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January 31, 1990

## MEMORANDUM

TO: CHAIRPERSON HUTCHINS AND MEMBERS OF THE LEGISLATIVE COUNCIL

FROM: Senator Elaine Szymoniak and Representative Florence Buhr  
Co-Chairpersons, Child Care at the Capitol Complex  
Ad Hoc Committee

RE: CONSULTANT REPORT AND REQUEST FOR APPROVAL OF ADDITIONAL FUNDING

On behalf of the Child Care at the Capitol Complex Ad Hoc Committee we hereby report that the Legislative Council directive to distribute the request for proposals approved by the Council on December 20, 1989, and retain a consultant has been fulfilled. Iowa Methodist Medical Center Child Care has been retained to analyze the elements necessary to develop a high quality, state-of-the-art child day care service for the children of employees located at the Capitol Complex. Iowa Methodist Medical Center Day Care meets the cost limit established by the Council by agreeing to perform the consulting services required by the request for proposals at a cost of \$15,000.

In addition, the consultant has proposed to provide additional services at a cost of \$5,000. The additional services include the following items: conduct a survey of day care directors and staff to determine the causes of high turnover in day care provider staff, provide a model for developing a day care home system for providing services to the children of state employees, and develop a request for proposal for obtaining prospective vendors to administer day care services to the children of state employees.

The Ad Hoc Committee considers the additional services proposed by the consultant to be vital to the successful completion of the study and requests approval of the Legislative Council to add the proposed additional services to the contract.

adhoc  
jp/dg/20

# **Ernst & Young**

January 4, 1989

Mr. Joe O'Hern  
Chief Clerk  
Iowa Legislature  
State Capital Building  
Des Moines, Iowa 50319

Dear Mr. O'Hern

This letter is to acknowledge our discussions and interest in extending the Iowa Business Council (IBC) study. That study provided a review of the State of Iowa's information resources, systems and technology to identify potential opportunities available to the State. The extension of effort will specifically address issues and design of the approach to draft legislation and plan the implementation of key recommendations of the IBC study.

## **BACKGROUND**

The review of the State of Iowa's information resources, systems and technology was initiated by the Iowa Business Council to identify opportunities to:

- Improve access and integration of the state's information systems.
- Enhance social and economic results of state programs through more efficient and integrated use of information resources.
- Improve communications and partnership of business, government and education.

The study team consisted of information systems representatives of IBC member companies, selected state agencies, and Ernst & Young. The study approach was structured to provide a high level review, with recommendations to identify policy and management directions rather than specific projects and operational changes.

The recommendations of the study reflect a consensus of study team members and include:

- **Expand and strengthen TIM Council** -- Broaden functional responsibilities for policy making, information technology planning and plan review, expand participation, and add high level staff.
- **Implement Agency-Level Strategic Information Systems Planning** -- Establish agency planning processes which link the Futures Agenda, agency business plans, and agency information systems plans over a long-range planning horizon.
- **Implement an Information Resource Center** -- Centralize the catalog of information resources and provide a clearinghouse of information access transactions.
- **Establish an Applied Research Program for New Technology Applications** -- Establish and fund process for applied research, with well defined approach for setting the research agenda and delivering research findings.
- **Establish Multi-year Technology Budget** -- Fund systems and technology projects to achieve full completion over a multi-year period.

## **OBJECTIVES**

The findings and recommendations of the IBC study provide ideas for change with significant impact. The identified improvement opportunities described as objectives for the IBC study can be realized. The proposed extension of this study will focus on defining and planning implementation requirements, and will address:

- **Focus** -- Defining the State's information technology management processes and structures to ensure that the energies and resources expended for information technology are focused on those programs and policy initiatives which have the greatest impact.
- **Value** -- Establishing guidelines for new investments in information technology in terms of planning, deployment and management to generate a sound economic return.
- **Positioning** -- Defining directions for the State to ensure that it has the capacity and flexibility to respond to future program demands and take advantage of future advances in technology.

In addition to defining and establishing technology leadership and a sound strategic agenda, the change process must establish a broad based consensus on the key elements of this agenda. Consensus requires both understanding and acceptance, and will act as a major factor in realizing changes.

## **SCOPE AND APPROACH**

Our approach will focus most on the information technology leadership model, and issues related to the IBC study recommendations which require legislative action. This extension of the study must initiate change in those areas for implementation of all of the recommendations (and realization of objectives) to follow.

Positioning of the project with respect to the Legislature and Executive Branch needs to evolve. Clearly, some of the IBC study recommendations require legislative change, while others have direct impact on State agencies and will require Executive directive to implement. The information technology leadership model (i.e., expansion and strengthening of the TIM Council) is not necessarily an Executive Branch organization, and will require coordination and cooperation of all of Iowa state government, including the University system.

We have structured our approach with the assumption of working with the Legislature as the client, recognizing that coordination is required with the Executive Branch and University system. We also expect that an ad hoc committee or task force organization will be formed to address issues, approach, and legislative requirements. We will serve to facilitate and coordinate this group as well as actively participate to ensure timely results. Membership should include high level representation from the Legislature, the Executive Branch University system, and private sector. Members should be carefully selected to provide a group with capacity to achieve consensus and to challenge the status quo of the planning, use and management of information technology in Iowa state government today. Our approach provides flexibility and includes the following general phases:

- **Phase I – Information Technology Leadership Model Feasibility and Issues Analysis** -- Our initial analysis will examine feasibility of creating an organization through legislation rather than Executive directive. During this phase, we will examine the issues and options for:
  - Organizational Placement
  - Leadership Responsibilities
  - Method of Operations
  - Membership and Roles
  - Management Focus.

Our analysis of issues will include a review of models operating successfully in other states, and will test consensus with key individuals in Iowa state government. If expansion of the TIM Council as an Executive Branch function is clearly indicated, we will recommend that the continuation of the project for implementation planning be transitioned to the Executive Branch.

- **Phase II - Issues Analysis of Other Recommendations** .. There are several issues to consider with respect to the IBC study recommendations prior to considering legislative change. A preliminary identification of issues includes:
  - Program Management of Executive/Legislator Education in Information Technology.
  - Strategic Information Systems Planning Linkage to Budget Review/Approval.
  - Direction and Rollout for an Effective Strategic Information Systems Planning Process.
  - Organizational Placement, Method of Operations and Management Focus for an Information Resource Center.
  - Information Resource Sharing Access Policies, Pricing, and Value Added Service Offering.
  - Agenda and Program Management for Information Technology Applied Research.
  - Change Management for Multi-Year Technology Project Budgets.

In addressing these and other issues, we will prepare issue statements, research and analyze viable resolution options, coordinate discussions to identify consensus positions, and draft recommended courses of action.

- **Phase III - Draft Legislative Change** .. We will assist in evaluating implementation requirements which require legislative change. Our analysis will address the design of organizational, operational and management models to achieve intended changes, and we will assist in translating these models to legislative and policy directive language. We will provide assistance and advice throughout the legislative process to ensure that consensus building and compromise contribute to the strength of the program initiative. We will also prepare and present special communications of our analyses and recommendations where necessary to further this process.

## **TIMING AND FEES**

We recognize the urgency in addressing the issues and drafting legislative change to meet the timeframe of the next legislative session. The schedule and fee estimates identified below reflect that an aggressive effort will be made, with the fee estimates as a not-to-exceed limit for services provided. The general schedule is as follows:

<u>Phase</u>	<u>Schedule</u>	<u>Fee Estimate</u>
I. Information Technology Leadership Model		
- Feasibility	1/15 - 2/2	\$20,000
- Issues Analysis	1/29 - 3/2	40,000
II. Other Issues Analysis	2/5 - 3/16	40,000
III. Draft Legislation and Support	<u>3/5 - 4/5</u>	<u>40,000</u>
Total	1/15 - 4/5	\$140,000

Our fees are exclusive of out-of-pocket expenses, which we estimate not to exceed \$20,000.

## **ENGAGEMENT ORGANIZATION**

Our staffing approach for this extension of the study will maintain the Ernst & Young team from the IBC study:

- Charles Raz, Engagement Executive
- Dave Kraft, Lead Consultant
- Tony Barga, Advisory Consultant

We will leverage the work and talent of other individuals who are/were directly involved in similar state government studies, and will apply any other resources of our firm which will be advantageous to this study and Iowa's objectives for its impact.

\* \* \* \* \*

We appreciate the opportunity to continue to provide our services to the State of Iowa in this important study. If you have any questions, please call Dave Kraft at (312) 645-3456 or Chuck Raz at (312) 645-3248.

Very truly yours,

*Ernst & Young*

REPORT OF THE REDISTRICTING TECHNOLOGY SELECTION COMMITTEE  
TO THE LEGISLATIVE COUNCIL

February 1, 1990

On December 20, 1989, the Legislative Council adopted a motion that the Redistricting Technology Selection Committee should negotiate with Election Data Services, Inc. and Public Systems Associates, Inc. for a redistricting computer system at a maximum expenditure of \$600,000 for the computer system. Accordingly, letters were sent to both vendors and responses were received.

The Redistricting Technology Selection Committee met on January 31, 1990 to consider the responses of the two vendors and to make recommendations to the Legislative Council. The Committee makes the following report to the Legislative Council:

1. The Committee should conduct further negotiations with Election Data Services, Inc. for Election Data Services, Inc. to provide a redistricting computer software package for the Congressional and legislative redistricting activities of the Iowa General Assembly at a maximum expenditure of \$600,000, as provided in correspondence from Election Data Services, Inc., dated January 5, 1990. The software package will include specified data base development and redistricting system support.

2. As a part of the contract, Election Data Services, Inc. must agree to provide the required redistricting features that have already been demonstrated by them to the Redistricting Technology Selection Committee.

3. In addition to the features already demonstrated, the contract shall require provision of the following additional features not yet demonstrated by Election Data Services, Inc.:

- a. Delineation of the hierarchy of political subdivisions.
- b. Provision of a "rest of" function so that the computer will automatically assign the remaining pieces of isolated territory of a county or city into the next designed district.
- c. Contiguity check of pieces of territory which have not yet been assigned to a district.
- d. Cancel feature that will cancel a command and move on to another command relatively quickly.

4. Subject to further negotiation with Election Data Services, Inc., the contract shall address the following additional features:

- a. Ability to draw plans using subsets of the state.

- b. Ability to compute and generate written reports on length-width compactness and population dispersion compactness.
  - c. Ability to generate written reports combining and renumbering house and senate districts.
5. The contract shall provide that all required software features be demonstrated by July 1, 1990, with the satisfactory performance of this requirement to be determined by the bipartisan subcommittee of the Redistricting Technology Selection Committee or the contract will be terminated.
6. The contract shall provide that Election Data Services, Inc. and its employees agree not to perform any Iowa reapportionment or Iowa redistricting related consulting services, with or without compensation, other than services provided to the Iowa Legislative Council, until September 1, 1991.
7. The data base should be developed that the generally smaller sized cities will not be divided along township boundaries except for cities divided by county lines.

Respectfully submitted,

SENATOR BILL HUTCHINS  
Chairperson

**DRAFT**  
FOR DISCUSSION PURPOSES  
ONLY

P R O G R E S S   R E P O R T

AIR LINK TRANSPORTATION STUDY COMMISSION

Senator Joseph J. Welsh, Co-chairperson

Representative C. Arthur Ollie, Co-chairperson

Submitted to the General Assembly

January 1990

Prepared by the Legislative Service Bureau

**DRAFT**  
**FOR DISCUSSION PURPOSES ONLY**  
**PROGRESS REPORT**  
**AIR LINK TRANSPORTATION STUDY COMMISSION**

January, 1990

AUTHORIZATION AND APPOINTMENT

The Air Link Transportation Study Commission was established by the Legislative Council and directed to prepare a request for proposal (RFP) to employ a consultant who will prepare contract proposal for an Iowa-based company to provide passenger air services among a minimum of Iowa's ten largest marketing areas. In awarding a contract, the Commission shall consider reasonable air fares and consistent and reliable time schedules. The Commission may consider allowing an Iowa-based company to transport passengers to major air transportation hubs that are located in states contiguous to Iowa.

The Commission held two meetings during the 1989 interim on August 21 and October 20. The October 20 meeting was held by telephone conference.

The Iowa Department of Transportation provided technical assistance to the Commission in developing a scope of services for the RFP and providing information concerning potential consultants.

Members of the Commission are:

Senator Joseph J. Welsh, Co-chairperson  
Representative C. Arthur Ollie, Co-chairperson  
Senator Jim Lind  
Representative Gregory A. Spenner  
Mr. Bob Bocken, Fort Dodge  
Ms. Camille Hogan, Waterloo  
Mr. Arnie Honcamp, Dubuque  
Mr. Ron Remmers, Burlington  
Ms. Bea Roseman, Ottumwa  
Mr. Jerry Thiele, Mason City  
Ms. Jan Walton, Marion

COMMISSION PROCEEDINGS

At its first meeting on August 21, the Commission focused on the current status of intrastate and interstate air services programs in Iowa and the Upper Midwest. The Commission received testimony from Mr. Ian MacGillivray, Director of the Planning and Research Division of the Iowa Department of Transportation. Mr.

MacGillivray discussed the status of the Department's programs on aviation funding including the 1988 Air Service Study which explored existing air services, the importance of air service to Iowa's economic development, and the feasibility of various policy and program options.

Noting that the South Dakota Department of Transportation has recently completed an air service study which is to be implemented by a state airport authority, the Commission invited Mr. Dean Gretschmann, Planning and Programming Division, South Dakota Department of Transportation to outline South Dakota's proposal at its second meeting. The Commission also discussed specific items to be included in the scope of services for the Commission's RFP. Co-chairperson Ollie stated the scope of service should require the consultant to indicate how marketing of an air link program could increase the demand for the service and the consultant should consider air links which complement current interstate air service.

At its second meeting on October 20, the Commission reviewed a draft proposal of the RFP including a scope of services suggested by the Iowa Department of Transportation. A meeting scheduled earlier in September for receive testimony from Mr. Dean Gretschmann of the South Dakota Department of Transportation was cancelled when Mr. Gretschmann cancelled his appearance. A telephone conference was also scheduled for October 16, but a quorum of the Commission members was not available to review and approve the RFP for dissemination.

The Commission completed its review and approval of the RFP on October 20 and directed that the RFP be sent to potential consultants identified by the Iowa Department of Transportation, consultants submitting proposals to other states, and consultants responding to advertisements placed in the Aviation Week & Space Technology and the Airport Report.

The Commission set the final date for receipt of consultant proposal for Wednesday, December 13. As of that date, thirteen proposals were received by the Legislative Service Bureau and mailed to the Commission membership. The following is a list of the consultants submitting proposals:

	Proposal Cost
Roberts & Assoc., Inc. Hayward, California	\$180,796
Frank Sisson & Co., Inc. Wichita, Kansas	\$171,701
Aviation Consulting Inc. Teterboro, New Jersey	\$ 97,500
Comsis Corp.	\$130,930

Air Link Transportation Study Commission  
Progress Report - January, 1990  
Page 3

DUPLICATE  
FOR DISCUSSION PURPOSES  
ONLY

Silver Spring, Maryland

Apogee Research Inc.  
Bethesda, Maryland \$181,068

Kurth & Co., Inc.  
Washington, D.C. \$119,790

A. Simat, Helliesen & Eichner Inc.  
Waltham, Massachusetts \$171,356

J.A. Nammack Assoc., Inc.  
Alexandria, Virginia \$201,000

Aviation Planning Assoc., Inc.  
Cincinnati, Ohio \$127,000

Moncrieff Management Ltd.,  
Montreal, Quebec, Canada \$103,550

Sypher-Mueller International Inc.  
Ottawa, Ontario, Canada \$129,400

Aviation Resources Co., Ltd.  
Sebastopol, California \$179,450

Howard R. Green Co.  
Cedar Rapids, Iowa \$148,000

The Commission plans to submit a budget request to the Legislative Council at its December 20 meeting. The Commission plans to complete the selection process by January 12, 1990, and a completion date for the consultant's report by August 1, 1990.

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WAYS AND MEANS

1           HOUSE CONCURRENT RESOLUTION NO. 102  
2           BY MAULSBY

3 A Concurrent Resolution requesting the Legislative Council  
4       to establish an interim study committee for the purpose  
5       of studying property tax relief through a moneys and  
6       credits tax.

7       WHEREAS, the property tax payments of some Iowa  
8       residents exceed a certain percent of their income;  
9       and

10      WHEREAS, property taxes collected are being used to  
11     support services not affecting property or services  
12     for property; and

13      WHEREAS, many Iowa residents have expressed a  
14     continuing interest in property tax relief; and

15      WHEREAS, a tax on moneys and credits could be used  
16     as a method of providing property tax relief; NOW

17 THEREFORE,

18      BE IT RESOLVED BY THE HOUSE OF REPRESENTATIVES, THE  
19     SENATE CONCURRING, That the Legislative Council is  
20     requested to establish an interim study committee to  
21     study and review a tax on moneys and credits.

22      BE IT FURTHER RESOLVED, That the Committee report  
23     to the Legislative Council and the General Assembly by  
24     December 1, 1990, unless the Legislative Council  
25     establishes a different reporting date, its  
26     recommendations regarding the establishment of a  
27     moneys and credits tax to provide property tax relief  
28     to Iowa residents.

29

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DIANE E. BOLENDER, DIRECTOR

January 29, 1990

## MEMORANDUM

**TO:** CHAIRPERSON HUTCHINS, VICE CHAIRPERSON AVENSON, AND MEMBERS  
OF THE LEGISLATIVE COUNCIL

**FROM:** Diane Bolender, Director *JB*

**RE:** Legislative Council and Council Committee Meetings

Chairperson Hutchins has scheduled a meeting of the Redistricting Technology Selection Committee for 10:00 a.m. on Wednesday, January 31, 1990 in Senator Hutchins' Office and the Legislative Council for 12:00 Noon on Thursday, February 1, 1990.

Enclosed are copies of the following:

Tentative agendas for the Redistricting Technology Selection Committee and the Legislative Council

Minutes of the December 19 Redistricting Technology Committee Meeting  
Minutes of the December 20 Studies Committee meeting  
Minutes of the December 20 Computer Subcommittee of the Service Committee

You will receive copies of the minutes of the December 20 Legislative Council and Service Committee meetings later today.

Redistricting Technology Selection Committee members will be receiving additional materials for their meeting under separate cover.

Please indicate on the enclosed card whether you will be able to attend the meeting.

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