

R E P O R T
of the
SPACE COMMITTEE
to the
LEGISLATIVE COUNCIL

The Space Committee met on Tuesday, July 26, 1983 to view the office spaces of the General Assembly and the Auditor of State and Treasurer of State and to discuss space needs. The Space Committee recommends that the Legislative Council approve the study for the space needs of the Capitol as outlined in the proposal submitted to the Department of General Services.

Respectfully submitted,

SENATOR LOWELL L. JUNKINS
Chairperson, Space Committee

July 7, 1983

Mr. Jack Walters, Director
Department of General Services
State of Iowa
Hoover State Office Building
Level A
Des Moines, Iowa 50319

Dear Jack:

We are pleased to submit the following proposal to provide a study for space needs for the Capitol.

A. Space Study

1. Validate 1977 State of Iowa Capitol Space Study
 - a. Meet with Executive Branch
 - b. Meet with Judicial Branch
 - c. Meet with Legislative Space Committee
2. Confirm existing space utilization of the Capitol
3. Prepare legislative space program.

B. Space Recommendations

1. Make recommendations for use of new and/or renovated spaces.
2. Integrate new space with a potential phased development of the Capitol Hall Project dated 1974.
3. Prepare conceptual plan
4. Prepare budget for space project.

C. Schedule

1. Verify existing space utilization August 12, 1983
2. Validate space study by August 19, 1983
3. Legislative space program by September 2, 1983
4. Preliminary budget by September 9, 1983
5. Final budget by September 30, 1983

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The fee for the above services would be billed on an hourly basis not to exceed \$18,000. Hourly charges for Principals are \$75.00/hour. Employees' time (other than Principals) is billed at a multiple of two and one-half (2.5) times direct personnel expense (base wage x 1.3 to account for mandatory payroll taxes and other employee benefit costs).

If the above meets with your approval, please sign one copy of this letter and return it to us as our authorization to proceed.

Very truly yours,

HANSEN LIND MEYER, P.C.

Richard F. Hansen, FAIA

RFH:jf

ACCEPTED:

Jack Walters, Director
Department of General Services
State of Iowa

Date

REPORT OF THE
LEGISLATIVE FISCAL COMMITTEE
TO THE
LEGISLATIVE COUNCIL

July 26, 1983

The Legislative Fiscal Committee met at 10:00 a.m. on July 26, 1983 in the Legislative Fiscal Bureau Conference Room. Members present were:

Representative Tom Jochum, Chair
Senator Arthur Small, Jr.
Senator Edgar Holden
Senator C. W. Bill Hutchins
Senator William Palmer
Senator Dale Tieden
Representative Minnette Doderer
Representative Lowell Norland
Representative Hugo Schnekloth
Representative Richard Welden

Also present were Senators Charles Bruner and Charles Miller, Representative Dorothy Carpenter, Legislative Fiscal Bureau staff persons, legislative staff persons, representatives of the news media, and other interested persons.

Chairman Jochum called on Dennis C. Prouty, Fiscal Director, to comment on the fiscal condition of the state budget. Mr. Prouty distributed the July Fiscal Bureau's Quarterly Report and the information on Special Tax receipts which the Bureau is preparing and sending to the Legislative Council, Fiscal Committee and Finance Committees semimonthly.

Chairman Jochum recognized Thom Freyer for the presentation of the study design on Mental Health and Mental Retardation Reorganization. Mr. Freyer outlined briefly the study design, and answered questions on various parts of the design. Senator Small moved that the study design be approved. The motion carried.

Pat Hipple presented the study design for AEA Media and Educational Services. Committee members expressed their concerns relative to the study. Ms. Hipple stated she would prepare a supplemental report incorporating the Committee's suggestions. Senator Small moved that the study design be approved, taking into consideration suggestions made. The motion carried.

House Concurrent Resolution 39 was presented by Kathleen Colburn who gave a brief background of the resolution. Chairman Jochum asked Representative Carpenter if she would like to

comment on HCR 39. Mrs. Carpenter stated it would be helpful if this information were put together in such a way that it might be used by the Committee and the Fiscal Bureau for next session.

Mr. Welden moved that the Fiscal Committee request the University of Iowa Hospital to furnish the information outlined in HCR 39 in addition to any other information the visitation committee might request. The motion carried.

Chairman Jochum asked for unanimous consent to consider House Concurrent Resolution 37 which had not been on the agenda. The Committee consented, and Chairman Jochum asked Senator Bruner to present HCR 37. He answered questions and gave the Committee additional information. Senator Small moved that the following changes be made relative to the time frame of the Resolution:

- a. Page 3, line 17 . . . beginning July 1, 1983 be changed to
. . . beginning no later than October 1,
1983
- b. Page 5, line 9 . . . by November 1, 1983 be changed to
. . . by January 1, 1984
- c. Page 5, line 11 . . . on January 15, 1984 be changed to
. . . on February 15, 1984

The motion carried.

Senator Small moved that a change be made on Page 5, line 26 as follows:

. . . General Assembly on the cost . . . be change to
. . . General Assembly in cooperation with the joint study
committee on the cost . . .

Representative Norland moved to amend the motion by replacing the word "cooperation" with the word "consultation." The motion carried and the original motion was amended to read,

. . . General Assembly in consultation with the joint study
committee . . .

Senator Small moved the adoption of HCR 37 as amended. The motion carried.

Representative Doderer asked unanimous consent that line 20 of Page 2 read "director or designee" of the Legislative Fiscal Bureau. The Committee agreed.

The meeting was adjourned.

R E P O R T

of the

ADMINISTRATION AND SERVICE COMMITTEES

to the

LEGISLATIVE COUNCIL

July 25, 1983

The Administration and Service Committees of the Legislative Council met jointly on Monday, July 25, 1983 to view additional demonstrations by Honeywell and Sperry and subsequently met and recommend that the General Assembly acquire the computer hardware and software from Sperry to provide the fiscal, text editing, and other computer services required by the General Assembly as specified in the request for proposal.

Respectfully submitted,

REPRESENTATIVE JOHN H. CONNORS
Chairman, Administration Committee

SENATOR C. W. BILL HUTCHINS
Chairman, Service Committee

Mr. Chairman

Distinguished Council Members

Ladies and Gentlemen:

I come before you today in a dual role. One, as a very disappointed computer salesman. The other, as a concerned taxpayer of this great State of Iowa. I am a disappointed salesman because it has been recommended to this council that they acquire the product of a competitor over my own. I believe the product I offered is superior to the competition. If that were not the case, I would have gracefully accepted the consequences. In this case, I believe that we demonstrated our capabilities far above and beyond those required. Admittedly, we did not perform one part of an important test but indications are that the competition was also unsuccessful.

We demonstrated our capability to satisfy the requirements of the Fiscal Bureau. We demonstrated the ability to manipulate numbers and create ad hoc reports in a very easy to do manner. We demonstrated the ability to meet the needs of the Service Bureau. We demonstrated the ability to amend a bill. We amended an amendment. We did edits and inserts. We manipulated text in every way imaginable. We did strike thru and underscore. We demonstrated many things that I believe the competitor did not approach. Items such as dictionary, proof reading, readability checking, cross referencing and indexing. We prepared text for typesetters. We showed you that it was all tied together in a system that for the most part is used every

day in our own business. We showed you the ability to do electronic mail, calendaring and other office automation facilities including the creation of personalized mass mailings.

Are you aware that you saw all of these things or are you swayed by the one temporary glitch? Our first and only glitch in the process so far. A glitch that is correctable in a short period of time!

My company and co-salespeople on this project maintained ethical integrity on every phase of the process. We pointed out our advantages and made improvements to meet the objections of everyone, including the competition. I personally pointed out the shortcomings of the competitors for a couple of reasons. One because all offerings were of public record and open for public scrutiny, and the other because it is quite likely that I have more experience with computers than anyone in this room. That experience is just short of 20 years and includes all aspects of operating and programing as well as the acquisition process.

We maintained integrity in pricing. Never did we offer to sell something you didn't really need. Never did we modify our price for anything other than to make an "apples to apples" comparison. Never were we in a position to receive more money for this order had there been no competition.

Our comparisons of financial offerings are not twisted or manipulated in any way. We can prove beyond all doubt of reasonable people that there is a significant difference in real costs and even more significant difference when the likely, and in some cases inevitable, future costs are factored in. *15% cost increase*

In spite of all the above including a guarantee to deliver by November 1 of this year, I still lost. I have to pose the question, why? My assumption, which is not unsupported, is not that I lost to a superior product, but that the principal item is that I don't have a plant in Iowa. A plant that employs 500 people.

I do not need to reiterate that Honeywell too has an interest in Iowa. I pointed out that presence in a letter to you on July 14th.

At this point I must turn to the role of private citizen.

I am concerned as to what is happening here. It appears to me that we are undermining one of the principals that made this land as prosperous as it is. We are destroying the spirit of free enterprise. We are eroding the spirit of competitive pricing. We are putting another notch in the handle of the bidding process that has for years been a part of this State's acquisitions. In only the last month agencies of our State have been involved at least 2 times, ie; the U of I Law Building and employee's insurance, that have caused concerned citizens to take notice. I believe I speak for the people when I say that all things

being equal we definitely should buy Iowa. I believe the people want you to support Iowa companies, but not at excessive taxpayers cost. They all know that plant provides money to Iowa too, but none of are so naive as to think it will close, or jobs will be lost, if this purchase is not made.

In this case things are not equal. There is a substantial cost savings by acquiring the Honeywell product. I believe I again speak for the people - your constituents - when I tell you I want you to do everything you can to keep expenditures in line. I don't want you to spend extra money! I don't want you to hire more people for the State payroll. I believe recent public sentiment, not just the view of The Register's reporters support my thoughts.

You in a sense have told Honeywell and other vendors of all kinds that if you don't have an Iowa Plant and the competition does - don't bother to bid. Are we issuing free license to Iowa Companies to offer their products to State Agencies without the fear of reasonable competition, and without the fear of competitive prices.

I feel compelled to ask, do all of the farmers have White, Massey Ferguson or John Deere tractors - do all of you have Flexsteel or Stylecraft furniture? Do you all have Toro or Western International lawn mowers? More over does the State always purchase prison industry furniture and so on? We all know I could go on and on and we all have a pretty good idea what the answer is.

Ladies and Gentlemen I want you to reconsider. I want you to consult your staff to assess what was demonstrated what was really helpful to them. Ask them what they saw? Ask which vendor really understands TEXT processing.

I want you to take a fair and equal look at the costs involved. I want you to consider the services offered. I want you to consider the extra features offered. I want you to re-examine your position and conscience. I want you to think about one of the key things your constituents told you when they sent you to represent them. I want you to consider my thoughts and feelings.

I ask you to reconsider the vote in light of all these things. All of you here have on other occasions changed your mind. If you did not support me before, I ask you to change your mind. Not just on a whim but for very sound reasoning. I ask you to select Honeywell. I guarantee we will deliver by November 1st. We are committed to this project, or I wouldn't be here.

Ladies and Gentlemen we want your business. We ask for the order.

Vendor Comparable Cost
Outright Purchase Option

<u>Purchase Alternative</u>	<u>Honeywell</u>	<u>Sperry</u>
Mainframe	\$ 549,836	603,500 *
Terminals	112,275	116,460 *
Printers	28,740	25,354 *
Software	89,900	7,500
Additional Office Automation	0	24,866 *
Subtotal	<u>780,751</u>	<u>777,680</u>
Customize System	100,000	113,560
Printers (Med. production)	?	?
Site Development	200,000	200,000
Freight	3,217	4,579
Education	<u>15,000</u>	<u>15,000</u>
Total System	\$ <u><u>1,098,968</u></u>	<u><u>1,110,819</u></u>

Annual Cost After Installation

Software:

Year 1	\$ 31,572	18,894
Year 2	34,380	34,580
Year 3	34,380	36,144
Year 4	34,380	36,144
Year 5	34,380	36,144
Year 6	34,380	48,144
Year 7	<u>34,380</u>	<u>48,144</u>
	\$ <u>237,852</u>	<u>258,194</u>

Maintenance:

Year 1	59,112	63,366
Year 2	59,112	74,664
Year 3	59,112	82,716
Year 4	59,112	82,716
Year 5	59,112	82,716
Year 6	59,112	82,716
Year 7	<u>59,112</u>	<u>82,716</u>
	<u>413,784</u>	<u>551,610</u>

* 20% discount applied.

NOTE:

- (1) A price is not included for Printers (Med. production). These prices would be comparable for the two vendors. There could be a slight price difference between the vendors for interface with the host.
- (2) Included is \$15,000 for education. We are not able to determine, at this time, the exact amount needed.
- (3) Annual software and maintenance cost are reflected in 1983 dollars. No attempt was made to add an inflation factor to the annual cost or to evaluate the necessity for maintenance contracts on all or part of the equipment.

Vendor Comparable Cost
Various Lease Alternatives

<u>Lease Alternative - Seven Year</u>	<u>Honeywell</u>	<u>Sperry</u>
Year One: One-time	\$ 405,917	340,639
Maintenance Contract	59,112	63,366
Software	31,572	18,894
Install Pay	<u>140,952</u>	<u>91,872</u>
	637,553	514,771
Year Two: Maintenance Contract	59,112	74,664
Software	31,572	34,580
Install Pay	<u>140,952</u>	<u>193,824</u>
	231,636	303,068
Total Cost for Seven Years	\$ <u>2,027,369</u>	<u>2,405,199</u>

Lease Alternative - Convert to Purchase at Two Years

Year One: One-time	\$ 405,917	340,639
Maintenance Contract	59,112	63,366
Software	34,380	18,894
Install Pay	<u>140,952</u>	<u>91,872</u>
	640,361	514,771
Year Two: Maintenance Contract	59,112	74,664
Software	34,380	34,580
Install Pay	<u>140,952</u>	<u>193,824</u>
	234,444	303,068
Remainder to Purchase	<u>533,278</u>	<u>633,218</u>
Total Cost for Two Years	\$ <u>1,408,083</u>	<u>1,451,057</u>

Total Cost for Seven Years:

Total for two years	\$ 1,408,083	1,451,057
Maintenance and Software (5 yrs)	<u>467,460</u>	<u>618,300</u>
	<u>1,875,543</u>	<u>2,069,357</u>

NOTE:

(1) Annual software and maintenance cost are reflected in constant 1983 dollars. No attempt was made to add an inflation factor to the annual cost or to evaluate the necessity for maintenance contracts on all or part of the equipment.

Vendor Comparable Cost
Outright Purchase Option

1. Honeywell with different graphics package.
2. Sperry removed additional office automation pack.

<u>Purchase Alternative</u>	<u>Honeywell</u>	<u>Sperry</u>
Mainframe	\$ 549,836	566,780 *
Terminals	112,275	116,460 *
Printers	28,740	25,354 *
Software	44,000	7,500
Subtotal	<u>734,851</u>	<u>716,094</u>
Customize System	100,000	113,560
Printers (Med. production)	?	?
Site Development	200,000	200,000
Freight	3,217	4,579
Education	15,000	15,000
Total System	\$ <u>1,053,068</u>	<u>1,049,233</u>

Annual Cost After Installation

Software:

Year 1	\$ 26,268	18,174
Year 2	29,076	31,476
Year 3	29,076	31,476
Year 4	29,076	31,476
Year 5	29,076	31,476
Year 6	29,076	43,476
Year 7	29,076	43,476
	\$ <u>200,724</u>	<u>231,030</u>

Maintenance:

Year 1	59,112	59,496
Year 2	59,112	71,466
Year 3	59,112	75,060
Year 4	59,112	75,060
Year 5	59,112	75,060
Year 6	59,112	75,060
Year 7	59,112	75,060
	\$ <u>413,784</u>	<u>506,262</u>

* 20% discount applied.

NOTE:

- (1) A price is not included for Printers (Med. production). These prices would be comparable for the two vendors. There could be a slight price difference between the vendors for interface with the host.
- (2) Included is \$15,000 for education. We are not able to determine, at this time, the exact amount needed.
- (3) Annual software and maintenance cost are reflected in 1983 dollars. No attempt was made to add an inflation factor to the annual cost or to evaluate the necessity for maintenance contracts on all or part of the equipment.

Vendor Comparable Cost
Various Lease Alternatives

<u>Lease Alternative - Seven Year</u>	<u>Honeywell</u>	<u>Sperry</u>
Year One: One-time	\$ 362,217	340,639
Maintenance Contract	59,112	59,496
Software	26,268	18,174
Install Pay	<u>140,952</u>	<u>85,098</u>
	588,549	503,407
Year Two: Maintenance Contract	59,112	71,466
Software	29,076	31,476
Install Pay	<u>140,952</u>	<u>180,276</u>
	229,140	283,218
Total Cost for Seven Years	\$ <u><u>1,963,389</u></u>	<u><u>2,295,085</u></u>

Lease Alternative - Convert to Purchase at Two Years

Year One: One-time	\$ 362,217	340,639
Maintenance Contract	59,112	59,496
Software	26,268	18,176
Install Pay	<u>140,952</u>	<u>85,098</u>
	588,549	503,407
Year Two: Maintenance Contract	59,112	71,466
Software	29,076	31,476
Install Pay	<u>140,952</u>	<u>180,276</u>
	229,140	283,218
Remainder to Purchase	<u>533,278</u>	<u>583,407</u>
Total Cost for Two Years	\$ <u><u>1,350,967</u></u>	<u><u>1,370,032</u></u>

Total Cost for Seven Years:

Total for two years	\$ 1,350,967	1,370,032
Maintenance and Software (5 yrs)	<u>440,940</u>	<u>555,680</u>
	\$ <u><u>1,791,907</u></u>	<u><u>1,925,712</u></u>

NOTE:

- (1) Annual software and maintenance cost are reflected in constant 1983 dollars. No attempt was made to add an inflation factor to the annual cost or to evaluate the necessity for maintenance contracts on all or part of the equipment.

IOWA LEGISLATIVE COUNCIL
Representative Donald D. Avenson, Chairperson
Senator Lowell L. Junkins, Vice Chairperson
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TO: ALL MEMBERS OF THE IOWA GENERAL ASSEMBLY

FROM: Serge H. Garrison, Director of the Legislative Service Bureau

DATE: July 25, 1982

SUBJECT: Requests for individually sponsored bills; predrafting and prefilng.

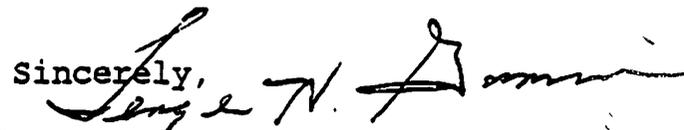
MEMBERS OF BOTH HOUSES--Presently House Rule 29 and Senate Rule 21 provide that the Legislative Service Bureau cannot accept a request for drafting an individual sponsored bill after 4:00 p.m. on Friday of the second week of the 1984 Legislative Session (January 20, 1984). The bills can be introduced anytime after that (but note the following).

Joint Rule 18 provides for both houses that individually sponsored bills must be reported out of committee no later than Friday of the eighth week of the 1984 Legislative Session (February 24, 1984).

In order to spread the workload of the Legislative Service Bureau, Bureau staff members have traditionally suggested to current members of the General Assembly that if they plan to file bill draft requests, especially those that require in-depth research or those which are long or complex, they do so as early as possible during the interim.

Attached are prefilng rules approved by the Legislative Council for the 1984 Session of the General Assembly. Since these rules operate before the convening of the session, they are in effect and you can prefile bills pursuant to them.

Sincerely,



SERGE H. GARRISON
Director

SG:cf

RULES FOR PREFILING LEGISLATIVE BILLS

1984 GENERAL ASSEMBLY

July, 1983

Iowa Code section 2.16 authorizes the prefiling of legislative bills and reads as follows:

Sec. 2.16 PREFILING LEGISLATIVE BILLS. Any member of the general assembly or any person elected to serve in the general assembly, or any standing committee, may sponsor and submit legislative bills and joint resolutions for consideration by the general assembly, before the convening of any session of the general assembly. Each house may approve rules for placing prefiled standing committee bills or joint resolutions on its calendar. Such bills and resolutions shall be numbered, printed, and distributed in a manner to be determined by joint rule of the general assembly or, in the absence of such rule, by the legislative council. All such bills and resolutions, except those sponsored by standing committees, shall be assigned to regular standing committees by the presiding officers of the houses when the general assembly convenes.

Departments and agencies of state government shall, at least ten days prior to the convening of each session of the general assembly, submit copies to the legislative service bureau of proposed legislative bills and joint resolutions which such departments desire to be considered by the general assembly. The legislative service bureau shall review such proposals and submit them in proper form to the presiding officer in each house of the general assembly for referral to the proper standing committee.

The costs of carrying out the provisions of this section shall be paid pursuant to section 2.12.

In accordance with section 2.16 the following rules for the prefiling of legislative bills shall be in effect for the First Session of the Seventieth General Assembly.

LEGISLATORS

1. REQUEST FOR PREFILING. Any person who will be serving as a member of the second session of the Seventieth General Assembly may prefile a legislative bill or resolution by making a request to the Legislative Service Bureau before December 16, 1983. The request shall be in writing and signed by the person making the request. The request may be made at the time of requesting a bill or resolution to be drafted or after the person making a request has had the opportunity to review a proposed bill or resolution. If possible the names of all sponsors of the prefiled bill shall be given to the Legislative Service Bureau at the time of making the request.

2. DRAFTING OF PREFILED BILL. If a request for a prefiled bill is received the bill will be assigned to a drafter and, if time allows, finalized prior to the convening of the General Assembly on January 9, 1984. A copy of the draft will be mailed to the legislator requesting the bill prior to the actual filing of the bill and the procedures noted in these rules will be followed.

3. INTRODUCTION OF PREFILED BILL. After the requestor receives a copy of a bill which the requestor has asked to be prefiled, the bill should be reviewed to determine if it has been drafted as requested. The requestor should then notify the Legislative Service Bureau requesting any changes in the bill or informing the Bureau that the bill has been drafted as requested. The names of all sponsors should be given to the Bureau.

If the requestor agrees that the bill meets the specifications required and confirms that the bill should be prefiled, it will be packaged and forwarded for review by the legal counsel of the house of introduction. Please note that at this point the bill is probably a public record and the text is available for review by the public. If you do not want the text to be available for review by the public at this time, please inform the Bureau and the Bureau will not prefile the bill but will hold it for you so you can introduce the bill yourself. A prefiled bill will be held for introduction at the earliest possible time following the convening of the General Assembly. No further action will be required by the legislator. The Bureau will provide appropriate forms in order that the person requesting the prefiled bill will be able to make final confirmation of the desire to prefile the bill.

4. PREDRAFTING OF LEGISLATIVE BILLS AND RESOLUTIONS. Any member of the General Assembly or person elected to serve in the second session of the Seventieth General Assembly may request the Legislative Service Bureau to prepare a bill draft or resolution at any time prior to the convening of the General Assembly and during the legislative session, subject to the time limits established by the Senate or House of Representatives. Unless the bill is specified to be prefiled it will be held by the Legislative Service Bureau until the General Assembly convenes, however a copy will be sent to the requestor if the draft is completed prior to the convening of the session.

NOTE: The difference between a "prefiled" bill and a "predrafted" bill is that a prefiled bill is available for public review after the legislator indicates satisfaction with the draft and will be forwarded directly to the house of introduction before the session and automatically introduced. A "predrafted" bill will be delivered to the legislator who may introduce it or not introduce it, whichever is the legislator's choice. The text of a predrafted bill will only be released if the sponsor consents to the release.

5. BILL DRAFTING REQUEST FORMS--CONFIDENTIAL RECORDS. The Legislative Service Bureau has available for legislators bill

request forms. If possible the bill drafting request form should be completed by the legislator when requesting that bills be drafted by the Legislative Service Bureau, but a request form will be completed by Bureau personnel if the legislator does not have an opportunity to do so. Bill draft request forms can be obtained from the Bureau upon request.

It should be noted that the bill draft request form contains a space for indicating if a drafting request is to be confidential. If a legislator desires that no information be released in regard to a request, the legislator should indicate this fact on the request form. It is the policy of the Bureau that a request from a legislator creates a personal relationship between the Bureau and the legislator, and only such information as the legislator desires will be released to the press or other interested persons. In this regard cognizance must be given to the public records law. Most records of the Bureau are public records and frequent inquiries are made by the press and other interested persons as to what bill drafting requests have been received by the Bureau. The policy of the Bureau has been that a bill is not a public record until completed and delivered to the requestor. However indexes of bill requests appear to be public records. A copy of a bill will not be released to a person other than the sponsor, without the sponsor's implied or expressed consent or unless the bill has been introduced or otherwise placed in the public domain by the sponsor. A designation that a bill is to be confidential means that the request will not be listed in the index of bill requests and that Bureau personnel will not release any information in regard to the request.

DEPARTMENTAL REQUESTS

SUBMISSION OF PREFILED PROPOSED BILLS. Prefiled proposed bills and resolutions of state departments and agencies shall be submitted to the Legislative Service Bureau no later than December 30, 1983. The proposals shall be in bill draft or resolution form or shall be as specific as possible as to the Code changes desired. The Legislative Service Bureau will review the proposal, make suggestions as to nonsubstantive changes or corrections, confer with the department or agency representative in regard to the proposal, finalize the bill, and submit it in proper form to the presiding officer of the two houses for referral to the proper standing committee. Prefiled and predrafted bills and resolutions requested by legislators will, however, receive priority consideration by the Legislative Service Bureau over departmental and agency bills and resolutions. Bills received from departments and agencies after December 30, 1983 will not be assigned to a staff member unless a legislative sponsor is obtained. It is strongly suggested that departments and agencies submit their proposals prior to December 1, 1983 in order that the Legislative Service Bureau has adequate time to provide assistance in drafting. Lengthy or complex proposals should be submitted far in advance of that date. This will allow the Bureau to provide assistance before a large quantity of legislative requests are received.

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August, 1983

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TO: MEMBERS OF THE GENERAL ASSEMBLY

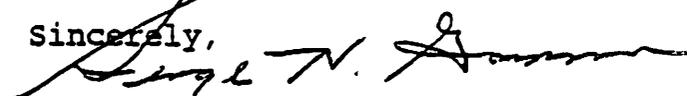
Enclosed is a copy of a bill which you requested to be drafted by the Service Bureau. Please review the bill carefully to determine that your instructions have been followed. If you have any corrections, changes or questions, contact the drafter. The person who drafted this bill is _____.

If you are satisfied with the drafting of the bill, let us know. If there will be additional sponsors, try and let the Bureau know as soon as possible, since we will be making the additional copies and packaging the bill for delivery to you or prefiling, as the case may be starting December 19, 1983.

If you wish to prefile the bill let us know. Prefiling means we will forward the bill and the necessary copies to the House of introduction without further instructions from you. Please note that at this point the text of the bill appears to be a public record and available for review by interested persons. If you do not want this to happen at this point, tell the Bureau not to prefile until further notice. We would prefer to have written instructions to prefile but will accept oral instructions to do so. Written instructions can serve as authorization for Senate and House personnel to process the bill. If prefiled, the bill will be introduced without further action by you as soon as possible after the convening of the General Assembly. We are enclosing a form for your use for prefiling.

If you have any questions, please contact the Bureau.

Sincerely,



SERGE H. GARRISON
Director

SG:cf
enc.

TO: THE LEGISLATIVE SERVICE BUREAU

Please prefile my bill draft request(s) numbered

(Insert LSB number found in the lower right hand corner of the last page of the bill)

I understand that once I authorize the bill to be prefiled, the text is available for public review.

Signature

TO: THE LEGISLATIVE SERVICE BUREAU

Please prefile my bill draft request(s) numbered

(Insert LSB number found in the lower right hand corner of the last page of the bill)

I understand that once I authorize the bill to be prefiled, the text is available for public review.

Signature