of uses (i.e., offices, storage, equipment):** Business services and IT offices.

Number of closed-door offices:

At State Office Building: 10

Number of open offices (i.e., cubicle spaces):

At State Office Building: 16

Number and square footage of copyroom spaces:

None (no copy room)

Number and square footage of conference/meeting rooms (excluding common hearing rooms):

One – Approximately 330 square feet

Number and square footage of storage spaces:

Two – Approximately 400 square feet

Special requirements or costs if your department location were to change:

For decades the public have come to know that the Secretary of State's office resides in the State Office Building, so much so that we often get people seeking to work with our business services staff who come to the State Office Building expecting to find them there. As such, moving the OSS, especially as we are headed into election season, would be difficult for staff but more importantly would confuse constituents as many come to our office to file for office, drop off voter registrations, etc. Moving, and the resulting confusion it would create,

makes this option unrealistic for the public. As for requirements, while we've not done a complete audit of the needs in some years: public access, available free parking, ease of locating the office for the public, space for staff, robust IT connections, and a secured (lockable) entrance to the OSS office for security purposes are minimum requirements. Costs for this move have not been estimated.

Existing limitations or concerns with your department's office space or location:

None that are pressing. We could use a larger conference room from time to time (see following question for greater detail). Our space is small for the services we are required to provide but we are working to do more with less in this regard.

Desired or nonessential wants in your department's office space or location:

Our current conference room holds approximately 10-12 people but there are times when a larger conference room would be useful for constituent meetings. One suggestion would be to create a 20-30 pp capacity room on the first floor of the State Office Building, which would be shared by House and OSS offices for this purpose.

Would your department like to occupy all or a portion of the space that will be available after Senators and Senate staff leave the first and ground floors (see attached floor plans)?

No.

Other comments:

The Secretary's strong preference and expectation is that the OSS office will remain in its existing location. Further, we cannot move our Elections functions to the Empire Building location for two key reasons: first, there is not space available at that location and two, as the primary location for elections work in particular it's important that the location be accessible to those who have mobility challenges. Unfortunately, the streets around the Empire Drive location do not include sidewalks and if sidewalks were to be built, the building landlord would be assessed by the City of Saint Paul for the work. While we don't have a formal estimate for the work, we have been told by the city it could run into the hundreds of thousands of dollars. For all the reasons listed in this questionnaire, moving the office presents an unworkable, unrealistic burden on the people of the state of Minnesota and should be avoided.

We do think there are ways to collaborate on some shared and mutually beneficial spaces as outlined above and would welcome the opportunity to work with building planners on such a plan.

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