

**SERVICE COMMITTEE
OF THE LEGISLATIVE COUNCIL**

MEMBERS

Speaker Harold Van Maanen, Chairperson
Representative John H. Connors
Representative Teresa Garman

Senator Donald E. Gettings
Senator Walby E. Horn
Senator Jack Rife

TENTATIVE AGENDA

Wednesday, December 1, 1993
Room 22, State Capitol Building

11:00 a.m.

Call to Order

Roll Call

Approval of Minutes of October 27 Meeting
(Previously Distributed)

Personnel Reports

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

Consideration of Proposed FY 1995 Budgets

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

Report of Computer User Committee

- Presentation by Communications Review Committee
Co-chair regarding Chamber touch screen computer
access

Request from State Library of Iowa

Additional Business?

Adjournment

**REPORT OF CENTRAL STAFFING AGENCY DIRECTOR EVALUATIONS
CONDUCTED BY THE SERVICE COMMITTEE
DECEMBER 1, 1993**

After having conducted an evaluation of the Directors of the Legislative Service Bureau, the Legislative Fiscal Bureau, the Computer Support Bureau and the Citizens' Aide/Ombudsman's office, we recommend to the Legislative Council that all directors be retained in their current capacity.

**Representative Harold Van Maanen
Chair, Service Committee**

GENERAL ASSEMBLY OF IOWA

LEGAL COUNSELS

Douglas L. Adkisson
Mary M. Carr
Edwin G. Cook
Susan E. Crowley
Patricia A. Funaro
Michael J. Goedert
Leslie E. W. Hickey
Mark W. Johnson
Michael A. Kuehn
Carolyn T. Lumbard
Julie A. Smith

RESEARCH ANALYSTS

Kathleen B. Hanlon
Thane R. Johnson



LEGISLATIVE SERVICE BUREAU

STATE CAPITOL BUILDING
DES MOINES, IOWA 50319
(515) 281-3566
FAX (515) 281-8027

DIANE E. BOLENDER
DIRECTOR

RICHARD L. JOHNSON
DEPUTY DIRECTOR

JOHN C. POLLAK
COMMITTEE SERVICES ADMINISTRATOR

LOANNE DODGE
IOWA CODE EDITOR

PHYLLIS V. BARRY
ADMINISTRATIVE CODE EDITOR

JULIE E. LIVERS
LEGISLATIVE INFORMATION OFFICE DIRECTOR

November 30, 1993

MEMORANDUM

TO: CHAIRPERSON VAN MAANEN AND MEMBERS OF THE SERVICE COMMITTEE

FROM: DIANE BOLENDER, DIRECTOR *DB*

RE: DECEMBER PERSONNEL REPORT

Approval is requested for the attached promotions for employees of the Legislative Service Bureau. Ms. Douglas, Ms. Drake, and Ms. Fetters meet the qualifications for promotion. I am recommending that Ms. Walroth be promoted based upon both her advanced degree relevant to the job responsibilities and the significant and directly related experience she possesses for the position of Assistant Editor.

Notification is made that Diane Ackerman was hired as a Publications Assistant, grade 21, step 1. She is filling the vacancy created by the retirement of Bonnie King.

There have been no resignations or merit step increases since the October personnel report.

PROPOSED PROMOTIONS

Name	Date of Hire	Previous Position Final Grade and Step Date Attained Position	Current Position Current Grade and Step Date Attained Position	Recommended Position Grade and Step Effective Date
Joanne Walroth Assistant Editor 1	08-24-92*		Assistant Editor 1 24-2 08-24-92	Assistant Editor 2 27-1 02-25-94
Jonetta Douglas Librarian	10-23-89		Librarian 24-4 10-23-89	Senior Librarian 27-3 12-31-93
Rosemary Drake Assistant Editor 1	10-14-88	Publications Coordinator 21-3 08-18-89	Assistant Editor 1 * 24-3 09-27-91	Assistant Editor 2 27-2 12-31-93
Sue Fetters Proofreader 1	09-27-91**		Proofreader 1 16-3 09-27-91	Proofreader 2 19-2 12-31-93

*Ph.D. candidate, University of Chicago. Ten years experience in historical editing.

**Session-only Proofreader for 1990 and 1991 sessions.

*

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:

November 30, 1993

The Honorable Harold Van Maanen, Chair
Service Committee, Legislative Council
State Capitol
Local

Dear Speaker Van Maanen:

Enclosed please find the following report for the Service Committee meeting on December 1, 1993.

Personnel Report

CA/O Executive Secretary Judy Green successfully participated in her annual review but cannot be awarded a merit step increase because she is at the top of the range at Grade 24-Step 6.

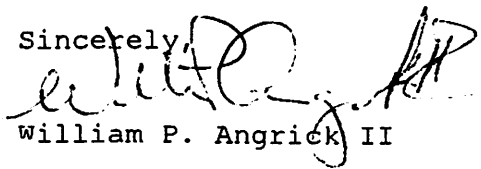
Promotion Request

<u>Employee Name</u> <u>Hire Date</u>	<u>Previous</u> <u>Position</u> <u>Final Grade/Step</u> <u>Date Attained</u> <u>Position</u>	<u>Current</u> <u>Position</u> <u>Grade/Step</u> <u>Date Attained</u> <u>Position</u>	<u>Recommended</u> <u>Position</u> <u>Grade/Step</u> <u>Effective Date</u>
Judith Milosevich 01/16/91	Assistant 27/1 01/16/91	Assistant I 29/4 08/30/91	Assistant II 32/3 12/03/93

Rationale:

She has successfully participated in her annual reviews, met the minimum requirement of time in position and demonstrated the ability to assume greater responsibilities within the office.

Sincerely,


William P. Angrick II

WPA:ml

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December 1, 1993

**TO: SPEAKER VAN MAANEN, CHAIRPERSON, AND
MEMBERS OF THE SERVICE COMMITTEE,
LEGISLATIVE COUNCIL**

**FROM: DOUG ADKISSON, LEGISLATIVE SERVICE BUREAU, FOR
SENATOR VARN AND REPRESENTATIVE BLODGETT,
CO-CHAIRPERSONS OF THE COMMUNICATIONS REVIEW
COMMITTEE**

**RE: COMMUNICATIONS REVIEW COMMITTEE
SUMMARY UPDATE**

I. BACKGROUND

The Communications Review Committee was established in 1975 pursuant to section 2.35 of the Code of Iowa. The Committee consists of three members of the Senate appointed by the President of the Senate, after consultation with the Majority Leader and the Minority Leader of the Senate, and three members of the House of Representatives appointed by the Speaker of the House. The statute does not limit the number of meetings that may be conducted by the Committee. Members must be appointed prior to the adjournment of the first regular session of each General Assembly and shall serve for terms ending upon the convening of the following General Assembly, or when their successors are appointed, whichever is later. Members are entitled to receive per diem and expenses. The Code provides that administrative assistance is to be provided by the Legislative Service Bureau, to the extent possible.

Section 2.36 of the Code provides that the Committee must review the present and proposed uses of communications by state agencies and the development of a statewide communications plan. The section provides that the Committee must make annual recommendations to the Legislative Council and the General Assembly, accompanied with bill drafts required to implement its recommendations.

II. GENERAL COMMITTEE DIRECTION

The Committee is considering a number of matters relating to communications within state government. Generally, these issues revolve around information management and the retrieval of information from electronic data bases and transmission systems. Principal areas of interest seem to center upon the role of technology in improving and expanding contact between persons or between persons and information resources. This memorandum discusses several matters of interest to the Committee.

III. PAPERLESS AMENDMENT PROPOSAL

A. Request to the General Assembly

Members of the Communications Review Committee have expressed support for a plan to install a "paperless amendment" system prototype on the floor of the Senate and House of Representatives. The system would utilize laptop computers connected to the legislature's Unisys mainframe computer, and would be capable of accessing electronic information, and particularly amendments filed in either chamber for debate during the 1994 legislative session. The Committee is considering several different laptop models. Co-chairperson Varn and Co-chairperson Blodgett intend to present the plan for consideration before the Senate Rules and Administration Committee and the House Administration Committee.

B. Background

1. Computerization of the Chambers

The Communications Review Committee has investigated the possibility of computerizing functions performed by legislators within each chamber, in order to increase legislative efficiency and expand resources available to legislators during session. One area of Committee focus is the use of computers to display amendments electronically at the desks of legislators. Several states, including Louisiana, North Dakota, Florida, and Michigan, have installed "paperless amendment" systems.

There are a number of different types of systems available. Some advantages promised by such a system includes reducing printing costs and time spent in maintaining billbooks. The system also promises to enhance the speed in which amendments are delivered to legislators desks during debate. Both Florida and Michigan utilize touchscreen technology. Thus, legislators access information by contacting the screen (either by hand or by a stylus) rather than a keypad. These systems are capable of performing other functions. For example, the Committee is also investigating the use of software programs which provide electronic scheduling, messaging, access to data bases, and constituent services.

2. Estimated Fiscal Analysis

The Committee requested that the Legislative Fiscal Bureau estimate costs related to the current system which would be affected by the installation of computers at the desks of the legislators.

The most direct cost incurred each session is printing clipsheets for distribution to legislators, staff, and the public. According to the Legislative Fiscal Bureau, the following costs are incurred each session printing amendments for publication in the clipsheets:

**Printing Costs
Amendment Clipsheets**

Senate:	\$12,179
House:	+ <u>\$16,026</u>
Total:	\$28,205

The printing of calendars appears to be another cost which could be affected by a computerized "paperless" display system accessible at each legislator's desk. The Legislative Fiscal Bureau estimates that the following costs are incurred each session printing calendars:

**Printing Costs
Calendars**

Senate:	\$8,845
House:	+ <u>\$6,718</u>
Total	\$15,563

Costs associated with maintaining billbooks cannot be as precisely calculated. The Fiscal Bureau surveyed several legislative secretaries regarding the average amount of time spent each day updating bill books. Assuming secretaries update both the Senate and House bill books in their entirety, an average of 2.75 hours is spent each day in updating billbooks. The average rate of pay for legislative secretaries was estimated to equal \$9.00 per hour (wages only, not including benefits). The Legislative Fiscal Bureau estimated that there is an average of 90 days in which bill books are maintained by secretaries. The Fiscal Bureau found that 154 secretaries updated bill books in the legislature. It found that 40 additional persons in state government also maintained bill books.

Bill Book Maintenance

Number of Hours Per Day Spent by Each Clerk:	2.75
Average Number of Days Per Session:	<u>x 90</u>
Total Number of Hours Spent Per Session By Each Clerk:	247.5
Total Number of Clerks :	<u>x 194</u>
Total Number of Hour Spent Per Session By all Clerks:	48,015
Average Hourly Wage (excluding benefits):	<u>x 9</u>
Total:	\$432,135

There is currently no estimate regarding money savings which could actually be achieved by the installation of a paperless amendment system. The Committee has not voted to recommend the installation of a particular system, because the Committee is still in the process of evaluating available systems. If the Committee does recommend a system, it may also consider a number of ancillary issues which would affect savings.

C. Findings

1. Ongoing Committee Consideration

The Communications Review Committee is still in the process of considering a number of issues relating to the development of a complete system, including the initial and annual costs of installation and operation, savings that may be realized, and the compatibility and integration of the system with other computer systems used by the General Assembly. During its last meeting, Committee members agreed that staff and the co-chairpersons should study a plan for installing a prototype paperless amendment system.

2. Investigation and Review

Committee staff investigated whether it would be feasible to install a prototype paperless amendment system, based in part on the level of comfort legislators would have in using this technology. The Committee's co-chairpersons reviewed several options, including modeling a prototype after the Michigan system; modifying the Unisys Designer Workbench program in order to clearly illustrate strikes and underscores of displayed amendments; and overseeing the development of software by Daktronics, Inc. which would connect desk computers with the voting machines in order to display of amendments automatically as they were being debated.

On request of the co-chairpersons, staff also investigated the possibility of leasing computer hardware. However, it appears that PC leasing is almost exclusively utilized by private companies in order to reduce tax liabilities (under lease purchase agreements). The cost of leasing a computer for 12 months is actually more expensive than purchasing the same computer.

3. Conclusions

The co-chairpersons consider that the most economical and feasible method to display amendments on a test basis, probably involves utilizing the Unisys mainframe's current technology in order to access Mapper system information from laptop PC computers operated by legislators.

The co-chairpersons expect that, as the session continues, the use of the demonstration computers will generate interest among other legislators. The co-chairpersons expect that the members in the Senate and the House, demonstrating the use of the computers, will be able to respond to casual questions and receive comments, for later review by the Committee. The Computer Support Bureau is committed to answering technical questions regarding the installation and operation of the legislature's computer resources. The Bureau plans to conduct a seminar during session in order to educate members regarding the use of the legislative computer system.

D. Proposal

The Computer Support Bureau has recommended the purchase of laptop computers. Laptops are preferred because space on the desks of legislators is limited. When closed, a laptop is unobtrusive. The dimensions for laptop computers vary, but are approximately 12 inches wide, 10 inches long, and two inches high. A raised standard screen may extend ten inches in height. A laptop usually weights less than seven pounds and may be easily stored or transported. The Computer Support Bureau recommends using a 486 computer containing 33Mz processor, with at least 8 megabytes of memory. The laptop must be capable of interfacing with the Unisys mainframe computer through the legislature's local area network in order to display amendments. The co-chairpersons have expressed a preference for utilizing quiet technology in order to minimize disruption during floor debate. This can be accomplished by using a mouse. The co-chairpersons have also considered the possibility of acquiring a laptop computer utilizing touchscreen technology in which a pen is used to enter commands.

The Communications Review Committee is in the process of selecting the most appropriate model. For example, the Committee is considering the AST Research model Power Executive. The cost for this laptop, configured in a manner consistent with recommendations of the Computer Support Bureau, is:

**Estimate for Two Computer Laptop Computers
Connected to the Mainframe**

Base Price	\$8,470
Additional Memory	\$ 386
Network Card	\$ 203
Wiring:	+ \$ 500
Total	\$9,551

The Committee is also considering the NEC model Ultralite Versa. This model offers one of the most flexible screens in the industry. For example, the screen could be placed flat over the keyboard to create a tablet. The NEC model is capable of being upgraded to a pen-based system, in which data is entered by touching the screen with a stylus. NEC is currently developing a price which may be competitive with the AST model.

The Computer Support Bureau would develop programs necessary to utilize the laptop computers in the most user-friendly manner possible. The computers would be installed during session at the desks of members selected by the Committee. The Committee would evaluate the project and, following session, would report to the Legislative Council and the General Assembly regarding its findings and recommendations.

IV. STRATEGIC INFORMATION PLAN -- BILL DRAFT

The statute refers to the review of a statewide information plan. The Communications Review Committee has requested a bill draft based on a plan completed in March 1992, under the authority of the Department Directors' Executive Committee. In July 1991, a project was initiated to develop a plan in response to a recognition that the state has a substantial and increasing investment in computer and communication technology without an integrated plan to

manage the return on that investment. It was expected that the plan would facilitate efforts to coordinate and maximize the utilization of automation and communication resources. The formal mission of the project was to "develop a strategic plan for the use and application of information technology to support the enterprise of state government." The plan was presented to the Director's Committee, but has not been implemented. The plan attempts to address issues relating to information technology, including:

1. Accessing electronic information through a state system integrating agency computer networks.
2. Coordinating information service delivery.
3. Providing that information is considered as an investment and a tangible asset.
5. Maximizing the return on computer technology purchases.
6. Extending the effective life cycle on the state's information systems.

The report provides for the coordination of systems that involve a number of agencies, including systems relating to accounting, budgeting and planning, personnel, purchasing, and information delivery. The report contemplates the creation of a policy committee and staff for an electronic information management organization which would implement the strategic information planning process. The policy committee would be responsible for setting direction and making major decisions concerning the plan. The policy committee would also determine the qualifications and selection criteria for the electronic information officer. The officer would direct the day-to-day operations of the management organization, which would be created as a separate department or located within an existing administrative department.

The report recommends the adoption of standards that would provide enterprise wide information management in the following areas:

1. Communications and networking.
2. Data management.
3. Applications development.
4. Hardware and software purchases.

The report recommends that the acquisition or development of technology, and the delivery of services should remain the responsibility of individual agencies. The plan provides for the establishment of non-reverting revolving funds within agencies for the procurement and operation of communication technology.

V. CONNECTION TO THE INTERNET

The Communications Review Committee is considering state, and specifically legislative access, to the Internet. The Internet is a computer network connected to over 13,000 electronic information bases, including the world's largest libraries, museums, corporations, universities, research centers, and governments. The Internet is not a commercial information service. It is a federated system composed of more than 11,000 allied computer networks linked by telecommunication channels (e.g., telephone lines). It is probably the closest relative to the theoretical information superhighway currently the focus of attention in Washington D.C.

According to information received by the Committee, the Internet began as the United States Advanced Research Projects Agency in the late 1960's designed to support military research, and further was developed by the National Science Foundation during the mid-1980's. Because of these roots, a number of universities connected onto the system. Today, the system is used by scientists, academics, policy makers, market researchers, librarians, and technicians who can maintain communication with their colleagues around the world. More than half of the groups connected to the Internet are engaged in commercial activity. The system is used to access data bases (such as the Library of Congress catalog records, census data, and the Department of Commerce's Economic Bulletin Board). Electronic mail is the most commonly used application of the Internet. For example, persons use the system's e-mail services as an inexpensive alternative to overnight mail services.

Since Internet is not a commercial enterprise with established fees, a user must set up an account with a Public-Access Internet Site, which is connected to the Internet. The sites are expanding in major cities around the world. In addition, some commercial network services like Delphi offer Internet access. Iowa State University is a member of MIDnet, one of the National Science Foundation (NSF) regional networks. The university has been selected to become a gateway site for Internet traffic. Under current rules, the ISU gateway may access higher education K-12 education, and nonprofit organization traffic. The traffic must comply with NSF's Acceptable Use Policy, which prohibits commercial traffic on the system. Other gateways do carry commercial traffic. For example, netIowa, headquartered in Bettendorf, offers commercial traffic connections.

The system is beginning to become integrated within state government. The State Historical Society and the Department of Public Safety are currently connected to the Internet. The Committee is considering a number of methods to connect offices of the General Assembly with the Internet. The Department of General Services is in the process of installing a router necessary to connect state agencies to the Internet through the Iowa State University gateway by using Iowa Communications Network fiber. The State Capitol could be connected to the Internet by reserving a port connection on the department's router. The connection would be to the legislature's local area network (LAN).

The following is a summary of the preliminary estimated costs related to accessing the Internet by connecting to the department's router:

Initial Costs

Fee to connect to a Router Port:	\$4,500
Purchase of Equipment to Establish a LAN Gateway:	\$3,000
ICN Fiber Installation:	\$1,000
Fee to Access Internet from the Gateway:	\$1,000
Fee to Maintain a Router Port Connection:	+ \$ 600
Total:	\$10,100

Annual Costs

Fee to Access Internet:	\$1,000
Fee to Maintain a Router Port Connection:	+ \$ 600
Total:	\$1,600

The Committee has not met to decide whether to recommend that the General Assembly connect to the Internet, or the best method for accessing the Internet. The Computer Support Bureau is investigating issues relating to LAN security. Currently the LAN is a closed system. The Committee will consider methods to ensure that data accessible from the LAN is not corrupted.

VI. THE PHONE MAIL SYSTEM

The Committee is considering the phone mail system which is currently installed and used throughout state government, including several offices of the General Assembly. The system is operated under the supervision of the Department of General Services. Phone mail allows a phone user to record a greeting when the user is unavailable to answer a telephone call. The caller is given an opportunity to record a message which may be accessed by the phone user or to be connected to a third party (e.g., a receptionist). According to information received by the Committee, it is feasible to install the phone mail system at the desks of legislators, in order to allow callers to leave telephone messages for specific legislators. Currently, during session, the Senate and House switchboards take messages which are written down and delivered to each legislator's desk. The Department of General Services explained that the switchboard could route calls to each member's telephones. A member's telephone would not ring, but messages could be received at each desk. There is no installation charge for a phone mail connection, and the system could be made available to legislators which request the service. There is a \$3 charge each month for every phone connected to the service, assuming that the user contracted for a minimum storage space of ten sixty second messages. The rate would increase based upon the number of messages available for storage. The following is an estimate of the cost to connect a single legislator to the phone mail service during the next session:

Annual Single Member Phone Mail Expense

Monthly Rate (minimum of messages):	\$ 3.00
Number of Months Used	<u>4</u>
Total	\$12.00

VII. CONCLUSION

This memorandum describes principal matters of Committee interest, but is not exhaustive of all matters that members have discussed. The Committee has also received information or expressed interest in all of the following: optical imaging technology, smart card technology, televised coverage to legislative proceedings, electronic messaging between legislators and constituents, and electronic information management and confidentiality. The Committee's next meeting has not been scheduled. The co-chairpersons have expressed a desire to meet with the Committee during the first week of session.



SANFORD B. SCHARF
DIRECTOR
515-281-7840

LUCAS STATE OFFICE BUILDING
DES MOINES, IOWA
50319

STATE OF IOWA

LEGISLATIVE COMPUTER SUPPORT BUREAU

TO: Service Committee, Legislative Council
FROM: Sanford B. Scharf, Director
SUBJECT: December Personnel Report
DATE: December 1, 1993

The following employees have received a satisfactory evaluation and have been granted a merit increase, since July 1, 1993.

<u>EMPLOYEE NAME</u>	<u>POSITION</u>	<u>PREVIOUS GD/STEP</u>	<u>CURRENT GD/STEP</u>
Kay Evans	Division Administrator I	35/4	35/5
Cheryl Ritter	Computer Systems Analyst I	27/4	27/5

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WILLIAM P. ANGRICK II
CITIZENS' AIDE / OMBUDSMAN

In reply, please refer to:

November 30, 1993

The Honorable Harold Van Maanen, Chair
Service Committee, Legislative Council
State Capitol
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Dear Speaker Van Maanen:

Enclosed please find the following report for the Service Committee meeting on December 1, 1993.

Personnel Report


CA/O Executive Secretary Judy Green successfully participated in her annual review but cannot be awarded a merit step increase because she is at the top of the range at Grade 24-Step 6.

Promotion Request

<u>Employee Name</u> <u>Hire Date</u>	<u>Previous</u> <u>Position</u> <u>Final Grade/Step</u> <u>Date Attained</u> <u>Position</u>	<u>Current</u> <u>Position</u> <u>Grade/Step</u> <u>Date Attained</u> <u>Position</u>	<u>Recommended</u> <u>Position</u> <u>Grade/Step</u> <u>Effective Date</u>
Judith Milosevich 01/16/91	Assistant 27/1 01/16/91	Assistant I 29/4 08/30/91	Assistant II 32/3 12/03/93

Rationale:

She has successfully participated in her annual reviews, met the minimum requirement of time in position and demonstrated the ability to assume greater responsibilities within the office.

Sincerely,

William P. Angrick II

WPA:ml



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, Legislative Fiscal Bureau

RE: Fiscal Bureau Personnel Report

DATE: December 1, 1993

Attached is the Legislative Fiscal Bureau's Personnel Report covering the period October 27, 1993, through December 1, 1993. The Report covers all personnel action since the last report, which was submitted October 27, 1993. All promotions are subject to satisfactory performance reviews.

**LFB PERSONNEL REPORT
1993 Interim**

PERSONNEL ACTIONS SINCE LAST REPORT: October 27, 1993

SERVICE COMMITTEE REVIEW

MERIT INCREASES:

None

VACANT POSITIONS:

None

VACANT POSITIONS FILLED:

None

PARENTAL/FAMILY LEAVE:

None

PROPOSED PROMOTIONS

	<u>DATE OF HIRE</u>	<u>CURRENT POSITION CURRENT GRADE & STEP DATE ATTAINED</u>	<u>RECOMMENDED POSITION GRADE & STEP EFFECTIVE DATE</u>
<u>SERVICE COMMITTEE APPROVAL</u>			
PROMOTIONS:			
Jeffery W. Robinson *	11/17/87	Legislative Analyst III 35-1 5/1/92	Senior Legislative Analyst 38(-1) 12/31/93
Bradley D. Hudson *	9/11/92	Legislative Analyst III 35-1 4/1/92	Senior Legislative Analyst 38(-1) 12/31/93

* Exceeds the minimum requirements for the Senior Legislative Analyst position.
Promotions pending satisfactory review prior to January 1, 1994.

GENERAL ASSEMBLY OF IOWA

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December 1, 1993

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MEMBERS OF THE SERVICE COMMITTEE,
LEGISLATIVE COUNCIL**

**FROM: DOUG ADKISSON, LEGISLATIVE SERVICE BUREAU, FOR
SENATOR VARN AND REPRESENTATIVE BLODGETT,
CO-CHAIRPERSONS OF THE COMMUNICATIONS REVIEW
COMMITTEE**

**RE: COMMUNICATIONS REVIEW COMMITTEE
SUMMARY UPDATE**

I. BACKGROUND

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B. Background

1. Computerization of the Chambers

The Communications Review Committee has investigated the possibility of computerizing functions performed by legislators within each chamber, in order to increase legislative efficiency and expand resources available to legislators during session. One area of Committee focus is the use of computers to display amendments electronically at the desks of legislators. Several states, including Louisiana, North Dakota, Florida, and Michigan, have installed "paperless amendment" systems.

There are a number of different types of systems available. Some advantages promised by such a system includes reducing printing costs and time spent in maintaining billbooks. The system also promises to enhance the speed in which amendments are delivered to legislators desks during debate. Both Florida and Michigan utilize touchscreen technology. Thus, legislators access information by contacting the screen (either by hand or by a stylus) rather than a keypad. These systems are capable of performing other functions. For example, the Committee is also investigating the use of software programs which provide electronic scheduling, messaging, access to data bases, and constituent services.

2. Estimated Fiscal Analysis

The Committee requested that the Legislative Fiscal Bureau estimate costs related to the current system which would be affected by the installation of computers at the desks of the legislators.

The most direct cost incurred each session is printing clipsheets for distribution to legislators, staff, and the public. According to the Legislative Fiscal Bureau, the following costs are incurred each session printing amendments for publication in the clipsheets:

**Printing Costs
Amendment Clipsheets**

Senate:	\$12,179
House:	+ <u>\$16,026</u>
Total:	\$28,205

The printing of calendars appears to be another cost which could be affected by a computerized "paperless" display system accessible at each legislator's desk. The Legislative Fiscal Bureau estimates that the following costs are incurred each session printing calendars:

**Printing Costs
Calendars**

Senate:	\$8,845
House:	+ <u>\$6,718</u>
Total	\$15,563

Costs associated with maintaining billbooks cannot be as precisely calculated. The Fiscal Bureau surveyed several legislative secretaries regarding the average amount of time spent each day updating bill books. Assuming secretaries update both the Senate and House bill books in their entirety, an average of 2.75 hours is spent each day in updating billbooks. The average rate of pay for legislative secretaries was estimated to equal \$9.00 per hour (wages only, not including benefits). The Legislative Fiscal Bureau estimated that there is an average of 90 days in which bill books are maintained by secretaries. The Fiscal Bureau found that 154 secretaries updated bill books in the legislature. It found that 40 additional persons in state government also maintained bill books.

Bill Book Maintenance

Number of Hours Per Day Spent by Each Clerk:	2.75
Average Number of Days Per Session:	<u>x 90</u>
Total Number of Hours Spent Per Session By Each Clerk:	247.5
Total Number of Clerks :	<u>x 194</u>
Total Number of Hour Spent Per Session By all Clerks:	48,015
Average Hourly Wage (excluding benefits):	<u>x 9</u>
Total:	\$432,135

There is currently no estimate regarding money savings which could actually be achieved by the installation of a paperless amendment system. The Committee has not voted to recommend the installation of a particular system, because the Committee is still in the process of evaluating available systems. If the Committee does recommend a system, it may also consider a number of ancillary issues which would affect savings.

C. Findings

1. Ongoing Committee Consideration

The Communications Review Committee is still in the process of considering a number of issues relating to the development of a complete system, including the initial and annual costs of installation and operation, savings that may be realized, and the compatibility and integration of the system with other computer systems used by the General Assembly. During its last meeting, Committee members agreed that staff and the co-chairpersons should study a plan for installing a prototype paperless amendment system.

2. Investigation and Review

Committee staff investigated whether it would be feasible to install a prototype paperless amendment system, based in part on the level of comfort legislators would have in using this technology. The Committee's co-chairpersons reviewed several options, including modeling a prototype after the Michigan system; modifying the Unisys Designer Workbench program in order to clearly illustrate strikes and underscores of displayed amendments; and overseeing the development of software by Daktronics, Inc. which would connect desk computers with the voting machines in order to display of amendments automatically as they were being debated.

On request of the co-chairpersons, staff also investigated the possibility of leasing computer hardware. However, it appears that PC leasing is almost exclusively utilized by private companies in order to reduce tax liabilities (under lease purchase agreements). The cost of leasing a computer for 12 months is actually more expensive than purchasing the same computer.

3. Conclusions

The co-chairpersons consider that the most economical and feasible method to display amendments on a test basis, probably involves utilizing the Unisys mainframe's current technology in order to access Mapper system information from laptop PC computers operated by legislators.

The co-chairpersons expect that, as the session continues, the use of the demonstration computers will generate interest among other legislators. The co-chairpersons expect that the members in the Senate and the House, demonstrating the use of the computers, will be able to respond to casual questions and receive comments, for later review by the Committee. The Computer Support Bureau is committed to answering technical questions regarding the installation and operation of the legislature's computer resources. The Bureau plans to conduct a seminar during session in order to educate members regarding the use of the legislative computer system.

D. Proposal

The Computer Support Bureau has recommended the purchase of laptop computers. Laptops are preferred because space on the desks of legislators is limited. When closed, a laptop is unobtrusive. The dimensions for laptop computers vary, but are approximately 12 inches wide, 10 inches long, and two inches high. A raised standard screen may extend ten inches in height. A laptop usually weights less than seven pounds and may be easily stored or transported. The Computer Support Bureau recommends using a 486 computer containing 33Mz processor, with at least 8 megabytes of memory. The laptop must be capable of interfacing with the Unisys mainframe computer through the legislature's local area network in order to display amendments. The co-chairpersons have expressed a preference for utilizing quiet technology in order to minimize disruption during floor debate. This can be accomplished by using a mouse. The co-chairpersons have also considered the possibility of acquiring a laptop computer utilizing touchscreen technology in which a pen is used to enter commands.

The Communications Review Committee is in the process of selecting the most appropriate model. For example, the Committee is considering the AST Research model Power Executive. The cost for this laptop, configured in a manner consistent with recommendations of the Computer Support Bureau, is:

**Estimate for Two Computer Laptop Computers
Connected to the Mainframe**

Base Price	\$8,470
Additional Memory	\$ 386
Network Card	\$ 203
Wiring:	+ \$ 500
<i>Total</i>	<u>\$9,551</u>

The Committee is also considering the NEC model Ultralite Versa. This model offers one of the most flexible screens in the industry. For example, the screen could be placed flat over the keyboard to create a tablet. The NEC model is capable of being upgraded to a pen-based system, in which data is entered by touching the screen with a stylus. NEC is currently developing a price which may be competitive with the AST model.

The Computer Support Bureau would develop programs necessary to utilize the laptop computers in the most user-friendly manner possible. The computers would be installed during session at the desks of members selected by the Committee. The Committee would evaluate the project and, following session, would report to the Legislative Council and the General Assembly regarding its findings and recommendations.

IV. STRATEGIC INFORMATION PLAN -- BILL DRAFT

The statute refers to the review of a statewide information plan. The Communications Review Committee has requested a bill draft based on a plan completed in March 1992, under the authority of the Department Directors' Executive Committee. In July 1991, a project was initiated to develop a plan in response to a recognition that the state has a substantial and increasing investment in computer and communication technology without an integrated plan to

manage the return on that investment. It was expected that the plan would facilitate efforts to coordinate and maximize the utilization of automation and communication resources. The formal mission of the project was to "develop a strategic plan for the use and application of information technology to support the enterprise of state government." The plan was presented to the Director's Committee, but has not been implemented. The plan attempts to address issues relating to information technology, including:

1. Accessing electronic information through a state system integrating agency computer networks.
2. Coordinating information service delivery.
3. Providing that information is considered as an investment and a tangible asset.
5. Maximizing the return on computer technology purchases.
6. Extending the effective life cycle on the state's information systems.

The report provides for the coordination of systems that involve a number of agencies, including systems relating to accounting, budgeting and planning, personnel, purchasing, and information delivery. The report contemplates the creation of a policy committee and staff for an electronic information management organization which would implement the strategic information planning process. The policy committee would be responsible for setting direction and making major decisions concerning the plan. The policy committee would also determine the qualifications and selection criteria for the electronic information officer. The officer would direct the day-to-day operations of the management organization, which would be created as a separate department or located within an existing administrative department.

The report recommends the adoption of standards that would provide enterprise wide information management in the following areas:

1. Communications and networking.
2. Data management.
3. Applications development.
4. Hardware and software purchases.

The report recommends that the acquisition or development of technology, and the delivery of services should remain the responsibility of individual agencies. The plan provides for the establishment of non-reverting revolving funds within agencies for the procurement and operation of communication technology.

V. CONNECTION TO THE INTERNET

The Communications Review Committee is considering state, and specifically legislative access, to the Internet. The Internet is a computer network connected to over 13,000 electronic information bases, including the world's largest libraries, museums, corporations, universities, research centers, and governments. The Internet is not a commercial information service. It is a federated system composed of more than 11,000 allied computer networks linked by telecommunication channels (e.g., telephone lines). It is probably the closest relative to the theoretical information superhighway currently the focus of attention in Washington D.C.

According to information received by the Committee, the Internet began as the United States Advanced Research Projects Agency in the late 1960's designed to support military research, and further was developed by the National Science Foundation during the mid-1980's. Because of these roots, a number of universities connected onto the system. Today, the system is used by scientists, academics, policy makers, market researchers, librarians, and technicians who can maintain communication with their colleagues around the world. More than half of the groups connected to the Internet are engaged in commercial activity. The system is used to access data bases (such as the Library of Congress catalog records, census data, and the Department of Commerce's Economic Bulletin Board). Electronic mail is the most commonly used application of the Internet. For example, persons use the system's e-mail services as an inexpensive alternative to overnight mail services.

Since Internet is not a commercial enterprise with established fees, a user must set up an account with a Public-Access Internet Site, which is connected to the Internet. The sites are expanding in major cities around the world. In addition, some commercial network services like Delphi offer Internet access. Iowa State University is a member of MIDnet, one of the National Science Foundation (NSF) regional networks. The university has been selected to become a gateway site for Internet traffic. Under current rules, the ISU gateway may access higher education K-12 education, and nonprofit organization traffic. The traffic must comply with NSF's Acceptable Use Policy, which prohibits commercial traffic on the system. Other gateways do carry commercial traffic. For example, netIowa, headquartered in Bettendorf, offers commercial traffic connections.

The system is beginning to become integrated within state government. The State Historical Society and the Department of Public Safety are currently connected to the Internet. The Committee is considering a number of methods to connect offices of the General Assembly with the Internet. The Department of General Services is in the process of installing a router necessary to connect state agencies to the Internet through the Iowa State University gateway by using Iowa Communications Network fiber. The State Capitol could be connected to the Internet by reserving a port connection on the department's router. The connection would be to the legislature's local area network (LAN).

The following is a summary of the preliminary estimated costs related to accessing the Internet by connecting to the department's router:

Initial Costs

Fee to connect to a Router Port:	\$4,500
Purchase of Equipment to Establish a LAN Gateway:	\$3,000
ICN Fiber Installation:	\$1,000
Fee to Access Internet from the Gateway:	\$1,000
Fee to Maintain a Router Port Connection:	+ \$ 600
Total:	\$10,100

Annual Costs

Fee to Access Internet:	\$1,000
Fee to Maintain a Router Port Connection:	+ \$ 600
Total:	\$1,600

The Committee has not met to decide whether to recommend that the General Assembly connect to the Internet, or the best method for accessing the Internet. The Computer Support Bureau is investigating issues relating to LAN security. Currently the LAN is a closed system. The Committee will consider methods to ensure that data accessible from the LAN is not corrupted.

VI. THE PHONE MAIL SYSTEM

The Committee is considering the phone mail system which is currently installed and used throughout state government, including several offices of the General Assembly. The system is operated under the supervision of the Department of General Services. Phone mail allows a phone user to record a greeting when the user is unavailable to answer a telephone call. The caller is given an opportunity to record a message which may be accessed by the phone user or to be connected to a third party (e.g., a receptionist). According to information received by the Committee, it is feasible to install the phone mail system at the desks of legislators, in order to allow callers to leave telephone messages for specific legislators. Currently, during session, the Senate and House switchboards take messages which are written down and delivered to each legislator's desk. The Department of General Services explained that the switchboard could route calls to each member's telephones. A member's telephone would not ring, but messages could be received at each desk. There is no installation charge for a phone mail connection, and the system could be made available to legislators which request the service. There is a \$3 charge each month for every phone connected to the service, assuming that the user contracted for a minimum storage space of ten sixty second messages. The rate would increase based upon the number of messages available for storage. The following is an estimate of the cost to connect a single legislator to the phone mail service during the next session:

Annual Single Member Phone Mail Expense

Monthly Rate (minimum of messages):	\$ 3.00
Number of Months Used	<u> 4</u>
<i>Total</i>	<i>\$12.00</i>

VII. CONCLUSION

This memorandum describes principal matters of Committee interest, but is not exhaustive of all matters that members have discussed. The Committee has also received information or expressed interest in all of the following: optical imaging technology, smart card technology, televised coverage to legislative proceedings, electronic messaging between legislators and constituents, and electronic information management and confidentiality. The Committee's next meeting has not been scheduled. The co-chairpersons have expressed a desire to meet with the Committee during the first week of session.



DENNIS C. PROUTY
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STATE CAPITOL
DES MOINES, IOWA
50319

STATE OF IOWA
LEGISLATIVE FISCAL BUREAU

MEMO

TO: Service Committee of the Legislative Council

FROM: Dennis C. Prouty, Legislative Fiscal Bureau

RE: Fiscal Bureau Personnel Report

DATE: December 1, 1993

Attached is the Legislative Fiscal Bureau's Personnel Report covering the period October 27, 1993, through December 1, 1993. The Report covers all personnel action since the last report, which was submitted October 27, 1993. All promotions are subject to satisfactory performance reviews.

**LFB PERSONNEL REPORT
1993 Interim**

PERSONNEL ACTIONS SINCE LAST REPORT: October 27, 1993

SERVICE COMMITTEE REVIEW

MERIT INCREASES:

None

VACANT POSITIONS:

None

VACANT POSITIONS FILLED:

None

PARENTAL/FAMILY LEAVE:

None

PROPOSED PROMOTIONS

	<u>DATE OF HIRE</u>	<u>CURRENT POSITION CURRENT GRADE & STEP DATE ATTAINED</u>	<u>RECOMMENDED POSITION GRADE & STEP EFFECTIVE DATE</u>
<u>SERVICE COMMITTEE APPROVAL</u>			
PROMOTIONS:			
Jeffery W. Robinson *	11/17/87	Legislative Analyst III 35-1 5/1/92	Senior Legislative Analyst 38(-1) 12/31/93
Bradley D. Hudson *	9/11/92	Legislative Analyst III 35-1 4/1/92	Senior Legislative Analyst 38(-1) 12/31/93

* Exceeds the minimum requirements for the Senior Legislative Analyst position.
Promotions pending satisfactory review prior to January 1, 1994.



SANFORD B. SCHARF
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LUCAS STATE OFFICE BUILDING
DES MOINES, IOWA
50319

STATE OF IOWA

LEGISLATIVE COMPUTER SUPPORT BUREAU

TO: Service Committee / Legislative Council
FROM: Sanford B. Scharf, Director
SUBJECT: December Personnel Report
DATE: December 1, 1993

The following employees have received a satisfactory evaluation and have been granted a merit increase, since July 1, 1993.

<u>EMPLOYEE NAME</u>	<u>POSITION</u>	<u>PREVIOUS GD/STEP</u>	<u>CURRENT GD/STEP</u>
Kay Evans	Division Administrator I	35/4	35/5
Cheryl Ritter	Computer Systems Analyst I	27/4	27/5