

1268b

The Retention of Legal Counsel Policy Subcommittee recommends to the Service Committee, for adoption by the Legislative Council, the following compensation statement to be added to the Legislative Council's policy on selection of independent legal counsel:

That the Legislative Council determine on a case-by-case basis the compensation to be paid to independent legal counsel, after taking into consideration the compensation levels currently in effect for independent legal counsel retained by the Executive Council, the Senate, the House of Representatives, and other relevant entities.

GENERAL ASSEMBLY OF IOWA



LEGAL DIVISION

CHARL L. JOHNSON
DIVISION CHIEF
DOUGLAS L. ADKISSON
AIDA AUDEH
MARY M. CARR
MICHAEL J. GOEDERT
MARK W. JOHNSON
GARY L. KAUFMAN
SUSAN E. VOSS
JANET L. WILSON
DANIEL PITTS WINEGARDEN
LESLIE E. WORKMAN

RESEARCH DIVISION

PATRICIA A. FUNARO
THANE R. JOHNSON
JOHN C. POLLAK

ADMINISTRATIVE CODE DIVISION

LUCAS BUILDING 515 281-5285
PHYLLIS V. BARRY
ADMINISTRATIVE CODE EDITOR

PUBLIC INFORMATION OFFICE

CAPITOL BUILDING 515-281-5129

VACANT
DIRECTOR

IOWA CODE DIVISION

LUCAS BUILDING 515 281-5285

JOANN G. BROWN
IOWA CODE EDITOR

LEGISLATIVE SERVICE BUREAU

STATE CAPITOL BUILDING
DES MOINES, IOWA 50319
515 281-3566

DIANE E. BOLENDER, DIRECTOR

November 20, 1989

Mr. Patrick D. Cavanaugh
Director
Department of Management
State Capitol Building
Des Moines, IA 50319

Dear Mr. Cavanaugh:

Enclosed are copies of the budgets of the Legislative Service Bureau, the Legislative Fiscal Bureau, the Computer Support Bureau, and the Office of Citizens' Aide for the fiscal year beginning July 1, 1990 and ending June 30, 1991. Pursuant to section 2.12 of the Code, the proposed budgets were submitted to the Legislative Council and the Legislative Council reviewed and approved them on November 15, 1989. I will send you a copy of the Minutes of the Legislative Council for November 15, 1989, when they are completed.

I understand that the approved budgets will be included in the governor's proposed budget for the fiscal year beginning July 1, 1990 as provided in section 2.12 of The Code.

Sincerely,

DIANE E. BOLENDER
Director

PDC
db/dg/20

PROPOSED BUDGETS
OF
CENTRAL LEGISLATIVE STAFF AGENCIES

FOR 1990-1991 FISCAL YEAR

LEGISLATIVE COMPUTER SUPPORT BUREAU

LEGISLATIVE FISCAL BUREAU

LEGISLATIVE SERVICE BUREAU

OFFICE OF CITIZENS' AIDE/OMBUDSMAN

September 1989



SANFORD B. SCHARF
DIRECTOR
515-281-7840

LUCAS STATE OFFICE BUILDING
DES MOINES, IOWA
50319

STATE OF IOWA

LEGISLATIVE COMPUTER SUPPORT BUREAU

Proposed Allocation
1990-91 Fiscal Year

	ACTUAL FY'89 -----	ESTIMATED FY'90 -----	REQUEST FY'91 -----
Personal Services	\$ 221,784	\$ 282,832	\$ 324,430
Travel, Subsistence and Education	6,426	20,000	20,000
Office Supplies	5,012	19,500	19,500
Office Equipment	4,943	13,000	13,000
Communications	5,420	10,000	10,000
Rentals	-0-	1,000	1,000
Outside Maintenance, Repairs/Service	347,413	421,500	454,000
Data Processing, Hardware and Software	580,659 -----	495,000 -----	455,000 -----
Total Expenditures	\$1,171,657 =====	\$ 1,262,832 =====	\$ 1,296,930 =====
FTE'S	7.4	7.4	8.4

Legislative Computer Support Bureau (FY-91 Budget Request Breakdown:)

ITEM	DOLLARS	ASSUMPTIONS
Salaries	\$324,430	*Cola, effective 7-1-90 *Merit steps based upon salary review *All 8.4 FTE positions will be filled *One new positions based upon need analysis
Travel	20,000	*maintain current level of training, seminars and conferences attended by staff
Office Supplies	19,500	*maintain current level of operation
Office equipment	13,000	*maintain current level of operation
Communications	10,000	*maintain current level of operation
Rentals	1,000	*maintain current level of operation

Outside Maintenance, Repairs/Service \$ 454,000

Anticipated maintenance charges for computer equipment including laser printers	\$ 350,000
Anticipated maintenance increases	\$ 35,000
Anticipated maintenance for new equipment -- PC switch, laser printers, and PC's	\$ 14,000
Anticipated software upgrade	\$ 35,000
Anticipated off hours maintenance	\$ 20,000

Data Processing Hardware and Software \$ 455,000

Anticipated Software Charges	\$ 100,000
Anticipated RFI, RFP & Consultant for Code Office computerization	\$ 25,000
Anticipated increased memory & expansion cabinet for DCP (Distributed Communications Processor)	\$ 40,000
Anticipated additional disk storage	\$ 90,000
Anticipated upgrade of Xerox 2700 laser printers	\$ 50,000
Anticipated additional PC's & communication equipment for Legislative Service Bureau & possible network of PC's throughout the Capitol and Lucas Buildings.	\$ 150,000



DENNIS C. PROUTY
DIRECTOR
515 281 5279

STATE CAPITOL
DES MOINES, IOWA
50319

STATE OF IOWA
LEGISLATIVE FISCAL BUREAU

LEGISLATIVE FISCAL BUREAU

Proposed Allocation
1990-91 Fiscal Year

	ACTUAL FY-89 -----	ESTIMATED FY-90 -----	FY-91 REQUEST -----
Personal Services	\$ 955,200	\$1,110,000	\$1,200,000
Travel	12,939	25,000	25,000
Office Supplies	34,742	40,000	40,000
Communications	13,189	17,000	18,000
Rental	0	10,000	10,000
Office Equipment	58,434	31,000	35,000
Other-(Outside Services/Repairs)	21,127 -----	46,000 -----	30,000 -----
Total Expend	\$1,095,634 =====	\$1,279,000 =====	\$1,358,000* =====
FTE's	26.0	26.0	26.5

* see attached

LFB
777b
08-20-89

FY-91 Budget Request Breakdown:

ITEM	DOLLARS	ASSUMPTIONS
Salaries	1,200,000	<ul style="list-style-type: none"> * Cola (5%), effective 7-1-90 * Merit steps based on salary review dates * All 26.5 FTE positions will be filled * No new positions requested * Includes approximately \$10,000 in reallocations/promotions
Travel	25,000	* Reflects the current level of training, conferences, seminars, etc. attended by LFB staff
Office Supplies	40,000	* Maintains the current level of operation
Communications	18,000	* Maintains the current level of operation (no moving costs included)
Rental	10,000	* Maintains the current level of operation
Office Equipment	35,000	* Maintains the current level of operation
Other	30,000	* Includes the following:
Outside Serv -25,000		Maintain Current-
Outside Repair- 5,000		Outside Services 25,000
		*Revenue Est
		*Salary Proj
		*Software
		Outside Repairs 5,000

LFB
1306b
09-20-89

GENERAL ASSEMBLY OF IOWA

LEGAL DIVISION

RICHARD L. JOHNSON
DIVISION CHIEF
 DOUGLAS L. ADKISSON
 AIDA AUDEH
 MICHAEL J. GOEDERT
 MARK W. JOHNSON
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 DEANNE S. NAIL
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 JANET L. WILSON
 DANIEL PITTS WINEGARDEN
 LESLIE E. WORKMAN



LEGISLATIVE SERVICE BUREAU

STATE CAPITOL BUILDING
 DES MOINES, IOWA 50319
 515 281-3566
 DIANE E. BOLENDER, *ACTING DIRECTOR*

ADMINISTRATIVE CODE DIVISION

LUCAS BUILDING 515 281-5285
 PHYLLIS V. BARRY
ADMINISTRATIVE CODE EDITOR

PUBLIC INFORMATION OFFICE

GERALDINE FRIDLINGTON
ACTING DIRECTOR

IOWA CODE DIVISION

LUCAS BUILDING 515 281-5285
 JOANN G. BROWN
IOWA CODE EDITOR

RESEARCH DIVISION

PATRICIA A. FUNARO
 THANE R. JOHNSON
 JOHN C. POLLAK

LEGISLATIVE SERVICE BUREAU

Proposed Allocation 1990-91 Fiscal Year

	ACTUAL FY-89 -----	ESTIMATED FY-90 -----	FY-91 REQUEST -----
Personal Services	1,740,368	2,181,337	2,402,675
Travel & Subsistence	29,505	32,000	34,000
Office Supplies	74,530	74,000	78,000
Other Supplies	2,500	2,500	3,000
Printing & Binding	876,529	560,000	898,600
Uniforms & Related Items	1,440	1,700	1,800
Communications	24,859	30,000	33,000
Rentals	1,646	2,500	3,000
Professional & Scientific	9,231	10,000	10,000
Outside Services	3,866	4,000	4,300
Advertising & Publicity	1,555	1,700	1,750
Outside Repairs/Services	20,924	22,500	24,000
Equipment	43,338 -----	30,000 -----	35,000 -----
 Total Expend	 \$2,830,291 =====	 \$2,952,237 =====	 \$3,529,125 =====
 FTE's	 72.00	 72.20	 74.20

* see attached

FY-91 Budget Request Breakdown:

ITEM -----	DOLLARS -----	ASSUMPTIONS -----
Salaries	2,402,675	* Cola effective 7-1-90 * Merit steps based on salary review dates * Funding for two previously authorized but unfilled positions - Deputy Code Editor and Librarian
Travel	34,000	* Maintains current level of travel for LSB staff
Office Supplies	78,000	* Provides additional funding for office supplies for reapportionment work
Other Supplies	3,000	* Maintains current level of operation
Printing & Binding	898,600	* Maintains current level of operation * Provides funding for publishing Code of Iowa
Uniforms & Related Items	1,800	* Maintains current level of operation
Communications	33,000	* Provides additional funding for telephone system improvements
Rentals	3,000	* Maintains current level of operation
Professional & Scientific	10,000	* Maintains current level of operation
Outside Services	4,300	* Maintains current level of operation
Advertising & Publ.	1,750	* Maintains current level of operation
Outside Repairs/ Services	24,000	* Maintains current level of operation
Equipment	35,000	* Provides funding for computer software purchases, equipment needed for reapportionment, replacement of worn out chairs and other furniture in Service Bureau office

STATE OF IOWA



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

WILLIAM P. ANGRICK
CITIZENS' AIDE/OMBUDSMAN

In reply, please refer to

September 20, 1989

Representative John Connors
Chair, Service Committee
Iowa Legislative Council
LOCAL

Re: 1990-91 appropriation request for the office of
Citizens' Aide/Ombudsman

Dear Representative Connors:

I have attached the office of Citizens' Aide/Ombudsman appropriation request for FY 1990-91. For comparative purposes the actual FY 1988-89 expense and the FY 1989-90 appropriation are also shown. An item explanation is also attached for your information.

I will be available at the Service Committee meeting to answer any questions you or the committee members may have.

Sincerely,



William P. Angrick

WPA:jg

Encls.

cc: Members, Service Committee
Senator Bill Hutchins
Senator Joe Welsh
Senator Cal Hultman
Representative Kay Chapman
Diane Bolender, Acting Secretary, Legislative Council
Dennis Harbaugh, Director, Senate Majority Party Caucus Staff
Acting Director, Senate Minority Party Caucus Staff
Paulee Lipsman, Director, House Majority Party Caucus Staff
Gary Steinke, Director, House Minority Party Caucus Staff
Dennis Prouty, Director, Legislative Fiscal Bureau

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:

CITIZENS' AIDE/OMBUDSMAN

Proposed Allocation
 1990-91 Fiscal Year

	ACTUAL FY-89 -----	ESTIMATED FY-90 -----	FY-91* REQUEST -----
Personal Services	\$ 367,738	\$ 420,800	\$ 492,650
Travel	7,914	13,500	12,500
Office Supplies	8,379	7,500	8,500
Printing	1,989	2,500	3,000
Communications	13,262	16,500	16,500
Rental	161	-	250
Professional Services	3,522	2,000	2,500
Office Equipment	28,773	18,200	16,250
Other (Office Remodeling)	-	-	1,000
	-----	-----	-----
Total Expend	\$ 431,738	\$ 481,000	\$ 553,150
	=====	=====	=====
FTE's	10.3	10.3	12.3

*Revised as per November 15, 1989 Service Committee and
 Legislative Council action

IOWA ONLY TOLL FREE-1-800-358-5510
 VOICE/TDD (515) 242-5065

CITIZENS' AIDE/OMBUDSMAN
 FY-91 Budget Request Breakdown:

ITEM -----	DOLLARS -----	ASSUMPTIONS -----
Salaries	492,650	* Base salaries & benefits * COLA, effective 7/1/90 * Merit by salary review dates * Promotions/Reallocations * No vacancies on TO * Two new Assistant I positions
Travel	12,500	* Vehicle Dispatcher/Air Pool * Staff institutional trips * Instate conferences/seminars * State car lease/purchase
Office Supplies	8,500	* Maintains current level of operation * Anticipated postal increase (1991) * Report generation/publication * Supplies for new Assts.
Printing	3,000	* Maintains current level of operation * Report generation/publication * Form/document revisions
Communications	16,500	* Maintains current level of operation * Use of FAX machine * Telephone purchase for new Assts.
Rental	250	* Maintains current level of operation
Professional Ser.	2,500	* Anticipated legal service * Anticipated non-legal consultations
Office Equipment	16,250	* Office machines/computers service contracts * Computers/furniture for new Assts.
Other	1,000	* Office remodeling including accommodation of new Assts.

	\$ 553,150	

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:

December 19, 1989

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

Dear Representative Connors:

I request Service Committee approval for creation of a job series for the position of Legal Counsel in the office of Citizens' Aide/Ombudsman. Currently the position encompasses a single position at Grade 31. I request approval for the creation of the position of CA/O Legal Counsel II at Grade 34.

I believe that experience, job complexity, and supervisory responsibilities required of the position of CA/O Legal Counsel/ Investigative Team Leader in the restructured office of Citizens' Aide/Ombudsman substantiate the job is more involved and difficult than originally evaluated. For your convenience the proposed Legal Counsel II position is compared with the scores of CA/O Legal Counsel and the three Legal Counsel positions in the Service Bureau. A copy of the proposed job description is attached.

	Proposed CA/O LC II	Current CA/O LC I	Current LSB LC I	Current LSB LC II	Current LSB Sr LC
Knowledge/Education	8	8	7	8	8
Knowledge/Experience	5	4	3	4	5
Job Complexity	5	4	4	5	6
Guidelines/Supervision	4	3	3	3	4
Personal Contacts	D4	D4	D4	D4	D4
Physical Demands	1	1	2	2	2
Mental/Visual Demands	1	1	1	1	1
Supervision Exercised	B2	A1	A1	B2	B2
Scope/Effect	4	3	3	3	4
Impact of Errors	3	3	3	3	4
Work Environment	1	2 (1)*	1	1	3
Hazards/Risks	1	1	1	1	1
Pace/Interruptions	C2	C2	C3	C3	C3
TOTAL POINTS	528	447	423	486	575
		(436)*			
Grade Level	34	31	30	33	36

The Honorable John Connors, Chair
December 19, 1989
Page 2

*Since relocation of the CA/O office Legal Counsel work environment should be modified. The re-scoring does not change the grade level assigned to the position.

Should you approve creation of this position I request appointment of Michael K. Elliott to Legal Counsel II at Grade 34, Step 1, on the pay period beginning December 22, 1989.

Sincerely,



William P. Angrick II

WPA:jg/01connor

Enclosure

CC: Service Committee

PROPOSED

Job Description

Position: Legal Counsel II
Office of Citizens' Aide/Ombudsman

Salary Rate: Grade 34

General skills, knowledge and abilities

Must have five years experience with combination of both criminal and civil litigation. Must have experience in the supervision of personnel and directing related investigations. Must be able to analyze administrative problems and interpret law and policy as they pertain to Iowa state and local governmental agencies. Must be able to communicate effectively, both orally and in writing.

Special skills, knowledge and abilities

Must have graduated from an accredited school of law, be licensed to practice law in the state of Iowa, and be admitted to practice before the United States District Court for the Northern and Southern District of Iowa. Must satisfy continuing legal education requirements to maintain license to practice law.

Duties summarized

The Legal Counsel II has all of the powers, responsibilities and duties of the Citizens' Aide/Ombudsman (CA/O) as prescribed by law with the exception of issuing reports to the General Assembly and the Governor.

Serves as the legal advisor and attorney to the CA/O and staff. Represents CA/O or coordinates all litigation involving CA/O. Is responsible for legal analysis of problems relating to state and local government and to formulate interpretation and recommendations to the CA/O.

Reviews and coordinates investigations conducted by CA/O staff. Reviews all proposed and pending legislation affecting the office of CA/O. Reviews all Attorney General opinions and court decisions impacting the office of CA/O. Maintains such additional responsibilities as assigned by the CA/O.

May be required to maintain an investigative caseload.

Must be willing and able to communicate courteously and effectively with the public. Advises CA/O and assists in the preparation Critical, Special and Annual Reports.

Cannot be active in partisan affairs. Cannot enter into or maintain business relationships with individuals in positions subject to CA/O jurisdiction.

May be called upon to make public speeches or appearances on behalf of CA/O. Attend workshops, seminars and conferences in order to maintain or expand expertise in governmental law, policy and administration.

May be required to travel in order to fulfill the duties and responsibilities of the office. Shall maintain a valid driver's license or be able to provide an alternate ability to travel at no additional cost to the office.

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:

December 19, 1989

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

Dear Representative Connors:

I wish to advise the Service Committee of a development in the U.S. Federal District Court case involving the staff and office of Citizens' Aide/Ombudsman and Robert Rolfes, Osceola County Sheriff.

Recently legal counsel for both the plaintiff and defendants entered a motion and joint stipulation for continuance. This action stays federal court action until the outcome of the Iowa Supreme Court's ruling on the enforcement of the Ombudsman's subpoena. It is unknown at this time when the Iowa Supreme Court will hear oral arguments on the case. The briefs have been on file since earlier this Autumn.

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

Sincerely,



William P. Angrick II

WPA:jg/01conno2

CC: Service Committee

IN THE UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF IOWA
WESTERN DIVISION

ROBERT ROLFES,
An Individual,

Plaintiff,

v.

WILLIAM P. ANGRICK II;
MICHAEL J. FERJAK; SUSAN E.
VOSS; JAMES PETERSON;
THE CITIZENS' AIDE/
OMBUDSMAN, an Agency of the
State of Iowa; and
STATE OF IOWA,

Defendants.

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No. C89-4049

MOTION AND JOINT
STIPULATION FOR
CONTINUANCE

COME NOW the Plaintiff, Robert Rolfes, and the Defendants, William P. Angrick II, et al., and hereby jointly move and stipulate for a continuance of the above-captioned proceedings upon the following grounds:

1. This action was commenced on May 22, 1989, under 42 United States Code Section 1983, by Plaintiff, and arises from an investigation Defendants undertook in June of 1988 as officers, agents, and employees of the Citizens' Aide/Ombudsman, an agency of the State of Iowa created under Iowa Code Chapter 601G, into the office, practices, and conduct of Plaintiff, Osceola County Sheriff. In this action, Plaintiff asserts violation by Defendants of various of his Constitutional rights.

2. After Defendants' investigation of Plaintiff had commenced in June of 1988, Defendants filed action in the Iowa District Court for Polk County on August 22, 1985, against Plaintiff, under Iowa Code Chapter 601G.9(4), seeking an Order compelling Rolfes to obey certain subpoenas which Defendants had served upon him. Such Polk County District Court action was tried on December 21, 1988, and Findings of Fact, Conclusions of Law, and Judgment adverse to Defendants were issued on January 27, 1989.

3. Thereafter, these Defendants appealed such Polk County District Court ruling to the Iowa Supreme Court on February 9, 1989, and the last of the Briefs and Arguments were filed in that Court on September 13, 1989. Such Iowa Supreme Court Proceeding is entitled Citizens' Aide/Ombudsman, Plaintiff-Appellant, v. Sheriff Robert Rolfes, Defendant-Appellee, No. 89-235.

4. In this case, on July 5, 1989, Defendants filed their Motion for Summary Judgment asserting, among other grounds, that this Court should abstain from deciding this case, as the same constitutional issues were then pending consideration and determination by the Iowa Supreme Court. Plaintiff resisted such Motion on or about August 24, 1989, and filed, on the same date, a First Amended Complaint. Thereafter, on or about September 20, 1989, Defendants filed a Supplemental Motion for Summary Judgment (responsive to Plaintiff's First Amended Complaint), which Plaintiff

resisted on or about October 13, 1989.

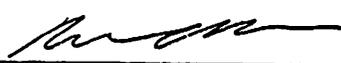
5. On October 25, 1989, Defendants' attorney, the undersigned, contacted the Clerk of the Iowa Supreme Court to determine when such Court will hear oral arguments in Citizens' Aide/Ombudsman v. Sheriff Robert Rolfes. The Clerk advised that the case was "made ready" for oral argument on October 17, 1989, and that oral argument could be expected within seven (7) to nine (9) months from October 17, 1989. The Clerk further advised that an opinion of the Iowa Supreme Court could be expected within one (1) to three (3) months after oral submission.

6. No matter which way the Iowa Supreme Court decides Citizens' Aide/Ombudsman v. Sheriff Robert Rolfes, that decision will have a marked impact upon this case. That Court will be required to construe the provisions of Iowa Code Chapter 601G, a matter of first impression. Furthermore, that Court's determination of one or more of the Constitutional issues raised there will substantially alter or perhaps entirely negate the need for this Court's consideration of the same issues. In any event, the Iowa Supreme Court's decision, and its effect upon this case, is likely to be far reaching.

7. Given the state of the record before this Court, it appears that oral argument on Defendants' Motions for Summary Judgment could come at any time, followed a short time later by this Court's Rulings and Orders. Plaintiff

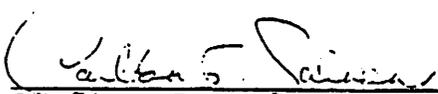
and Defendants agree that oral submission to this Court of the Motions for Summary Judgment and Resistances thereto should await the Iowa Supreme Court's decision in Citizens Aide/Ombudsman v. Sheriff Robert Rolfes, so that these parties and the Court may be advised of that Court's opinion and then sort out the relative positions of the parties thereafter. Awaiting decision by the Iowa Supreme Court would avoid the premature, and perhaps unnecessary, expenditure of this Court's time, avoid the costs of litigation for these parties in this case, and avoid the entanglement into matters of state law which this Court might be required to decide by prematurely considering and ruling upon this case before the Iowa Supreme Court issues its opinion.

WHEREFORE, the Plaintiff, Robert Rolfes and the Defendants, William P. Angrick II, et al., pray that this Court continue proceedings in the above-captioned proceeding until the Iowa Supreme Court enters its decision in Citizens' Aide/Ombudsman v. Sheriff Robert Rolfes upon notice to this Court by these parties of the entry of the Iowa Supreme Court's opinion therein.



Daniel E. Dekoter
CORCORAN, SKIVER, ZITO,
DEKOTER & THOLE
315 Ninth Street
Sibley, IA 51249
(712) 754-4601

ATTORNEY FOR PLAINTIFF



Carlton G. Salmons
AUSTIN, GAUDINEER, AUSTIN,
SALMONS & SWANSON
900 Des Moines Building
Des Moines, IA 50309
(515) 243-5750

ATTORNEY FOR DEFENDANTS

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:

December 19, 1989

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

Dear Representative Connors:

I wish to inform the Service Committee that the office of Citizens' Aide/Ombudsman has incurred the following costs for analysis and modification of the office environment at 215 East 7th Street:

\$ 468.00 - Professional House Doctors
for various tests, analysis and consultation
to determine office ventilation problems

\$1,812.74 - Accurate Mechanical Co., Inc.
for installation of a fresh air intake and
combustion air duct

The office environment quality appears to be an ongoing problem. Hopefully this analysis and modification will resolve the lack of adequate fresh air into the building.

I did not anticipate these expenditures and therefore did not budget for them last year. It is my intention to attempt to adjust operation expenditures for the remainder of the fiscal year to accommodate these costs. However, if that cannot be accomplished or if additional analysis and modification are required I may need to request assistance under Iowa Code Section 2.12 for those payments.

Supporting documentation is attached. Of course I will be prepared to provide additional information or respond to any questions from the Service Committee regarding these requests.

Sincerely,


William P. Angrick II

WPA:jg/01connol

Enclosures

CC: Service Committee



Professional House Doctors, Inc.®

1406 E. 14th Street, Des Moines, Iowa 50316
(515) 265-6667

RECEIVED

11/9

NOV 20 1989

CITIZENS' AIDE/OMBUDSMAN

No.

Date 11/16/89

Shipped to _____

Sold To State Ombudsman's Office
215 E. 7th St.
Des Moines, Iowa 50309

Your Order No.	Our Order No.	Salesman		
Date Shipped	Shipped VIA	F.O.B.	Terms Due Upon Receipt	

Quantity Ordered	Quantity Shipped	Stock Number/Description	Price	Per	Amount
		Indoor Air Quality Work			\$450 00
			Tax		18 00
			Total		\$468 00





Accurate Mechanical Co. Inc.
 "YOUR FULL SERVICE MECHANICAL CONTRACTOR"
 4330 N.E. 14TH, P.O. BOX 3267
 DES MOINES, IOWA 50316
 (319) 285-9117

INVOICE

NOV 16 1989
 PROPERTY MANAGEMENT

ORDER DATE 10/05/89	CUSTOMER ACCOUNT NO. 18008	DATE SHIPPED	SHIPPED VIA	INVOICE NUMBER A42590
CUSTOMER'S ORDER NUMBER	TERMS: NET 10 DAYS		2	INVOICE DATE 11/14/89

PAGE 1

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PROPERTY MANAGEMENT
 ATTN: JOHN PHILLIPS
 HOOVER BUILDING
 DES MOINES IA 50319

S
H
I
P

T
O

STATE OF IOWA
 EMPLOYMENT SECURITY
 9TH AND DM STREETS
 DES MOINES IA

RE: INSTALLED FRESH AIR AND COMBUSTION AIR DUCT AS PER QUOTE -- \$1,812.74

QUANTITY U/M	ITEM NO.	DESCRIPTION	UNIT PRICE	AMOUNT
		PER QUOTE		1,812.74
			SUB TOTAL.....	1,812.74
			INVOICE TOTAL	1,812.74

*Ombudsman Ventillation
 Work completed and functioning
 Don Asquith 11/17/89*

Thank you

RECEIVED

NOV 20 1989

CITIZENS' AIDE/OMBUDSMAN

This Invoice Is To Recover Costs Recorded To Date.

TERMS: Net 10 Days 1% Per Month service charge on all past due Invois

CUSTOMER COPY

PLEASE PAY FROM THIS INVOIC

STATE OF
IOWA

RY E. BRANSTAD, GOVERNOR

DEPARTMENT OF GENERAL SERVICES
JACK B. WALTERS, DIRECTOR

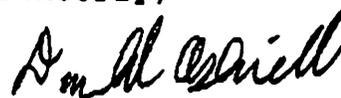
December 18, 1989

William Angrick
Citizens Aide-Ombudsman
215 East Seventh St.
Des Moines, Iowa 50319

Dear Bill;

The modifications to the ventilation system serving your office space are now complete. You now have the proper amount of fresh air for the occupants of the office (15 cfm per person) and the combustion air is now provided for the furnace which is located in your office. We will be double checking the air flows in your area using our personnel and our equipment. If there are any minor problems in the area we will be able to adjust the equipment at no cost.

Sincerely,



Donald Ashwill

cc: Ralph Oltman
Arnold Krieg
John Phillips

1268b

The Retention of Legal Counsel Policy Subcommittee recommends to the Service Committee, for adoption by the Legislative Council, the following compensation statement to be added to the Legislative Council's policy on selection of independent legal counsel:

That the Legislative Council determine on a case-by-case basis the compensation to be paid to independent legal counsel, after taking into consideration the compensation levels currently in effect for independent legal counsel retained by the Executive Council, the Senate, the House of Representatives, and other relevant entities.

DRAFT
FOR DISCUSSION PURPOSES
ONLY

COMPUTER OVERSIGHT SUBCOMMITTEE

**Summary of Recommendations
from
Meeting of December 20, 1989**

Subcommittee members present:

Senator Bill Hutchins, Subcommittee chairperson
Senator Joe Welsh
Representative Harold Van Maanen

Subcommittee recommendations to the Service Committee:

1. Recommend purchase of Voice Information Processing System (VIPS) from Unisys upon completion of trial period according to contract terms, by not exercising option to reject. A summary of VIPS usage since installation on November 14, 1989 is attached for reference. Summary of contract and copy of Unisys VIPS contract attached to Subcommittee and Service Committee minutes of September 20, 1989. Total acquisition price approximately \$80,000, with annual service charges of approximately \$2,000 to be included in the Computer Support Bureau's future maintenance budgets.

Items reported to the Subcommittee, on which no recommendations were made, included the following:

2. Sandy Scharf, Director of the Computer Support Bureau, reported CSB's intention to purchase a Novell local area network (LAN) from Computer Supply Store to link legislative personal computers and printers. The Computer Support Bureau reported it had investigated the previously suggested Teksouth data switch to perform some of the same functions, especially permitting sharing of personal computer laser printers, but found the Teksouth equipment unsatisfactory. Money for the LAN acquisition is already included in the current CSB budget. A comparison of the revised Teksouth system and two alternative LAN systems is attached. The Novell system from Computer Supply Store was selected over the Bull LAN because a Novell system identical to the one to be purchased is running successfully in the Secretary of State's office, and Bull does not have any user installations of its system in Des Moines. A sketch of the proposed LAN is attached for reference.

Complete minutes will be available of this meeting within seven days.

rid 1221b/dw

VOICE INFORMATION PROCESSING SYSTEM
 TELEPHONE CHANNEL CONNECTIONS
 11/14/89 through 12/15/89
 based on 5 day work week

Date	* * * * TOTAL VIPS	* * * * TOTAL CALLS ANSWERING SERVICE	IN * * * * GRAND TOTAL	TOTAL CONNECT TIME	AVERAGE CALL TIME
-----	-----	-----	-----	-----	-----
TUE 11/14/89	127	49	176	4:10:35	00:01:17
WED 11/15/89	363	69	432	10:47:52	00:01:25
THU 11/16/89	270	38	308	7:59:16	00:01:28
FRI 11/17/89	233	39	272	5:46:37	00:01:14
MON 11/20/89	154	62	216	3:58:49	00:01:10
TUE 11/21/89	122	32	154	2:26:16	00:01:11
WED 11/22/89	110	14	124	2:41:17	00:01:06
MON 11/27/89	119	10	129	2:28:26	00:01:00
TUE 11/28/89	70	17	87	1:46:36	00:01:00
WED 11/29/89	59	4	63	1:17:47	00:01:02
THU 11/30/89	58	19	77	1:21:49	00:00:51
FRI 12/01/89	49	35	84	1:16:37	00:00:45
ON 12/04/89	71	34	105	1:42:52	00:00:5
TUE 12/05/89	69	52	121	2:03:37	00:01:0
WED 12/06/89	66	46	112	2:20:53	00:01:04
THU 12/07/89	53	14	67	1:07:18	00:00:49
FRI 12/08/89	55	11	66	1:02:42	00:00:49
MON 12/11/89	44	15	59	0:54:42	00:01:18
TUE 12/12/89	81	52	133	2:04:36	00:00:55
WED 12/13/89	62	56	118	2:16:42	00:01:09
THU 12/14/89	61	22	83	1:24:19	00:01:00
FRI 12/15/89	30	12	42	0:29:41	00:00:45
	-----	-----	-----		
TOTALS	2,326	702	3,028		

AVERAGE NUMBER OF CALLS INTO VIPS PER DAY OVER A 22 DAY PERIOD = 138

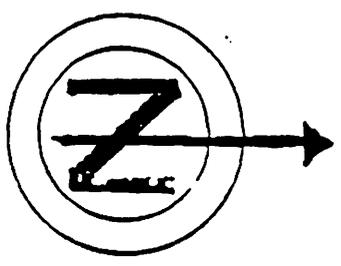
Original Price on Data Switch	29,035
Revised Switch with Modems	44,150
Revised Switch with Multiplexers	48,958
Network from Computer Supply Store	47,695
Network from Bull	49,822

HOUSE

2500



At Max W's 0 open
At Min W's 1 open



North

2500

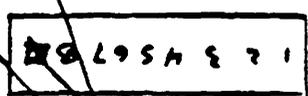


At Max W's 2 open
At Min W's 4 open

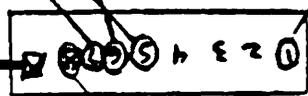
At Max W's 1 open
At Min W's open



2500



2500

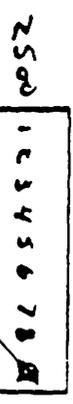


2530



LFB/L5B/HRC/HSE Minority / SEN Majority (Ast.)

BASEMENT



2500
0 open
either
option

Booster (if needed)

FIBER LINK



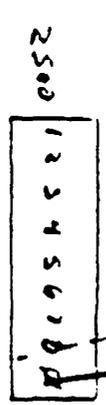
LUCAS



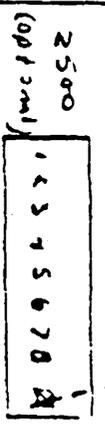
2530



2500



2500



2500
(optimal)

At Max W's 3
At Min W's 8

SENATE

GENERAL ASSEMBLY OF IOWA



LEGAL DIVISION

CHARD L. JOHNSON
DIVISION CHIEF
DOUGLAS L. ADKISSON
AIDA AUDEH
MARY M. CARR
MICHAEL J. GOEDERT
MARK W. JOHNSON
GARY L. KAUFMAN
SUSAN E. VOSS
JANET L. WILSON
DANIEL PITTS WINEGARDEN
LESLIE E. WORKMAN

RESEARCH DIVISION

PATRICIA A. FUNARO
THANE R. JOHNSON
JOHN C. POLLAK

ADMINISTRATIVE CODE DIVISION

LUCAS BUILDING 515 281-5285
PHYLLIS V. BARRY
ADMINISTRATIVE CODE EDITOR

PUBLIC INFORMATION OFFICE

CAPITOL BUILDING 515-281-5129
VACANT
DIRECTOR

IOWA CODE DIVISION

LUCAS BUILDING 515 281-5285
JOANN G. BROWN
IOWA CODE EDITOR

LEGISLATIVE SERVICE BUREAU

STATE CAPITOL BUILDING
DES MOINES, IOWA 50319
515 281-3566
DIANE E. BOLENDER, DIRECTOR

December 20, 1989

MEMORANDUM

TO: CHAIRMAN CONNORS AND MEMBERS OF THE SERVICE COMMITTEE
FROM: Diane Bolender, Director
RE: Personnel Report

Approval is requested for changes in the pay grades for the public information office job series. Based upon a reevaluation of each factor using the comparable worth process, the session only Public Information Assistant should be changed from grade 15 to grade 18, the Public Information Officer should be changed from grade 18 to grade 22, the Public Information Office Director should be changed from grade 24 to grade 30, and the Senior Public Information Office Director should be changed from grade 27 to grade 33.

These changes are requested because the role of the Public Information Office is one which requires not only a knowledge of legislative procedures and a knowledge of the activities of the general assembly, but also specialized knowledge in order to convey the work of the general assembly to the general public using a variety of different techniques and media. Attached is a listing of current and proposed factor scores.

Approval is also requested to transfer Ms. Diane Young, Proofreader, from session only status to permanent status. The Service Bureau currently has three approved permanent proofreaders on its table of organization and two permanent proofreaders are employed. This approval will not change Ms. Young's pay grade or step.

December 20, 1989

Page 2

The following employees have been hired at the listed pay grades and steps:

1. Ms. Bridget McNerney has been employed as Senior Bill Clerk at pay grade 18, step 1.

2. Mr. Robert Burgin has been employed as a session only Bill Clerk at pay grade 13, step 1.

3. Mr. Chad Nowels has been employed as a session only Page at minimum wage.

4. Ms. Lynda Boehlje has been employed as a session only Page at minimum wage.

Personnel1220

db/dg/20

**PROPOSED COMPARABLE WORTH FACTOR SCORES
FOR PUBLIC INFORMATION OFFICERS AND DIRECTORS**

	SESSION PUBLIC INFORMATION ASSISTANT	PUBLIC INFORMATION OFFICER	PUBLIC INFORMATION OFFICE DIRECTOR	SENIOR PUBLIC INFORMATION OFFICE DIRECTOR
<u>FACTOR</u>	<u>LEVEL</u>	<u>LEVEL</u>	<u>LEVEL</u>	<u>LEVEL</u>
1. Knowledge-Ed.	4	5	6	6
2. Knowledge-Exp.	3	3	4	5
3. Job Complexity	3	4	5	6
4. Guidelines/Superv.	3	4	4	4
5. Pers. Contacts	D2	D3	D4	D4
6. Physical Demands	1	1	2	2
7. Mental/Visual Dem.	1	1	1	1
8. Superv. Exercised	A1	A1	B3	B3
9. Scope/Effect	2	2	3	4
10. Impact of Error	3	3	3	3
11. Wk. Environment	1	1	1	1
12. Hazards/Risks	1	1	1	1
13. Pace/Interruptions	A2	A2	C2	C2
TOTAL POINTS	234	286	417	494
GRADE LEVELS:	18	22	30	33

**CURRENT AND (PROPOSED) COMPARABLE WORTH FACTOR SCORES
FOR PUBLIC INFORMATION OFFICERS AND DIRECTORS**

<u>FACTOR</u>	<u>SESSION PUBLIC INFORMATION ASSISTANT</u>	<u>PUBLIC INFORMATION OFFICER</u>	<u>PUBLIC INFORMATION OFFICE DIRECTOR</u>	<u>SENIOR PUBLIC INFORMATION OFFICE DIRECTOR</u>
	<u>LEVEL</u>	<u>LEVEL</u>	<u>LEVEL</u>	<u>LEVEL</u>
1. Knowledge-Ed.	<u>4</u>	<u>4(5)</u>	<u>5(6)</u>	<u>6</u>
2. Knowledge-Exp.	<u>2(3)</u>	<u>3</u>	<u>3(4)</u>	<u>3(5)</u>
3. Job Complexity	<u>3</u>	<u>3(4)</u>	<u>4(5)</u>	<u>4(6)</u>
4. Guidelines/Superv.	<u>2(3)</u>	<u>3(4)</u>	<u>4</u>	<u>4</u>
5. Pers. Contacts	<u>D2</u>	<u>D2(D3)</u>	<u>D3(D4)</u>	<u>D3(D4)</u>
6. Physical Demands	<u>1</u>	<u>1</u>	<u>1(2)</u>	<u>1(2)</u>
7. Mental/Visual Dem.	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
8. Superv. Exercised	<u>A1</u>	<u>A1</u>	<u>B3</u>	<u>B3</u>
9. Scope/Effect	<u>1(2)</u>	<u>2</u>	<u>2(3)</u>	<u>3(4)</u>
10. Impact of Error	<u>2(3)</u>	<u>3</u>	<u>3</u>	<u>3</u>
11. Wk. Environment	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
12. Hazards/Risks	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
13. Pace/Interruptions	<u>A2</u>	<u>A2</u>	<u>B2(C2)</u>	<u>C2</u>
TOTAL POINTS	<u>202(234)</u>	<u>234(286)</u>	<u>307(417)</u>	<u>361(494)</u>
GRADE LEVELS:	<u>15(18)</u>	<u>18(22)</u>	<u>24(30)</u>	<u>27(33)</u>

PUBLIC INFORMATION OFFICER. Salary rate: Grade

1. Qualifications, Skills, and Ability: Graduate of a college or university with a bachelor's or master's degree or equivalent experience, which emphasizes the ability to communicate. Ability to communicate orally and in writing in a clear, concise, and nonpartisan manner and to summarize legislative procedures, detailed documents, administrative rules, legislation, and other legislative materials. Ability to understand legislative and other governmental procedures in this and other states and explain to the public in writing and orally those procedures. Should possess organizational skills. No participation in partisan politics.

2. Duties: Under general supervision of the Director of the Legislative Service Bureau and the Public Information Director, be a primary contact for the House and Senate and other legislative agencies to provide information to the public relating to actions and procedures to the general assembly. Assist in the dissemination of nonpartisan legislative materials developed by the House and Senate and other legislative and government agencies. Supervise and coordinate interns in gathering of information designed to inform the public about legislative actions and procedures. Assist the Public Information Director in carrying out the duties of the Public Information Office. Ability to develop informational publications including copy ready, layout and design. May be used to assist Legislative Service Bureau personnel with interim studies. Overtime is required with partial compensatory time provided.

Officer, pio
dp/dg/20

PUBLIC INFORMATION OFFICE DIRECTOR. Salary rate: Grade

1. Qualifications, Skills, and Ability: Graduate of a college or university with a bachelor's or master's degree and two years' experience or six years' experience without a degree, which emphasizes communication skills. Ability to communicate orally and in writing in a clear, concise, and nonpartisan manner and to summarize legislative procedures, detailed documents, administrative rules, legislation, and other legislative materials. Knowledge of or ability to learn legislative and other governmental procedures in this and other states and communicate to the public in writing and orally those procedures. Knowledge of graphic art, printing, photography, radio and television techniques. Ability to organize conferences, workshops, and other public events. No participation in partisan politics.

2. Duties: The following duties are to be performed under general supervision of the Director of the Legislative Service Bureau. Supervise the PIO to be the primary source to assist the House and Senate and other legislative agencies to provide information to the public relating to actions and procedures of the general assembly. Assist in the dissemination of nonpartisan legislative materials developed by the Public Information Office, the House and Senate and other legislative agencies. Develop a legislative public information program designed to inform in an educational manner the general public. (Any such program shall be submitted by the Legislative Service Bureau Director to the Service Committee for approval.) Supervise and coordinate session only employees or interns in gathering of information designed to inform the public about legislative actions and procedures. Supervise and coordinate the work of the Public Information Officer. Overtime is required with partial compensatory time provided.

Director, pio
dp/dg/20

LFB PERSONNEL REPORT

December 20, 1989

Personnel actions since last report:

Service Committee review -

Merit Increases

Vacant Positions

Sharon Stratman, Analyst II, Regulation Appropriation
Subcommittee

Terri Johnson, Analyst III, Education Standing Committee

Val Wiggins, Analyst I, Administration Appropriations
Subcommittee

Filled Positions

Pam Shipman, Analyst I, Human Services Appropriations
Subcommittee

Carter Hawley, Analyst II, Education Standing Committee
(Carter Hawley has transferred from the Human Services
Appropriations Subcommittee to the Education Standing
Committee)

Mary Shipman, Analyst I, Regulation Appropriations
Subcommittee

Service Committee approval -

Promotions

Jeff Robinson, Analyst I to an Analyst II

Khalid Mahmood, Analyst I to an Analyst II

T E N T A T I V E A G E N D A
SERVICE COMMITTEE OF THE LEGISLATIVE COUNCIL

Wednesday, December 20, 1989

Senate Room 24

9:30 a.m. Call to Order

 Roll Call

 Review of Minutes of November 15 Meeting
 (Previously Distributed)

 Central Staff Agency Director Evaluations

R E C E S S

Senate Room 22

11:00 a.m. Reconvene

 Report of the Retention of Independent Legal
 Counsel Subcommittee

 Report of the Computer Subcommittee

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

 Administrative Report
 - Citizens' Aide/Ombudsman

 Legal Report
 - Citizens' Aide/Ombudsman

 Report on Central Staff Agency Director Evaluations

 Additional Business, if any

 Adjournment

Agenda, service1220
db/dg/20