

R E P O R T

LEGISLATIVE ADMINISTRATION COMMITTEE

of the

LEGISLATIVE COUNCIL

1. The Legislative Administration Committee of the Legislative Council held its first meeting on June 27, 1974. Five of the six members were present. The Committee discussed with Mr. Stanley McCausland, Director of the Department of General Services, space needs of the legislature and space that may become available because of the construction of new office buildings. The Committee toured the State House, including those areas which it is anticipated by Mr. McCausland will become available because of new construction, and all other state offices except the office of the Governor. On the basement level space tentatively planned to become available for use by the legislature are those areas occupied by Buildings and Grounds, the Department of General Services, and the Department of Agriculture. On the second floor those areas occupied by the Attorney General's office and the Department of Agriculture will become available according to present plans.

Following the tour a number of viewpoints were expressed in regard to making space available for the legislature. The viewpoint was expressed that the General Assembly might wish to consider using areas presently occupied by the Secretary of State, the Treasurer of State, and the Auditor of State for legislative space. It will be necessary for the legislature to determine its minimum and maximum requirements for space needed and then determine how the requirements of the legislature will fit into the space which will become available.

The Administration Committee and its chairman are presently determining the viewpoints of legislative staff and legislators as to the needs of the General Assembly for space. Opinions are being solicited and will be tabulated and summarized within the near future. The recent experiences of such states as Minnesota in providing space will also be studied. The Administration Committee is not making any recommendations at this time in regard to space, but will continue to study the needs of the General Assembly and may utilize space utilization experts within the future. Viewpoints regarding the best use of the space and needs of the General Assembly are welcome.

2. During the meeting of the Administration Committee, Mr. McCausland stated that there has been a problem in regard to the location of the Department of Public Safety's crime laboratory. Original plans had suggested that the laboratory of the Department of Public Safety be combined with the laboratory of the Department of Agriculture because of the unique features of equipment that are required. The Department of Public Safety did not find this to be a satisfactory plan because of the need of locating the administrative personnel close to the laboratory. In addition because of the

creation of The Department of Transportation a number of functions of the Department of Public Safety will be transferred which means that space required by the Department of Public Safety is not as great as it has been. Therefore a compromise plan has been arrived at which would provide for the Department of Public Safety being located within the Agricultural Building, and making joint use of the laboratory facilities where feasible and where no confidential information would be jeopardized. In order to do this it would appear that action by the legislature may be required. For this reason the Administration Committee invited the chairman of the Capitol Planning Commission, Representative Glenn Brockett, and the Director of the Department of General Services, Mr. Stanley McCausland to appear before the Legislative Council at its July 10th meeting.

3. The Director of the Legislative Service Bureau, the Legislative Fiscal Director, the Chief Clerk of the House, and the Secretary of the Senate noted that all their agencies are involved in processing vouchers from different funds. They suggested that the Administration Committee consider the creation of a joint legislative finance office and a single fund to pay for and take care of all voucher work for all legislators no matter what type of service they may be performing. The finance office would be jointly staffed by the house and the senate and would operate primarily during the interim period. A bill draft will be prepared for discussion purposes to carry out this function.

4. Mr. Harbor and Mr. Brown presented a report in regard to legislative printing. There was general agreement in regard to most of the concepts contained within the report and hopefully there will be a savings in the printing process. It is hoped that the possibility of the state printing its own clip sheets and calendars pursuant to the creation of camera-ready copy by the increased use of data processing will become a reality. A savings of approximately \$53,000 during both sessions of the next General Assembly, or \$26,500 per session, could be made if the state printer is allowed to purchase certain printing equipment. The state printer has sufficient funds for the purchase of the equipment, however by law there is an expenditure limit on expenses for printing which can only be extended by the Executive Council. It was suggested that the Administration Committee and the Legislative Council endorse the purchase of this equipment and urge Mr. McCausland, Director of the Department of General Services, to appear before the Executive Council and seek the necessary authority for increasing the spending limit. In addition to savings in the legislative printing field, savings could result from other offices which make use of the equipment. The Administrative Committee endorses this procedure.

In discussing changes in printing procedures the question of eliminating the printing of the corrected journal was considered at length. There appears to be a difference of opinion in regard to this procedure. There are alternative procedures available; those being the house continue printing the corrected journal and the senate discontinue such practice, no change in printing the corrected journal be made, and that an option to discontinue the printing of the cor-

rected journal would be contained in the printer's contract. It is recommended that the Council not take any action until the August meeting of the Council on this concept.

5. The Administration Committee endorsed the use of the same type of amendment paper for the two houses of the General Assembly. It had been explained that the houses use different paper which results in a great waste of time when the Service Bureau must prepare the same amendment for the two houses, especially when the amendments are lengthy. The persons present, including house and senate staff, agreed with the use of the same amendment paper.

6. In regard to the amendment process itself, it was agreed that the Administration Committee would continue to study rules relating to the amendment process. There was discussion between the members regarding whether the amendments should be limited, and if so, by what rule or method. Because of this the Director of the Service Bureau was asked to poll the various states and see what methods they may use in regard to regulating the amendment process on the floor. The Administration Committee will continue to study this subject.

7. The Administration Committee briefly discussed possible new rules. One area which was discussed was the method by which standing committee members would be encouraged to be in attendance when their committees meet early in the morning.

8. Mr. Rankin had indicated need for additional space for the Fiscal Director and suggested the use of the women's lounge presently located next to the Fiscal Director's Office. It is recommended that no action be taken in regard to this request until the August meeting of the Legislative Council.

9. The fact that the senate carpet is wearing was discussed. The Administration Committee endorsed the plans of Secretary of the Senate Ralph Brown to purchase brass plates to cover the wearing of the carpet on the steps of the senate.

10. Chief Clerk Harbor will be presenting to the Administration Committee rules which other states have formulated regarding blind voting which will be possible with new voting machines.

11. The Administration Committee will be meeting at the call of the chair in August.

Respectfully submitted,

ANDREW VARLEY
Chairman

There was an extended discussion of the projected budget for the Office of the Citizens' Aide, in the course of which Mr. Mayer stated his opinion that the 1973-74 estimated budget figures prepared with the assistance of the Legislative Service Bureau project expenditures for travel, general office supplies and telephone expenses which are considerably higher than the amounts past experience would indicate will actually be expended for these purposes. Therefore, Mr. Mayer added, he feels that it will be possible to increase the salaries of his staff in accordance with the proposals presented to the Administration Committee on the preceding day. Senator Hill and Representative Lipsky expressed the view that it would be preferable to wait until after completion of the present quarter, and then evaluate the rate of expenditure for travel, office supplies and telephone service before making a decision on salary increases.

In response to concerns expressed and questions asked by Speaker Varley and Representative Cochran, Mr. Mayer stated that if the expenditures by his office were to run at the rate of approximately \$20,000 per quarter as anticipated by the 1973-74 estimated budget prepared with the assistance of the Legislative Service Bureau, then the Office of the Citizens' Aide would be faced with a deficit on the order of \$8,000 in the second year of the current biennium. Mr. Mayer reiterated that he does not anticipate that the expenditures of his office will in fact be at or near the figures projected by the estimated budget.

In response to questions by Senators DeKoster and Hill regarding status of the Crime Commission's grant to the Office of the Citizens' Aide for the position of Deputy for Corrections, Mr. Mayer stated that the grant totals \$9,800 and covers travel and expenses in addition to salary of the Deputy for Corrections. Mr. Mayer stated there is no guarantee the grant will continue beyond the six-month period for which it has presently been approved, but that he anticipates that his agency can obtain Crime Commission funds for this purpose for up to a total of two years. He said that if Senate File 73, which has passed the Senate and which would

in effect create the position of Deputy for Corrections by statute, is passed by the House in 1974, funds would be available for use in matching the Crime Commission grant. In answer to a further question, Mr. Mayer indicated that the Deputy for Corrections program will terminate at the end of the present six-month grant period if Senate File 73 does not pass the House in 1974, because it is not going to be possible to squeeze any additional funds out of the existing appropriation to the Office of Citizens' Aide for use as state match for the Crime Commission grant.

Representative Stromer inquired about the experience and present duties of Mrs. Ruth L. Mosher, who presently holds the position of Second Deputy Citizens' Aide. Mr. Mayer replied that Mrs. Mosher has previously been employed as the agency's confidential secretary, and is therefore familiar with its work, and added that he has full confidence in her ability to perform the duties of a Citizens' Aide. He stated that she is not presently handling any of the duties of the confidential secretary.

After further discussion of the proposed salaries for staff personnel of the Office of the Citizens' Aide, Representative Lipsky moved that the salary for the Deputy Citizens' Aide be fixed at \$12,500 rather than \$13,500, and that the salary for the Second Deputy Citizens' Aide be fixed at \$10,500 rather than \$11,500, and that when so revised the proposed salary levels submitted to the Administration Committee on the previous day be approved by the Legislative Council effective October 1, 1973; further, that the Citizens' Aide report back to the Council on expenditures by his office and his recommendations for staff salaries after completion of the second quarter of the current fiscal year. The motion was seconded by Representative Holden and unanimously adopted.

REPORT OF
LEGISLATIVE FISCAL COMMITTEE
TO
LEGISLATIVE COUNCIL
JULY 10, 1974

The Legislative Fiscal Committee met in the Legislative Fiscal Bureau Conference Room on Tuesday, July 9, 1974. Members present were:

Co-Chairmen Senator DeKoster and Representative Grassley
Senator Hill
Senator Van Gilst
Senator McCartney
Representative Dunton
Representative Small

Senator Hansen was present for a portion of the meeting.

The Co-Chairmen of the Committee had invited the State Comptroller to appear, however because of another commitment, Bill Krahl, Art Claus and Lynn Barney of the Comptroller's office appeared on Mr. Selden's behalf.

The forms for reporting the status of appropriations to the General Assembly and the format of the Budget Book were discussed extensively. The Fiscal Committee was assured that the next budget document will contain narrative relating to the statutory duties of the departments. This will be the first step in revising the format of the budget document. Consideration will be given to including program objectives and guidelines for evaluation of programs. Mr. Krahl pledged full cooperation with the Legislative Fiscal Bureau regarding the dissemination of information to the Legislature.

The Fiscal Director noted that the Comptroller is requesting the departments to complete forms based on the 90% Budget Base Adjustment as prepared for the 65th General Assembly. The value of this theory was discussed by the committee.

Mr. Krahl stated that the Budget Book for the next biennium will be separated and bound in volumes indexed by subcommittee rather than the previous alphabetical indexing.

Mr. Rankin stated that many legislators inquire about the "Budget in Brief" which was printed a few years ago but has been discontinued. The committee asked the Comptroller's office to give consideration to printing this publication again.

Mr. Krahl told the committee that Mr. Selden will meet with the Legislative Fiscal Director to review the proposed reporting forms on the Status of Appropriations. Senator Hill is gathering information from other states in this regard to be reviewed by the committee at a later meeting.

The documents required by statute to be presented to legislators by the Comptroller and Governor were discussed. Senator DeKoster requested that if the

Report of the Legislative Fiscal Committee
to the Legislative Council
July 10, 1974
Page 2

Comptroller has suggestions for changes in the law that these suggestions be submitted to the committee for their review and consideration.

The Fiscal Director introduced Tim Faller to the committee. Tim is a new member of the Legislative Fiscal Bureau assigned basically to statistical research. Also a Fiscal Analyst has been hired to start work approximately August 1 to work with the Natural Resources Subcommittee. Recruiting practices were discussed.

The Fiscal Committee approved a schedule of visitations for the Education Visitation Committee and the Human Resources Visitation Committee. One meeting of the State Departments Visitation Committee was approved for the purpose of reviewing Standing Appropriations made to Departments assigned to that Committee. Other requests of the State Departments Visitation Committee will be reviewed at the next meeting of the Fiscal Committee.

A progress report was received on the Transportation and Law Enforcement Visitation Committee. Action regarding their visits was deferred until the next meeting of the Fiscal Committee.

The schedule for the Natural Resources Visitation Committee has not been formulated as yet. This also will be discussed at the next meeting.

The Fiscal Director reviewed briefly the General Fund Receipts as of June 30, 1974. A complete report will be made to the members of the General Assembly later this month.

R E P O R T

of the

STUDIES COMMITTEE OF THE LEGISLATIVE COUNCIL

July 10, 1974

The Studies Committee met on July 10, 1974 and reviewed the requests for interim subcommittee work submitted by the chairmen of the Standing Committees. The following requests were approved and are recommended to the Legislative Council:

1. School Funding Subcommittee of the Senate Standing Committee on Education and the House Standing Committee on Schools - 5 members from each house with 6 meetings authorized.

2. Criminal Code Revision Subcommittee of the Senate Standing Committee on Judiciary and the House Standing Committee on Judiciary and Law Enforcement - 3 members from each house. The Studies Committee also requested the Legislative Service Bureau to contact Representative Brice Oakley regarding the number of meetings required by the Subcommittee.

3. Subcommittee on Apportionment of the District Court Judges and Magistrates of the Senate Standing Committee on Judiciary and the House Standing Committee on Judiciary and Law Enforcement - 3 members from each house with 4 meetings authorized.

4. Subcommittee on Mechanic's Lien Laws and Uniform Landlord and Tenant Laws of the Senate Standing Committee on Judiciary and the House Standing Committee on Judiciary and Law Enforcement - 5 members from each house with 4 meetings authorized.

5. Motor Vehicle Licensing Subcommittee of the Senate Standing Committee on State Government and House Standing Committee on Transportation - 3 members from each house with 3 meetings authorized.

6. Taxation Subcommittee of the Senate Standing Committee on Ways and Means and the House Standing Committee on Ways and Means - 5 members from each house with 3 meetings authorized.

The Studies Committee received a request for an interim study from the chairman of the House Standing Committee on Transportation which proposed a review of Iowa's railroad laws and a study of the road use tax formula for distribution of tax funds proposed after November. The Studies Committee recommends that this study not be authorized and further recommends that the Legislative Council formally request the newly created Transportation Commission to review and submit a proposal to the Council and the General Assembly, not later than January 15, 1975, regarding a reallocation of the Road Use Tax Fund between the various governmental units.

Studies Committee Report

July 10, 1974

Page 2 -

Senator Murray submitted a request to the Studies Committee that Representative Gregory Cusack be appointed to the Elderly and Handicapped Study Committee because Mr. Cusack was a primary sponsor of the Housing Development Authority Bill filed during the last General Assembly. In reviewing the Committee assignments held by Representative Cusack and because Senator Gluba and Representative Higgins have been appointed to the Study Committee, the Studies Committee recommended no action on Senator Murray's request at this time.

The Studies Committee also reviewed a request submitted by the Departmental Rules Review Committee requesting that the Legislative Council authorize a committee or subcommittee to review the new rules regarding reimbursement of expenses incurred in travel, including meal allowances, per diem, lodging, and the payment of overtime compensation. The Studies Committee recommends that a review of this area be referred to the Administration Committee of the Legislative Council.

Attached is a copy of the correspondence received from the Departmental Rules Review Committee. Also attached is a copy of correspondence received from the Iowa Conservation Commission relative to Senate Concurrent Resolution 117.

Respectfully submitted,

WILLARD R. HANSEN
Chairman

J. H. [Signature]

Iowa
Departmental Rules Review Committee
OF THE
GENERAL ASSEMBLY

SENATE MEMBERS

E. KEVIN KELLY
VICE CHAIRMAN
BERLE E. PRIEBE
BARTON L. SCHWIEGER

SECRETARIES, EX OFFICIO

WAYNE A. FAUPEL
PHYLLIS BARRY

HOUSE MEMBERS

FLOYD H. MILLEN
CHAIRMAN
W. R. MONROE
LAVERNE W. SCHROEDER

July 9, 1974

Mr. Serge Garrison
Secretary, Legislative Council
L O C A L

Dear Serge:

At its regular meeting held today, the Iowa Departmental Rules Review Committee reviewed their action in approving rules of the State Comptroller in regard to auditing claims for state employees. Discussion centered on the matter of reimbursement for noon lunches, such reimbursement allowance having been discontinued, effective July 5, 1975.

The following motion by Senator Kelly was approved unanimously:

"I move that this Committee go on record as recommending to the Legislative Council that at its next meeting they authorize an appropriate committee or subcommittee to look into the problem of inequities as to reimbursement of expenses incurred in travel including meal allowance, per diem, lodging and the overtime problem."

Please give this matter your consideration at your July 10 meeting, if possible.

Sincerely,

Phyllis Barry
(Mrs.) Phyllis Barry

COMMISSIONERS

LES LICKLIDER, CHAIRMAN—CHEROKEE
THOMAS A. BATES—BELLEVUE
JIM D. BIXLER—COUNCIL BLUFFS
JOHN G. LINK—BURLINGTON
JOHN C. THOMPSON—FOREST CITY
HERBERT T. REED—WINTERSET
CAROLYN T. LUMBARD—DES MOINES



FRED A. PRIEWERT, Director
300 Fourth Street, Des Moines, Iowa 50319
515/281-5145

An EQUAL OPPORTUNITY Agency

July 8, 1974

Iowa Legislative Council
State House
LOCAL
Des Moines, Iowa 50319

Re: Senate Concurrent Resolution 117
City of Wapello - River Bank Erosion Study

Dear Mr. Koebnick:

The Iowa Conservation Commission, at its regular meeting on Tuesday, July 2, 1974, approved the firm of Stanley Consultants, Inc., of Muscatine to conduct a study of the condition of the Iowa River bank through the Town of Wapello.

The cost of this study along with analysis, report and recommendations is expected cost under \$30,000 and will be completed by December of this year. A copy of the "Scope of Services", is attached hereto for your information. Copies of the final written report will be sent to you upon completion of this study.

Very truly yours,

Fred A. Priewert, Director
State Conservation Commission

FAP/TWA/db
attch.

SCOPE OF SERVICES*

WAPELLO RIVER BANK EROSION STUDY

Information Gathering

Review previous studies and collect local information and opinions.
Design and monitor two ground water observation wells.
Prepare and assess results of soils testing program.
Supervise well drilling and soils program to be performed by others.
Survey 12 river cross sections.
Measure stream velocity and bed load.
Derive stage duration and flood frequency for present conditions.
Historic evidence of bank erosion.
Availability and cost of construction materials.

Analysis

Stability of existing river bank slopes against sliding failure.
Erosion of bank, toe and river bed.
Effect of bank protection on flood stage.
Effect of remedial measures on recreation and environment.
Possibilities of river training or channel changes.
Stability of river bank and toe with proposed improvements.

Plan Formulation

Formulate at least two alternative plans, including the least costly solution.
Review preliminary plans with client and city officials and modify as necessary.
Prepare preliminary plans, cost estimates and proposed construction schedule.

Report and Recommendation

Prepare a written report (50 copies to client) covering all aspects of the investigations.
Review preliminary draft with client and city.
Final editing.
Presentation of report to client.
Other presentations as necessary.

*Wells and soils tests by others coordinated by SC.

SCI
6/21/74

EXCERPT FROM MINUTES OF IDR COMMITTEE

6-11-74

COMPROLLER - Marvin Selden, Jr., State Comptroller, and Eldon Sperry,
Claims Assistant State Accountant, appeared before the Committee to request that rules of the Comptroller relating to auditing claims, appearing in 1973 IDR, 209 and 210, be rescinded and revised rules on the subject be adopted in lieu thereof. Said rules, being 1.1(8) to 1.8(8) are pursuant to authority of section 8.6(16) of the Code and will be effective July 1, 1974.

Mr. Selden reviewed the major changes, being the requirement that all travel vouchers shall contain the social security number of the employee, the increase of the statutory mileage allowance for use of a private car in state business from ten cents to fifteen cents per mile, and subsistence allowance for in-state travel--monetary and time limitations.

The allowance for lodging and meals shall not exceed a maximum of \$18.00 and there will be no reimbursement for lunches on days when there is no lodging expense incurred.

Those traveling on state business who depart prior to 7:00 a.m. and return after 6:00 p.m. to their official domicile, may be reimbursed a maximum of \$6.50 per day for meals. (No lunch) The amount previously was \$7.00 apportioned as follows: Breakfast \$1.25, lunch \$2.00 and dinner \$3.75. The proposed rules will allow \$1.50 for breakfast and \$5.00 for dinner.

Those traveling on state business who depart after 7:00 a.m. and return after 6:00 p.m. may be reimbursed a maximum of \$5.00 for dinner. Those who depart before 7:00 a.m. and return before 6:00 p.m. may be reimbursed a maximum of \$1.50 for breakfast. Those who depart after 7:00 a.m. and return before 6:00 p.m. will not be reimbursed for lunch.

It was noted that elected officials shall not be subject to the dollar limitations for lodging and meals and the comptroller may at the request of a department head, grant other exceptions necessitated by unusual circumstances.

Mr. Selden pointed out some of their reasons for eliminating reimbursement for noon lunches when there is no overnight lodging. He said, "Almost all employees who do not travel are away from their homes during the lunch hour and pay

6-11-75

for their lunches each day." In addition, there is growing insistence from Internal Revenue to report all meal reimbursements as income for each employee when traveling away from home and not out overnight. With noon lunches eliminated, the number of state employees for whom the comptroller would have to report would be substantially less.

Thomas J. Cannon, Jr., Executive Director, State of Iowa Employees Association, voiced objection to the lunch exclusion for "employees in the field."

There was further discussion of the proposed rules but no amendments were proposed.

Motion

Moved by Representative Schroeder to approve rules of the State Comptroller as originally submitted.
Seconded by Senator Schwieger.

Roll call showed 5 ayes. Representative Monroe voted "no".
Rules were approved.