

GENERAL ASSEMBLY OF IOWA

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LEGISLATIVE SERVICE BUREAU

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ADMINISTRATIVE CODE EDITOR

JULIE E. LIVERS
LEGISLATIVE INFORMATION OFFICE DIRECTOR

November 10, 1998

MEMORANDUM

TO: CHAIRPERSON SIEGRIST AND MEMBERS OF THE SERVICE COMMITTEE
FROM: DIANE BOLENDER, DIRECTOR *DB*
RE: MATERIALS FOR THE NOVEMBER 18 SERVICE COMMITTEE MEETING

Enclosed are copies of the following materials for the November 18 meeting of the Service Committee:

1. Personnel Reports from the central legislative staff agencies.
2. Proposed budgets and budget allocations for the fiscal year beginning July 1, 1999 for the central staff agencies.

If you have questions or comments about any of these materials, do not hesitate to telephone.

**LEGISLATIVE FISCAL BUREAU
LEGISLATIVE SERVICE BUREAU
LEGISLATIVE COMPUTER SUPPORT BUREAU
CITIZENS' AIDE/OMBUDSMAN**

PERSONNEL REPORTS

November 18, 1998



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STATE CAPITOL
DES MOINES, IOWA
50319

STATE OF IOWA
LEGISLATIVE FISCAL BUREAU

MEMORANDUM

TO: Service Committee of the Legislative Council
FROM: Dennis C. Prouty, Director *Dcp*
DATE: November 10, 1998
RE: Fiscal Bureau Personnel Report

Attached is the Legislative Fiscal Bureau's Personnel Report for the period June 24, 1998, through November 18, 1998. The Report covers all personnel action since the last report, which was submitted June 23, 1998.

LEGISLATIVE FISCAL BUREAU
PERSONNEL REPORT
November 18, 1998

PERSONNEL ACTION SINCE LAST REPORT: 6/23/98

SERVICE COMMITTEE REVIEW

NAME	TITLE	PREVIOUS GRADE/STEP	DATE ATTAINED	CURRENT GRADE/STEP	DATE ATTAINED
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MERIT INCREASES:

None

VACANT POSITIONS:

Carolyn Black	Legislative Analyst	Effective - 8/98
Darlene Kruse	Legislative Analyst I	Effective - 9/98
Jon Studer	Senior Legislative Analyst	Effective - 9/98
Margaret Buckton	Legislative Analyst I	Effective - 11/98

VACANT POSITIONS FILLED:

Michael Lipsman	Senior Legislative Analyst	Effective - 9/98
Christina Schaefer	Legislative Analyst	Effective - 9/98
Shawn Snyder	Legislative Analyst	Effective - 10/98
Brett Crouse	Legislative Analyst	Effective - 11/98

FAMILY LEAVE:

Valerie Thacker	Legislative Analyst II	7/27/98 thru 10/16/98
Margaret Buckton	Legislative Analyst I	8/17/98 thru 10/25/98

SERVICE COMMITTEE APPROVAL

PROMOTIONS:

NAME	FROM		TO	
	TITLE/ DATE ATTAINED	GRADE & STEP/ DATE ATTAINED	TITLE	GRADE & STEP/ DATE ATTAINED

None

LEGISLATIVE SERVICE BUREAU

Personnel Report

November 1998

Personnel Actions since Last Report: 06/23/98

Name	Position	Previous Grade/Step	Date Attained	Current Grade/Step	Date Effective
<i>Merit Increases:</i>					
Joan Arnett	Tour Guide Supervisor	22-1	06/27/97	22-2	06/26/98
Karen Nichols	Tour Guide	14-5	06/27/97	14-6	06/26/98
John Pollak	Comm. Serv. Admin.	41-3	06/27/97	41-4	06/26/98
Patty Funaro	Senior Legal Counsel	38-5	06/27/97	38-6	06/26/98
Susan Crowley	Legal Counsel 2	35-4	06/27/97	35-5	06/26/98
Kathy Hanlon	Research Analyst 2	32-4	06/27/97	32-5	06/26/98
Gina Garrett	Proofreader 2	19-2	06/27/97	19-3	06/26/98
Nicole Haatvedt	Legal Counsel	30-2	06/27/97	30-3	06/26/98
Danny Degen	Proofreader 2	19-3	06/27/97	19-4	06/26/98
Betty Snuggs	Sr. Docu. Processor	22-5	06/27/97	22-6	06/26/98
Gary Rudicil	Sr. Comp. Sys. Analyst	35-4	06/27/97	35-5	06/26/98
Craig Cronbaugh	LIO Officer	24-1	12/18/97	24-2	06/26/98
Joy Warner	Text Processor 1	19-2	07/11/97	19-3	07/10/98
Bruce Carr	Publications Assistant	21-3	07/25/97	21-4	07/24/98
Joseph McEniry	Legal Counsel	30-1	01/15/98	30-2	07/24/98
Teresa Vander Linden	Publications Assistant	21-1	03/06/98	21-2	09/04/98
Steve Hallam	Proofreader 1	16-1	01/05/98	16-2	09/04/98
Betty Shea	Indexer 1	22-1	03/20/98	22-2	09/18/98
Tommy Milligan	Tour Guide	12-1	12/02/96	12-2	09/18/98
Susan Dove	Proofreader 1	16-1	03/24/98	16-2	10/02/98
Roger Kams	Publications Assistant	21-1	05/01/98	21-2	10/30/98

Vacant Positions Filled:

Heidi Dagner	Finance Officer 1				06/25/98
Myles Kappelman	LIO Officer				09/21/98
Rhonda Fowler	Proofreader 1				09/30/98
Victoria Lawry	Legal Counsel 1				10/22/98
Teri Souer	Doc. Processor Super.				11/10/98
Leslie Larson	Document Processor 1				11/13/98

Name	Position	Previous Grade/Step	Date Attained	Current Grade/Step	Date Effective
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Temporary Positions Filled:

Mary Beth Danzer	Asst. Docu. Processor				06/29/98
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Resignations:

Lucinda Parker	LIO Officer				08/06/98
Shellie Tobis	Docu. Proc. Super.				09/03/98
David Craft	Proofreader 1				09/16/98
Jody Lawnsdail	Sr. Text Processor				10/01/98

Parental/Family Leave:

Janet Johnson
Mark Johnson

**LEGISLATIVE SERVICE BUREAU
PROPOSED PROMOTIONS/HIRE
November, 1998**

Name Hire Date	Current Position Date Attained	Grade/Step Date Attained	Proposed Position	Grade/Step Effective Date
<i>Proposed Promotions:</i>				
Rosemary Drake 10/14/88	Assistant Editor 3 12/29/95	30-4 12/26/97	Deputy Administrative Code Editor	35-1 12/25/98
Stephanie Hoff 7/26/96	Assistant Editor 1 10/18/96	24-3 4/17/98	Assistant Editor 2	27-1 12/25/98
Joy Warner 12/30/96	Text Processor 1 12/30/96	19-3 7/10/98	Text Processor 2	22-1 12/25/98
Joyce Lathrum 10/24/96	Text Processor 1 10/24/96	19-3 5/1/98	Text Processor 2	22-1 12/25/98
<i>Proposed Hire:</i>				
Gina Garrett 6/16/95	Proofreader 2 6/27/97	19-3 6/26/98	Text Processor 1	19-3 11/27/98

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November 10, 1998

MEMORANDUM

TO: CHAIRPERSON SIEGRIST AND MEMBERS OF THE SERVICE COMMITTEE
FROM: DIANE BOLENDER, DIRECTOR *DB*
RE: SUPPORT POSITIONS REVIEW

LSB SUPPORT POSITIONS

Introduction. At its June 1998 meeting, I discussed with the Service Committee my intent to review, during the summer and fall, the Service Bureau's recruitment and retention practices, as well as its training and supervision procedures, for all of the support positions within the Legislative Service Bureau. The support positions include text processors, proofreaders, and document processors. It is proposed that the job series Legislative Document Technician be created to take the place of the separate text processor, proofreader, and document processor positions. Implementation of the job series would be a phased implementation beginning in December 1998 and ending June 1999.

Background Information. Each of the three classifications of support positions historically has been assigned different pay grades and currently has different responsibilities. One goal of the review was to identify cross-training possibilities that could increase efficiency and provide for a more effective use of personnel. Another goal was to review the current classification system for the proofreader positions. A third goal was to review the responsibilities of the supervisory personnel in each of these separate classifications.

Text Processors. The individuals employed in the text processor positions input the text for the bills and amendments using a specialized software program; provide the coding for publication of the Code of Iowa; process minutes and other reports using templates created for those documents; maintain the Bureau's extensive data base; and provide the input for the Iowa

Administrative Code, the Iowa Administrative Bulletin, and the Iowa Court Rules using a special software program. The individuals employed in these positions, particularly those who input the bills and amendments, have been in employment for a relatively long-term. However, the text processing which inputs the bills and amendments will experience turnover during the next few years because of retirements. These positions need to be filled by individuals who are experienced in software programs and who possess knowledge of legislative documents.

Proofreaders. Individuals employed as Capitol proofreaders proofread the bills and amendments during the legislative session and then proofread documents for the Code Division during the interim. Other proofreaders are employed year-round in the Code Divisions. The proofreading positions need to be filled by individuals who possess excellent grammatical and spelling skills and the ability to concentrate for long hours on documents. The positions require a college degree or extensive proofreading experience. The turnover rate for these positions in the past few years has been particularly high. Since 1992, for the 10 positions in both the Capitol and the Code Divisions, the LSB has hired, trained, and supervised more than 25 different employees. The starting salary is not comparable with starting salaries for college graduates and it is difficult to recruit and retain proofreaders.

Document Processors. The document processor series mainly involves individuals employed in the LSB bill room, and these individuals are responsible for workload tracking, packaging, photocopying, and delivery of the legislative bills and amendments and other documents. The supervisor must hire and supervise the LSB pages as well as other bill room employees. It is difficult to hire and retain qualified individuals for the other positions in the bill room.

Cross-training Possibilities. Just as jobs within the corporate community have been consolidated and individuals are being trained for more than one specific job, I would like approval to create a job series for the support staff that will enable the Bureau to utilize its support staff for more than a single specific job. This plan will increase the efficiency of the Bureau. It is anticipated that, at least for the short-term, each of the support staff job duties will still primarily be completed by specific staff, but staff would be trained in the other jobs and able to perform those other jobs when needed. However, I would immediately intend to train bill room personnel to perform document processing work in the bill room during the session and text processing work in the front office during the interim. This cross-training will allow fewer employees to be hired to perform front office work.

Proofreader Positions. In creating a generalized job series for support staff, the entry level for the proofreader series will be increased to the entry level for the text processor series. It is anticipated that the increase in pay for the proofreaders will reduce the turnover and allow entry level technicians to perform both proofreading and text processing functions, especially in the Code Divisions.

Supervisory Positions. In creating a generalized job series for support staff, more parity in supervisor classifications will result. The supervisor for the proofreaders has been responsible for hiring, training, and supervision of several new proofreaders each legislative session. The readjusted supervisory grades will compensate the proofreader supervisor at a level more commensurate with this responsibility.

Legislative Document Technician Series. The Legislative Document Technician Series creates a session only position at grade 16, primarily for the photocopying of legislative documents and publications. The Legislative Document Technician 1 would be the entry position for the job series at grade 19. After a minimum of 2 years experience and satisfactory reviews, the Legislative Document Technician 1 might advance to the Legislative Document Technician 2 position at grade 22. The Supervising Legislative Document Technician is the introductory supervisory position for the job series at grade 25. The senior supervisory position for the job series is the Legislative Document Technician Supervisor at grade 28.

Comparison of Titles and Pay Grades of Current and Proposed Positions

<u>Text Processor Series</u>		<u>Proofreader Series</u>		<u>Document Processor Series</u>	
Text Processor Supervisor	28	Proofreader Supervisor	22	Doc. Processor Supervisor	25
Senior Text Processor	25			Doc. Processor 3	22
Text Processor 2	22	Proofreader 2	19	Doc. Processor 2	19
Text Processor 1	19	Proofreader 1	16	Doc. Processor 1	16
				Asst. Doc. Processor	13

Proposed Legislative Document Technician Series

Legislative Document Technician Supervisor 28
 Supervising Legislative Document Technician 25
 Legislative Document Technician 2 22
 Legislative Document Technician 1 19
 Legislative Document Technician 16

Attached is a listing of the implementation of grade changes for positions in the Legislative Service Bureau affected by the implementation of the job series.

LEGISLATIVE SERVICE BUREAU

Name Hire Date	Current Position Date Attained	Grade/Step Date Attained	Proposed Position	Grade/Step Effect. Date	Reclassifica- tion Change
Andrea Meier Dec-87	Proofreader Supervisor Jul-92	22-6 Jun-97	Supervising Legis. Document Technician	25-4 Dec-98	1 Step
Sue Fetters Sep-91	Proofreader 2 Dec-93	19-6 Dec-97	Legis. Document Technician 2	22-4 Dec-98	1 Step
Helen DeBartolo Oct-92	Sr. Text Proc. Dec-96	25-4 Dec-98	Legis. Document Tech. Supervisor	28-1 Dec-98	None
Danny Degen Jun-95	Proofreader 2 Jun-97	19-4 Jun-98	Legis. Document Technician 2	22-3 Jun-99	2 Step Reclassification
Cindy Lewis Jun-97	Proofreader 1 Jun-97	16-4 Mar-99	Legis. Document Technician 1	19-2 Jun-99	1 Step Reclassification ✓
Rhonda Fowler Sep-98	Proofreader 1 Sep-98	16-2 Apr-99	Legis. Document Technician 1	19-1 Jun-99	2 Step Reclassification

**COMPUTER SUPPORT BUREAU
PERSONNEL REPORT
NOVEMBER 18, 1998**

MERIT INCREASE

<u>Employee Name</u>	<u>Position</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Joe Kroes	Computer Systems Engineer II	32/2	32/3	11/98
Virginia Rowen	Computer Systems Analyst III	32/5	32/6	11/98

RESIGNATIONS

Kay Evans – Division Administrator

PARENTAL LEAVE

Matt Eaton
Scott Mathews

**CITIZENS' AIDE/OMBUDSMAN
PERSONNEL REPORT
1998**

Personnel actions since last report: 6/23/98

SERVICE COMMITTEE REVIEW:

Name	Position	Previous Grade/Step	Current Grade/Step	Date Effective
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MERIT INCREASES:

Gregory Roseberry *Completed 6 months evaluation	Assistant	27/1	27/2	8/7/1998*
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Name	Position	Grade/Step	Start Date
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VACANT POSITIONS FILLED:

Mary Belieu	CAO Secretary	19/1	7/10/98
Kyle White	Assistant	27/1	10/19/98
Jennifer Berger	Intern	19/1	11/5/98

RESIGNATIONS:

Michael Ferjak	Assistant III	35/3	8/7/98
Gregory Roseberry	Assistant	27/2	10/2/98
Jerry Moore	Assistant	27/2	10/9/98

SERVICE COMMITTEE APPROVAL:

PROPOSED PROMOTIONS:

Name	Job Title	Current Position		Recommended Position	
		Grade	Job Title	Job Title	Grade/Step
Date of Hire	Date Attained	Grade	Grade/Step	Grade/Step	Effective Date
Jeffrey Burnham	Assistant II	32	Assistant II	Assistant III	
6/5/92	11/29/96		32/3	35/2	
			11/28/97	11/27/98	
Judith Green	Executive Secretary	24	Reclassified to Finance Officer I at same Grade/Step	Finance Officer II	
7/1/74	7/3/92		24/6	27/5	
			11/6/92	11/27/98	

**LEGISLATIVE FISCAL BUREAU
LEGISLATIVE SERVICE BUREAU
LEGISLATIVE COMPUTER SUPPORT BUREAU
CITIZENS' AIDE/OMBUDSMAN**

PROPOSED FY 00 BUDGETS

November 18, 1998

**LEGISLATIVE FISCAL BUREAU
PROPOSED ALLOCATION
FY 2000**

	<u>FY 1998 ACTUAL</u>	<u>FY 1999 ALLOCATION</u>	<u>FY 2000 REQUEST</u>
Personal Services	\$ 1,662,569	\$ 1,753,000	\$ 1,875,000 *
Travel	36,489	40,000	43,000
Office Supplies	69,815	65,000	70,000
Communications	15,442	35,000	40,000
Rental	0	1,000	1,000
Office Equipment	70,877	20,000	20,000
Outside Services	93,693	165,000	65,000
Outside Repairs	538	2,000	2,000
Data Processing	72,448	25,000	25,000
TOTAL	<u>\$ 2,021,871</u>	<u>\$ 2,106,000</u>	<u>\$ 2,141,000</u>
Funded FTEs	27.5	27.5	27.5

* Because the terms of the collective bargaining agreement have not yet been finalized, funding for cost-of-living increases for employees is not included. Approval of this budget includes an adjustment to it for the cost of implementing the cost-of-living increases granted to state employees under the collective bargaining agreement.

FY 2000 PROPOSED ALLOCATION BREAKDOWN

ITEM	DOLLARS	ASSUMPTIONS
Salaries	\$ 1,875,000	<i>Salary annualization. Merit step based on salary review date. 27.5 FTE positions funded. Includes funding for promotions. No COLA adjustment - collective bargaining has not been finalized.</i>
Travel	43,000	<i>Maintains the current level of operation - seminars and meetings attended by LFB staff and travel associated with the Fiscal Committee and Oversight Committee.</i>
Office Supplies	70,000	<i>Maintains the current level of operation.</i>
Communications	40,000	<i>Maintains the current level of operation.</i>
Rental	1,000	<i>Maintains the current level of operation.</i>
Office Equipment	20,000	<i>Maintains the current level of operation.</i>
Outside Services	65,000	<i>Maintains the current level of operation.</i>
Outside Repairs	2,000	<i>Maintains the current level of operation.</i>
Data Processing	25,000	<i>Maintains the current level of operation.</i>
TOTAL	<u>\$ 2,141,000</u>	

**Legislative Service Bureau
Proposed Allocation
FY 2000**

	<u>FY 1998 ACTUAL</u>	<u>FY 1999 ALLOCATION</u>	<u>FY 2000 REQUEST</u>
Personal Services	3,002,732.45	3,387,251.00	3,475,075.00 *
Personal Travel	38,056.38	32,000.00	36,000.00
Office Supplies	76,837.25	73,600.00	79,500.00
Other Supplies	8,047.92	3,000.00	3,000.00
Printing & Binding	444,361.17	1,098,500.00	556,500.00
Uniforms & Related Items	1,879.50	3,500.00	3,500.00
Communications	26,816.56	34,000.00	34,000.00
Rentals	1,919.58	2,000.00	2,000.00
Professional & Scientific Services	167,250.21	105,000.00	65,000.00
Outside Services	9,862.66	4,000.00	4,000.00
Advertising & Publicity	2,248.29	2,500.00	2,500.00
Outside Repairs/Services	23,652.76	26,000.00	29,000.00
Office Equipment	146,124.49	60,400.00	15,000.00
Data Processing			60,000.00
TOTAL **	<u>3,949,789.22</u>	<u>4,831,751.00</u>	<u>4,365,075.00</u>
Funded FTEs	64.25	64.25	64.25
**Excluding Printing	<u>3,505,428.05</u>	<u>3,733,251.00</u>	<u>3,808,575.00</u>

*Because the terms of the collective bargaining agreement have not yet been finalized, funding for cost-of-living increases for employees is not included. Approval of this budget includes adjustment to it for the costs of implementing the cost-of-living increases granted to state employees under the collective bargaining agreement.

FY-2000 Budget Allocation Breakdown:

ITEM	DOLLAR	ASSUMPTIONS
Personal Services	3,475,075	* Provides for normal merit increases based upon salary review dates. Provides minimal funding for promotions.
Personal Travel	36,000	* Maintains current level.
Office Supplies	79,500	* Maintains current level.
Other Supplies	3,000	* No increase from current year.
Printing & Binding	556,500	* Anticipates increases in printing costs and paper costs; anticipates current number of pages for Iowa Administrative Code Supplement and Iowa Administrative Bulletin. Provides funding for publishing Session Laws and Iowa Code Supplement. Majority of costs for publications are recouped to the General Fund of the state through sales of legal publications.
Uniforms & Related Items	3,500	* No increase from current year.
Communications	34,000	* No increase from current year.
Rentals	2,000	* No increase from current year.
Professional & Scientific Services	65,000	* Maintains funding for additional programming work to fully implement technology projects. Provides funding for completion of Phase II redistricting computerization project.
Outside Services	4,000	* No increase from current year.
Advertising & Publicity	2,500	* No increase from current year.
Outside Repairs/Services	29,000	* Maintains current level.
Office Equipment	15,000	* Maintains current level.
Data Processing	60,000	* Splits funding for general computer upgrades from office equipment line item and provides for minimal increase from current year.

**Legislative Computer Support Bureau
Proposed Allocation
1999-2000 Fiscal Year**

	<u>FY-98 ACTUAL</u>	<u>FY-99 ALLOCATION</u>	<u>FY-00 REQUEST</u>
Personal Services	767,071	879,893	905,206 *
Training, Travel, Education	35,916	25,000	30,000
Office Supplies	9,320	16,000	15,000
Communications	38,914	40,000	60,000
Rental	1,072	2,000	2,000
Office Equipment	9,546	20,000	20,000
Maintenance, Repairs/Service	220,000	250,000	280,000
Data Processing, Hardware & Software	<u>857,317</u>	<u>864,820</u>	<u>994,500</u>
Expenditures	<u>1,939,156</u>	<u>2,097,713</u>	<u>2,306,706</u>
FTE's	14.4	14.4	14.4

* Because the terms of the collective bargaining agreement have not yet been finalized, funding for the cost of living increases for employees is not included. Approval of this budget includes an adjustment to it for the costs of implementing the cost of living increases granted to State employees under the collective bargaining agreement.

Legislative Computer Support Bureau (FY- 00 Budget Request Breakdown:)

ITEM -----	DOLLARS -----	ASSUMPTIONS -----
Salaries	\$905,206	*Assumes merit increase in FY 2000 *All 14.4 FTE positions will be filled *Merit steps based upon salary review *No new positions. *Includes minimal amount for reallocations, promotions.
Travel	\$ 30,000	*maintain current level of training, education seminars and conferences attended by staff
Office Supplies	\$ 15,000	*maintain current level of operation
Communications	\$ 60,000	*maintain current level of operation
Rentals	\$ 2,000	*maintain current level of operation
Office Equipment	\$ 20,000	*maintain current level of operation

Maintenance, Repairs/Service \$280,000

Anticipated maintenance charges for computer equipment including laser printers and UPS	\$210,000
Anticipated maintenance increases	\$ 20,000
Anticipated mainframe software upgrade	\$ 30,000
Anticipated off hours maintenance	\$ 20,000

Data Processing Hardware and Software \$994,500

Anticipated Lease Purchase Payments	\$430,368
PC & Network Software upgrades and purchases, PC & network hardware upgrades and purchases.	\$564,132

**CITIZENS' AIDE/OMBUDSMAN
Proposed Allocation
FY 2000**

<u>Expenditure Category</u>	<u>FY 2000 Proposed Budget</u>
Personal Services*	799,650
In-State Travel	10,000
Out-State Travel	6,800
Supplies	32,250
Printing	6,000
Communications	22,000
Rentals	750
Professional and Scientific Services	34,000
Outside Services	5,000
Advertising	1,500
Data Processing	15,000
Equipment	5,000
Other (ADA Remodeling)	18,000
Total	<u><u>955,950</u></u>

Funded FTE's 13.5

*Because the terms of the collective bargaining agreement have not yet been finalized, funding for cost of living increases for employees is not included. Approval of this budget includes an adjustment to it for the costs of implementing the cost of living increases granted to state employees under the collective bargaining agreement.

2000 Budget/2000 Proposed Budget 11/98

**CITIZENS' AIDE/OMBUDSMAN
Proposed Allocation Breakdown
FY 2000**

Expenditure Category	Amount	Assumptions
Personal Services	799,650	Base salary and benefits Merit by salary review date Promotions approved No vacancies on TO
In-State Travel	10,000	Maintains current level
Out-State Travel	6,800	Maintains current level
Supplies	32,250	Postage, subscriptions, resource books, photocopying, outreach materials, and general office supplies
Printing	6,000	Maintains current level
Communications	22,000	Maintains current level
Rental	750	Space rental for field investigations, outreach
Professional Services	34,000	Legal transcriptions, outside professional consultations and language translations
Outside Services	5,000	Maintains current level of operation
Advertising	1,500	Outreach, position announcements and news releases
Data Processing	15,000	Maintains current level
Equipment	5,000	Maintains current level
Other	18,000	Office repairs
Total	955,950	

2000 Budget/2000 Proposed Breakdown

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KATHLEEN K. BATES
ADMINISTRATIVE CODE EDITOR

JULIE E. LIVERS
LEGISLATIVE INFORMATION OFFICE DIRECTOR

November 13, 1998

MEMORANDUM

TO: CHAIRPERSON SIEGRIST AND MEMBERS OF THE SERVICE COMMITTEE
FROM: DIANE BOLENDER, DIRECTOR *DB*
RE: CITIZENS' AIDE/OMBUDSMAN BUDGET

Enclosed is the three-year comparison relating to the Citizens' Aide/Ombudsman's proposed FY2000 budget. It was inadvertently not included in the packet that was mailed to you.

3 Year Comparison Sheet

**CITIZENS' AIDE/OMBUDSMAN
Three Year Comparison Sheet**

EXPENDITURE CATEGORY	FY 1998 ACTUAL	FY 1999 ALLOCATION	FY 2000 PROPOSED
Personal Services	680,168	799,675	799,650
In-State Travel	3,408	10,000	10,000
Out-State Travel	3,734	6,800	6,800
Supplies	30,251	30,000	32,250
Printing	5,004	6,000	6,000
Communications	16,354	22,000	22,000
Rentals	350	700	750
Professional & Scientific Services	63,767	215,000	34,000
Outside Services	13,409	5,000	5,000
Advertising	1,946	1,200	1,500
Data Processing	12,356	15,000	15,000
Office Equipment	5,513	5,000	5,000
Other	74	18,000	18,000
Total	836,334	1,134,375	955,950

2000 Budget/3 Year Comparison Sheet

GENERAL ASSEMBLY OF IOWA

LEGAL COUNSELS

Douglas L. Adkisson
Edwin G. Cook
Jan E. Crowley
Patricia A. Funaro
Michael J. Goedert
Nicole R. Haatvedt
Leslie E. W. Hickey
Janet S. Johnson
Mark W. Johnson
Timothy C. McDermott
Joseph E. McEniry
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KATHLEEN K. BATES
ADMINISTRATIVE CODE EDITOR

JULIE E. LIVERS
LEGISLATIVE INFORMATION OFFICE DIRECTOR

November 17, 1998

MEMORANDUM

TO: LEGISLATIVE LEADERS, ADMINISTRATIVE ASSISTANTS, AND CAUCUS STAFF DIRECTORS

FROM: DIANE BOLENDER, DIRECTOR *DB*

RE: SERVICE COMMITTEE INFORMATION

You have already received Service Committee packets for the meeting. Attached is a revised agenda and a memo requesting funding for redistricting costs for FY99 and FY00.

**SERVICE COMMITTEE
OF THE LEGISLATIVE COUNCIL**

MEMBERSHIP

***Representative Brent Siegrist, Chairperson
Representative John Connors
Representative Betty Grundberg***

***Senator Michael Gronstal
Senator Stewart Iverson, Jr.
Senator Don Redfern***

TENTATIVE AGENDA

November 18, 1998
Room 116, State Capitol

10:00 a.m. Call to Order

 Roll Call

 Approval of Minutes of June 23 Meeting (previously distributed)

 New Employee Introductions

 Consideration of Personnel Reports

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

 FY00 Central Staff Agency Budgets

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

 Redistricting Costs

 Additional Business?

 Adjournment

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November 17, 1998

MEMORANDUM

TO: CHAIRPERSON SIEGRIST AND MEMBERS OF THE SERVICE COMMITTEE

FROM: DIANE BOLENDER *DB*

RE: REDISTRICTING PHASE 2 BUDGET AUTHORIZATION FOR FY1999 AND FY2000

I request that the Service Committee recommend that the Legislative Council approve the completion of a contract between the Legislative Council and Election Data Services, Inc. Phase 2, the Census Bureau's Voting District Project, will begin in early 1999. During Phase 2, actual legislative district and election precinct boundaries are identified for including in the Census Bureau's TIGER files. In order to complete Phase 2, the Legislative Service Bureau, in cooperation with the Secretary of State's office, and the four caucuses will need additional customized geographic information system software and software-related services. The Legislative Service Bureau will use the information for verification of the features identifying the election precinct boundaries. The four caucuses will use the information to actually link the precinct boundary information with the relevant election return and demographic data. Because of EDS's extensive work in this area of geographic information systems and election data and because of EDS's working knowledge of Iowa's redistricting system, it is proposed that the Legislative Council approve entering into a software and software consultant contract with EDS to provide needed services to allow the Iowa General Assembly to complete Phase 2.

The proposed contract with EDS would involve the following expenditures for the Legislative Service Bureau and the Iowa General Assembly during the fiscal years beginning July 1, 1998, and July 1, 1999, as follows:

**Redistricting Costs
FY99 – FY00**

FY 98-99

Legislative Service Bureau Expenses

Phase 2 software for 1 workstation	\$15,000
Training	3,000
TIGER/Line file conversion	15,000
Verification file conversion	15,000
Consulting with vendor (maximum)	10,000
Travel of vendor (maximum)	<u>2,000</u>
	\$60,000

General Assembly Expenses

Processing of election data (1992, 1994, 1996, 1998 results)	\$30,000
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FY99-00

Legislative Service Bureau Expenses

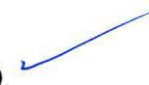
Phase 2 software for 1 workstation	\$15,000
Consulting with vendor (maximum)	10,000
Travel of vendor (maximum)	<u>3,000</u>
	\$28,000

General Assembly Expenses

Processing of election data (2000 results)	\$ 3,700
Phase 2 software for public workstation	15,000
Phase 2 software for 4 caucus stations	<u>60,000</u>
	\$78,700

Budget Approval Needed

FY 98-99

Increase the Legislative Service Bureau's budget by \$60,000. 
Provide for payment of not exceeding \$30,000 from the joint legislative account for General Assembly expenses.

FY 99-00

\$28,000 has been included in the Legislative Service Bureau's proposed budget.
Provide for payment of not exceeding \$78,700 from the joint legislative account for General Assembly expenses.

REPORT OF THE SERVICE COMMITTEE TO THE LEGISLATIVE COUNCIL

November 18, 1998

The Service Committee of the Legislative Council met on November 18, 1998, and makes the following report and recommendations to the Legislative Council:

1. The Service Committee received and filed the November personnel report from the Legislative Fiscal Bureau.
2. The Service Committee received and filed the November personnel report from the Legislative Service Bureau and recommends the following:
 - a. That the following employees be promoted:
 - Ms. Rosemary Drake, from Assistant Editor 3, grade 30, step 4, to Deputy Administrative Code Editor, grade 35, step 1, effective December 1998.
 - Ms. Stephanie Hoff, from Assistant Editor 1, grade 24, step 3, to Assistant Editor 2, grade 27, step 1, effective December 1998.
 - Ms. Joy Warner, from Text Processor 1, grade 19, step 3, to Text Processor 2, grade 22, step 1, effective December 1998.
 - Ms. Joyce Lathrum, from Text Processor 1, grade 19, step 3, to Text Processor 2, grade 22, step 1, effective December 1998.
 - b. That the following employee be hired in the position indicated:
 - Ms. Gina Garrett, from Proofreader 2, grade 19, step 3, to Text Processor 1, grade 19, step 3, effective November 1998.
 - c. That the job series titled Legislative Document Technician be created and that the following employees be reclassified:
 - Ms. Andrea Meier, from Proofreading Supervisor, grade 22, step 6, to Supervising Legislative Document Technician, grade 25, step 4, effective December 1998.
 - Ms. Sue Fetters, from Proofreader 2, grade 19, step 6, to Legislative Document Technician 2, grade 22, step 4, effective December 1998.
 - Ms. Helen DeBartolo, from Senior Text Processor, grade 25, step 4, to Legislative Document Technician Supervisor, grade 28, step 1, effective December 1998.
 - Mr. Danny Degen, from Proofreader 2, grade 19, step 4, to Legislative Document Technician 2, grade 22, step 3, effective June 1999.
 - Ms. Cindy Lewis, from Proofreader 1, grade 16, step 4, to Legislative Document Technician 1, grade 19, step 2, effective June 1999.
 - Ms. Rhonda Fowler, from Proofreader 1, grade 16, step 2, to Legislative Document Technician 1, grade 19, step 1, effective June 1999.

3. The Service Committee received and filed the November personnel report from the Legislative Computer Support Bureau
4. The Service Committee received and filed the November personnel report from the Office of Citizens' Aide/Ombudsman and recommends that the following employees be promoted:
 - Mr. Jeffrey Burnham, from Assistant II, grade 32, step 3, to Assistant III, grade 35, step 2, effective November 1998.
 - Ms. Judith Green, from Finance Officer 1, grade 24, step 6, to Finance Officer II, grade 27, step 5, effective November 1998.
5. The Service Committee recommends that the Legislative Council direct that a personnel committee, consisting of representatives from the central nonpartisan staffs and the Senate and House staffs, caucus staff directors, and assistants to leaders, meet to review job classifications and salary structures for legislative employees. The personnel committee shall report its findings to the Service Committee following the 1999 legislative session.
6. The Service Committee recommends the adoption of the following budgetary proposals:
 - a. That the Legislative Council approve the proposed budget and budget allocation for the fiscal year beginning July 1, 1999, pursuant to section 2.12 of the Code, for the following agencies:
 - Legislative Fiscal Bureau.
 - Legislative Service Bureau.
 - Legislative Computer Support Bureau.
 - Office of Citizens' Aide/Ombudsman.
 - b. That the Legislative Council approve the execution of a contract between the Legislative Council and Election Data Services, Inc., to provide redistricting assistance to the General Assembly for completion of Phase 2 of the Census Bureau's voting district project and approve the following budget allocations pursuant to the contract. The budget allocations would include a proposed supplemental budget allocation of \$60,000 for the Legislative Service Bureau and of \$30,000 for the General Assembly from the joint legislative account for the fiscal year beginning July 1, 1998, and a budget allocation of \$78,000 for the General Assembly from the joint legislative account for the fiscal year beginning July 1, 1999.

Respectfully submitted,

Representative Brent Siegrist
Chairperson