

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**

§8A.371

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

<i>Name</i>	<i>City</i>	<i>Term Ending/Type</i>
Catherine Brown, Chair .....	Ames.....	April 30, 2013
William Dikis .....	Clive .....	April 30, 2015
Allison Dorr Kleis .....	Clive .....	April 30, 2015
Elizabeth Isaacson .....	West Des Moines .....	April 30, 2013
Carl Voss .....	Des Moines .....	April 30, 2013
Robert Weiser .....	Urbandale .....	April 30, 2015
Mike Carroll, Director, Department of Administrative Services .....		Statutory

*Ex officio, nonvoting members from the General Assembly*

*Senate*

Matthew McCoy .....	Des Moines.....	January 14, 2013
Pat Ward .....	West Des Moines .....	January 14, 2013

*House*

Dennis M. Cohoon .....	Burlington .....	January 14, 2013
Ralph C. Watts .....	Adel .....	January 14, 2013

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.

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.

## TERRACE HILL COMMISSION

§8A.326

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

Barb Filer, Administrator

<i>Name</i>	<i>City</i>	<i>Term Ending</i>
James Hubbell III, Chair .....	Des Moines .....	June 30, 2012
Christine Branstad .....	Des Moines .....	June 30, 2014
Judith Burfeind .....	Cedar Falls .....	June 30, 2012
Randall Cram .....	Clear Lake .....	June 30, 2013
William Dikis .....	Clive .....	June 30, 2014
Jacqueline Easley .....	Des Moines .....	June 30, 2013
Elaine Estes .....	Des Moines .....	June 30, 2013
Jerry Mathiasen .....	Council Bluffs .....	June 30, 2014
Mary Jane Olney .....	West Des Moines .....	June 30, 2014

The 69th General Assembly created the Terrace Hill Commission (formerly the Terrace Hill Authority) in 1982. The commission consists of eight persons appointed by the Governor who are knowledgeable in business management and historic preservation and renovation, and the First Lady. The terms of the commission members are for three years beginning on July 1 and ending on June 30.

Terrace Hill was given to the state of Iowa by the Hubbell family in 1971. The Terrace Hill Commission was established to administer Terrace Hill. The commission, acting through the Terrace Hill administrator, manages the entire Terrace Hill facility, including buildings and grounds; continues the ongoing preservation and renovation of this historic site; maintains Terrace Hill as the Iowa Governor's official residence and as a place for official state functions; and oversees the conducting of public tours. As a governing body, the commission may consult with the Terrace Hill Society, the Terrace Hill Foundation, the executive and legislative branches of this state, and other persons interested in the property.