

GENERAL ASSEMBLY OF IOWA



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RESEARCH DIVISION

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THANE R. JOHNSON
JOHN C. POLLAK

LEGISLATIVE SERVICE BUREAU

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

ADMINISTRATIVE CODE DIVISION

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

PUBLIC INFORMATION OFFICE

VACANT
DIRECTOR

IOWA CODE DIVISION

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

October 23, 1989

Mr. Jack Walters
Director
Department of General Services
LOCAL

RE: Capitol Complex Employee Child Care Services

Dear Jack:

The Legislative Council received the Legislative Service Bureau survey of Capitol Complex employee child care needs. The Council took action requesting that the Department of General Services develop and submit one or more specific proposals for providing child day care services on or near the Capitol Complex to the children of employees officed at the Capitol Complex.

A copy of the Legislative Service Bureau report is enclosed. Your cooperation in providing a response for the next Legislative Council meeting, scheduled for November 15, will be appreciated.

Sincerely,

A handwritten signature in cursive script that reads "John Pollak".

John Pollak
Research Analyst

jp/1135b



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF GENERAL SERVICES
JACK B. WALTERS, DIRECTOR

November 14, 1989

Mr. John Pollak
Research Analyst
Legislative Service Bureau
Capitol Building
LOCAL

Dear Mr. Pollak:

Subject: Capitol Complex Employee Child Care Services

This is in response to your October 23, 1989 request. Should the Legislature move forward with funding a day care center for the Capitol complex, there are two alternatives that could be considered.

Option No. 1

To be located on property bounded by East 9th and East 10th and Des Moines and Lyon Streets.

This would require purchase of the block
at an estimated cost of \$1,000,000

Construct a two story, 32,000 square foot building
with a 30,000 square foot playground area and 10,000
square foot child pick up and parking area.

Construction and architectural services;
cost estimated as follows:

80 s.f./child x \$62.50/s.f. x 400 children	\$2,000,000
Construction costs of playground	
\$150 per child x 400 children	<u>\$ 60,000</u>
ESTIMATED TOTAL OPTION NO. 1	<u><u>\$3,060,000</u></u>

Option No. 2

To be located on property between East 10th and East 11th and Des Moines and Lyon Streets.

Purchase remaining property not currently owned by the State \$ 300,000

Construct a day care center including outdoor playground area on top floor of a yet to be constructed parking ramp.

Cost would be the same as Option No. 1 \$ 2,000,000

Playground equipment same as Option No. 1 \$ 60,000

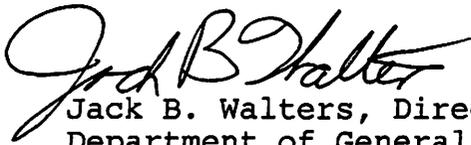
Ramp construction and architectural services cost for 1,000 vehicles \$10,000,000

ESTIMATED TOTAL OPTION NO. 2 \$12,360,000

Option No. 1 represents the lowest cost; however, I am personally convinced that a parking ramp should be constructed in this area to support the parking needs of the complex and to remove surface parking lots currently existing on either side of the Capitol Building.

I understand that my response to your question is not as complete as it could be. Day care construction is an expanding area today and without the services of a competent architectural consultant, we can do no more than present rough estimates of what the costs might be. Of one thing we are sure, a day care facility for 400 children will be very expensive to build to say nothing of the ongoing operating expenses and liability concerns.

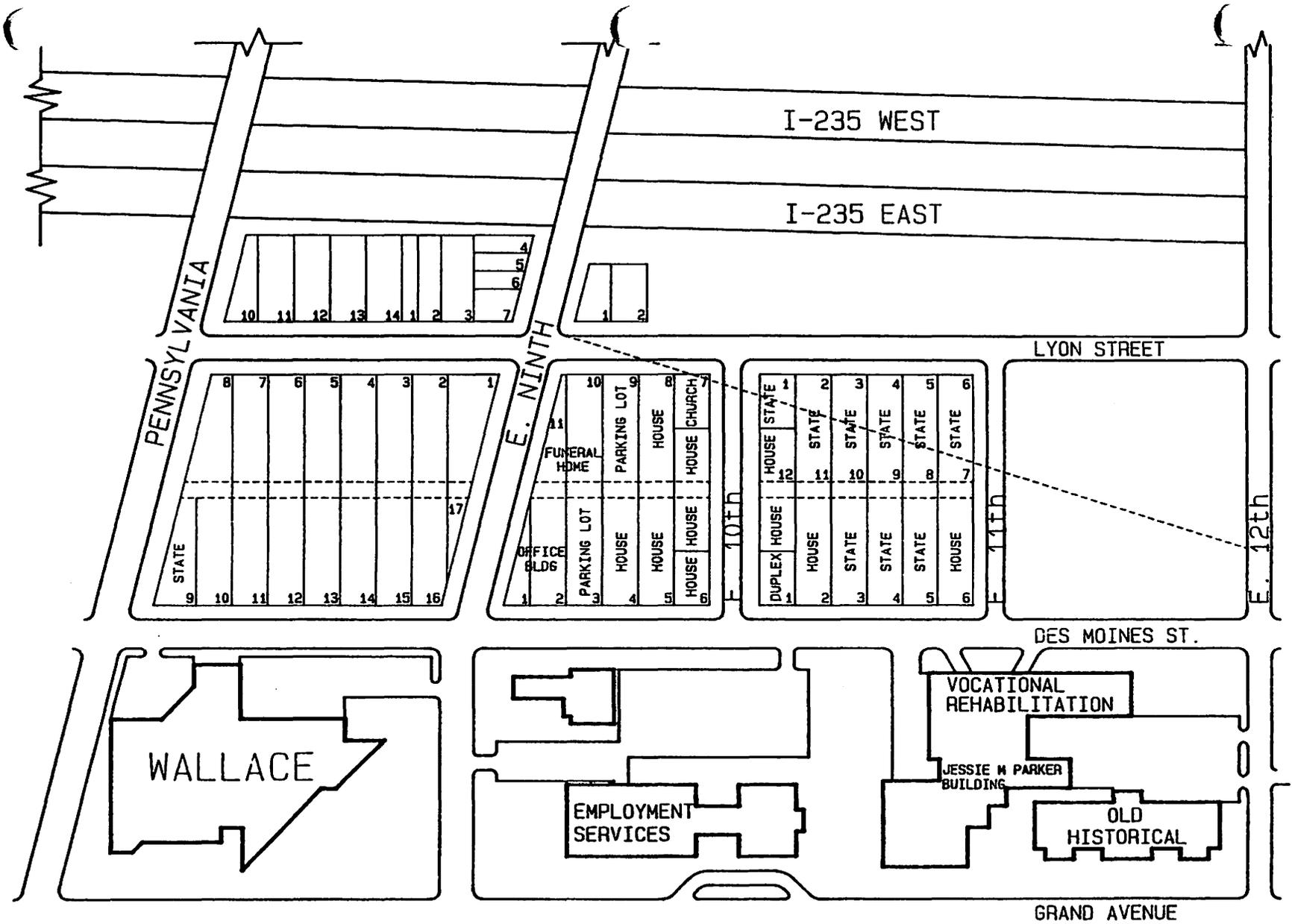
Sincerely,


Jack B. Walters, Director
Department of General Services

JBW:jmh

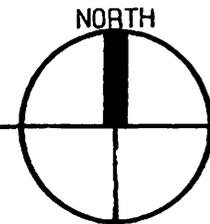
enclosures

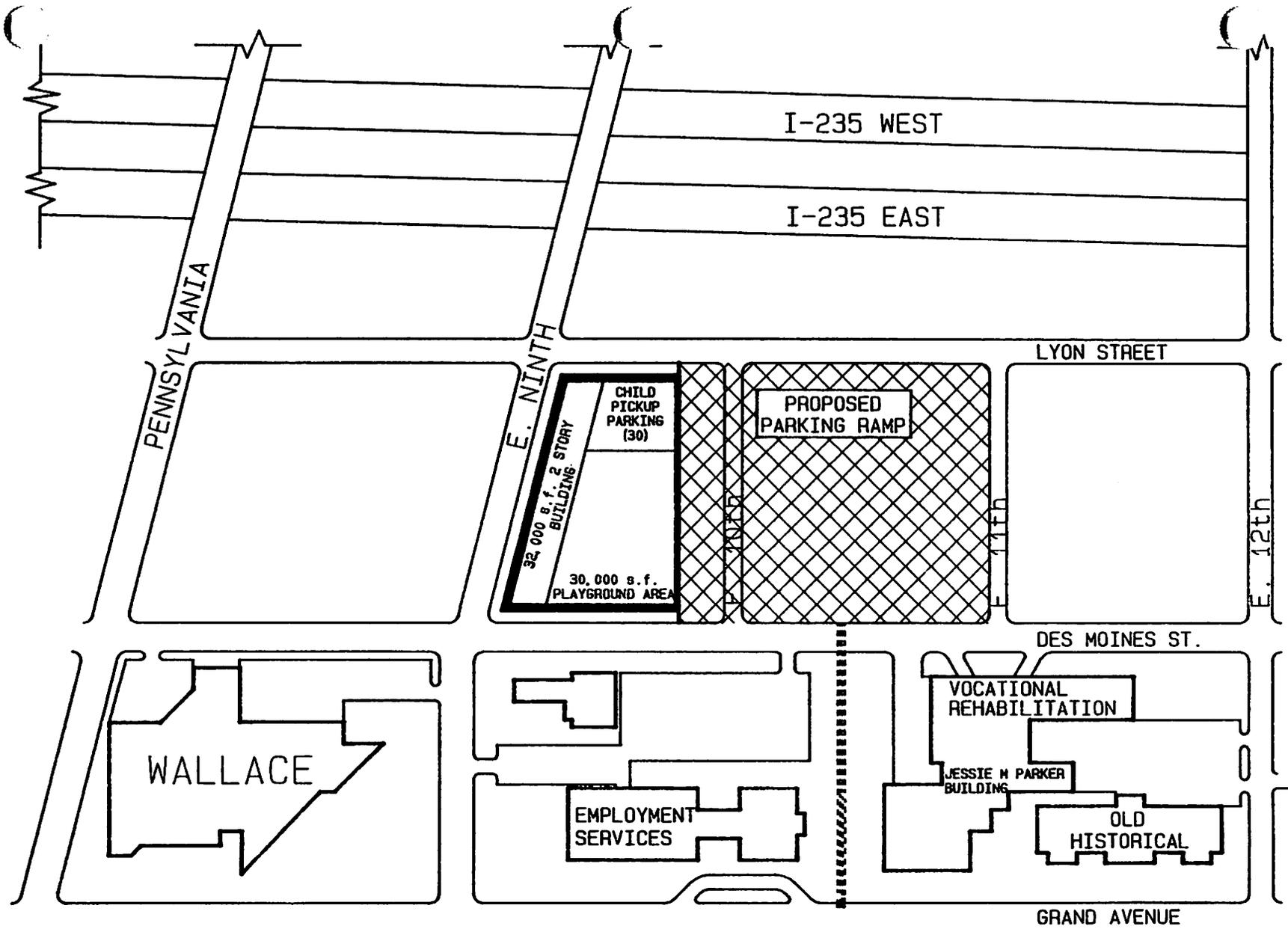
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PROPERTY PURCHASE

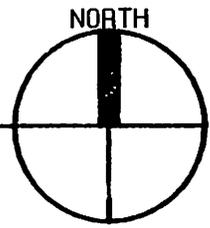
CHILD CARE CENTER FOR 400 CHILDREN

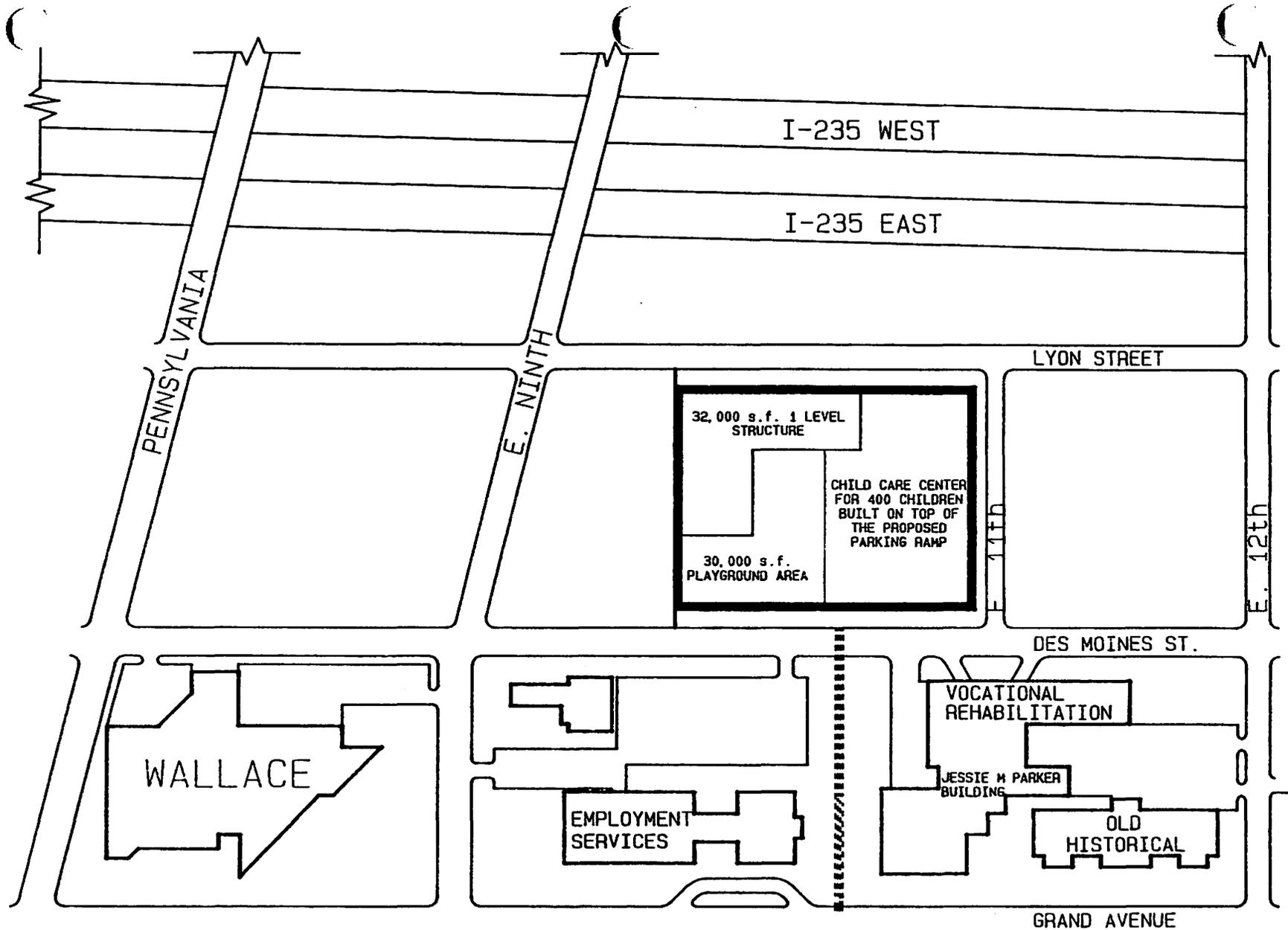




OPTION 1

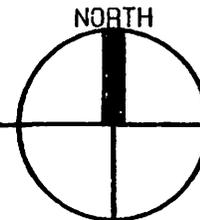
CHILD CARE CENTER FOR 400 CHILDREN





OPTION 2

CHILD CARE CENTER FOR 400 CHILDREN



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GERALDINE FRIDLINGTON
ACTING DIRECTOR

IOWA CODE DIVISION

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

October 12, 1989

MEMORANDUM

TO: Chairman Connors and Members of the Service Committee
FROM: Diane Bolender *DB*
Re: Purchase of audio cassette duplicating machine

I spoke with a representative from Sunrise Media Services in Denver, Colorado about the legality of making additional copies of the tapes we purchase from them. That individual indicated that the tapes are copyrighted. He added that it is nearly impossible for them to be aware that copies of their tapes have been made, and if they are made aware of tape copying, he is not sure that they would do anything about it.

I obtained the names of two vendors who sell high speed audio tape duplicators. Both vendors recommended the Telex Copyette 1+1. One vendor indicated that he had been in conversation with the Division of Narcotics, Department of Public Safety and the Division was purchasing seven duplicators. Mr. Allen Steil of the Division of Narcotics stated that he would order a duplicator for the General Assembly under their bulk purchase if it was determined that one should be purchased. The cost would be \$308. Without the bulk purchase, the cost is \$335.

If the Service Committee wishes to recommend that an audio tape duplicator be purchased, the Service Committee may wish to discuss some related policy issues. These issues include:

1. Who will decide which tapes should be purchased at a conference?
2. Would there be a limitation on the number of tapes that a legislator may request?

3. Would a legislator receive the tape of a session or check a tape out and return it?
4. If a legislator receives the tape, who pays for the tape?

DB/mb1
1029b



DENNIS C. PROUTY
DIRECTOR
515/281-5279

STATE CAPITOL
DES MOINES, IOWA
50319

STATE OF IOWA
LEGISLATIVE FISCAL BUREAU

MEMO

TO: Legislative Council
FROM: Dennis C. Prouty, Director, Legislative Fiscal Bureau
RE: November Personnel Report
DATE: November 15, 1989 (486b)

Attached is the Legislative Fiscal Bureau's Personnel Report for the month of November.

LFB PERSONNEL REPORT

November 15, 1989

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PERSONNEL ACTIONS SINCE LAST REPORT:

Merit Increases

Alice Wisner, Legislative Analyst II, Effective - 10/13/89

Vacant Positions

None

Filled Positions

None

798b:tcf:9-20-89

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VACANT
DIRECTOR

IOWA CODE DIVISION

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

November 14, 1989

MEMORANDUM

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

Approval is requested for the following personnel changes:

1. For a one step increase in the salary of Ms. Donna Munzenmaier, from grade 15, step 1, to grade 15, step 2. Ms. Munzenmaier who was a Legislative Service Bureau proofreader several years ago was employed last summer as an Administrative Code Division proofreader. She has agreed to work at the Legislative Service Bureau during the session as one of the extra proofreaders. Under comparable worth, the LSB proofreaders are assigned grade 16 and the Administrative Code Division proofreaders are assigned grade 15. She was employed in the Administrative Code Division at pay grade 15, step 1. The Service Bureau has advertised for the sixth proofreader and the advertisement listed the salary at grade 16, step 1. Ms. Munzenmaier who has previously had two sessions of experience as a Legislative Service Bureau proofreader should be paid at the same level as a newly-hired LSB proofreader.

2. For approval to employ Ms. Janet Wilson as the Deputy Code Editor at pay grade 33, step 6. Ms. Wilson is presently a Senior Legal Counsel at the Legislative Service Bureau and is employed at pay grade 36, step 4. The transfer of positions will result in a one step reduction in salary for Ms.

November 14, 1989

Page 2

Wilson. If approval for this transfer is granted, I will begin the process of hiring a legal counsel to replace Ms. Wilson as soon as possible.

3. For approval to employ Ms. Marva Cross as a Legislative Text Processor I, at pay grade 19, step 2. Ms. Cross has been employed as a Senior Bill Clerk in the Legislative Service Bureau at pay grade 18, step 2. Employing her at step 2 will provide a one step pay increase for the promotion.

personnell115

db/dg/20

REPORT OF THE REDISTRICTING TECHNOLOGY COMMITTEE

OF THE IOWA LEGISLATIVE COUNCIL

November 15, 1989

The Redistricting Technology Selection Committee met on November 14, 1989 and makes the following recommendation to the Service Committee:

That the Service Committee recommend to the Legislative Council that procedures be commenced for the employment of an additional temporary full-time research analyst to assist with redistricting functions.

Respectfully submitted,

SENATOR BILL HUTCHINS
Chairperson

RPT,RED1115
db/dg/20

GENERAL ASSEMBLY OF IOWA



**CENTRAL LEGISLATIVE
STAFF AGENCIES
Application for Employment**

Date _____

Agency _____

Position(s) for which you are applying: _____

Last Name First Name Middle Name or Initial

Number & Street City State Zip

() _____ () _____
Phone (Area Code) number - day Phone (Area Code) number - evening

Please attach a letter of application and resume to this application if not previously submitted.

EMPLOYMENT EXPERIENCE

Begin with your present employer. Include all employers. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, or other protected status.

EMPLOYER: _____ KIND OF WORK: _____ FROM: _____

Address (Street/Box number) City State Zip TO: _____

Your Title Supervisor's Title Average Number Hours Per Week _____

DUTIES: _____

EMPLOYER: _____ KIND OF WORK: _____ FROM: _____
 _____ TO: _____
 Address (Street/Box number) City State Zip

 Your Title Supervisor's Title Average Number Hours Per Week _____

DUTIES: _____

EMPLOYER: _____ KIND OF WORK: _____ FROM: _____
 _____ TO: _____
 Address (Street/Box number) City State Zip

 Your Title Supervisor's Title Average Number Hours Per Week _____

DUTIES: _____

EDUCATION RECORD

List the highest degree attained _____

High School Graduate or Equivalent (GED)? _____ Y _____ N

SCHOOLS ATTENDED BEYOND HIGH SCHOOL:

Name & Location of School: _____ Dates Attended: _____
 Mo/Yr - Mo/Yr

Field of Study or Area of Concentration: _____
 MAJOR Area of Concentration Type of Degree Received

Name & Location of School: _____ Dates Attended: _____
 Mo/Yr - Mo/Yr

Field of Study or Area of Concentration: _____
 MAJOR Area of Concentration Type of Degree Received

Name & Location of School: _____ Dates Attended: _____
Mo/Yr - Mo/Yr

Field of Study or Area of Concentration: _____
MAJOR Area of Concentration Type of Degree Received

Do you require any workplace accommodations for the performance of the job for which you have applied? Yes _____ No _____ Explain: _____

If you are applying for office work, give data concerning your ability:

Typing Speed _____ Can you transcribe from a dictating machine? Yes _____ No _____

Please list the names of three references and their addresses.

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

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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	<ul style="list-style-type: none"> * 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	<ul style="list-style-type: none"> * 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 II
CITIZENS AIDE OMBUDSMAN

In reply, please refer to:

September 20, 1989

Representative John Connors
Chair, Service Committee
Iowa Legislative Council
LOCAL

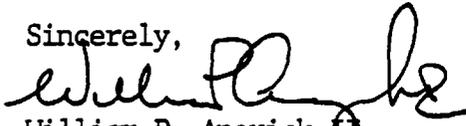
Re: 1990-91 appropriation request for the office of
Citizens' Aide/Ombudsman

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 II

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	\$ 535,000
Travel	7,914	13,500	15,500
Office Supplies	8,379	7,500	10,000
Printing	1,989	2,500	4,000
Communications	13,262	16,500	20,000
Rental	161	-	250
Professional Services	3,522	2,000	5,000
Office Equipment	28,773	18,200	32,250
Other (Office Remodeling)	-	-	5,300
	-----	-----	-----
Total Expend	\$ 431,738 =====	\$ 481,000 =====	\$ 627,300 =====
FTE's	10.3	10.3	13.3

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

ITEM -----	DOLLARS -----	ASSUMPTIONS -----
Salaries	535,000	* Base salaries & benefits * COLA, effective 7/1/90 * Merit by salary review dates * Promotions/Reallocations * Secretarial overtime * Part-time secretary, as needed * No vacancies on TO * Three new Assistant I positions
Travel	15,500	* Vehicle Dispatcher/Air Pool * Staff institutional trips * Instate/Out-of-state conferences/ seminars * State car lease/purchase
Office Supplies	10,000	* Maintains the current level of operation * Anticipated postal increase (1991) * Report generation & publication * Supplies for new Assistants
Printing	4,000	* Maintains the current level of operation * Report generation & publication * Form & document revisions
Communications	20,000	* Maintains the current level of operation * Use of FAX machine * Telephone purchase for new Assistants
Rental	250	* Maintains the current level of operation
Professional Services	5,000	* Anticipated legal services * Anticipated non-legal consultations
Office Equipment	32,250	* Office machines/computers service contracts * FAX machine purchase (new) * Computers/furniture for new Assistants * Xerox machine purchase (replacement and upgrade)
Other	5,300	* Office remodeling including accommodation of new Assistants
Total	\$627,300	

REPORT OF THE SERVICE COMMITTEE
OF THE LEGISLATIVE COUNCIL

November 15, 1989

The Service Committee of the Legislative Council met on November 15, 1989. The meeting was called to order by Representative John Connors, Chairman, at 10:00 a.m. in Room 22 of the State House, Des Moines, Iowa.

The Service Committee respectfully submits to the Legislative Council the following report and recommendations:

1. The Service Committee received and filed a report on the progress of implementation of service of the Voice Information Processing System. There will be a training session for VIPS following the Legislative Council meeting. The Committee was also informed that the incoming WATS line for VIPS is in place.

2. At its October meeting the Legislative Council approved the purchase of a high-speed audio tape duplicating machine by the Legislative Service Bureau to duplicate audio tapes of sessions of national meetings. The Service Committee recommends that the following policy for tape duplication be approved:

a. The Legislative Service Bureau will transmit copies of brochures, listing the tapes available, to the legislative leaders and committee chairpersons. The legislative leaders will determine whether the entire set of tapes should be ordered. If the entire set of tapes is not ordered, the Service Bureau will order tapes requested by legislators and tapes that relate to the topics of interim committee meetings and pending or anticipated legislation.

b. The Legislative Service Bureau shall order blank audio tapes in bulk quantities and charge legislators the actual cost of the tapes used.

3. The Service Committee received and filed a Personnel Report from the Legislative Fiscal Bureau.

4. The Service Committee recommends that the Legislative Council approve the following proposed personnel actions by the Legislative Service Bureau:

a. A one step increase in the salary of Ms. Donna Munzenmaier, from grade 15, step 1, to grade 15, step 2. Ms. Munzenmaier has agreed to work at the Legislative Service Bureau, during session, as one of the extra proofreaders. Ms. Munzenmaier is currently employed in the Legislative Service Bureau in the Administrative Code Division as a proofreader.

b. The appointment of Ms. Janet Wilson as the Deputy Code Editor at pay grade 33, step 6. Ms. Wilson is presently a Senior Legal

Counsel at the Legislative Service Bureau and is employed at pay grade 36, step 4. The transfer of positions will result in a one step reduction in salary for Ms. Wilson.

c. The appointment of Ms. Marva Cross as a Legislative Text Processor I, at pay grade 19, step 2. Ms. Cross has been employed as a Senior Bill Clerk in the Legislative Service Bureau at pay grade 18, step 2. Employing her at step 2 will provide Ms. Cross with a one step pay increase for the promotion.

5. The Service Committee received an oral report by the Chair of the Retention of Independent Legal Counsel Subcommittee and anticipates receiving a final report at its next meeting.

6. The Service Committee recommends the Legislative Council approve the attached proposed budget and budget allocation of the Legislative Service Bureau for the fiscal year beginning July 1, 1990, pursuant to section 2.12 of the Code.

7. The Service Committee recommends that the Legislative Council approve the attached proposed budget and budget allocation of the Legislative Fiscal Bureau for the fiscal year beginning July 1, 1990, pursuant to section 2.12 of the Code.

8. The Service Committee recommends that the Legislative Council approve the attached proposed budget and budget allocation of the Computer Support Bureau for the fiscal year beginning July 1, 1990, pursuant to section 2.12 of the Code.

9. The Service Committee recommends that the Legislative Council reduce the attached proposed budget of the Office of Citizens' Aide for the fiscal year beginning July 1, 1990, by 15 percent and approve a total budget amount of \$553,150 with necessary changes in the proposed budget allocations pursuant to section 2.12 of the Code.

10. The Service Committee recommends approval for the Legislative Service Bureau to begin procedures to employ an additional temporary full-time Research Analyst to assist with redistricting duties, as recommended by the Redistricting Technology Selection Committee.

11. The Service Committee recommends that the Legislative Council approve the revised application form for use by central legislative staff agencies. Upon receipt of a letter of application and resume by the agency, a copy of the application form shall be sent to each applicant for completion.

Respectfully submitted,

REPRESENTATIVE JOHN CONNORS
Chairman

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

Wednesday, November 15, 1989

Senate Room 22

10:00 a.m. Call to Order

 Roll Call

 Review of Minutes of Meeting of October 18
 (Previously Distributed)

 VIPS Update

 Policy for Audio Tape Duplication

 Personnel Reports

 - Legislative Fiscal Bureau

 - Legislative Service Bureau

 Report of Redistricting Technology Selection Committee

 Report on Application Form

 Consideration of Budgets of Central Staff Agencies

 ADDITIONAL BUSINESS, IF ANY

 Adjournment