

REPORT OF THE SERVICE COMMITTEE  
OF THE LEGISLATIVE COUNCIL

December 2, 1987

The Service Committee of the Legislative Council met on December 1, 1987, and December 2, 1987.

The Service Committee makes the following recommendations as a result of its meeting on December 1, 1987:

1. That sections B and C of the Report of the Comparable Worth Staff Committee be approved. (Section A does not concern the central legislative staff agencies.) This Report includes the following:

a. The following proposed classifications in the Computer Support Bureau be assigned the listed grades:

- (1) Computer Operator II: Grade 24
- (2) Run Designer I: Grade 24
- (3) Run Designer II: Grade 27
- (4) Run Designer III: Grade 30
- (5) Mapper Coordinator I: Grade 32
- (6) Mapper Coordinator II: Grade 35
- (7) Software Analyst I: Grade 34
- (8) Software Analyst II: Grade 36

b. The position of Legal Division Chief be assigned Grade 37.

c. The position of Research Division Chief be assigned Grade 36.

2. That the following employees of the Office of Citizens' Aide/ Ombudsman be reassigned to the following positions:

a. Ms. Judith Green be reassigned from Administrative Secretary (Grade 21, Step 6) to Executive Secretary (Grade 23, Step 5).

b. Ms. Patricia Nett be reclassified from Secretary (Grade 19, Step 6) to Administrative Secretary; (Grade 21, Step 5).

c. Mr. James Peterson be reclassified from Assistant I (Grade 27, Step 2) to Assistant II (Grade 30, Step 1).

3. That the following employees of the Office of Citizens' Aide/ Ombudsman be granted the following meritorious step increases effective October 30, 1987.

a. Ms. Susan E. Voss, Legal Counsel, from Grade 31, Step 4 to Grade 31, Step 5.

b. Mr. Clarence Key, Jr., Assistant for Corrections, from Grade 30, Step 4 to Grade 30, Step 5.

c. Mr. Randy A. Meline, Assistant II, from Grade 30, Step 4 to Grade 30, Step 5.

4. That Mr. Michael J. Ferjak be employed by the Office of Citizens' Aide/Ombudsman as an Assistant I at Grade 27, Step 1.

5. That the \$5.75 per hour limitation on the hourly wage paid for part-time clerical assistance for the Office of Citizens' Aide be removed. However, the \$3,000 per year maximum will remain.

6. That Ms. Terri Johnson, an employee of the Legislative Fiscal Bureau, be reclassified from Legislative Analyst I (Grade 27, Step 3) to Legislative Analyst II (Grade 30, Step 1).

7. That the titles of the following employees of the Legislative Fiscal Bureau be changed and that the employees remain at the same pay levels where they fit under the new classifications:

a. Mr. Ray Knapp's title be changed from Programmer System Analyst to Run Designer III, which will be Grade 30, Step 6.

b. Ms. Dyane Kroshe's title be changed from Senior Run Designer to Run Designer II, which will be Grade 27, Step 1.

8. That the following employees of the Computer Support Bureau be reclassified:

a. Ms. Kay Evans be reclassified from Senior Run Designer (Grade 28, Step 4) to Mapper Coordinator I (Grade 32, Step 1).

b. Ms. Cheryl Porath be reclassified from Administrative Secretary (Grade 21, Step 3) to Mapper Run Designer I (Grade 24, Step 1).

9. That the position of Administrative Secretary (Grade 21, Step 1) in the Computer Support Bureau be filled.

10. That if the plan for the computerization of the Iowa Administrative Code is approved, the position of Mapper Run Designer II (Grade 27, Step 1) in the Computer Support Bureau be filled in the spring of 1988.

11. That Mr. Richard Johnson be appointed as Legal Division Chief in the Legislative Service Bureau at Grade 37, Step 2 (currently at Grade 36, Step 2).

12. That Ms. Diane Bolender be appointed as Research Division Chief in the Legislative Service Bureau at Grade 36, Step 5 (currently at Grade 35, Step 5).

13. That the proposed classifications of Assistant Editor I (grade 24) and Assistant Editor II (Grade 27) be created in the Legislative Service Bureau to replace the current classification of Administrative Code Assistant (Grade 27). This is subject to review by the Comparable Worth Staff Committee.

14. That Mr. John Pollak begin employment as a Research Analyst I in the Legislative Service Bureau at Grade 27, Step 2, due to his extensive previous relevant experience.

15. That the Legislative Service Bureau be authorized one additional page position for the 1988 Session, making a total of two and authorized a temporary session secretary.

The Service Committee makes the following recommendations as a result of its meeting of December 2, 1987:

1. That the attached proposed budgets and budget allocations of the central legislative staff agencies for the fiscal year beginning July 1, 1988, be

approved pursuant to section 2.12 of the Code.

2. That the Computer Support Bureau install a personal computer in the House and a personal computer in the Senate that would be available for use by legislators.

3. That the Computer Support Bureau investigate purchasing suitable computer equipment that could be checked out and taken home for use for legislative purposes by employees of the Legislative Service Bureau and the Legislative Fiscal Bureau. The purchases would not exceed three for each agency.

4. That the budget allocation for office equipment for the Legislative Fiscal Bureau for the fiscal year beginning July 1, 1987 be increased from \$15,000 to \$19,000 and the total budget be increased by that amount. The additional moneys will be used to purchase a facsimile transreceiver for use by the General Assembly and its agencies.

5. That the salaries of the Directors of the central legislative agencies be increased according to the recommendations of the leadership of the Senate and House.

6. That the Service Committee and the leadership of the Senate and House jointly devise a system for evaluation of central agency heads beginning in July, 1988.

The Service Committee also reports that it received and filed the following reports at its meeting of December 1, 1987:

1. Computer Support Bureau
  - Personnel Report
2. Legislative Fiscal Bureau
  - Personnel Report
3. Legislative Service Bureau
  - Personnel Report
  - Report on Implementation of Reorganization
  - Report on Computerization of the Administrative Rules
4. Office of Citizens' Aide/Ombudsman
  - Personnel Report
  - Litigation Report
  - Relocation Report

Respectfully submitted

SENATOR JOE WELSH  
Chairperson

Service Report, Dec  
jw/dg/20

**PROPOSED BUDGETS**  
**OF**  
**CENTRAL LEGISLATIVE STAFF AGENCIES**  
**FOR**  
**1988-1989 FISCAL YEAR**

**Legislative Computer Support Bureau**

**Legislative Fiscal Bureau**

**Legislative Service Bureau**

**Office of Citizens' Aide/Ombudsman**

**November, 1987**



SANFORD B. SCHARF  
DIRECTOR  
515-281-7840

LUCAS STATE OFFICE BUILDING  
DES MOINES, IOWA  
50319

STATE OF IOWA

LEGISLATIVE COMPUTER SUPPORT BUREAU

PROPOSED ALLOCATIONS  
FISCAL YEAR 1988-89

	<u>FY'88</u>	<u>FY'89</u>	<u>FY'89*</u>
Personal Services	182,251	216,919	247,215
Travel, Subsistence & Education	20,000	20,000	20,000
Communication	10,000	10,000	10,000
Office Supplies, Equipment and Related Items	30,000	30,000	30,000
Purchase, Lease, Maintenance:			
Software	160,625	166,625	166,625
Hardware	453,121	465,121	715,121
Capital Improvement**	50,000	50,000	50,000
	<u>905,997</u>	<u>958,665</u>	<u>1,238,961</u>
FTE	5.3	6.3	7.3

\*Note: 1 The second FY' 89 column of figures includes the first years hardware, software and staffing necessary for the Computerization of the Iowa Administrative Code.

\*\*Note: 2 The capital improvement will provide office space in the Lucas Building adjacent to the computer room. The close proximity will allow better utilization of the current staff and provide quicker response should problems arise. The amount appears in both FY '88 & FY '89 because a decision to move phone switching equipment has been delayed due to State Reorganization.

LEGISLATIVE FISCAL BUREAU

Proposed Allocation  
1988-89 Fiscal Year

	ESTIMATED FY-88 -----	FY-89 -----
Personal Services	\$ 868,000	952,000
Travel	15,000	18,000
Office Supplies	24,800	25,000
Communications	14,800	16,000
Rental	10,000	10,000
Office Equipment	15,000	28,000
Other	45,000 -----	46,000 -----
<b>Total Expenditures</b>	<b>\$ 992,600</b> =====	<b>1,095,000*</b> =====
<b>FTE's</b>	<b>23.8</b>	<b>25.0</b>

- \* Includes 4% COLA Adjustment, effective 7/1/88
- \* Includes merit step, based on anniversary date
- \* Includes funding to maintain the current level of operations plus funding to continue developing the legislative budgeting system and other related data systems (monthly expenditure monitoring, payroll projection, performance measures, etc.).
- \* No moving cost included

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# GENERAL ASSEMBLY OF IOWA



## LEGAL DIVISION

DOUGLAS L. ADKISSON  
DAVID S. BAILEY  
MARTIN H. FRANCIS  
MICHAEL J. GOEDERT  
MARK W. JOHNSON  
RICHARD L. JOHNSON  
GARY L. KAUFMAN  
JANET L. WILSON  
DANIEL PITTS WINEGARDEN

## RESEARCH DIVISION

DIANE E. BOLENDER  
PATRICIA A. FUNARO  
THANE R. JOHNSON  
SUSAN L. LERDAL

## LEGISLATIVE SERVICE BUREAU

STATE CAPITOL BUILDING  
DES MOINES, IOWA 50319  
515 281-3566  
DONOVAN PEETERS, DIRECTOR  
BURNETTE E. KOEBERNICK, DEPUTY DIRECTOR

## IOWA CODE DIVISION

LUCAS BUILDING 515 281-5285

JOANN G. BROWN  
IOWA CODE EDITOR

## PUBLIC INFORMATION OFFICE

EVELYN HAWTHORNE  
PUBLIC INFORMATION OFFICER

GERALDINE FRIDLINGTON  
ASST. PUBLIC INFORMATION OFFICER

## ADMINISTRATIVE CODE DIVISION

LUCAS BUILDING 515 281-5285

PHYLLIS V. BARRY  
ADM. CODE EDITOR

November 16, 1987

## MEMORANDUM

TO: CHAIRPERSON WELSH AND MEMBERS OF THE SERVICE COMMITTEE  
FROM: Donovan Peeters *DP*  
RE: Proposed FY '89 Budget of the Legislative Service Bureau

Attached you will find the proposed FY '89 budget of the Legislative Service Bureau.

Please note the following points when comparing the FY '89 figures with the figures of the prior year:

1. In FY '89 the entire 3-volume Iowa Code and its index will be reprinted. This necessitates increased printing and binding costs and an increased number of temporary proofreaders. A direct comparison with the prior year is therefore inappropriate in regard to these items.

2. Although redistricting will not take place until the 1991 Session, advance preparatory work is already being done on it. This was reported to the Council at its last meeting and approval was received for the additional work to be done during FY '89. Redistricting work requires additional expenditures by the Legislative Service Bureau on a ten-year cycle. This affects the salary, travel, and supplies and equipment items of the budget.

In additional, please note that figures are provided for the Legislative Service Bureau, Iowa Code Office, and Combined Agency Budgets. In future years only the Legislative Service Bureau figures will be submitted due to the consolidation of the two agencies under the reorganization plan adopted by the Service Committee and Legislative Council.

LEGISLATIVE SERVICE BUREAU

Personal Services*	\$1,137,909	\$1,340,508**
Travel, Subsistence, & Education	20,000	25,000
Offices Supplies, Services, & Equipment	94,304	134,304***
Printing & Binding	13,412	15,000
Communications	19,311	21,000
TOTAL	<u>\$1,284,936</u>	<u>\$1,535,812</u>

IOWA CODE OFFICE

Personal Services*	\$ 501,500	\$ 588,338*****
Travel, Subsistence, & Education	2,500	3,000
Office Supplies, Services, & Equipment	30,785	34,000
Printing & Binding	543,500	945,550*****
Communications	5,000	5,000
TOTAL	<u>\$1,083,285</u>	<u>\$1,575,888</u>

COMBINED AGENCY BUDGETS

Personal Services*	\$1,639,409	\$1,928,846
Travel, Subsistence, & Education	22,500	28,000
Office Supplies, Services, & Equipment	125,089	168,304
Printing & Binding	556,912	960,550
Communications	24,311	26,000
TOTAL	<u>\$2,368,221</u>	<u>\$3,111,700*****</u>

POSITION SUMMARY

1987-88 FY	53.5 Permanent FTEs	20.75 Temporary FTEs	74.25 Total FTEs
1988-89 FY	54.5 Permanent FTEs	17.50 Temporary FTEs	72.00 Total FTEs

FOOTNOTES

\*Includes funds for fringe benefits computed at the standard rate.

\*\*Includes funds for an additional position for redistricting activities as approved by the Legislative Council, for comparable worth implementation, for potential merit increases, for contingency temporary positions, and for altering a PIO position from part-time (.75 FTE) to full-time (1.00 FTE). Does not include COLA.

\*\*\*Includes funds for computer peripheral equipment and software and for a replacement duplicating machine.

\*\*\*\*Includes funds for comparable worth implementation, for potential merit increases, and for additional temporary proofreaders for the 1989 Iowa Code. Does not include COLA.

\*\*\*\*\*Includes funds to be expended under contracts let by the Superintendent of Printing as provided by statute. These costs are considered in setting the sale price of the publications. The figure is an estimate because the final figure depends on the results of competitive bidding and the number of pages to be printed.

\*\*\*\*\*See above footnotes.



STATE OF IOWA

CITIZENS' AIDE OFFICE  
 CAPITOL COMPLEX  
 DES MOINES, IOWA 50319  
 (515) 281-3592



WILLIAM P. ANGRICK II  
 CITIZENS AIDE - OMBUDSMAN

In reply, please refer to:

November 5, 1987

Senator Joe J. Welsh, Chair  
 Service Committee, Legislative Council  
 Iowa Senate  
 LOCAL

RECEIVED  
 NOV 05 87  
 Legislative Service  
 Bureau

Re: 1988-89 appropriation request for the office of  
 Citizens' Aide/Ombudsman

Dear Senator Welsh:

The office of Citizens' Aide/Ombudsman requests the following appropriation for FY 1988-89. For comparative purposes the 1987-88 appropriation funding, as impacted by subsequent fiscal decisions by the Legislative Council, is also presented.

	<u>1987-88</u> <u>Budgeted Appropriation</u>	<u>1988-89</u> <u>Appropriation Request</u>
Personal Services	\$343,109*	\$382,660*
Travel & Subsistence	10,000	12,000**
Office Supplies	3,900	6,500
Office Equipment	4,600	13,500***
Equipment (capitol improvements)	3,000	-
Communications	12,000	15,000
Prof. & Scientific Services	550	2,000
Printing & Binding	1,750	2,500
Relocation expenses	22,700	-
	<hr/> \$401,609	<hr/> \$434,160

\*Includes additional investigative & clerical positions, comparable worth, merit, meritorious and cost-of-living increases and part-time clerical at .3 FTE on as need basis

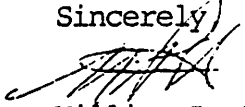
\*\*Out-of-state travel not to exceed \$3,000

\*\*\*Includes purchase of a personal computer and laser printer

Senator Joe J. Welsh, Chair  
November 5, 1987  
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Thank you for the Committee's consideration of this appropriation request. Of course, I will be prepared to discuss this request at both the Service Committee and Legislative Council meetings.

Sincerely,



William P. Angrick II  
Citizens' Aide/Ombudsman

WPA:jg

CC: Members, Service Committee  
Senator Emil J. Husak  
Senator Lee W. Holt  
The Hon. John H. Connors  
The Hon. Kay Chapman  
The Hon. Delwyn Stromer  
Donovan Peeters, Secretary, Legislative Council ✓