

REPORT OF THE REDISTRICTING COMMITTEE

TO THE SERVICE COMMITTEE OF THE LEGISLATIVE COUNCIL

The Redistricting Committee of the Legislative Council, consisting of Senators JoAnn Johnson, Jeff Angelo, and John Kibbie, and Representatives Bob Brunkhorst, Steve Falck, and Janet Metcalf, met on June 26, 2000, in the Reagen Conference Room in the State Capitol. Senators Johnson, Angelo, and Kibbie, and Representative Metcalf were present. Representative Brunkhorst was present by conference telephone call. The Committee makes the following report and recommendations to the Service Committee:

1. That the Redistricting Committee received the following redistricting information:
 - Redistricting Quick Takes describing Iowa's unique statutory redistricting process
 - Summary of 1989-1991 preparations for redistricting
 - Redistricting Phase 3 budget authorization request
 - Iowa Code chapter 42 governing Iowa's redistricting process
 - 2000-2001 redistricting timetable
 - 1981 and 1991 newspaper clippings regarding Iowa's redistricting process
 - Redistricting issues for consideration by the Redistricting Committee
2. That the Legislative Service Bureau, in cooperation with the four caucus staffs, respond to the United States Bureau of the Census' solicitation of requests for receipt of Census 2000 Data and Geographic Products to be provided to the Iowa General Assembly, at no cost, pursuant to federal statute.
3. That the Service Committee recommend to the Legislative Council the approval of the negotiation and entering into of a contract between the Legislative Council and a vendor for Phase 3 of redistricting (the proposal and enactment of congressional and legislative redistricting plans), and that the Chairperson and Vice Chairperson of the Legislative Council, in consultation with the Minority Leaders, be authorized to approve the final contract, after continuing consultation with the members of the Redistricting Committee.
4. That the Service Committee recommend to the Legislative Council the approval of the hiring of one additional redistricting staff person for the Legislative Service Bureau (LSB) for the 2000-2001 budget year (LSB budget modification), the hiring of a temporary drafter/staffer for the 2001 legislative session to replace Ed Cook who has been reassigned to the redistricting project (no LSB budget modification contemplated), and the purchase of any additional hardware necessary for the Iowa General Assembly to complete redistricting (joint expense authorization).

REPORT OF THE SERVICE COMMITTEE TO THE LEGISLATIVE COUNCIL

December 12, 2000
(Corrected)

The Service Committee of the Legislative Council met on December 12, 2000, and makes the following report and recommendations to the Legislative Council

1. The Service Committee received and filed the December personnel report from the Legislative Fiscal Bureau.
2. The Service Committee received and filed the December personnel report from the Legislative Service Bureau and recommends:
 - ◆ That the following employees be promoted:
 - Ms. Sue Fetters, Legislative Document Technician 2, grade 22, step 5, to Supervising Legislative Document Technician, grade 25, step 4, effective December 2000.
 - Ms. Leslie Larson, from Legislative Document Technician 1, grade 19, step 3, to Legislative Document Technician 2, grade 22, step 1, effective December 2000.
 - Ms. Kathie Bates, Administrative Code Editor, from grade 38, step 5, to grade 41, step 3, effective December 2000.
 - Ms. Joy Warner, from Legislative Document Technician 2, grade 22, step 2, to Supervising Legislative Document Technician, grade 25, step 1, effective December 2000.
 - Ms. Leslie Hickey, Iowa Code Editor, from grade 38, step 6, to grade 41, step 5, effective December 2000.
 - ◆ That the following changes in the Legislative Information Office be authorized:
 - The current pay classifications for the Legislative Information Office Director position of Legislative Information Office Director/Legislative Protocol Officer 1 at pay grade 30, and Senior Legislative Information Office Director/Legislative Protocol Officer at pay grade 35, be changed to Legislative Information Office Director 1 at pay grade 32, Legislative Information Office Director 2 at pay grade 35, and Legislative Information Office Director 3 at pay grade 38.
 - The current pay classification for Legislative Information Officer at pay grade 24 be changed to Legislative Information Officer 1 at pay grade 24, Legislative Information Officer 2 at pay grade 27, Legislative Information Officer 3 at pay grade 30.
 - One additional Legislative Information Officer be authorized.
 - That the following employee be reclassified:
 - Ms. Julie Livers, from Legislative Information Office Director, approved for grade 35, step 3, to Legislative Information Office Director 3, grade 38, step 1, effective December 2000.

- ◆ That the following changes concerning the Tour Guides be authorized at a total of 1.5 additional FTEs:
 - The current pay classification for Tour Guide Supervisor at pay grade 22, be changed to Tour Guide Supervisor 1 at pay grade 22, and Tour Guide Supervisor 2 at pay grade 25.
 - One Legislative Document Technician, at pay grade 19, be authorized.
 - The current pay grade for Tour Guide be increased from 12 to 18.
 - Five additional part-time Tour Guides be authorized in order to increase the pool of available Tour Guides.
 - That the following employees be reclassified:
 - Ms. Joan Arnett, from Tour Guide Supervisor, grade 22, step 4, to Tour Guide Supervisor 2, grade 25, step 2, effective December 2000.
 - Ms. Karen Nichols, from Tour Guide, grade 14, step 6, to Legislative Document Technician, grade 19, step 2, effective December 2000.
- ◆ That Ms. Rachele Hjelmaas be placed in the vacant full-time, year-round Legal Counsel position vacated by the resignation of Mr. Mark Johnson.
- ◆ That the Legislative Service Bureau is authorized, if necessary, to employ a Legal Counsel in pay grade 30 to temporarily replace Ed Cook at step two.

3. The Service Committee received and filed the December personnel report from the Legislative Computer Support Bureau.
4. The Service Committee received and filed the December personnel report from the Office of Citizens' Aide/Ombudsman and recommends:
 - ◆ That the following employees be promoted:
 - Ms. Ruth Cooperrider, from Deputy/Senior Legal Counsel, grade 38, step 6, to Senior Deputy/Senior Legal Counsel, grade 41, step 5, effective December 2000.
 - Ms. Maureen Lee, from Executive Secretary, grade 24, step 6, to Assistant, grade 27, step 5, retroactively effective to November 10, 2000.
 - Ms. Mary Belieu, from Citizens' Aide/Ombudsman Secretary, grade 19, step 3, to Administrative Secretary, grade 21, step 2, retroactively effective to November 10, 2000.
 - ◆ That the Office of Citizens' Aide/Ombudsman be authorized one additional Assistant FTE position.
5. The Service Committee recommends that the Legislative Council approve the proposed budgets and budget allocations for the fiscal year beginning July 1, 2001, pursuant to section 2.12 of the Code, as amended by the actions authorized in paragraph 7 of this report, for the following agencies:
 - Legislative Fiscal Bureau
 - Legislative Service Bureau
 - Legislative Computer Support Bureau
 - Office of Citizens' Aide/Ombudsman

6. The Service Committee recommends that the Legislative Council approve the expenditure of the following amounts from the appropriation in Code section 2.12 for the payment of national professional organizations serving legislators and legislative staff:
 - ◆ For the fiscal year beginning July 1, 2001, and ending June 30, 2002:
 - Council of State Governments \$ 89,583
 - National Conference of State Legislatures \$107,077
 - Commission on Uniform State Laws \$ 20,900
 - National Conference of Insurance Legislators \$ 5,000
 - ◆ For the fiscal biennium beginning July 1, 2001, and ending June 30, 2003:
 - American Legislative Exchange Council \$ 7,500

7. The Service Committee recommends that the annual salaries for the following four nonpartisan staff directors be increased by approximately one pay step as follows, effective December 2000:
 - Legislative Service Bureau Director, from \$90,188 to \$94,993.60.
 - Legislative Fiscal Bureau Director, from \$90,188, to \$94,993.60.
 - Legislative Computer Support Bureau Director, from \$77,147 to \$82,576.
 - Citizens' Aide/Ombudsman, from \$76,003 to \$78,790.40.

8. The Service Committee recommends that the four nonpartisan staff agencies be granted the discretionary authority to develop flexible compensation plans as an alternative to the current pay matrix for consideration by the Service Committee. The Service Committee further recommends that the Legislative Council grant the Service Committee the authority to approve or disapprove the implementation of a proposed flexible compensation plan presented to the Service Committee without further Legislative Council action.

9. The Service Committee recommends that the Legislative Council authorize the payment of costs for the New Member Legislative Orientation program from moneys available to the General Assembly under Iowa Code section 2.12.

Respectfully submitted,

Senator Stewart Iverson, Jr.
Chairperson

STATE OF IOWA

CITIZENS' AIDE/OMBUDSMAN
CAPITOL COMPLEX
215 EAST 7TH STREET
DES MOINES, IOWA 50319-0231
(515) 281-3592
TOLL FREE 1-888-426-6283



WILLIAM P. ANGRICK II
CITIZENS' AIDE / OMBUDSMAN

December 7, 2000

Senator Stewart Iverson
Chair, Service Committee
Iowa Legislative Council
Capitol Building
LOCAL

Dear Senator Iverson:

In my personnel report I am requesting two promotions be made retroactive to November 10, 2000. As you are aware my office was asked to investigate the handling of the Child Protection Case involving Shelby Duis by the Department of Human Services. To accomplish that assignment I dedicated a three-person team almost fulltime to the investigation. In order to respond to our ever-increasing caseload this current year (we have been experiencing an 18% increase of contacts in calendar 2000) I asked two clerical support staff to, at different times, assume assistant duties. They did so without any additional compensation and performed well. Additionally, a fulltime assistant resigned effective November 1, 2000.

I decided to fill the vacant assistant position from within the agency and selected Maureen Lee as assistant at Grade 27-Step 5, a two-step increase. She assumed those responsibilities on November 10, 2000. I also asked Mary Belieu to assume Ms. Lee's former support staff responsibilities as administrative secretary at Grade 21-Step 2, a one-step increase. She did so effective November 10, 2000. I ask that both these appointments be approved retroactive to November 10, 2000. Both promotions conform to the grades and steps permitted by the Personnel Guidelines for the Central Legislative Staff Agencies. Upon approval of these promotions I will fill the vacant citizens' aide/ombudsman secretary position.

I also need to inform you that the building occupied by the Citizens' Aide/Ombudsman at 215 East 7th Street is designated for demolition within 18 months, as part of the new capitol complex master plan. My office is not currently under consideration for location in the legislative building as part of that study. I ask that the office of Citizens' Aide/Ombudsman be included in any plan the Legislature has for location of legislative agencies and staff. I am advised by General Services they have requested in their proposed budget the funds necessary to relocate the office of Citizens' Aide/Ombudsman whenever we are required to vacate our present space. The estimated cost of relocation and off campus rent is \$143,500. Rent, estimated at \$60,750 annually, would be reoccurring. It is my understanding rent would be paid by General Services.

I also want to explain why I am requesting the addition of a new FTE assistant position. I am sure each of you are aware of the investigative report regarding compliance with Iowa's Public Records Law that was undertaken earlier this year by the media and published or broadcast in September. That study indicated a serious lack of understanding and compliance with Iowa's laws about openness and access.

The office of Citizens' Aide/Ombudsman can and should be more active in the area of public records and open meetings. Given the current increase in caseload being experienced this year by my office and the general increase over the past several years, we cannot do that job properly without an additional staff assistant. I believe, even without designating a new assistant as a specialist for public records and open meeting issues and complaints, a case can be made that my office, at this time, needs an additional assistant. I am enclosing a graph showing the ombudsman's agency contacts over the last 10 years. I request approval for the addition of a FTE assistant to whom I will assign the special responsibilities of public records and open meetings issues along with general casework. This approach has worked well for the ombudsman with the positions of assistant for corrections and assistant for small business.

Thank you for your consideration.

Sincerely,



William P. Angrick II

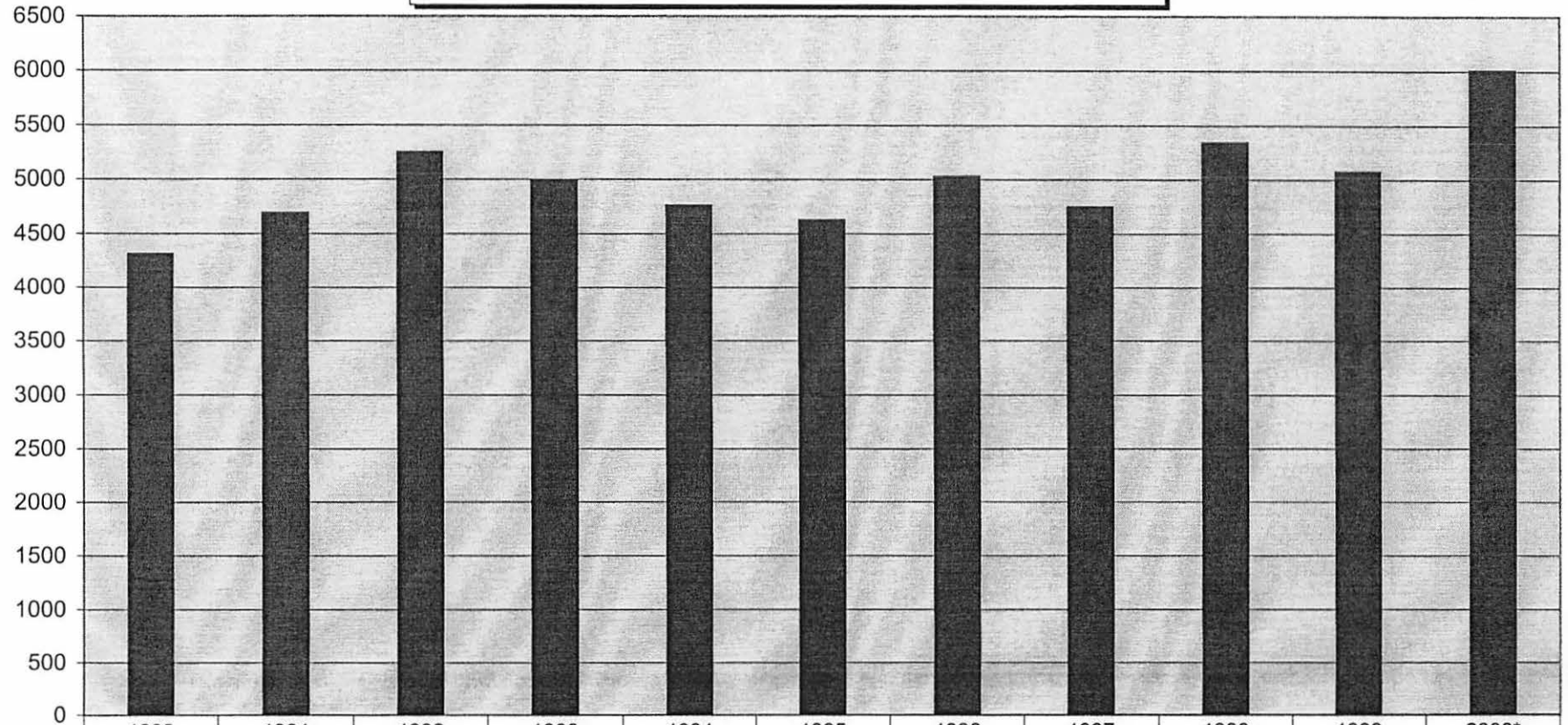
Enclosure

Copy to: Members of Service Committee
Senator Michael Gronstal
Senator Donald Redfern
Representative John Connors
Representative Christopher Rants
Representative Steve Sukup

Iowa Citizens' Aide/Ombudsman

Contacts Per Year, 1990 - 2000*

* Projected



	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000*
Contacts	4311	4689	5251	4994	4759	4627	5030	4749	5346	5076	6005
FTE's	12	12	12	12	12	13.5	13.5	13.5	13.5	13.5	13.5
Percentage + or (-)	0.00%	8.8%	12.0%	-5.0%	-4.7%	-2.8%	8.7%	-5.6%	12.6%	-5.1%	18.3%
Average Case Load/FTE	359	391	438	416	397	343	373	352	396	376	445

**CITIZENS' AIDE/OMBUDSMAN
PERSONNEL REPORT
DECEMBER 2000**

Personnel actions since last report: June 27, 2000

SERVICE COMMITTEE APPROVAL:

PROMOTIONS:

Name	Title/ Date Attained	FROM Grade & Step/ Date Attained	TO Title	Grade & Step/ Date Attained
Ruth Cooperrider	Deputy/Senior Legal Counsel 11/28/1997	38-6 11/26/1999	Senior Deputy/Senior Legal Counsel	41-5 12/08/2000
Maureen Lee	Executive Secretary 06/26/1998	24-6 06/25/1999	Assistant	27-5 11/10/2000*
Mary Belieu	CAO Secretary 07/10/1998	19-3 01/07/2000	Administrative Secretary	21-2 11/10/2000*

*Retroactive

SERVICE COMMITTEE REVIEW

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

Jeff Burnham	Assistant III	35-3	11/26/1999	35-4	11/24/2000
Don Grove	Assistant	27-2	11/26/1999	27-3	11/24/2000
Judy Green	Finance Officer II	27-6	11/26/1999	Top of Grade	11/24/2000
Wendy Sheetz	Assistant III	35-5	12/10/1999	35-6	12/08/2000

VACANT POSITIONS FILLED:

None

TEMPORARY POSITIONS FILLED:

None

RESIGNATIONS:

Cathleen Siebrecht, Assistant

11/01/2000

PARENTAL/FAMILY LEAVE:

None

**CITIZENS' AIDE/OMBUDSMAN
Proposed Allocation
FY 2002**

Expenditure Category	FY 2002 Proposed Budget
Personal Services	948,670 *
In-State Travel	8,500
Out-State Travel	7,500
Office Supplies	32,200
Printing & Binding	6,000
Communications	29,000
Rentals	1,550
Professional and Scientific Services	24,600
Outside Services	6,500
Advertising	1,500
Outside Repairs	100
Equipment	5,000
Data Processing	13,400
Other	500
Total	1,085,020

* Approval of this budget includes authorization for any adjustment to it for the costs of implementing any agreement concerning employee compensation granted by the Legislative Council.

2002 proposed allocation 12/00

**CITIZENS' AIDE/OMBUDSMAN
Proposed Allocation Breakdown
FY 2002**

Expenditure Category	Amount	Assumptions
Personal Services	948,670	Base salary and benefits, merit by salary review date, promotions approved, no vacancies on TO, add new assistant
In-State Travel	8,500	Anticipating 9000 in-state miles and 31 overnights to respond to complaints and conduct investigations, attend in-state conferences and training
Out-State Travel	7,500	Attendance at United States Ombudsman Association Annual Conference, International Ombudsman Institute Board of Directors meetings, and corrections' conferences and training
Office Supplies	32,200	General office supplies, Xerox and fax supplies and maintenance, outreach materials
Printing & Binding	6,000	Annual, critical and investigative reports, brochures
Communications	29,000	In-wats, out-wats, fax, TTY
Rentals	1,550	Storage unit, State Fair space, meeting rooms
Prof & Scientific Services	24,600	Data processing program maintenance, consultants, translation services, legal services
Outside Services	6,500	Transcription services, sheriff's fees, temporary employment fees
Advertising	1,500	Newspaper advertising, press releases
Outside Repairs	100	Wiring, minor repairs
Office Equipment	5,000	Replacement chairs, files, bookcases
Data Processing	13,400	Replacement computers, monitors, printers, hardware and software upgrades
Other	500	Tickets, parking for working State Fair booth
Total	1,085,020	

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

EXPENDITURE CATEGORY	FY 2000 ACTUAL	FY 2001 ALLOCATION	FY 2002 PROPOSED
Personal Services	775,002	846,570	948,670
In-State Travel	6,652	8,500	8,500
Out-State Travel	7,646	6,225	7,500
Office Supplies	33,032	30,555	32,200
Printing & Binding	2,607	6,000	6,000
Communications	22,959	25,000	29,000
Rentals	1,581	1,200	1,550
Professional & Scientific Services	19,727	34,235	24,600
Outside Services	23,508	5,000	6,500
Advertising	0	1,200	1,500
Outside Repairs	1,112	100	100
Office Equipment	10,190	11,000	5,000
Data Processing	4,897	16,400	13,400
Other	2,276	18,000	500
Total	911,189	1,009,985	1,085,020

FTE's	13.5	13.5	14.5
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JULIE E. LIVERS
LEGISLATIVE INFORMATION OFFICE DIRECTOR

December 8, 2000

MEMORANDUM

TO: CHAIRPERSON IVERSON, VICE CHAIRPERSON RANTS, AND MEMBERS OF THE SERVICE COMMITTEE

FROM: DIANE BOLENDER *DB*

RE: INFORMATION FOR DECEMBER 12 MEETING

Enclosed are copies of December Personnel Reports and proposed budgets for the fiscal year beginning July 1, 2001, for the Legislative Fiscal Bureau, the Legislative Service Bureau, the Computer Support Bureau, and the Office of Citizens' Aide/Ombudsman.



DENNIS C. PROUTY
DIRECTOR
515/281-5279
FAX 281-8451

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*
RE: Fiscal Bureau Personnel Report
DATE: December 12, 2000

Attached is the Legislative Fiscal Bureau's Personnel Report for the period June 28, 2000, through December 12, 2000. The Report covers all personnel action since the last report, which was submitted June 27, 2000.

LEGISLATIVE FISCAL BUREAU
PERSONNEL REPORT
December 12, 2000

PERSONNEL ACTION SINCE LAST REPORT: 6/27/00

SERVICE COMMITTEE REVIEW

<u>NAME</u>	<u>TITLE</u>	<u>PREVIOUS GRADE/STEP</u>	<u>DATE ATTAINED</u>	<u>CURRENT GRADE/STEP</u>	<u>DATE ATTAINED</u>
MERIT INCREASES:					
Robin Madison	Legislative Analyst	27-1	1/00	27-2	7/00
Christina Schaefer	Legislative Analyst	27-2	3/99	27-3	9/00
Dave Reynolds	Senior Analyst	38-4	11/99	38-5	11/00
Mary Shipman	Senior Analyst	38-4	11/99	38-5	11/00

VACANT POSITIONS:

Paige Piper/Bach Legislative Analyst II Effective 8/00

VACANT POSITIONS FILLED:


Jennifer Dean Legislative Analyst Effective 7/00
 Alice Wisner Legislative Analyst II Effective 9/00
 Lisa Burk Legislative Analyst Effective 11/00
 Mary Beth Mellick Legislative Analyst Effective 11/00

SICK/FAMILY LEAVE:

SERVICE COMMITTEE APPROVAL

<u>NAME</u>	<u>TITLE</u>	<u>FROM</u>		<u>TO</u>	
		<u>GRADE & STEP/ DATE ATTAINED</u>	<u>TITLE</u>	<u>GRADE & STEP/ DATE ATTAINED</u>	<u>TITLE</u>

**LEGISLATIVE FISCAL BUREAU
PROPOSED ALLOCATION
FY 2002**

	<u>ACTUAL FY 2000</u>	<u>APPROVED ALLOCATION FY 2001</u>	<u>PROPOSED ALLOCATION FY 2002</u>
Personal Services	\$ 1,855,173	\$ 1,938,000	\$ 2,028,000 * 
Travel	46,586	34,200	45,000
Office Supplies	61,982	73,000	75,000
Communications	15,410	30,000	20,000
Rental	0	500	500
Office Equipment	107,113	35,000	35,000
Outside Services	69,941	75,000	75,000
Outside Repairs	241	2,500	5,000
Data Processing	4,622	60,000	40,000
TOTAL	<u>\$ 2,161,068</u>	<u>\$ 2,248,200</u>	<u>\$ 2,323,500</u>
Lucas Building Move			<u>125,000</u>
GRAND TOTAL	<u><u>\$ 2,161,068</u></u>	<u><u>\$ 2,248,200</u></u>	<u><u>\$ 2,448,500</u></u>
 Funded FTE's	 27.5	 27.5	 27.5

* Approval of this budget includes authorization for any adjustment to it for the costs of implementing any agreement concerning employee compensation granted by the Legislative Council.

FY 2002 PROPOSED ALLOCATION BREAKDOWN

<u>ITEM</u>	<u>DOLLARS</u>	<u>ASSUMPTIONS</u>
Salaries	\$ 2,028,000	27.5 FTE positions. Merit step - based on salary review date. Salary Annualization. No COLA (Cost-of-Living Adjustment) included.
Travel	45,000	Maintains current level of operation - training, seminars and meetings attended by LFB staff and travel associated with the Fiscal Committee and Oversight Committee.
Office Supplies	75,000	Current level.
Communications	20,000	Current level.
Rental	500	Current level.
Office Equipment	35,000	Current level.
Outside Services	75,000	Current level.
Outside Repairs	5,000	Current level.
Data Processing	<u>40,000</u>	Current level.
TOTAL	\$ 2,323,500	
Lucas Move	<u>125,000</u>	Walls/moving cost - first floor Lucas Bldg.
GRAND TOTAL	<u>\$ 2,448,500</u>	

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LEGISLATIVE INFORMATION OFFICE DIRECTOR

DECEMBER PERSONNEL REPORT

PROPOSED FY02 BUDGET

DECEMBER 12, 2000

LEGISLATIVE SERVICE BUREAU
Personnel Report

December 12, 2000

Personnel Actions since Last Report: 6/23/00

Name	Position	Previous Grade/Step	Date Attained	Current Grade/Step	Date Effective
<i>Merit Increases:</i>					
Joe McEniry		32-2	07/21/00	32-3	07/21/00
Bruce Carr		24-3	07/23/99	24-4	07/21/00
Sandra Nabholz		19-1	01/21/00	19-2	07/21/00
Nancy Westbrook		19-1	02/04/00	19-2	08/04/00
Heather Bays		19-1	02/21/00	19-2	08/18/00
Chris Fisher		28-5	10/29/99	28-6	10/27/00
Steve Hallam		19-1	06/25/99	19-2	12/08/00
Stephanie Cox		19-2	12/10/99	19-3	12/08/00

Vacant Positions Filled:

Elizabeth McKinney	Document Technician 1	08/28/2000
Steve Hallam	Document Technician 1	09/15/2000
Patricia Johnson	Document Technician 1	10/09/2000

Temporary Positions Filled:

Bonnie King	Document Technician 1	09/05/00
Jodi Steenhoek	Redistricting Specialist	10/16/00
Rachele Hjelmaas	Legal Counsel	11/01/00

Resignations:

Mark Johnson	Senior Legal Counsel	12/15/00
Kara Dettman-Ross	Document Technician 1	07/28/00
Audrey Schmidt	Document Technician 1	08/31/00
Bonnie King	Document Technician 1	11/29/00

Parental/Family Leave:

Jan Johnson	Legal Counsel 2
Mark Johnson	Senior Legal Counsel
Thane Johnson	Senior Research Analyst
Tim McDermott	Legal Counsel 1

LEGISLATIVE SERVICE BUREAU
 PROPOSED PROMOTIONS
 December 2000

Name Hire Date	Current Position Date Attained	Grade/Step Date Attained	Proposed Position	Grade/Step Effective Date
<i>Proposed Promotions:</i>				
Sue Feters 09/27/91	Legis. Document Technician 2 12/25/98	22-5 12/24/99	Super. Legis Document Tech.	25-4 12/22/00
Leslie Larson 11/13/98	Legis. Document Technician 1 11/13/98	19-3 05/12/00	Legis. Document Technician 2	22-1 12/22/00
Kathie Bates 06/13/86	Administrative Code Editor 10/04/96	38-5 03/31/00	Administrative Code Editor	41-3 12/22/00
Joy Warner 12/30/96	Legis. Document Technician 2 12/25/98	22-2 12/24/99	Super. Legis Document Tech.	25-1 12/22/00
Leslie Hickey 10/21/96	Iowa Code Editor 07/09/99	38-6* 07/09/99	Iowa Code Editor	41-5 12/22/00

* In the position of Senior Legal Counsel she became a 38-6 on 12/12/97

**Legislative Service Bureau
Proposed Allocation
FY 2002**

	<u>FY 2000 ACTUAL</u>	<u>FY 2001 ALLOCATION</u>	<u>FY 2002 REQUEST</u>
Personal Services	3,370,269	3,727,100	3,794,000 *
Personal Travel	39,786	29,500	36,000
Office Supplies	69,109	81,500	81,500
Other Supplies	25,315	3,000	3,000
Printing & Binding	359,080	1,116,500	547,500
Uniforms & Related Items	2,526	3,500	4,000
Communications	31,156	34,000	34,000
Rentals	1,730	2,000	2,000
Professional & Scientific Services	186,559	100,000	75,000
Outside Services	8,189	4,000	6,000
Advertising & Publicity	2,791	3,000	3,000
Outside Repairs/Services	30,551	30,000	32,000
Office Equipment	22,258	15,000	15,000
Data Processing	70,748	130,000	60,000
TOTAL **	<u>4,220,067</u>	<u>5,279,100</u>	<u>4,693,000</u>
Funded FTEs	64.25	66.25	65.25 ***
**Total Excluding Printing	<u>3,860,987</u>	<u>4,162,600</u>	<u>4,145,500</u>

* Approval of this budget includes authorization for any adjustment to it for the costs of implementing any agreement concerning employee compensation granted by the Legislative Council.

*** 66.25 from FY01. Subtract 2.0 employees for redistricting, add 1.0 additional employee for LIO.

FY-2002 Budget Allocation Breakdown:

ITEM	DOLLAR	ASSUMPTIONS
Personal Services	3,794,000	Provides for normal merit and promotional increases based upon salary review dates; includes funding for LIO and Tour Guide positions and reclassifications.
Personal Travel	36,000	Maintains normal level of educational travel for up to 30 employees.
Office Supplies	81,500	Maintains current level. Actual FY '99 expenditures \$79,348.
Other Supplies	3,000	Includes purchase of official Legislative gifts by LIO.
Printing & Binding	547,500	Maintains level of printing from FY '00 with potential increases in printing and paper costs; anticipates additional costs for an increase in Administrative Bulletin and Administrative Code pages. Legal publication sales recoup for the State General Fund a large portion of these costs.
Uniforms & Related Items	4,000	Increase of \$500 from FY '01 budget due to number of Tour guides.
Communications	34,000	Maintains current level.
Rentals	2,000	Maintains current level.
Professional & Scientific Services	75,000	Funding for software licenses, including Quick Silver; technology projects for bill drafting, including Silhouette and Word and providing a document program comparison; and projects relating to Code publication.
Outside Services	6,000	Increase of \$2,000 based upon FY '00 expenditures of \$8,189.
Advertising & Publicity	3,000	Maintains current level.
Outside Repairs/Services	32,000	Slight increase based upon higher copier costs.
Office Equipment	15,000	Maintains current level.
Data Processing	60,000	Includes funding for computer replacement.

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LEGISLATIVE INFORMATION OFFICE DIRECTOR

December 11, 2000

MEMORANDUM

TO: CHAIRPERSON IVERSON, VICE CHAIRPERSON RANTS, AND MEMBERS OF THE SERVICE COMMITTEE

FROM: DIANE BOLENDER

RE: LIO/TOUR GUIDE RECLASSIFICATIONS

At its June 27, 2000, meeting, the Service Committee adopted changes in the position classification system for the Legislative Information Office Director based upon increased workload in the Legislative Information Office due to responding to inquiries and preparing information concerning the work of the Iowa General Assembly and additional responsibilities in the international relations area. A motion was adopted that the issue would be revisited at the Service Committee's December meeting.

The following is a proposal for staffing the Legislative Information Office and the Capitol Tour Guide operations (which are supervised by the Legislative Information Office).

Legislative Information Office

Current Staff: 1 Director, 2 Legislative Information Officers

1 Legislative Document Technician has been approved by the Service Committee, but not yet hired

Proposed Additional Staff: 1 Legislative Information Officer to be hired during the fall of 2001 so that the new staff member can receive training prior to the convening of the 2002 legislative session.

Pay Grades: Legislative Information Office Director

Current Pay Grades: LIO Director/Legislative Protocol Officer 1 Pay Grade 30
Sr. LIO Director/ Legislative Protocol Officer Pay Grade 35

Proposed Pay Grades: LIO Director 1 Pay Grade 32
LIO Director 2 Pay Grade 35
LIO Director 3 Pay Grade 38

Rationale: The position is responsible for supervision of preparation and dissemination of nonpartisan information about the Iowa General Assembly and legislative procedures to the general public, interested associations and organizations, and elementary and social studies teachers; for outreach programs throughout the state describing the important work of the Legislature; for coordination on behalf of the Legislative Branch of events at the Capitol that involve one or more of the other branches of government; and for coordination of activities relating to state, national, and international visitors to the Capitol.

The entry level pay grade recommended corresponds to the entry level pay grade for the Assistant Secretary of the Senate and the Assistant Chief Clerk of the House. The LIO Director 2 pay grade corresponds to the second level for those positions and to the Deputy Iowa Code Editor and Deputy Administrative Code Editor positions. The LIO Director 3 position corresponds to the third level for those positions and to the entry level of the Caucus Staff Director series.

Pay Grades: Legislative Information Officer

Current Pay Grade: LIO Officer Pay Grade 24

Proposed Pay Grades: LIO Officer 1 Pay Grade 24
LIO Officer 2 Pay Grade 27
LIO Officer 3 Pay Grade 30

Rationale: The position is responsible for preparing and disseminating nonpartisan information about the Iowa General Assembly and legislative procedures to the general public, interested associations and organizations, and elementary and social studies teachers; for assisting in outreach programs throughout the state; for assisting in the coordination of events at the Capitol; and for assisting in the coordination of activities relating to state, national, and international visitors to the Capitol.

The pay grades correspond to the Editor job series used in the Legislative Service Bureau in both the Iowa Code Division and the Administrative Code Division. They also are similar to the Information Officer Series used in the Executive Branch (Pay grades 21, 25, and 30).

Tour Guides

Current Staff: 1 Tour Guide Supervisor
1 Tour Guide (with benefits) (3/4 time)
8 part time tour guides equaling approximately 2 FTEs

Proposed Staff: 1 Tour Guide Supervisor
1 Legislative Document Technician
13 part-time Tour Guides equaling 3 FTEs

Pay Grades: Current Pay Grades: Tour Guide Supervisor Pay Grade 22
Tour Guide (with benefits) Pay Grade 14
Tour Guide Pay Grade 12

Proposed Pay Grades: Tour Guide Supervisor 1 Pay Grade 22

Tour Guide Supervisor 2 Pay Grade 25

Tour Guide Pay Grade 18

Legislative Document Technician Pay Grade 19

Rationale: The Tour Guide Supervisor's responsibilities have changed considerably over the last few years. In addition to developing different types of tours for different age groups, the Tour Guide Supervisor presents an interactive ICN program about the Iowa Capitol on a weekly basis to school students. The demand for the program is high and many school classes are unable to have access to it. The Tour Guide Supervisor also researches records about the Iowa State Capitol in order to enhance the quality of the tours provided. The Museum Technician classification in the Executive Branch is Pay Grade 25. The description of duties for Museum Technician includes serving as historical museum Tour Guide supervisor, performs research, provides educational services, and develops a training book.

The Tour Guide who works ¾ time currently performs text processing and data entry duties for the Tour Guides as well as conducting tours. There is currently no staff responsible for responding to questions from the public about locations of offices and meetings in the Capitol Complex. In fact, when several tours are scheduled at the same time, the Tour Guide desk itself is unstaffed. The person designated as the Legislative Document Technician would schedule all tours, notify legislators of scheduled tours of groups from their districts, prepare all correspondence relating to the tours, schedule the ICN telecasts with the schools, and respond to all inquiries from the public.

The request for an additional FTE for additional Tour Guides is not made to provide additional Tour Guides on duty at any one particular time, but rather is made in order to provide a larger pool of Tour Guides. Several of the most qualified Tour Guides are unable to consistently work the approximately 20 hours per pay period because of other obligations, but their expertise is so great that it is valuable to maintain them on the list of eligible Tour Guides. Pay Grade 18 is the pay

grade in the Executive Branch for Museum Guide. It is extremely difficult to hire qualified Tour Guides at \$8.36 per hour.

Proposed Reclassifications

Julie Livers, Lio Director

Currently approved for Grade 35, step 3

Recommend: Grade 38, step 1, a one step increase

Joan Arnett, Tour Guide Supervisor

Current Grade 22, step 4

Recommend: Grade 25, step 2, a one step increase

Karen Nichols, Legislative Document Technician

Current Grade 14, step 6, as a Tour Guide

Recommend: Grade 19, step 2, a one step increase

LEGISLATIVE COMPUTER SUPPORT BUREAU

DECEMBER PERSONNEL REPORT

PROPOSED FY02 BUDGET

December 12, 2000

**Legislative Computer Support Bureau
Proposed Allocation
2001-2002 Fiscal Year**

	FY-2000 <u>ACTUAL</u>	FY-2001 <u>APPROVED</u>	FY-2002 <u>REQUEST</u>
Personal Services	858,083	983,760	1,033,076*
Training, Travel, Education	32,204	30,625	40,000
Office Supplies	17,647	18,000	22,000
Communications	34,558	30,000	42,000
Rental	2,000	2,000	0
Office Equipment	1,676	15,000	15,000
Maintenance, Repairs/Service	158,109	300,000	250,000
Data Processing, Hardware & Software	<u>1,225,989</u>	<u>1,130,147</u>	<u>1,308,218</u>
Expenditures	<u>2,330,266</u>	<u>2,509,532</u>	<u>2,710,294</u>
FTE's	14.0	14.4	14.4

* Approval of this budget includes authorization for any adjustment to it for the costs of implementing any agreement concerning employee compensation granted by the Legislative Council.

Legislative Computer Support Bureau (FY-02 Budget Request Breakdown)

<u>ITEM</u>	<u>DOLLARS</u>	<u>ASSUMPTIONS</u>
Salaries	\$1,033,076	* Assumes merit increase in FY 2002 * All 14.4 FTE positions will be filled * Merit steps based upon salary review * Includes minimal amount for reallocations and promotions
Travel	\$40,000	* Maintain current level of training, education seminars and conferences attended by staff
Office Supplies	\$22,000	* Maintain current level of operation
Communications	\$42,000	* Maintain current level of operation
Office Equipment	\$15,000	* Maintain current level of operation

Maintenance, Repairs/Service \$250,000

Anticipated maintenance charges for computer equipment including laser printers and UPS	\$200,000
Anticipated maintenance increases	\$ 15,000
Anticipated mainframe software upgrade	\$ 20,000
Anticipated off hours maintenance	\$ 15,000

Data Processing Hardware and Software \$1,308,218

Anticipated lease purchase payments – Mainframe	\$430,368
Anticipated lease payments – Network	\$155,136
Anticipated storage upgrade	\$150,000
PC & network software upgrades and purchases, PC & network hardware upgrades and purchases.	\$572,714

**SERVICE COMMITTEE
OF THE LEGISLATIVE COUNCIL**

MEMBERSHIP

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

***Representative Christopher Rants,
Vice Chairperson
Representative John Connors
Representative Steven Sukup***

TENTATIVE AGENDA

December 12, 2000

Room 24

9:30 a.m.

Call to Order

Roll Call

Approval of Minutes of June 27 Meeting (previously distributed)

New Employee Introductions

Consideration of Personnel Reports and Proposed FY02 Budgets

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

Additional Business?

Adjournment