

COMPUTER REPORT

January 7, 1991

FUTURE PLANNING

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

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

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 The Unisys terminals are outdated and parts are becoming more difficult to obtain.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

FUTURE NEEDS

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

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

NEW COMPUTER PROGRAMMING NEEDS

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

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

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STATE CAPITOL
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STATE OF IOWA

LEGISLATIVE FISCAL BUREAU

- **Additional programming needs which could be beneficial to the Legislature as a whole:**
 - **Availability of the mailing label run on the PC. This would allow the selection of various legislators names and addresses to develop mailing lists.**
 - **Incorporation of amendments into bills to do away with bill books. This would allow a bill with the amendments incorporated to be stored and eliminate the need of the LFB to maintain bill books.**
 - **Availability of the Administrative Rules on the PC or mainframe.**
 - **Ability to send messages and documents to users on the PC. The PC messaging system needs the ability to interact with the executive branch messaging system. In addition, the LFB needs the ability to send messages to multiple users on the mainframe.**
- **There is a need to have available a central modem on the network which could be shared by staff. This would allow staff the access to outside databases without having to purchase individual modems and run individual phone lines to each work station.**
- **The issue of a data base (storage of numerical data files) for the PC needs to be addressed. As the LFB develops more applications for the PC it becomes apparent that a data base is required. The merits of using either the mainframe or a PC data base needs to be explored.**
- **The need exists to have ongoing training at various levels. Introductory training for new employees, training of current employees on new or upgraded software, and advanced training for selected employees. This could require the establishment of a training facility.**

- The LFB is currently developing a number of budget forms which will utilize EXCEL software. To give legislators access to these programs on their own PCs they will need access to the software used to develop the programs. This could be accomplished with a central library of standardized software.
- When hardware problems occur they are not always corrected on a timely basis. The LFB has established a "problem form" which lists the hardware problems and when they occurred. Some of the questions which we feel need to be addressed are: how are hardware problems prioritized, what are reasonable timeframes to expect for the correction of problems, and who incurs the cost of correcting the problem?
- There is a need for ongoing discussion and planning for the future needs of the system. This involves hardware, software, programming needs and training requirements. The continuation of the user group meetings would be useful with any recommendations going to the Computer Subcommittee.
- The establishment of procedures of who to contact about LAN problems during late evening hours and weekends.
- Address the issue of LAN security. This would include establishing policy for the monitoring and prevention of unauthorized access or copying of data, unauthorized changes or deletion of data, and unauthorized program modification.

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January 7, 1991

MEMORANDUM

TO: Individuals interested in Legislative Computer System

FROM: Diane Bolender, Director

RE: Computer Plans and Concerns

SHORT TERM CONCERNS .

- Several personal computers still need to be installed, including 2 in the Text Processors Room and 3 in the Iowa and Administrative Code Divisions Offices.
- A personal computer needs to be moved to the Text Processors Room.
- We need an additional AMI Professional Manual.
- We need additional information about accessing the mainframe via computer dial-in.
- Several drafters would like longer mouse cords because of the locations of their processing unit from the keyboard.
- The device needs to be installed that would allow a printer to be located in the LSB little copying room.
- There are still some minor glitches that need to be worked out on the system designed to transfer information from AMI to Text Editing.
- Wiring needs to be installed and an SVT hooked up in the Proofreading Room.

- An SVT needs to be hooked up in the little copying room.

INTERMEDIATE RANGE PLANNING

- Work needs to begin, in cooperation with the State Printer, on having the Iowa Administrative Code Office input the Iowa Administrative Bulletin so that it can be printed from a camera-ready copy rather than using wax to make up pages.
- The ability needs to be developed to sort the Iowa Code Index by number (title, chapter, section).
- The Computer Support Bureau Software Analyst needs to work with the Text Processors to implement changes that will provide automatic translation for text editing.
- Cross training of some CSB personnel is needed so that CSB can address problems of agencies which are using both the mainframe and PC systems.

LONG RANGE PLANNING

- A decision needs to be made whether the Unisys Mainframe System will continue to be used for the next several years. Once this decision has been made, then any new programming should be developed based upon those plans. If the long range goal is to develop a Personal Computer System on an area network, then a long term plan needs to be implemented that would rewrite a portion of the programming each year and other planning would need to take place that would accommodate the change. What kinds of equipment maintenance and purchase would be needed?
- Planning needs to be initiated for computerizing the Iowa Administrative Code so that it can be updated as rules are changed. Additional employees will probably be needed to accomplish this. The capabilities of scanners would need be investigated so that the entire Administrative Code would not need to be typed into the system .

PROGRAMMING NEEDS

- There is a need to provide a capability of printing individual Code chapters in a format similar to that of the published Code. These could be provided to state agencies and sold to the general public.
- Some state agencies have inquired about loading their chapters of the Code on their Personal Computers for access by their employees.
- Some state agencies would like access to the Legislative Computer System.
- There is a need for a better file management system so that the person who generated a file is identified.
- There is a need to provide the capability of performing word searches of the Acts similar to that provided for the Iowa Code.

- There is a need to provide the capability to visually flag lines of Code text when an amendment or a change to the Code is applied in order to speed proofreading.
- There is a need to develop a computerized time sheet.
- Additional training is needed on the software that we now have.
- Could the Service Bureau benefit from hiring its own programmer to write software?
- A better program needs to be developed for indexing the Iowa Code, the Acts, and the Supplement.

HARDWARE REQUESTS

- The Bill Room personnel are interested in investigating the use of UPC coding to provide the capability of scanning bill jackets.
- There is a need to have a printer that can also generate labels.

COMMENTS ABOUT COMPUTER SUPPORT BUREAU

- LSB staff have commented about the positive experiences they have had working with CSB staff. LSB staff believes CSB staff are working hard to develop and keep the systems (both PC and mainframe) operating.

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MINUTES

COMPUTER OVERSIGHT SUBCOMMITTEE OF THE SERVICE COMMITTEE

January 10, 1991

PRELIMINARY BUSINESS

The Computer Oversight Subcommittee of the Service Committee was called to order at 10:30 a.m., on Thursday, January 10, 1991, in Room 22 of the Statehouse, by Senator Bill Hutchins, Chairperson. Other Subcommittee members present were:

Senator Joe Welsh
Representative Harold Van Maanen

Other persons present included:

Senator John Jensen
Sandy Scharf, Director, Computer Support Bureau
Diane Bolender, Director, Legislative Service Bureau
Ed Damman, Computer Support Bureau
Dennis Harbaugh, Director, Senate Democratic Research Staff
Jack Dwyer, Secretary of the Senate
Cynde Clingan, Assistant Secretary of the Senate
Dennis Prouty, Director, Legislative Fiscal Bureau
Tim Faller, Deputy Director, Legislative Fiscal Bureau
Glen Dickinson, Legislative Fiscal Bureau
Paulee Lipsman, Director, House Democratic Research Staff
Gary Rudicil, Legislative Service Bureau

Senator Welsh moved that the minutes of the September 13, 1990, meeting be approved and the motion carried unanimously.

COMPUTER SUPPORT BUREAU PERSONNEL CHANGES AND OTHER BUSINESS

Mr. Scharf provided the Subcommittee with copies of a Personnel Report, Job Description, Comparable Worth Worksheet, and a memorandum addressing "Organization Structure and Future Staffing Requirements," copies of which are on file with the Legislative Service Bureau. He briefly summarized the proposed personnel changes. Mr. Scharf also noted

that the Computer Support Bureau needs space within the capitol building for a desk as well as telephone access so that a Computer Support Bureau staff person can be available during the legislative session, allowing a quicker response time to problems. He continued that a permanent computer training area within the capitol complex is also needed.

Chairperson Hutchins suggested that Mr. Scharf should talk with other legislative staff to try and determine if any vacant space is available within the capitol. Representative Van Maanen noted that his staff has not been able to find vacant space within the capitol. Mr. Scharf responded to Representative Van Maanen by stating that a permanent, secure room large enough for eight personal computers is required for computer training purposes. Senator Welsh added that some capitols use semitrailers as temporary offices and classrooms.

Mr. Scharf responded to Representative Van Maanen that the proposed personnel changes are within the Computer Support Bureau's budget and that, if approved, they are to be retroactive to November 15, 1990. He also said that the proposed change affecting Mr. Damman is a reclassification from Microcomputer Support Analyst to a new position of Microcomputer Manager I. Chairperson Hutchins noted that the Service Committee of the Legislative Council monitors promotions for legislative employees and that the legislative agency directors are responsible for recommending promotions of employees to the Service Committee. He continued that the goal over the past few years has been to provide that all legislative employees with similar positions are on a comparable pay schedule.

On a motion by Representative Van Maanen, the Subcommittee unanimously recommended that the Service Committee approve:

1. Reclassification of Ed Damman from Microcomputer Support Analyst, grade 27, step 3, to Microcomputer Manager I, grade 33, step 1, retroactive to November 15, 1990.
2. Promotion of Kay Evans from Mapper Coordinator I, grade 32, step 4, to Mapper Coordinator II, grade 35, step 3, retroactive to November 15, 1990.
3. Promotion of Cheryl Porath from Run Designer I, grade 24, step 4, to Run Designer II, grade 27, step 3, retroactive to November 15, 1990.
4. That Mr. Scharf should work with Senate and House staff to determine if there is an area available in the capitol for a desk and a telephone during the legislative session so that a personal computer staff member can be readily available when computer problems occur.

DISCUSSION OF FUTURE COMPUTING NEEDS

Senator Welsh noted that the Subcommittee met on January 7, 1991, to discuss any current computer system problems and to discuss the future computing needs of the various

legislative offices and agencies to try and discover what direction should be taken by the legislature to meet those needs. Senator Welsh referred to a report of the January 7, 1991, meeting, a copy of which is attached to these minutes. He stated that a group should be organized which includes members of the Computer Oversight Subcommittee, legislators with computer knowledge, and relevant legislative agency staff members to meet at least bimonthly to plan the future development of the legislative computer system and to discuss existing concerns. He added that this new "advisory committee" should prioritize the future computing needs of the legislature as described in the report from the January 7, 1991, meeting and should establish definite time frames for the meeting of these needs. Mr. Scharf added that the advisory committee, and not he, should set the priorities for other legislative agencies. Senator Welsh also stated that the advisory committee should meet again to set a "priorities time frame" for the upcoming year and that the Computer Support Bureau should include its future objectives in the priorities list.

Concerning other computer system needs, Senator Welsh directed Mr. Scharf to provide the Advisory Committee at its first meeting with information concerning a central network modem and a description of the current and proposed measures involving personal computer security. Senator Welsh also expressed a desire for an on-line employee time sheet to be available within the next few months.

Senator Welsh noted that Mr. Dale Nelson of the Information Services Division of the Department of General Services expressed a desire to have the capability to access the legislature's computer system directly. Ms. Bolender added that the Attorney General's office desires the capability to load chapters of the Code onto their personal computers by accessing the legislature's computer system and that a pilot project could be established to test the feasibility of the idea. Mr. Scharf stated that he currently downloads individual chapters of the Code from the mainframe computer onto floppy disks on his personal computer, but that increases in the number of requests for this service has made it a very time-consuming task. Chairperson Hutchins added that permission by the Legislative Council should be granted before other state agencies are allowed access to the legislature's computer system. Senator Welsh opined that other state agencies should not have the ability to access the legislature's computer messaging system. Mr. Scharf stated that the legislature currently has access to the Department of General Services' computer system using *Rumba* communications software. Mr. Scharf said he would investigate the possibilities concerning the question of outside access to the legislature's computer system and report his findings to the Advisory Committee.

On a motion by Senator Welsh, the Subcommittee recommended unanimously that the Service Committee approve:

1. That a policy be established that state agencies can have access to the legislative computer database if they receive permission from the Legislative Council and it can be accomplished within the time frames of the Computer Support Bureau.
2. That the Information Services Division of the Department of General Services be authorized to download the appropriate chapters of the Code for the Iowa Department of

Natural Resources, chapter 554 for the Iowa Department of Commerce, and the appropriate chapters of the Code for a pilot project for two assistant attorneys general pursuant to the policy previously adopted by the Legislative Council.

Senator Welsh concluded the Subcommittee discussion by noting that there needs to be planning for uniform computerization of the operations of the House and Senate Journals and other publications, the Iowa Administrative Code Division, and the Iowa Code Division.

ADIJOURNMENT

There being no further business, the meeting was adjourned at 10:55 a.m.

Respectfully submitted,

GARY D. RUDICIL
Research Analyst

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GR/dg

TENTATIVE AGENDA

**COMPUTER OVERSIGHT SUBCOMMITTEE
OF THE
SERVICE COMMITTEE**

COMMITTEE ROOM 22

January 10, 1991

10:00 a.m. Call to Order

Roll Call

Consideration of Minutes of September 13 meeting
(Previously Distributed)

Computerization Needs and Structures

Review of Computer Oversight Report of January 7, 1991

Additional Business, if any

Adjournment

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REPORT

COMPUTER OVERSIGHT SUBCOMMITTEE OF THE SERVICE COMMITTEE

January 7, 1991

Members present:

Senator Joe Welsh
Representative Harold Van Maanen

The meeting was called to order at 8:40 a.m. in Room 24 of the State House.

Senator Welsh noted that the purpose of the meeting was to discuss any current computer system problems and to discuss the future computing needs of the various legislative offices and agencies to try and discover what direction should be taken by the legislature to meet those needs. The following is a list of those problems and needs as indicated by the various persons attending the meeting.

FUTURE PLANNING

- Ongoing discussion and planning for the future of the legislative computer system should take place for a stable evolution of the entire system.

A committee consisting of Computer Oversight Subcommittee members, legislators with computer knowledge, and legislative agency staff members should meet at least bimonthly to plan the future development of the legislative computer system and to discuss existing concerns.

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

FUTURE NEEDS

- There needs to be a resolution of current incompatibility problems between the new phone lines and communications modems.
- A central network modem which can be shared by staff, allowing access to outside databases with the need for individual modems and dedicated phone lines for the modems should be investigated.

- The issues of both network security and personal computer security need to be addressed.
- The issue of security of the hardware which is located throughout the State Capitol and Lucas State Office Building needs to be addressed.
- There should be additional investigation of the use of scanner technology, especially so that the Iowa Administrative Code data base can be computerized.
- Cross training of some Computer Support Bureau personnel is needed so CSB can address problems concerning both the mainframe and personal computer systems.
- Questions about the amount of physical space needed for the personal computers and the feasibility of using personal computers in the legislative chambers should be examined.
- The issue of storage location of numerical data files for the personal computers should be addressed.
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- A better computer training facility needs to be established and ongoing training at various knowledge levels needs to be provided.
- Procedures need to be established concerning who to contact concerning personal computer system problems during evening hours and weekends.
- Procedures need to be established to determine for the CSB how to prioritize the requests for assistance in a fair and efficient manner.
- Work needs to begin on the computerizing of the Iowa Administrative Bulletin.
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NEW COMPUTER PROGRAMMING NEEDS

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- Computerized time sheets should be developed.

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- The ability for other state agencies to access the legislative computer system data base and to load chapters of the Code onto their personal computers should be investigated.
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FIRE SAFETY INSPECTION - STATE CAPITOL

DECEMBER 26-27, 1990

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

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

ELECTRICAL:

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

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

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

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

INDIVIDUAL ROOM AND OFFICE INSPECTION: *

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SENATOR MAJORITY LEADER: Unapproved extension cord.

SENATE LEGAL COUNCIL: Unapproved extension cord.

SENATE MINORITY LEADER: Three unapproved cords.

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

ROOM 324: Unapproved cords.

ROOM 322: Coffee pot powered by extension cord.

NORTHEAST CORNER STAFF AREA BEHIND SENATE: Unapproved extension cord.

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

ROOM 211: Coffee pot powered by extension cord.

SENATOR WELSH OFFICE: Unapproved extension cord.

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

HOUSE COMMITTEE CHAIR ROOM: Unapproved extension cords.

FINANCE OFFICE: Unapproved extension cords.

HOUSE INDEXING: Non-listed cords.

X HOUSE MAJORITY LEADER: Extension cord to refrigerator.

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

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

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

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

SUPREME COURT OFFICE AREA: Copier powered by extension cord.

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

AUDITOR'S OFFICE: Non-listed extension cords.

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

ROOM 16: Unapproved two-wire cord found.

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

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

ROOM 13: Non-listed extension cords.

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

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

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

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

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

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



DENNIS C. PROUTY
DIRECTOR
515/281-5279

STATE CAPITOL
DES MOINES, IOWA
50319

STATE OF IOWA
LEGISLATIVE FISCAL BUREAU

MEMORANDUM

TO: Chairperson Connors and Members of the Service Committee

FROM: Dennis Prouty *DP*

DATE: December 19, 1990

RE: Updating the Data Base of the Income Tax Projection Model

The Legislative Council purchased an Income Tax Projection Model in 1988. The model was installed on the legislative computer mainframe and is currently used by the Legislative Fiscal Bureau and caucus staffs to project the effect of certain assumptions upon the current Iowa income, sales, and property tax structure.

At the time the model was purchased, it was understood that the data base would need to be updated every 3-5 years depending upon tax law changes and general economic conditions of the State. The Legislative Fiscal Bureau has requested the consultant to update the model to account for changes to the Iowa income sample tax base and accommodate state and federal law changes. We were recently notified that these updates would cost \$21,300.

This cost is more than I had anticipated when we submitted our budget FY 1991 budget for your approval. Since that time, we revised our budget downward as did the rest of the Legislative Branch in light of the General Fund budget shortfall. I am requesting that the Fiscal Bureau be allowed, if necessary, to exceed our revised budget amount to update the model.

STATE OF IOWA



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

WILLIAM P. ANGRICK II
CITIZENS' AIDE / OMBUDSMAN

In reply, please refer to:

January 9, 1991

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

Dear Representative Connors:

Personnel Report

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

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

Sincerely,

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

WPA:jg

cc: Service Committee
Diane Bolender, Secretary, Legislative Council

jan9lper



DENNIS C. PROUTY
DIRECTOR
515/281-5279

STATE CAPITOL
DES MOINES, IOWA
50319

STATE OF IOWA
LEGISLATIVE FISCAL BUREAU

MEMO

TO: Service Committee of the Legislative Council
FROM: Dennis C. Prouty, Director, Legislative Fiscal Bureau
RE: LFB Personnel Report
DATE: January 10, 1991 (486b)

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

LFB PERSONNEL REPORT

January 10, 1991

Personnel actions since last report:

Service Committee review -

Merit Increases

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

Vacant Positions

None

Filled Positions

None

Parental/Sick Leave

None

Service Committee approval -

Promotions

FROM

TO

None

798b:tcf:1/10/91

GENERAL ASSEMBLY OF IOWA

LEGAL DIVISION

DOUGLAS L. ADKISSON
AIDA AUDEH
MARY M. CARR
JULIE A. SMITH CRAGGS
SUSAN E. CROWLEY
MICHAEL J. GOEDERT
MARK W. JOHNSON
GARY L. KAUFMAN
MICHAEL A. KUEHN
LESLIE E. WORKMAN

RESEARCH DIVISION

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



LEGISLATIVE SERVICE BUREAU

STATE CAPITOL BUILDING
DES MOINES, IOWA 50319
515 281-3566
DIANE E. BOLENDER, *DIRECTOR*
RICHARD L. JOHNSON, *DEPUTY DIRECTOR*

ADMINISTRATIVE CODE DIVISION

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

LEGISLATIVE INFORMATION OFFICE

CAPITOL BUILDING 515-281-5129
JULIE E. E. LIVERS
DIRECTOR

IOWA CODE DIVISION

LUCAS BUILDING 515 281-5285
JOANN G. BROWN
IOWA CODE EDITOR
JANET L. WILSON
DEPUTY IOWA CODE EDITOR

January 9, 1991

MEMORANDUM

TO: CHAIRMAN CONNORS AND MEMBERS OF THE
SERVICE COMMITTEE

FROM: Diane Bolender, Director

RE: January Personnel Report

Notification is made of the following personnel actions:

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

Perjan
DB/dg

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, 1990

Senator Bill Hutchins, Chair
Legislative Council
Capitol Building
LOCAL

Dear Senator Hutchins:

This is to advise you that I have assigned Randy A. Meline as Assistant for Institutions. His job responsibilities will include coordinating oversight of Iowa's eight adult correctional facilities, two hospital-schools, two juvenile facilities and other state institutions.

As Assistant for Institutions Meline will assume the duties of the Prison Ombudsman. Meline will have the added responsibility of coordinating citizens' complaints and inquiries concerning the four Mental Health Institutes at Cherokee, Clarinda, Independence and Mt. Pleasant.

Meline will also be coordinating and providing oversight of junior staff members' handling of the State Training School for Boys at Eldora, the Iowa Juvenile Home at Toledo, State Hospital Schools for the mentally and physically handicapped at Woodward and Glenwood, the School for the Blind at Vinton and the School for the Deaf at Council Bluffs.

Meline has served as an assistant to the Ombudsman for six years, dividing his efforts between general case work and specific assignments to the Iowa Men's Reformatory at Anamosa and the Iowa Medical & Classification Center at Oakdale.

The appointment was prompted in part by the resignation of Clarence Key, Jr., who has served as Assistant for Corrections (Prison Ombudsman) since 1984. Key recently accepted a position with the Criminal and Juvenile Justice Planning Agency, a Division of the Iowa Department of Human Rights.

Senator Bill Hutchins, Chair
November 30, 1990
Page 2

I also wish to advise you that I have assigned Michael J. Ferjak as Assistant for Public Safety. The assignment carries responsibility for the review and investigation of complaints from the public concerning state or local public safety agencies.

As you are aware, the State Ombudsman investigates citizens' complaints against state and local government, and is the only state government office with independent oversight authority over law enforcement, fire and emergency medical service agencies.

Ferjak has served as an assistant to the Ombudsman for three years, handling general case work as well as public safety issues.

These assignments are the result of realignment of staff talent and experience to meet the changes in the type and number of contacts the office has been experiencing.

Those changes have included an increase in the number of public safety complaints received. While the office has always had responsibility for public safety complaints, this is the first time the duties have been specifically assigned to an individual staff member.

I believe Mr. Ferjak, who is a former law enforcement officer and certified Emergency Medical Technician (EMT), is uniquely qualified to handle those complaints.

Sincerely,

William P. Angrick II

WPA:jg
hutchins

REGARDING NOVEMBER 30, 1990 LETTER TO SENATOR BILL HUTCHINS,
FROM WPA, ORIGINAL LETTERS WERE ALSO SENT TO:

Representative Don Avenson, Vice Chair, Legislative Council

Senator John Jensen, Minority Leader, Iowa Senate

Representative Harold Van Maanen, Minority Leader, Iowa
House of Representatives

Representative John Connors, Chair, Service Committee
Copy of Connors letter to Diane Bolender, Secretary



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 of the Legislative Council
FROM: Sanford B. Scharf, Director - Legislative Computer Support Bureau
SUBJECT: Computer Operator
DATE: January 10, 1991

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

TENTATIVE AGENDA

SERVICE COMMITTEE

COMMITTEE ROOM 22

January 10, 1991

11:00 a.m. Call to Order

Roll Call

Consideration of Minutes of November 15 meeting
(Previously Distributed)

Consideration of Minutes of December 12 meeting

State Fire Marshal Inspection of Capitol

Legislative Fiscal Bureau Administrative Report

Receipt of Personnel Reports

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

Agency Director Evaluations Report

Appointment of Citizens' Aide/Ombudsman

Computer Oversight Subcommittee Reports

Additional Business, if any

Adjournment

agenserv
db/dg