



DENNIS C. PROUTY
DIRECTOR
515/281-5279

STATE CAPITOL
DES MOINES, IOWA
50319

STATE OF IOWA
LEGISLATIVE FISCAL BUREAU

MEMO

TO: Service Committee of the Legislative Council
FROM: Dennis C. Prouty Legislative Fiscal Bureau
RE: Fiscal Bureau Personnel Report
DATE: November 5, 1992

Attached is the Legislative Fiscal Bureau's Personnel Report covering the period September 22, 1992 through November 10, 1992. The Report covers all personnel action since the last report, which was submitted September 22, 1992.

LFB PERSONNEL REPORT
1992 Interim

PERSONNEL ACTIONS SINCE LAST REPORT: September 22, 1992

SERVICE COMMITTEE REVIEW

MERIT INCREASES:

None

VACANT POSITIONS:

Pam N. Shipman, Legislative Analyst 2
Cynthia Dufty, Computer Systems Analyst 3

VACANT POSITIONS FILLED:

David L. Hinman, Computer Systems Analyst 1

PARENTAL/SICK LEAVE:

None

SERVICE COMMITTEE APPROVAL

PROMOTIONS

FROM

TO

None

LEGISLATIVE FISCAL BUREAU
Proposed Allocation
FY 1994

	<u>FY 1992 ACTUAL</u>	<u>FY 1993 REVISED ALLOCATION</u>	<u>FY 1994 REQUEST</u>
Personal Services	\$ 1,172,850	\$ 1,290,000	\$ 1,399,000
Travel	22,116	25,000	25,000
Office Supplies	52,633	45,000	55,000
Communications	15,826	20,000	20,500
Rental	59	10,000	10,000
Office Equipment	19,908	20,000	35,000
Outside Serv/Repairs	<u>14,852</u>	<u>20,000</u>	<u>35,000</u>
TOTAL	<u>\$ 1,298,244</u>	<u>\$ 1,430,000</u>	<u>\$ 1,579,500</u>
Funded FTE's	26.5	25.0	26.5

FY-94 Proposed Allocation Breakdown:

<u>ITEM</u>	<u>DOLLARS</u>	<u>ASSUMPTIONS</u>
Salaries	\$ 1,399,000	<ul style="list-style-type: none"> * Assumes merit/COLA increases in FY 1994 * COLA (4%) effective 7-1-93 * Merit steps based on salary review dates * Annualizes FY 1993 Salary Adjust in FY 1994 * All 26.5 positions will be filled * No new positions requested * Includes minimal amount for reallocations/promotions
Travel	25,000	<ul style="list-style-type: none"> * Reflects the current level of training, conferences, seminars, etc. attended by LFB staff
Office Supplies	55,000	<ul style="list-style-type: none"> * Maintains the current level of operation based on current legislative demand (1992 session)
Communications	20,500	<ul style="list-style-type: none"> * Maintains the current level of operation based on new GS communications system
Rental	10,000	<ul style="list-style-type: none"> * Maintains the current level of operation
Office Equipment	35,000	<ul style="list-style-type: none"> * Maintains the current level of operation
Other:	35,000	<ul style="list-style-type: none"> * Includes the following:
Outside Service-\$30,000		<ul style="list-style-type: none"> Maintains current level of operation Outside Services \$30,000 * Revenue Est * Input/Output Model * Salary Projection * Software
Outside Repair -\$5,000		<ul style="list-style-type: none"> Outside Repair \$5,000

**Legislative Service Bureau
Proposed Allocation
FY 1994**

	<u>FY 1992 ACTUAL</u>	<u>FY 1993 REVISED ALLOCATION</u>	<u>FY 1994 REQUEST</u>
Personal Services	2,201,795.60	2,447,775.00	2,564,227.00
Personal Travel	28,915.16	27,000.00	30,000.00
Office Supplies	82,028.57	70,000.00	72,000.00
Other Supplies	1,861.59	2,200.00	2,200.00
Printing & Binding	459,399.67	854,387.00	492,000.00
Uniforms & Related Items	1,044.53	1,400.00	1,500.00
Communications	37,284.46	32,300.00	34,000.00
Rentals	1,437.63	1,800.00	2,000.00
Professional & Scientific Services	9,673.81	7,000.00	7,000.00
Outside Services	1,387.03	3,500.00	3,500.00
Advertising & Publicity	1,583.33	1,500.00	2,000.00
Outside Repairs/Services	19,336.88	23,000.00	23,000.00
Office Equipment	<u>35,025.98</u>	<u>30,000.00</u>	<u>35,000.00</u>
TOTAL *	<u><u>\$2,880,774.24</u></u>	<u><u>\$3,501,862.00</u></u>	<u><u>\$3,268,427.00</u></u>
Funded FTE's	74.20	63.50	64.25
* Excluding Printing	\$2,421,374.57	\$2,647,475.00	\$2,776,427.00

FY - 94 Budget Allocation Breakdown:

<u>ITEM</u>	<u>DOLLAR</u>	<u>ASSUMPTIONS</u>
Personal Services	2,564,227	* Assumes merit/COLA increases in FY 94. COLA calculated at 4%. Merit steps based upon salary review dates. Annualizes FY 1993 salary adjustment in FY 1994. No new positions required. Includes funding for promotions.
Personal Travel	30,000	* Maintains current level of travel for staff training, conferences, and seminars.
Office Supplies	72,000	* Maintains current level of office operation.
Other Supplies	2,200	* Maintains current level of other supplies.
Printing & Binding	492,000	* Assumes 3 1/2% increase in printing costs for legal publications.
Uniforms	1,500	* Maintains current level for uniform purchases.
Communications	34,000	* Maintains current level of communications under the state's communication system.
Rentals	2,000	* Maintains current level for rentals.
Professional & Scientific	7,000	* Maintains current level for professional and scientific services.
Outside Services	3,500	* Maintains current level for outside services.
Advertising & Publicity	2,000	* Increases allocation for advertising and publicity to cover increasing costs of publishing job vacancies and consultant solicitation.
Outside Repairs	23,000	* Maintains current level for maintenance contracts.
Office Equipment	35,000	* Maintains current level for purchase of office equipment.

**CITIZENS' AIDE/OMBUDSMAN
Proposed Allocation
FY 1994**

<u>Expenditure Category</u>	<u>FY-1992 Actual</u>	<u>FY-1993 Revised Allocation</u>	<u>FY-1994 Request</u>
Personal Services	\$461,911	\$507,598	\$564,721
Travel	14,415	15,200	15,000
Office Supplies	15,145	13,530	15,500
Printing	1,403	1,200	1,200
Communications	25,240	19,500	19,500
Rental	-	250	250
Professional Services	4,888	6,500	5,000
Outside Services	1,015	2,000	1,000
Advertising	581	600	300
Office Equipment	26,745	8,000	8,000
Other (Remodeling)	-	4,000	1,000
Totals	\$551,343	\$578,378	\$631,471
FTE	11.8	12.0	12.0

**CITIZENS' AIDE/OMBUDSMAN
FY 1994 Proposed Allocation Breakdown**

<u>ITEM</u>	<u>DOLLARS</u>	<u>ASSUMPTIONS</u>
Personal Services	\$564,721	Base salaries and benefits COLA at 4%, effective 7/1/93 Merit by salary review dates Promotions approved No vacancies on TO No new positions
Travel	15,000	Maintains current travel level anticipating slightly reduced cost
Office Supplies	15,500	Maintains current level of operation with additional costs for dry ink supplies for two additional printers, Xerox and Fax previously purchased
Printing	1,200	Maintains current level of operation
Communications	19,500	Maintains current level of operation
Rental	250	Contingency for field investigations, i.e. rental space to conduct hearings or interviews
Professional Services	5,000	Anticipates a reduction from previous usage
Outside Services	1,000	Anticipates a reduction from previous usage
Advertising	300	Contingency if a staff vacancy occurs, anticipates a single occurrence
Office Equipment	8,000	Maintains current level of operation including repairs, upgrades or replacements
Other (Remodeling)	1,000	Contingency for repair or replacement
	<hr/>	
Total	\$631,471	

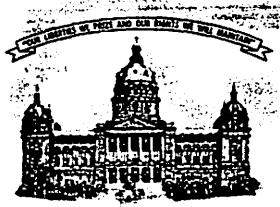
GENERAL ASSEMBLY OF IOWA

LEGAL COUNSELS

Douglas L. Adkisson
Mary M. Carr
Edwin G. Cook
Susan E. Crowley
Patricia A. Funaro
Michael J. Goedert
Leslie E. W. Hickey
Mark W. Johnson
Michael A. Kuehn
Carolyn T. Lumbard
Julie A. Smith

RESEARCH ANALYSTS

Kathleen B. Hanlon
Thane R. Johnson



LEGISLATIVE SERVICE BUREAU

STATE CAPITOL BUILDING
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DIANE E. BOLENDER
DIRECTOR

RICHARD L. JOHNSON
DEPUTY DIRECTOR

JOHN C. POLLAK
COMMITTEE SERVICES ADMINISTRATOR

LOANNE DODGE
IOWA CODE EDITOR

PHYLLIS V. BARRY
ADMINISTRATIVE CODE EDITOR

JULIE E. LIVERS
LEGISLATIVE INFORMATION OFFICE DIRECTOR

November 9, 1992

MEMORANDUM

TO: CHAIRPERSON GRONSTAL AND MEMBERS OF THE SERVICE COMMITTEE

FROM: DIANE BOLENDER, DIRECTOR *DB*

RE: NOVEMBER PERSONNEL REPORT

Notification is made of the following personnel actions:

1. The following employee has received a merit step increase: Julie Livers.
2. Edwin Cook began employment as a Legal Counsel on November 9, 1992, at grade 30, step 1.
3. Carolyn Lumbard will begin employment as a Legal Counsel on November 23, 1992, at grade 30, step 1.
4. Helen DeBartolo began employment as a Text Processor I on October 19, 1992, at grade 19, step 1.
5. Jennifer Clark began employment as a Document Processor 1 on November 9, 1992, at grade 16, step 1.
6. Steven Nelson began employment as a Proofreader, on a session only basis, on October 19, 1992, at grade 16, step 1.
7. Marijo Grimes, Proofreader, submitted her resignation effective October 27, 1992. We have advertised for a session-only Proofreader and are in the process of reviewing the applications.
8. Remaining to be filled for the session are the session-only Document Processor and 2 Pages.

November 9, 1992

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Diane Bolender has been named Staff Vice Chair of the Assembly on the Legislature of the National Conference of State Legislatures for the year beginning November 1, 1992. She is also a member of the Legislative Staff Coordinating Committee of the NCSL.

GENERAL ASSEMBLY OF IOWA

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JULIE E. LIVERS
LEGISLATIVE INFORMATION OFFICE DIRECTOR

November 10, 1992

MEMORANDUM

TO: MEMBERS OF THE SERVICE AND ADMINISTRATION COMMITTEES

FROM: Diane Bolender, Director *JB*

RE: BILL DRAFTING SITUATION

I would like to bring two issues regarding the legislative bill drafting system to the attention of the Service and Administration Committees. The first issue deals with the continuing problems the Legislative Service Bureau has encountered over the last year with respect to unexpected and unexplained deletions of lines of text from bill drafting documents. The problem has been analyzed at various times as a hardware, communications, or software problem. Both the Computer Support Bureau and Unisys Corporation, Inc. have been continually apprised of the problems and have worked to attempt to remedy the problems. The Computer Support Bureau believes it has discovered the cause of the most recent problem in which the terminals "locked up" and the monitor indicated that lines were lost. Mr. Scharf will be testing the solution to the problem during the next few days. It is absolutely essential that any problems in the system be remedied well before the beginning of the 1993 legislative session. I will keep you informed of the progress on this important matter.

The second issue relates to the viability of the bill drafting system of today for tomorrow's needs. Unisys no longer manufactures the ET (editing text) terminal which the Legislative Service Bureau, Senate, and House use for all bill and amendment drafting and engrossment. Because Unisys no longer wishes to support the ET terminal, Unisys has suggested that a prototype be developed to replace the ET terminal with a PC terminal. This replacement would leave the mainframe amending and bill engrossment programs intact but would entail significant changes in text processing. The respective staffs from the Legislative Service Bureau, Senate, and House had hoped to begin the development of this prototype yet this fall to determine if such a terminal replacement is even possible. However, prototype development will take significant staff time and additional funding, neither of which is available prior to the 1993 legislative session. If this option is determined to be the most viable short-range option for the legislature's bill drafting system, I would hope that the

prototype could be developed soon after the adjournment of the 1993 legislative session in order that testing and full development would be completed by the 1995 legislative session. Initial costs of the prototype are estimated at approximately \$25,000 to \$30,000. No estimate has yet been made of full development and implementation costs. Since no legislative agency budget currently includes moneys to specifically pay for either the prototype or full development and implementation costs, the Legislative Council would need to approve funding for the prototype. I will also keep you apprised of future developments with regard to this ET terminal replacement issue.

STATE OF IOWA



CITIZENS' AIDE/OMBUDSMAN
CAPITOL COMPLEX
216 EAST 7TH STREET
DES MOINES, IOWA 50319-0231
(515) 281-3592

WILLIAM P. ANGRICK II
CITIZENS' AIDE / OMBUDSMAN

In reply, please refer to:

November 5, 1992

Senator Mike Gronstal, Chair
Service Committee, Legislative Council
Iowa Senate
LOCAL

Dear Senator Gronstal:

I wish to advise the Service Committee of the following personnel action that has been taken in the office of Citizens' Aide/Ombudsman since my last report:

- Judith Green, Executive Secretary, participated in her annual review and was awarded a merit step increase from Grade 24-5 to Grade 24-6, effective November 6, 1992.

Sincerely,



William P. Angrick II

WPA:jg

sc11-92/green

STATE OF IOWA

CITIZENS' AIDE/OMBUDSMAN
CAPITOL COMPLEX
215 EAST 7TH STREET
DES MOINES, IOWA 50319-0231
(515) 281-3592



WILLIAM P. ANGRICK II
CITIZENS' AIDE / OMBUDSMAN

In reply, please refer to:

November 5, 1992

Senator Mike Gronstal, Chair
Service Committee, Legislative Council
State Capitol
LOCAL

Dear Senator Gronstal:

I have been approached by officials of the Department of Natural Resources (DNR) requesting that the office of Citizens' Aide/Ombudsman (CA/O) agree to serve as the state's designated Small Business Ombudsman as part of Iowa's implementation of the 1990 Clean Air Act Amendments. The responsibilities of this designation would include assisting small businesses affected by air pollution control standards and regulations mandated by the Clean Air Act. Performance of these responsibilities would be consistent with the statutory mandate under which CA/O acts. It requires hiring of an assistant to perform the duties of the "Environmental" ombudsman and the necessary support to allow that person to accomplish the job. Funding for the position and support would come from emission stack assessments and permit fees collected by the DNR and transferred to the CA/O. Acceptance of this responsibility would be memorialized by a 28E agreement between the DNR and CA/O.

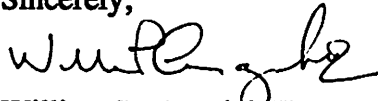
A description of the Small Business Ombudsman program and responsibilities can be found on pages 17-20 of the enclosed guidelines document.

I request approval from the Service Committee and Legislative Council to proceed with this opportunity, including acceptance of the designation as Small Business Ombudsman for purposes of Iowa's implementation of Section 507 of the 1990 Clean Air Act Amendments and authority to enter into a 28E Agreement with DNR to formalize the relationship.

Senator Mike Gronstal, Chair
November 5, 1992
Page 2

If you or any member of the Service Committee have questions or require additional information please let me know.

Sincerely,



William P. Angrick II

WPA:jg

Enclosure

Copy: Pete Hamlin
Environmental Protection Division
Iowa Department of Natural Resources

nov92sc

**SERVICE COMMITTEE
OF THE LEGISLATIVE COUNCIL**

MEMBERS

<i>Senator Mike Gronstal, Chairperson</i>	<i>Representative John Connors, Vice Chairperson</i>
<i>Senator Wally Horn</i>	<i>Representative Kay Chapman</i>
<i>Senator Jack Rife</i>	<i>Representative Harold Van Maanen</i>

TENTATIVE AGENDA

Tuesday, November 10, 1992
Committee Room 22

11:00 a.m.

Call to Order

Roll Call

Consider Minutes of September 22
(Previously Distributed)

Receipt of Proposed FY 94 Budgets

- Legislative Fiscal Bureau
- Legislative Service Bureau
- Citizens' Aide/Ombudsman
- Computer Support Bureau

Receipt of Personnel Reports

- Legislative Fiscal Bureau
- Legislative Service Bureau
- Citizens' Aide/Ombudsman

Proposed Policies for Personnel Guidelines

- Gifts and Sales
- Substance Abuse
- Sexual Harassment

Additional Business, if any

Adjournment