



# ANNUAL REPORT FY 2017



## Capitol Preservation Board

The Capitol Preservation Board (CPB) was created in 1998 by the Utah State Legislature and Governor Michael O. Leavitt. As Stewards of the Capitol, the Board and its staff have the responsibility to maintain, improve, and oversee the buildings and grounds on the Capitol Hill Complex. This translates into unique programs that are managed by the CPB Office on a daily basis: Capitol Stewardship, Events and Scheduling, Visitor Services, and Inventory and Collections.

**Mission: The Capitol Preservation Board provides the stewardship responsibility to preserve and maintain the Utah State Capitol Complex including all buildings, artifacts, artworks, objects of value, and grounds for the historic and cultural value for the citizens of the State of Utah.**

## Key Accomplishments

### 1. Budget Goals Surpassed

The Authorized Dedicated Credits CPB was responsible to earn for FY16 was \$408,100.00. At the completion of the fiscal year, the dedicated credits goal was accomplished reaching a total of \$566,024.15, which exceeded the goal by 38.70%. This is the first year CPB did not need to utilize retained earnings to balance the budget.

### 2. Legislation Passed

SB221 Legislation passed during 2016 Legislative Session to clarify CPB Facility Use Rules to better define and operate the Capitol Hill Complex. The bill prohibits bringing alcohol for consumption on the Capitol Hill Complex, modifies parking provisions, activities that interfere with a “public servant”, and provisions related to disorderly conduct.

### 3. Outstanding Public Servants

The Capitol Preservation Board team was selected as a recipient of a Governor’s Award for Excellence in Outstanding Public Service in recognition of extraordinary commitment to excellence in serving the citizens of Utah in all areas – Capitol Stewardship, Capitol Events & Scheduling, Capitol Visitor Services, and Capitol Collections and Inventory.



## Capitol Stewardship/Administration

Stewardship of the Capitol Hill Complex includes the responsibility for the overall operation and careful management of the Capitol Hill Complex building and grounds. CPB staff oversees all interior building projects, as well as servicing the needs of the Capitol Hill tenants, and exterior grounds projects that improve access to Capitol visitors, increase the life safety of the buildings and their inhabitants, and preserve the building for generations to come.

### Key Accomplishments

#### 1. Insurance Tile Replacement Project

The replacement of the floor tile within the entire State Capitol began March 2014, with project inception in January 2013. Much work was carried out with the construction and architectural team, DFCM, UHP, Fire Marshal's Office and CPB staff. The project was scheduled over a two-year period, and finalized at the closing of 2015. The project included the closure of 5 rooms that were typically rented for meetings, as well as the significant impact on the Large Event venue space in the Hall of Governors. CPB was able to maintain revenue by capturing rentals in available spaces.

#### 2. Mormon Battalion Monument Project



The Mormon Battalion Monument was never a part of the large-scale Capitol Restoration that took place from 2004 to 2008. Over the near-century of use by the public, the monument steps and concrete had failed and become a safety hazard for visitors to the site. The concrete benches, planters and historic waterfall feature were restored. Increased lighting was installed to address security concerns with lack of lighting and ADA access.

#### 3. Security Upgrade Interior/Exterior Project



The third phase of the Capitol Complex Security Technology Upgrades included installation of additional cameras throughout the complex. This project required CPB, UHP, DFCM and the vendor meet every other week to evaluate the project work and schedule. The Exterior Capitol Hill Complex Security project involving the design, planning, and installation of exterior bollards was completed in April 2016.

## 5. Lobbyist Expansion Space Project

The Capitol Hill Lobbyist Space Expansion project was approved in a Capitol Preservation Board meeting held August 24, 2015. The contract Amendment included an expansion of lobbyist space, and an increase in rates that was worked on with the DFCM Project team and Real-Estate Division. CPB also served as the Records Office for a GRAMA Request received at the end of May regarding the Capitol Hill Association expansion project. Responding to the request required collecting various forms of communication and lease agreements, and redacting security information, but the requestor was satisfied and no further communication has been received.

## 4. Installation of Christmas Tree



In mid-2015, CPB staff was tasked with setting up an artificial Christmas tree inside the Capitol. The CPB successfully completed the task, adorning the tree with “Beehive State” themed decorations including handcrafted wicker skeps and hand-painted beehive ornaments.

## Daily Operations

### 1. Capitol Preservation Board Budget

- Oversee and administrate over \$4.5 million dollar budget
- Need to earn through various revenue streams at least \$408,100 in dedicated credits
- Revenue received and processed through the CPB office resulted in 921 individual transactions within FINET, the State of Utah’s financial software, and 773 Cash Receipts to be handwritten.

### 2. Operation Maintenance (O&M) and Improvement Projects

- Oversee and coordinate O&M needs for the Capitol Hill Complex
  - Board holds \$3.8 million dollar contract with DFCM
- Oversee and coordinate Improvement Projects in partnership with DFCM daily operations
  - 7 major projects occurring simultaneously on the Capitol Hill Complex on average

### 3. Tenant Meetings

- Held to understand Capitol Hill tenant needs, maintain open communication, create partnerships, and communicate business effectively
- Discuss scheduling, security, events, tours, dining services, building issues, improvement projects, and recycling

#### **4. Access Badges**

- 771 ID badges processed in FY16, which is anticipated to decline as all Lobbyist ID badges are now processed through the Lt. Governor's Office

#### **5. Capitol Hill Fitness Locker Rooms**

- Manage Capitol Hill Fitness Center locker rooms and annual rental of lockers
- 86% of Men's lockers were rented
- 64% of women's lockers were rented
- 10 new rentals received after signage was placed with CPB contact information
- Work closely with Capitol Fitness Center Board to communicate open locker information with members of the Fitness Center, ensuring the success of rentals and resources for members

#### **6. Event and Session Related Upkeep and Repairs**

- All event equipment was repaired in house, saving great cost on replacement equipment
- Repaired 44 chairs in the Senate Building conference rooms
- Repaired 2 wooden podiums and repaired other event equipment
- Repaired edges on 4 round tables
- Tightened bolts on 24 brass easels, twice
- Cleaned 200 white cushions on gold ballroom chairs, multiple times

#### **7. Recycling**

- 100 recycling bins at 83 locations accepting plastic, paper, and aluminum
- 1070 bins recycled in FY16, totaling 9154.44 cubic feet
- 7% increase from FY15

# Events and Scheduling

The Events and Scheduling Program managed by CPB schedules more than 4,400 events each year in 28 spaces inside the Capitol, East Senate Building, and the State Office Building, as well as in the White Memorial Chapel, Plazas, Lawn Areas, and South Steps of the Capitol Hill Complex. CPB requires all reservation requests to be submitted in writing. The scheduling team rarely sees fewer than 100 incoming emails per week and at peak times, 100 incoming emails per day.

## Key Accomplishments

### 1. Large Events



In FY16, the Capitol hosted 40 weddings, 17 high school proms and other dances, and 26 additional large events. Large events require attention to detail as CPB staff must obtain the number of attendees to coordinate security needs, vendor names and contact information, custom setup diagrams, and certificates of insurance when applicable. The Scheduling team must also communicate with multiple agencies on the Hill. To ensure that all CPB and Facility Use Rules are met, the scheduling team carried out 122 walkthroughs (58% increase from FY 2015) going over specific event details.

### 2. Free Speech Events



Between July 1, 2015 and June 30, 2016, the Capitol Preservation Board assisted with 213 Free speech events. Free Speech events are welcome to use the Hall of Governors, Rotunda, and South Steps without room fees; though equipment, janitorial, and labor are still billable as they take staff time and put use into our public resources like podiums and extension cords.

### 3. New Rentable Equipment



CPB offers a range of equipment for both daily events and large events. During FY16, CPB added a new rental option to its fee structure—a Dance Floor with varying sizes. The Dance Floor was purchased to cover the State Seal floor until its unveiling and is being used as a rentable item to generate revenue and cover the initial cost. CPB ordered an additional 40 gold chairs to expand our rental selection to suit the needs of most events, as well as gold stanchions with decorative ropes to help with crowd control for private events.

Number of Events in FY16

Room	July 1 – Sept 30, 2015	Oct 1 – Dec 31, 2015	Jan 1 – March 31, 2016	April 1 – June 30, 2016	Fiscal Year Total
Aspen Room	22	31	73	29	155
Beehive Room	35	34	82	21	172
Board Room	70	71	88	54	283
Committee Room 250	7	5	63	19	94
Copper Room	34	47	4	6	91
Hall of Governors	0	13	80	46	139
Kletting Room	14	23	21	30	88
Gold Room	20	18	28	6	72
Lawn Areas	17	8	37	12	74
Multipurpose Room	15	14	59	9	97
Olmsted Room	29	39	36	20	124
Plazas	9	1	5	8	23
Presentation Room	5	5	58	35	103
Room 105	55	30	0	6	91
Room 160	0	0	69	9	78
Room 170	29	26	58	19	132
Room 210	0	3	45	27	75
Rotunda	33	60	69	16	178
Seagull Room	20	21	73	63	177
South Steps	28	10	66	10	114
State Room	14	15	22	23	74
White Chapel	5	2	0	1	8
SOB Auditorium	30	39	4	7	80
SOB Room 1112	46	45	48	52	191
SOB Room B110	26	35	53	58	172
Legislative Events	78	75	513	33	699
Canceled Events	178	172	504	54	908
<b>Totals</b>	<b>819</b>	<b>842</b>	<b>2158</b>	<b>673</b>	<b>4492</b>

**94%**  
**76%**  
**27%**

## Visitor Services

An estimated 200,000 people visited the Capitol during FY16—for business, events, and tourism. The CPB Visitors Center hosts approximately 55,000 visitors on guided tours. The tours have a seasonal cycle, with numbers peaking every Legislative Session. April through June sees a slight decrease in the number of scheduled tours with the advance of the school year, while the frequency of walk-in tours increases with the approach of the summer travel months. Visitor Services staff also provide information and research to inquiring guests, update the website, and post on four social media platforms.

### Key Accomplishments

#### 1. Guided Tours



During FY16, Visitor Services staff scheduled Capitol tours for 721 different tour groups, serving approximately 37,189 guests. Between two and four volunteer docents and staffs were often required to accommodate the entire group. Utahns make up 93% of guided tours, with 25 of 29 counties represented. Additionally, over 1,174 walk-in tours were provided.

#### 2. Meet & Greets



During Legislative Session, Visitor Services aims to connect as many school and professional groups to their elected officials as possible. Of the groups that visited the Capitol during 2016 Session, 117 schools received formal floor recognitions by their legislators – 67 in the House and 50 in the Senate. Legislators engaged in meet-and-greets with 267 touring groups set up by our House and Senate Tour Liaisons – 156 with Representatives and 111 with Senators. This shows a 41% increase in meet-and-greets from the 2015 Legislative Session.

#### 3. Volunteer Recognition



The guided tour and visitor services program relies on 48 volunteer docents who dedicate their time to hosting informative and engaging hourly tours. In late 2015, Visitor Services staff decided it was time to institute a formal recognition program. Staff curated a Docent Recognition case highlighting photos of docents in action, the late Speaker Rebecca D. Lockhart (who was an active docent as an elected official) and Capitol Docents of the Month, which was also a new part of the tour program. Recognition leads to higher retainment levels of volunteers and higher morale among the team.

#### 4. Capitol Corner



In December 2015, CPB staff began a revamp of the Visitors Center exhibit area. So began the “Capitol Corner,” an interactive area for children to engage with information about the Capitol and Utah State government. While this project is still ongoing, CPB staff has accomplished the installation of the Art & Architecture magnetic puzzle wall, the Capitol symbol light table drawing area, the Reading Corner, the Base Isolator model, and the “be an elected official” podium for photos with an official backdrop.

#### 5. Engaging Social Media



Communities interact with CPB social media content through a variety of platforms, namely Facebook, Instagram, Twitter, and Pinterest. Capitol content reaches over 5,500 active users each day. The Utah State Capitol Instagram (utstatecapitol) has seen an 87.5% increase in likes in 12 months, and the Capitol hashtag, #utahstatecapitol, has been used a record 5,539 times, generally with posts of those who have visited or live nearby and catch beautiful shots of the Capitol.

#### 6. Guiding Visitors After Hours



Visitor Services provides self-guided tour brochures for those who show up outside of tour hours. The self-guided tour brochure was redesigned in preparation of the Centennial Celebration with the addition of the following:

- Front cover incorporating Centennial logo
- Design layout featuring details and symbols
- Architecture & Symbols panel
- Mosaic State Seal information
- Newly named “West Gallery” specifics
- New color scheme
- Social media icons and hashtag
- Capitol Hill Complex map

## **Inventory, Collections, Exhibits, and Curation**

A significant part of the Capitol Preservation Board’s purpose is to preserve the historic artifacts, artwork, furniture, and other objects of value inside the Capitol and other building on the Complex for future generations, including the coordination of any conservation needs and artwork/furniture relocations. CPB also manages loans from other State collections as well as from other museums and private lenders. The Curator and Inventory & Collections Manager also provides the entire scope of in-house exhibit curation from conception to research, design, and even installation.

## **Key Accomplishments**

### **1. Kicking off the Centennial Year**



A mosaic stone, metal, and terrazzo Utah State Seal and 30 Bronze Commemorative Medallions to honor Utah’s 29 counties and 100<sup>th</sup> year at the Capitol were installed in the Hall of Governors’ floor and unveiled on January 4, 2016. CPB staff was part of the seal and medallion team and contributed design elements, research, and quality control during the project. To facilitate the installation and safeguard the artworks, the 16 governor portraits were relocated to on-site storage and re-installed upon completion. A sign with the Seal’s elements and materials used was added on an easel in the Hall, along with a time-lapse video using over 13,000 still images for Capitol visitors’ information and enjoyment.

### **2. Special Exhibits**



*Commemorating a Century, A Centennial Celebration of the Utah State Capitol Building 1916-2016* was an exhibit on view from Jan.-Nov. 2016, lining the Fourth Floor Gallery. The exhibit was a retrospect of the one-hundred-plus year history of the Utah State Capitol, and consisted of 38 didactic panels and 10 signs. Fifteen organizations were contacted during research including the Utah Division of State History and State Archives. From January-June, 2016, over 3,500 visitors signed the exhibit guest book from 49 countries, 44 states, and 14 Utah counties.

*Artifacts from Early Capitol History* exhibit was added in February, 2016 in the 4<sup>th</sup> Floor Gallery and features detail molding from the original construction, the Record Inheritance Tax Book loaned from State Archives showing the sum given to the State by the Harriman estate, and shoes and newspaper found during the restoration that had been left by workers in 1914.

*The Territory of Utah, 1850-1895* display on the 2<sup>nd</sup> floor was redesigned, and featured the images of past territorial governors along with their biographies.

*The Senate Visual Art Competition* exhibit was installed on the 3<sup>rd</sup> Floor Gallery during the 2016 Legislative Session, with the CPB coordinating installation and CPB post-exhibit acquisitions.

### 3. Artwork Conservation



A number of Fine Art Conservations and Repairs took place in FY16. Two paintings, two plaques and one bronze statue from the Mormon Battalion monument, and 30 bronze medallions in the Hall of Governors were conserved and/or treated. The *Capitol Commission Group Portrait* experienced slight damage in February 2016, during an event in the

er conservation.

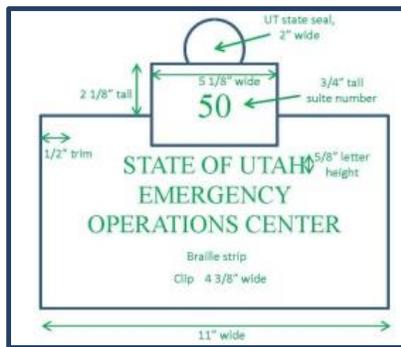


Capitol Board Room. A local conservator was able to restore the corner by removing waxy residue, and after further evaluation from a visiting conservator from the Western Center for the Conservation of Fine Arts, Colorado, no further action was deemed necessary. That same month, the *Governor Heber M. Wells* portrait was more heavily damaged during an event from a post that fell into the canvas, puncturing the top left quadrant. After evaluation, CPB moved the artwork to onsite storage and shipped the work to

WCCFA in CO for conservation. It was conserved with great success and returned quickly.

Conservation costs for both paintings were paid in full by the parties running the events.

### 4. Visitors Signage



Additional signage was added to facilitate room name designations and help visitors maneuver through the Capitol Hill buildings. 53 bronze plaques were ordered and added to rooms. As a precautionary measure, 8 Do Not Climb plaques for the Capitol's exterior plinths were added. 59 signs were ordered and 20 directory entries updated with new and/or updated designs directing visitors to elevators, restrooms, nursing rooms, and to be aware of the historic steps. Stanchion posts with frame tops were added to hold new signs. To assist foreign visitors, 10 Restroom signs were updated with icons.

## Inventory & Collections Daily Operations FY16

- Records in inventory and collections database: 9,203
- Works of art on loan from museums and private lenders: 272
- Exhibits on view: 22
- Artworks/items hung: 263 items for 39 offices
- Conservations made: 2 paintings, 2 plaques, 1 bronze statue, and 30 medallions conserved & 59 furniture pieces touched-up/repaired
- Furniture moves: 88 pieces for 23 offices
- Signage: 53 bronze plaques installed and 59 signs added