

be capable of operating with alternative fuels. The fleet unit's garage is a self-sustaining operation that generates its revenues by charging state agencies for vehicle repair and maintenance. The fleet unit responds to requests from agencies for the use of vehicles for short trips, purchase of new vehicles, and disposal of used vehicles. The fleet unit provides records of miles driven, cost per mile of each unit, and overall operational costs on approximately 2,600 vehicles. The cost of maintenance, insurance, depreciation, and administration for each vehicle is charged to state agencies. The fleet unit's gas station provides fuel, including renewable fuel, for state vehicles. The risk management office processes vehicle accident claims, assesses driver insurability, and recovers damage amounts after accidents.

The mail unit operates mail rooms in the Grimes and Hoover State Office Buildings. This unit is responsible for receiving, processing, distributing, and delivering mail. Types of mail processed include United States Postal Service mail, United Parcel Service ground parcels, courier mail, overnight air letters and packages, and interoffice (local) mail. Incoming "business reply" and "postage due" mail is processed and charged back to agencies. Lettershop services (folding and inserting) and mail automation (presorting and bar-coding) services are provided for large mail streams.

Lease and Space Management Services – Barb Bendon, Property Manager; Hoover State Office Building, Level A, Des Moines 50319; (515) 281-8887

Lease and Space Management Services provides lease contract administration and space planning services for approximately 500,000 square feet of space in Polk County and contiguous counties, and provides space planning services to all Capitol Complex customers and assigns and certifies approximately 1.5 million square feet of space at the Capitol Complex and Ankeny Labs.

Procurement Services – Debbie O'Leary, Administrator; Hoover State Office Building, Level A, Des Moines 50319; (515) 281-8384

Procurement Services is comprised of three different units. The customer service unit is designed to be the first point of contact for services, information, and customer feedback within the Department of Administrative Services. Some of its functions are to coordinate requests for services from other state agencies to the other divisions within the department, process parking and building access requests, provide statistical data related to services, and process publication sales.

The events unit coordinates events on the Capitol Complex.

The purchasing unit provides a statewide online procurement system that acquires supplies, equipment, services, and construction, using a competitive purchasing process; the issuance of statewide contracts available to state agencies and political subdivisions for a variety of products and services; and the online office supply system.

CAPITOL PLANNING COMMISSION

§18A.1

*Department of Administrative Services, Hoover State Office Building,
Des Moines 50319; (515)281-3196*

<i>Name</i>	<i>City</i>	<i>Term Ending Date/ Type of Appointment</i>
Brice Oakley, Chair.....	Des Moines	April 30, 2011
Catherine Brown	Ames	April 30, 2009
Scott Brown.....	Des Moines.....	April 30, 2011
Mary Clause	Winterset.....	April 30, 2011
Elizabeth Isaacson	West Des Moines.....	April 30, 2009
Carl Voss.....	Des Moines	April 30, 2009
Mollie Anderson, Director, Department of Administrative Services.....		Statutory
<i>Ex officio, nonvoting members from the General Assembly:</i>		
<i>Senate</i>		
Matt McCoy	Des Moines	April 30, 2011
James Seymour.....	Woodbine.....	April 30, 2009

House

Mark Davitt	Indianola	April 30, 2011
Ralph Watts	Adel	April 30, 2011

The Capitol Planning Commission was established by the General Assembly in 1959, and is composed of legislators, citizens of Iowa appointed by the Governor, and the Director of the Department of Administrative Services or the Director's designee. The commission's purpose is to provide advice regarding the location and architecture of buildings and other aspects of the development of the State Capitol grounds.

The Iowa Vertical Infrastructure Advisory Committee was established by Governor Thomas Vilsack's Executive Order Number 3 in February 1999 to oversee the inventory and assessment of state buildings and to make recommendations annually to the Governor regarding the use of appropriated funds.

<i>Name</i>	<i>City</i>
Dennis Bennett	Norwalk
Gary Benshoof	Mitchellville
Les Holland	Ames
Mary Krier	Ollie
Eve Palmer	Pleasant Hill
Dan Prymek	Indianola
Terry Slinde	Clive

The ADA Advisory Committee was established to focus on the unique issues related to building and facility accessibility required by the Americans With Disabilities Act (ADA), and to make recommendations to the Department of Administrative Services and to the Governor's Vertical Infrastructure Advisory Committee on ADA Projects.

<i>Name</i>	
Mary Anderson	Aging and Disability Resource Center, Department of Elder Affairs
Kathryn Baumann-Reese	Commission on the Deaf, Department of Human Rights
Barbara Bendon	General Services Enterprise, Department of Administrative Services
Joc Ellis	Human Resources Enterprise, Department of Administrative Services
David W. Garrison	Department of Public Safety
Dean Ibsen	General Services Enterprise, Department of Administrative Services
John Nash	General Services Enterprise, Department of Administrative Services
Bruce Snethen	Department for the Blind
John TenPas	Division of Persons With Disabilities, Department of Human Rights
Ljerka Vasiljevic	Department of Public Safety
Mark Willemsen	Legislative Branch
Sharon Worthington	Iowa Vocational Rehabilitation Services, Department of Education
Vacant	Private Citizen

TERRACE HILL COMMISSION

§8A.326

2300 Grand Avenue, Des Moines 50312; (515)242-5841

Brian Browning, Administrator

<i>Name</i>	<i>City</i>	<i>Term Ending Date</i>
James Hubbell III, Chair	West Des Moines	June 30, 2009
Randall Cram	Clear Lake	June 30, 2010
First Lady Mari Culver	Des Moines	June 30, 2009
Jacqueline Easley	Des Moines	June 30, 2010
Elaine Estes	Des Moines	June 30, 2010