

## COMPUTER REPORT

January 7, 1991

### FUTURE PLANNING

- Ongoing discussion and planning for the future of the legislative computer system should take place for a stable evolution of the entire system.
- The Computer Support Bureau should develop a list of goals and priorities for the legislative computer system.

An advisory committee consisting of Computer Oversight Subcommittee members, legislators with computer knowledge, and legislative agency staff members should meet at least bimonthly to plan the future development of the legislative computer system and to discuss existing concerns. A timetable for meeting the items in this report will be established at the first meeting of the Advisory Committee.

- Use of the Unisys mainframe system should continue. However, the system itself should be personal computer based. The Unisys terminals are outdated and parts are becoming more difficult to obtain. However, the personal computers must be able to perform all functions currently performed by the mainframe, including the bill drafting system currently in use with its automatic amending process. (See New Computer Programming Needs.)

### FUTURE NEEDS

- There needs to be a resolution of current incompatibility problems between the new phone lines and communications modems.
- A central network modem which can be shared by staff, allowing access to outside databases with the need for individual modems and dedicated phone lines for the modems shall be investigated.
- The issues of both network security and personal computer security need to be addressed. (The CSB will report back at the first meeting of the Advisory Committee.)
- The issue of security of the hardware which is located throughout the State Capitol and Lucas State Office Building needs to be addressed. (The CSB will report back at the first meeting of the Advisory Committee.)
- There should be additional investigation of the use of scanner technology, especially so that the Iowa Administrative Code data base can be computerized.
- Cross training of some Computer Support Bureau personnel is needed so CSB can address problems concerning both the mainframe and personal computer systems.

- Questions about the amount of physical space needed for the personal computers and the feasibility of using personal computers in the legislative chambers should be examined.
- The issue of storage location of numerical data files for the personal computers should be addressed.
- The feasibility of establishing a centralized library of standardized software, allowing legislators to access these programs with their own personal computers should continue to be examined.
- A better computer training facility needs to be established and ongoing training at various knowledge levels needs to be provided.
- Procedures need to be established concerning who to contact concerning personal computer system problems during evening hours and weekends.
- Procedures need to be established to determine for the CSB how to prioritize the requests for assistance in a fair and efficient manner.
- Work needs to begin on the computerizing of the Iowa Administrative Bulletin.
- Decision-making is needed concerning the computer system utilized by the session-only staff and whether or not training should be provided for PC-based software.

#### NEW COMPUTER PROGRAMMING NEEDS

- Programming is needed to replace the text editing currently provided on the Unisys terminals. The PCs must be able to perform all functions currently available on the Unisys terminals. The mainframe will still be needed to store the data base.
- The capability of printing mailing labels from the mainframe data base of selected legislators and for mailing lists should be provided.
- The computer "message system" needs to be upgraded to allow messages to be sent to multiple users on the PC network and to provide the ability to interact with the executive branch messaging system .
- Computerized time sheets should be developed.
- A better network file management system is needed.
- A program needs to be developed for placing the Iowa Administrative Code into a data base and providing the capability of printing portions of it separately. In addition, the feasibility of providing this data base to other public agencies and to private agencies for a fee should be investigated.
- The ability for other state agencies to access the legislative computer system data base and to load chapters of the Code onto their personal computers should be investigated.

- The capability of printing individual Code chapters in a format similar to that of the published Code should be developed. The chapters could then be provided to state agencies and sold to the general public.
- The incorporation of amendments into bills, allowing the elimination of the bill books should be developed.
- The capability of performing word searches of the Acts similar to that provided for the Code should be provided.
- The capability of visually flagging lines of Code text when an amendment or change is applied should be provided.
- A better program should be provided for indexing the Iowa Code, the Iowa Acts, and the Code Supplement.
- There needs to be planning for uniform computerization of the operations of the House and Senate Journals and other publications, the Iowa Administrative Code Division, and the Iowa Code Division.

RPTCOMP  
DB/dg+

## FIRE SAFETY INSPECTION - STATE CAPITOL

DECEMBER 26-27, 1990

### EXITS - CHAPTER 100, STATE CODE OF IOWA, AND IOWA ADMINISTRATIVE CODE 661-5.50(100) - 661-5.105(100):

A major fire safety problem with this building is the lack of approved exits. All exiting from the building involves going through the rotunda area. There are four spiral stairs which serve the third floor and exit on the corners of second floor on either side of the entrances to the House and Senate. Exiting from the second floor rotunda area is down the east grand staircase onto the first floor. The areas behind the House and Senate have unenclosed stairs which lead down to the north and south ends of the first floor. While each end has two stairs from the first floor, they share a common landing on upper levels and can be considered as only one exit. There is no way for people on the second and third floors in the area behind the House or Senate to reach the exits in the rotunda. Exiting problems are further compounded by the addition, at some previous time, of wood-framed intermediate levels. Exit paths are poorly marked and emergency lighting is not installed throughout the building. (Note: an engineer is currently designing a system to upgrade the emergency generator and to provide emergency lighting; exact status of the project is unknown). Additional enclosed exit stairs are needed for safe exiting. These should be located near each of the corners of the building.

### ELECTRICAL:

Use of Extension Cords: While it has been Fire Marshal policy to allow up to two approved extension cords per workspace, when the cords were not used to power high-wattage devices, apparently this does not meet OSHA standards. During a recent OSHA inspection of the Employment Services Building, there was a problem with extension cords. The OSHA standards apparently allow only the use of "Temporary Power Tap"-type cordsets. (These may have up to six outlets and must have built-in fuse or circuit breaker protection. They may also have some power conditioning feature such as spike or surge protection for use with computers and other sensitive equipment). OSHA limits the use of power taps to use with computer equipment and temporary use until permanent outlets can be installed. This inspection was following existing Fire Marshal Policy to accept only heavy-duty UL-listed grounding cordsets.

Throughout the building are numerous "homemade" extension cords. These cords are made using black rubber-covered cord and metal boxes with NM cable style cable clamps. While the components are individually UL-listed, these

cordsets are not UL-listed and are not approved for use. These cords should be removed and permanent outlets provided.

During the inspection, an electrician was making some minor repairs. Even with a circuit tracer, he was having trouble finding the proper circuit breaker to de-energize the circuit he was working on. All breaker panels are to be properly labeled, as required by the National Electrical Code.

**INDIVIDUAL ROOM AND OFFICE INSPECTION: \***

X Using approved fire-safing materials, repair all penetrations through the **ATTIC FLOOR**, such as the one on the north side of the Senate attic near the copper vent line. (Most holes found during the December 5, 1989 inspection have been repaired).

Adjust the west fire door from the **LAW LIBRARY ATTIC** to the House attic so that it closes properly.

Using approved fire safety materials, repair the penetrations through the fire walls such as the ones around the conduit between the **LAW LIBRARY ATTIC** and the **HOUSE ATTIC** and the one around the fire alarm conduit north of the fire doors from the **HOUSE ATTIC** to the **EAST WING**.

The carbon dioxide fire extinguisher in the **GOVERNOR'S OFFICE COPY CENTER** is due for hydrostatic testing.

Replace the cover on the junction box on the **KITCHEN** ceiling. Panel B-3 was so hot you could not comfortably leave your hand on it. Have the panel checked and repair or rewire as needed to correct the problem.

X The fire hose in the **LAW LIBRARY** had not been replaced (note: this was the only fire hose which hadn't been replaced since the December 5, 1989 inspection).

The flexible metallic conduit has been pulled out of its connector in the **ASSISTANT SENATE MAJORITY LEADER** office.

Replace the cover for electrical panel D-16 in **ROOM 206**.

Replace the broken cover on the junction box for the heater in the **FISCAL DIRECTOR CONFERENCE ROOM**.

**PANELS C6 and D6** had circuits taped on. This is permissible only if it can be documented that this does not interfere with the breaker operation. To date, we have received no documentation that this is acceptable.

Electrical **PANELS E-1 and E-3** have missing bus covers exposing live parts.

X The cover the **HOUSE FLAG POLE** junction had been replaced but only the top screw had been installed; the bottom two were missing.

Replace the cover on the open electrical junction box, east wall **ROOM 305.1**.

Remove all storage from **ROOM 305.2** (space under the wooden exit stair from above) until a one-hour fire-rated door is installed and the room is completely lined with materials which will provide one-hour fire-resistive protection for the stairs.

Repair the heat detector in the **HOUSE DEMOCRATIC CAUCUS STAFF ROOM**; it is hanging by the wires.

Unused knockout in ceiling mounted junction box north end of **LEGISLATIVE SERVICES CONFERENCE ROOM**.

Check the wiring in the **HOUSE AIR HANDLING ROOM**. There were numerous covers missing on electrical boxes. The porcelain base light fixture was hanging by the wires.

Relocate the smoke detector in the **HOUSE SPEAKER CONFERENCE ROOM**; it is located about three feet below the ceiling. Unless listed for other locations, the detector shall be mounted on the ceiling or with the top four to six inches from the ceiling.

Repair the **SOUTH EXIT DOOR** on **EAST END, FIRST FLOOR**, so that it will open properly.

Replace the two broken bus covers on **PANEL B-6**.

Replace the cover for **PANEL B-7**; the cover was loose and appeared too small to completely cover the panel box.

Repair the exit sign at the **NORTH END, GROUND FLOOR**.

Seal all penetrations into the **ELEVATOR SHAFTS** with approved fire-resistive materials.

Throughout the **SUB-BASEMENT**, there were numerous junction box covers missing; replace all missing junction box covers.

Remove the temporary wiring from **PANEL A-1** and replace the cover. Based on the dust on wires, this does not appear to be "work in progress."

Cover the openings for circuits 8 and 10 in **PANEL AA-37** with approved material.

Replace the missing bus covers in **PANELS A-3 and AA-26**.

Relocate **PANEL AA-28** to an area which has the required working clearances required by the National Electrical Code.

Remove the temporary wiring near **TRANSFORMER 3AB**.

Replace the missing fire extinguisher; empty bracket located **NORTH, TRANSFORMER 3AB**.

Replace the cover for the elevator switchgear in the **ELEVATOR EQUIPMENT ROOM**, below the Supreme Court area.

Fill unused breaker locations with approved materials in the unlabeled breaker box, **EAST of ENTRANCE TO TUNNEL** (circuit 1 labeled tunnel lights; label this panel).

Remove the unused "homemade" strip outlet-style extension cord which was formerly used to power some phone equipment. The extension cord is adjacent to **UNLABELED PANEL NOTED ABOVE**.

Remove the "office on the second floor landing", **NORTHWEST SPIRAL STAIR**.

The second floor door to the **NORTHWEST SPIRAL DOOR** does not close and latch; has plain glass vision panels.

Each side of the rotunda-side, **SENATE GALLERY**, has seating for over 50 persons (59), only one exit and the door swings against exit travel and does not have panic hardware.

Panic hardware, second floor door for the **SOUTHWEST SPIRAL STAIR**, had been dogged down so the door will not latch (note: when the door is latched there is no release form the rotunda side).

**CONFERENCE ROOM 22**, occupant load should be 49, not the posted 68; only one exit. Occupant load exceeding 50 require at least two exits swinging in the direction of exit travel and panic hardware.

Remove the furniture in the **THIRD FLOOR HALL**, behind the north house gallery.

Remove the desks and boxes on the **SECOND FLOOR** portion of the exit stairs behind the **HOUSE**.

**ROOM 116** doors swing against exit travel and have plain glass.

Exiting from the **WEST END OF FIRST FLOOR** was obstructed by construction. Maintain proper exits at all times the building is occupied.

**ROOM 118** only one exit door against exit travel. Occupant load posted 58. Occupant load should not exceed 49 unless two exits are provided.

**LEGISLATIVE SERVICES, THIRD FLOOR:** Non-listed and unapproved cords found in various locations.

**LAW LIBRARY:** Non-listed cords found in various locations; one powering coffee pot.

**LEGISLATURE - SENATE:** Extension cord used on space heater; combustibles stacked on top of heater.

**SENATOR MAJORITY LEADER:** Unapproved extension cord.

**SENATE LEGAL COUNCIL:** Unapproved extension cord.

**SENATE MINORITY LEADER:** Three unapproved cords.

**SENATE ASSISTANT MAJORITY FLOOR LEADER:** Electrical heater powered by "power tap-type" extension cord.

**ROOM 324:** Unapproved cords.

**ROOM 322:** Coffee pot powered by extension cord.

**NORTHEAST CORNER STAFF AREA BEHIND SENATE:** Unapproved extension cord.

**SENATE CHAMBERS:** The extension cord powering the wreath went through the door to the area behind the chamber.

**ROOM 211:** Coffee pot powered by extension cord.

**SENATOR WELSH OFFICE:** Unapproved extension cord.

**SENATE ASSISTANT MINORITY LEADER:** Non-approved extension cords; one powering coffee pot.

**HOUSE COMMITTEE CHAIR ROOM:** Unapproved extension cords.

**FINANCE OFFICE:** Unapproved extension cords.

**HOUSE INDEXING:** Non-listed cords.

**X HOUSE MAJORITY LEADER:** Extension cord to refrigerator.

**RULES COMMITTEE LEGAL STAFF:** Unapproved extension cord; electric heater powered by extension cord.

**ROOM 117:** Electric heater powered by an extension cord and non-listed cords.

**APPEALS COURT CLERICAL AREA:** Electric heaters and refrigerators powered by extension cords.



**APPEALS COURT BOOKSHELVES:** Remove the electrical outlets in the aisle.

**SUPREME COURT OFFICE AREA:** Copier powered by extension cord.

**GOVERNOR'S OFFICE STAFF AREA, FIRST FLOOR:** Non-listed extension cords.

**AUDITOR'S OFFICE:** Non-listed extension cords.

**TREASURER'S OFFICE:** Cords in aisle found in various locations.

**ROOM 16:** Unapproved two-wire cord found.

**ROOM 15:** The required clear floor space in front of electrical panel B-5 was obstructed by pop can storage.

**ROOM 14, OFFICE OF MANAGEMENT:** Coffee pot powered by extension cord.

**ROOM 13:** Non-listed extension cords.

**GOVERNOR'S OFFICE, GROUND FLOOR:** Unapproved two-wire cord found.

**SUPREME COURT CLERK'S AREA:** Coffee pot powered by unapproved light gauge two-wire extension cord.

**COURT ADMINISTRATOR:** An extension cord was running through a door to power a humidifier in the hallway.

**COURT OF APPEALS:** A "power tap-type" extension cord was being used to power another extension cord.

**EXECUTIVE COUNCIL:** An extension cord was being used to power a copier.

\*The room and office inspections include most, but not all, offices and rooms. This report reflects the common fire safety violations in the building, but in all probability not all the problems in each individual room were found.

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:

January 9, 1991

John Connors, Chair  
Service Committee, Legislative Council  
State Capitol  
LOCAL

Dear Representative Connors:

Personnel Report

Maureen A. Kennedy, CAO Secretary, was granted a one-step merit increase to Grade 19, Step 3 on December 21, 1990.

Ruth H. Cooperrider, Legal Counsel, successfully completed her six-month probationary period on January 9, 1991 and has been granted a one-step salary increase to Grade 31, Step 2.

Sincerely,

*William P. Angrick II by R.*  
William P. Angrick II

WPA:jg

cc: Service Committee  
Diane Bolender, Secretary, Legislative Council

jan9lper

# GENERAL ASSEMBLY OF IOWA

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*DEPUTY IOWA CODE EDITOR*

January 9, 1991

## MEMORANDUM

TO: CHAIRMAN CONNORS AND MEMBERS OF THE  
SERVICE COMMITTEE

FROM: Diane Bolender, Director

RE: January Personnel Report

Notification is made of the following personnel actions:

1. Donna Munzenmaier, Iowa Code Proofreader, K'Ann Brandt, Assistant Finance, Officer, Patty Funaro, Research Analyst, Gary Rudicil, Research Analyst, and Andrew Karl, Research Analyst, have received merit step increases.
2. Chad Nowels and Linda Burbridge have been employed as Pages for the 1991 legislative session.

Perjan  
DB/dg



SANFORD B. SCHARF  
DIRECTOR  
515-281-7840

LUCAS STATE OFFICE BUILDING  
DES MOINES, IOWA  
50319

STATE OF IOWA

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LEGISLATIVE COMPUTER SUPPORT BUREAU

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TO: Service Committee of the Legislative Council

FROM: Sanford B. Scharf, Director - Legislative Computer Support Bureau

SUBJECT: Computer Operator

DATE: January 10, 1991

Based upon the decision of the Service Committee to deny the grievance of former employee David Robinson, the Legislative Computer Support Bureau will be filling the position of Computer Operator I as soon as possible.



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, Director, Legislative Fiscal Bureau  
RE: LFB Personnel Report  
DATE: January 10, 1991 (486b)

Attached is the Legislative Fiscal Bureau's Personnel Report for the months of December 1990 and January 1991. The report covers all personnel action since the last report, which was submitted November 14, 1990.

LFB PERSONNEL REPORT

January 10, 1991

Personnel actions since last report:

Service Committee review -

Merit Increases

Jeff W. Robinson, Legislative Analyst II	- 12/21/90
Glen P. Dickinson, Principal Legislative Analyst	- 1/4/91
Charlotte M. Mosher, Executive Secretary	- 1/4/91

Vacant Positions

None

Filled Positions

None

Parental/Sick Leave

None

Service Committee approval -

Promotions

FROM

TO

None

798b:tcf:1/10/91



SANFORD B. SCHARF  
DIRECTOR  
515-281-7840

LUCAS STATE OFFICE BUILDING  
DES MOINES, IOWA  
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STATE OF IOWA

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**LEGISLATIVE COMPUTER SUPPORT BUREAU**

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TO: Service Committee of the Legislative Council

FROM: Sanford B. Scharf, Director - Legislative Computer Support Bureau

SUBJECT: Personnel Report

DATE: May 2, 1991

The following employees have successfully completed probationary employment and have received a one step merit increase:

<u>NAME</u>	<u>POSITION</u>	<u>HIRE DATE</u>	<u>DATE COMPLETED PROBATION</u>
Roger Murtfeld	Software Analyst I	7/23/90	2-8-91
Bryan Boyd	Microcomputer Support Analyst	10/1/90	4-19-91
Roel Campos	Microcomputer Support Analyst	8/20/90	3-22-91

Steve Nelson has filled the position of Computer Operator I on 2/4/91 - Grade 21, Step 1



DENNIS C. PROUTY  
DIRECTOR  
515/281-5279

STATE CAPITOL  
DES MOINES, IOWA  
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STATE OF IOWA  
LEGISLATIVE FISCAL BUREAU

MEMO

TO: Service Committee of the Legislative Council  
FROM: Dennis C. Prouty, Director, Legislative Fiscal Bureau  
RE: LFB Personnel Report  
DATE: May 22, 1991 (486b)

Attached is the Legislative Fiscal Bureau's Personnel Report covering the period January 10, 1991 through May 22, 1991. The report covers all personnel action since the last report, which was submitted January 10, 1991.



LFB PERSONNEL REPORT

May 22, 1991

Personnel actions since last report:

Service Committee review -

Merit Increases

Cynthia Dufty, Run Designer II	- 2/15/91
Leroy A. McGarity, Legislative Analyst I	- 2/15/91
Larry C. Sigel, Legislative Analyst I	- 2/15/91
Jon A. Studer, Legislative Analyst I	- 3/01/91
David L. Reynolds, Legislative Analyst I	- 3/15/91
Jon M. Neiderbach, Senior Legislative Analyst	- 4/26/91
Nicole M. Navara, Administrative Secretary	- 5/10/91

Vacant Positions

None

Filled Positions

None

Parental/Sick Leave

None

Service Committee approval -

Promotions

FROM

TO

None

# GENERAL ASSEMBLY OF IOWA

## LEGAL AND COMMITTEE SERVICES DIVISION

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May 22, 1991

## MEMORANDUM

TO: CHAIRPERSON WELSH AND MEMBERS OF THE SERVICE COMMITTEE

FROM: Diane Bolender, Director *DB/81*

RE: May Personnel Report

Notification is made of the following personnel actions:

1. Aida Audeh, Legal Counsel; Bridget McNeerney, Senior Bill Clerk; Rosemary Drake, Publication Coordinator; Alice Gossett, Administrative Assistant; Marva Cross, Legislative Text Processor; Lucinda Parker, Legislative Information Officer; Sue Fetters, Proofreader; Peter Dubec, Assistant Editor; Mary Carr, Legal Counsel; Susan Crowley, Legal Counsel; Michael Kuehn, Legal Counsel; Susan Weddell, Legislative Text Processor; Jonetta Douglas, Legislative Librarian; John Pollak, Committee Services Administrator; and Jody Jorgensen, Legislative Text Processor; have received merit step increases.
2. Susan Crowley and Michael Kuehn have successfully completed their probationary periods as new employees.

3. Kathleen Hanlon began employment as a Research Analyst on January 21, 1991, at grade 27, step 1, and Neal Baedke began employment as a Proofreader on January 7, 1991, at grade 16, step 1.
4. A vacation leave sharing procedure acceptable to the directors of the four Central Staff Agencies has been implemented. Kathaleen Miklus has exhausted all accumulated leave and is using vacation leave hours transferred from other legislative employees.

Permay  
DB/dg

# **TENTATIVE AGENDA**

## **SERVICE COMMITTEE**

### **COMMITTEE ROOM 22**

**Wednesday, May 22, 1991**

**11:00 a.m. Call to Order**

**Roll Call**

#### **Receipt of Personnel Reports**

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

**Additional Business, if any**

**Adjournment**

agenserv  
db/dg