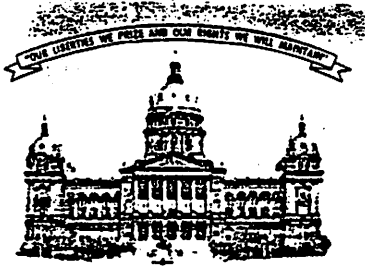


REPORT ON COMPUTERIZING THE  
IOWA ADMINISTRATIVE CODE  
PURSUANT TO SECTION 2044 OF  
CHAPTER 1245 OF THE ACTS OF 1986

November, 1987

# GENERAL ASSEMBLY OF IOWA



## LEGAL DIVISION

DOUGLAS L. ADKISSON  
DAVID S. BAILEY  
STEFAN 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 AVENSON, VICE CHAIRPERSON HUTCHINS, AND MEMBERS  
OF THE LEGISLATIVE COUNCIL

FROM: Donovan Peeters, <sup>DP</sup> Director, Legislative Service Bureau  
Phyllis Barry, <sup>PB</sup> Administrative Code Editor, Legislative Service Bureau

RE: Report on Computerization of the Iowa Administrative Code

### OUTLINE OF REPORT

- I. General Background
- II. General Findings and General Recommendation
- III. Potential Advantages of Computerization
- IV. Recommendations for Characteristics of Administrative Rules Computer Programming
- V. Recommendations for Development and Implementation of Administrative Rules Computer Programming
- VI. Cost Estimate and Potential Income
- VII. Time Frame
- VIII. Supplementary Report from Computer Support Bureau

GENERAL BACKGROUND

The State Government Reorganization Act of 1986 contained a provision mandating that the Code Editor study the feasibility of computerizing the text of the administrative code and report to the Legislative Council in regard to it. That provision reads as follows:

Sec. 2044. The Code editor shall explore the feasibility of and report to the legislative council on computerizing the text of the Iowa administrative code and republishing the Iowa administrative code after the transfer of rules required by this Act.

Due to organizational changes made under the Legislative Service Bureau reorganization plan approved by the Legislative Council, this report is being made jointly by the Service Bureau Director and the Administrative Code Editor.

Pursuant to the above mandate, a staff task force was established to conduct the required study. The members of that Task Force included:

Phyllis Barry, Deputy Code Editor  
Donovan Peeters, Director, Legislative Service Bureau  
Sandy Scharf, Director, Computer Support Bureau  
Joe Royce, Staff, Administrative Rules Review Committee  
Anne Nolan, Computer Support Bureau  
Barbara Burnett, Administrative Rules Coordinator  
Kristi Little, State Printer

The Task Force was also assisted by Donna Waters, Vern Lundquist, Gary Kaufman, and various other persons from the legislative and executive branches, including CDP personnel.

The Task Force held several meetings and extensively studied the processes by which the Iowa Administrative Bulletin and the Supplements to the Iowa Administrative Code are prepared. The Task Force also conducted a survey of Administrative Code subscribers in order to get their input.

GENERAL FINDINGS AND GENERAL RECOMMENDATION

As a result of the work of the Task Force, it has been found that it is feasible the computerize the Iowa administrative rules and that several desirable benefits would be achieved by such computerization. It was also found that such computerization would be a considerable undertaking, requiring an effort on the order of magnitude of that required for the computerization of the Iowa Code. It is recommended that work on administrative rules computer programming proceed so that these benefits can be gained. These potential advantages are summarized immediately below.

### POTENTIAL ADVANTAGES OF COMPUTERIZATION

Major potential advantages to be gained from computerization of the administrative rules were seen to be as follows:

1. More convenient access to the text of the Iowa Administrative Code. Legislative staff, executive agency staff, and outside subscribers could call up any portion of the Iowa Administrative Code and instantly see the current text" A print-out could be immediately made of any desired provision of the Iowa Administrative Code.

2. Related to the above point, computerized searches of the Iowa Administrative Code could be conducted.

3. Greatly improved access to administrative history. (Administrative history is the "rules equivalent" of legislative history. It is the history of the various changes made to a particular provision of the rules over a period of time.)

4. Improved efficiency in the preparation and editing of the Administrative Bulletin and Iowa Administrative Code Supplement. Computerization would allow better coordination between the Legislative Service Bureau and executive agencies for improved efficiency in both the drafting and editing of administrative rules.

5. More accurate access to the Iowa Administrative Code. The current method of manual updating by subscribers of the hard copy edition of the Administrative Code is cumbersome and time-consuming and often leads to subscribers having an out-of-date or inaccurate version of the Administrative Code in their office.

### RECOMMENDATIONS FOR CHARACTERISTICS OF ADMINISTRATIVE RULES COMPUTER PROGRAMMING

It is recommended that any such computerization have the following attributes:

1. Contain a data base of the text of the Iowa Administrative Code which could be referenced by legislative and executive staff. The data base should also be accessible to outside subscribers for a fee. The access to the data base should include "print out" and "search" capabilities.

2. The data base should be designed and maintained so that it could be used for administrative history purposes. This would mean that, for any particular provision of the Iowa Administrative Code, the exact language of that provision as it existed on any particular date could be referenced.

3. The system should allow for intercommunication between the Legislative Service Bureau and executive agencies as necessary for the rules preparation process, including both the drafting and the editing of rules.

4. The system should have a full range of text editing capabilities comparable to what exists in the Iowa Code computer programming, although developed in a manner suited to the particular needs of administrative rules work.

5. The system should allow for computerized processes for preparing administrative history footnotes, for preparing the index, for codification and cross-reference changes, and for table of contents changes.

6. Consideration in the design of the system should be given to potential application of "desktop publishing" capabilities.

RECOMMENDATIONS FOR DEVELOPMENT AND IMPLEMENTATION  
OF ADMINISTRATIVE RULES COMPUTER PROGRAMMING

In regard to the development and implementation of any such system, the following two specific recommendations are made:

1. That the Administrative Code Editor be in overall charge of the development and implementation of any such system.

2. That the Administrative Code Editor and the Director of the Legislative Service Bureau jointly approve the initial specifications for the computer programming and any subsequent modifications in the specifications.

3. That the Director of the Legislative Service Bureau approve any expenditures to outside vendors for computer programming services and ensure compliance with specifications in regard to such services, as was done with the Iowa Code computer programming.

COST ESTIMATE AND POTENTIAL INCOME

The Director of the Computer Support Bureau has developed estimates in regard to anticipated hardware and software costs of the proposed computerization. Those estimates are contained in the accompanying report from the Director of the Computer Support Bureau.

Assuming that the system is accessible to outside subscribers for a fee, the computerization would produce a certain amount of revenue. Considered with this, there might also be a reduced subscription to the "hard copy" edition. There might also be savings due to reduced printing costs.

TIME FRAME

If approval is given for the computerization of the administrative rules, the next major step will be the development of the initial specifications for the computer programming. It is anticipated that it will take a minimum of six months to develop general, preliminary specifications. The work of developing, testing, "debugging", and adjusting the programming so that it

November 16, 1987

Page 5

is in operational status is expected to be analogous to the work on programming for the computerization of the Iowa Code. Therefore, an overall time frame of two to three years after initial specifications are developed is anticipated.

SUPPLEMENTARY REPORT FROM COMPUTER SUPPORT BUREAU

Attached you will find a supplementary report from the Computer Support Bureau which provides a detailed cost estimate of the computer programming and other additional information.



SANFORD B. SCHARF  
DIRECTOR  
515-281-7840

LUCAS STATE OFFICE BUILDING  
DES MOINES, IOWA  
50319

STATE OF IOWA

---

LEGISLATIVE COMPUTER SUPPORT BUREAU

---

NOVEMBER 1987

The Plan for the Computerization of the Iowa Administrative Code

The Computerization project is estimated to take between two and three years to complete. I will describe in broad terms the goals and objectives of computerizing the Iowa Administrative Code, provide cost estimates for both software and hardware, provide estimates of income generated by both public and agency access fees and address the intangible benefits of computerization.

Goals and Objectives

The goal of computerization is to broaden the accessibility and facilitate the preparation of the Iowa Administrative Code. The following desired features should be incorporated into the computerization plan.

1. Full text editing of Bulletin and Supplement.
2. Full search and retrieval capabilities.
3. Complete archival history.
4. File transfer and telecommunication capabilities.
5. Legislative, Agency and Public access to Iowa Administration Code data base.
6. Flexible subscription system.
7. Easy to use features and functions.

Hardware and Software Costs

1.	Hardware Costs First Year.		
	A. IOU expansion including 8481 Disk Subsystem with cache	Purchase Price \$ 402,619.00	Month Main \$ 2,45
		-----	
	Sub Total	\$ 402,619.00	
2.	Estimated Hardware Costs Second Year.		
	A. Optical Laser Disk Library	\$ 171,990.00	\$ 64
	B. DCP/15-20MB Disk	66,838.00	34
		-----	
	Sub Total	\$ 238,828.00	
	Total Hardware Costs	\$ 641,447.00	
3.	Software Costs First Year.		
	A. One Additional Staff Run Designer	\$ 28,400.00	
4.	Estimated Software Costs Second Year.		
	A. Outside consulting personnel to provide Laser Disk programming and support	\$ 75,000.00	
	Total Software Costs	\$ 103,400.00	
	First Year Total Hardware and Software Costs	\$ 431,019.00	
	Second Year Total Hardware and Software Costs	\$ 313,828.00	
	Total Hardware and Software Costs	\$ 744,847.00	



Estimates of potential income

It is extremely difficult to estimate revenue that may be generated by the computerization of the Iowa Administrative Code, but based upon my experience with the current public access program and its expanding user base, I feel, with some confidence, that by project completion we can expect 100 public access users and many State Agencies. The Computer Outreach Committee and the Legislative Council set policy and rates in the area of non-legislative computer access. At this time I can not predict the charges for access to the Iowa Administrative Code but can report the present charges for public access. The basic system charge is \$600.00 and includes bill status and history, calendars, journals, document display, and other features. The extended service charge is \$1,000.00 and includes all basic services plus Iowa Code search and retrieval. We currently have 17 public and agency users and expect to have 23 by the start of the 1988 session.

Tangible and intangible benefits

There are many benefits that will be produced by computerization of the Iowa Administrative Code. I will list below just some of the potential savings and increased productivity that can be accomplished.

1. Iowa Administrative Code staff controlling and designing all aspects of Code publication.
2. Rules available for all Legislative and Agency staff to search and retrieve.
3. Decreased printing costs.
4. Current rules available on-line for drafting purposes.
5. Productivity saved by optionally using on-line access rather than manually updating the Code Supplement.
6. Informed Public and Agency staff.
7. A current up-to-date Iowa Administrative Code data base.
8. Availability of the Iowa Administrative Code to all Iowans.

December 1, 1987

ADMINISTRATIVE RULES Iowa Code §14.6 and ch 17A

Iowa Administrative Bulletin (Every other Wednesday)

In summary, we receive, record, edit and retain in permanent files all Documents submitted for publication in the IAB. This includes all Noticed and Adopted rules, Summaries of Supreme Court Decisions and Attorney General Opinions, Rules Committee Agenda, Public Hearing dates, Governor's Proclamations, Usury Notices and other material deemed appropriate by the Rules Committee. Galleys of this material are proofread, camera-ready pages are prepared for the printer and blue lines are approved for press work.

Iowa Administrative Code Supplement (Every other Wednesday)

All adopted (regular or emergency) rules and amendments are incorporated into replacement pages for the IAC. These pages are proofed and double checked to ensure accuracy. History is added at the end of each new or amended chapter of rules and, as time permits, detailed history is being prepared. Tables of Statutes being implemented by rules are updated biannually. Specific instructions for updating the IAC are included in each Supplement.

[We have never failed to meet the statutory deadlines (every other Wednesday) mandated by statute July 1, 1975.]

Index

Indexing the Iowa Administrative Code requires researching and updating the Index according to the amended rules published in the biweekly (every other Wednesday) Iowa Administrative Bulletin.

Procedure:

1. Read technical administrative rules for subject content. This may also involve reading the statute which the rules implement.
2. Write a directive index in a brief clear style based on priority. One amendment may involve many topics and entries. Analysis of content is primary. Legislation such as reorganization results in massive revision of the Index.
3. Include cross-references to related materials.
4. Shepard manuscript and galleys of type through evolving stages of print readiness.
5. Maintain card file, which consists of 3 x 5 cards corresponding to entries on manuscripts.

Our ultimate goal: To develop a more comprehensive Index.

(over)

## Administrative Rules (Continued)

**Library:** We maintain a complete library of rules which includes original publications of Departmental rules and Supplements thereto--1952 forward, copies of official documents stored in dated files, all Administrative Bulletins, IAC Supplements, volumes of all adopted rules arranged alphabetically by agency and chronologically. One complete set of so-called "dead" pages is kept in order, also.

We frequently share our library and expertise with other agencies, the Attorney General, Courts and public.

Staff updates the Administrative Rules publications for members of the Administrative Rules Review Committee.

**Rules Review Committee:** Someone from this office has worked with the review committee since its inception in 1963 and prepared detailed minutes of all their meetings. These are contained in our library. In addition, an agenda of all committee meetings is compiled and mailed to agencies and interested persons. This occurs after agency representatives have been contacted by telephone to schedule their appearance before the Committee.

This office also cooperates with the Governor's Administrative Rules Coordinator and the Committee's Legal Counsel.

IOWA COURT RULES

Iowa Code Section 14.6(4) and 14.21

66 G.A., ch 1056, sec. 3. commencing July 1, 1977, Code Editor shall compile, index and publish in loose-leaf form all Rules of Civil Procedure, Rules of Criminal Procedure, Rules of Appellate Procedure, and Supreme Court rules and supplements to the compilation.

Initial loose-leaf compilation, July 1977

First Supplement, August 1977.

Second Edition, May 1981. All rules were republished.

Supplements published, generally monthly.

Beginning with 1983 Iowa Code, Court Rules were no longer printed in the Code of Iowa.

PROCEDURE

1. Receive Reports of Supreme Court and Court Orders from Supreme Court; also Acts of G.A. amending court rules.
2. Notify Legislative Council secretary of court rules requiring council review.
3. Edit, apply change to copy, add history, make necessary changes to table of contents, prepare index entries, and check cross-references.
4. Send copy to Centralized Printing for camera-ready copy.
5. Proofread copy - return to Centralized Printing for correction. Reproof. "Cut and paste" additional corrections.
6. Prepare preliminary pages to Supplement.
7. Paste up of camera-ready copy to boards.
8. Send camera-ready boards to outside vendor.
9. Check blue lines and give final approval.
10. Update Iowa Court Rule compilation.

A checklist to verify Court Rule pages was published in October, 1987.

(over)

COURT RULES - SESSION LAWS

Prepare copy of court rules to be published in bound Acts of the General Assembly.

COURT RULE PAMPHLETS

Upon order of Supreme Court, publish pamphlets relating to:

1. Admission to the Iowa Bar
2. Continuing Legal Education
3. Client Security and Attorney Disciplinary System.

CODE LIBRARY

The Code library contains the following:

1. Iowa Codes, Revisions, and Supplements beginning with Territorial Law in 1838
2. Acts of the General Assembly (complete set)
3. Annotations to Code of Iowa
4. Table of Corresponding Sections of Iowa statutes
5. Election Laws
6. State Roster
7. Iowa Court Rules and all supplements.

December 1, 1987

## STATE ROSTER

Published annually--Code §14.7.

### Procedure:

1. Manuscript is used for assembling and updating information. Governor's office provides his current appointments; Supreme Court Clerk provides Judicial Department information; Legislators included.
2. Data for departments, boards, commissions, etc. verified by letter with each entity.
3. The statutory authority for each unit is verified.
4. Table of contents is prepared.
5. Final manuscript sent to the Printing Division for updating. Galleys are proofread and after final corrections, camera-ready pages are prepared in this office and sent to outside printer. Blue lines are approved by this office prior to presswork.

## ELECTION LAWS

Under authority of Iowa Code section 14.21, the 1987 ELECTIONS LAWS pamphlet was published.

The manuscript for the 1984 ELECTION LAWS pamphlet was updated by the application of the 1985 and 1986 amendments by the General Assembly. An index was prepared. The material was sent to the typesetter and the galleys were then proofed and camera-ready boards were prepared by Code office. Blue lines were returned for our approval prior to presswork.

December 1, 1987

OUTLINE

STEPS IN PUBLICATION OF THE SESSION LAWS, CODE, AND CODE SUPPLEMENT

A. Session Laws

- Code Office 1. Enrolled Bills
- a. Assign chapter number and write chapter title.
  - b. Minimal editing: Errors, vetoes.
2. Construct Tables: Repeals and amendments; new sections; internal references to the Code, Code Supplement, Acts, federal laws, rules, and Constitutions; vetoes.
3. Prepare Index; detailed, since this is the original law.
4. Prepare copy for title page, preface, table of contents, State Roster, and analysis by chapters; obtain statement of condition of the state treasury; plan cover and backbone.
5. Repeat all steps for each Extraordinary Session.
- LSB 6. Text processors enter all material (Enrolled Bills are already on the system) and appropriate typesetting codes.
- House 7. Typesetters prepare camera-ready copy.
- Code Office 8. Proof copy from original Enrolled Bills, reproof corrections.
9. Send final copy to contract printer.
10. Review proofs from the printer (generally called "blue lines") for accuracy.
- Printer 11. Prepare and print the book; subcontract the binding. The hardbound Sessions Laws and Codes must be sent to Chicago for the traditional binding.

B. Code and Code Supplement

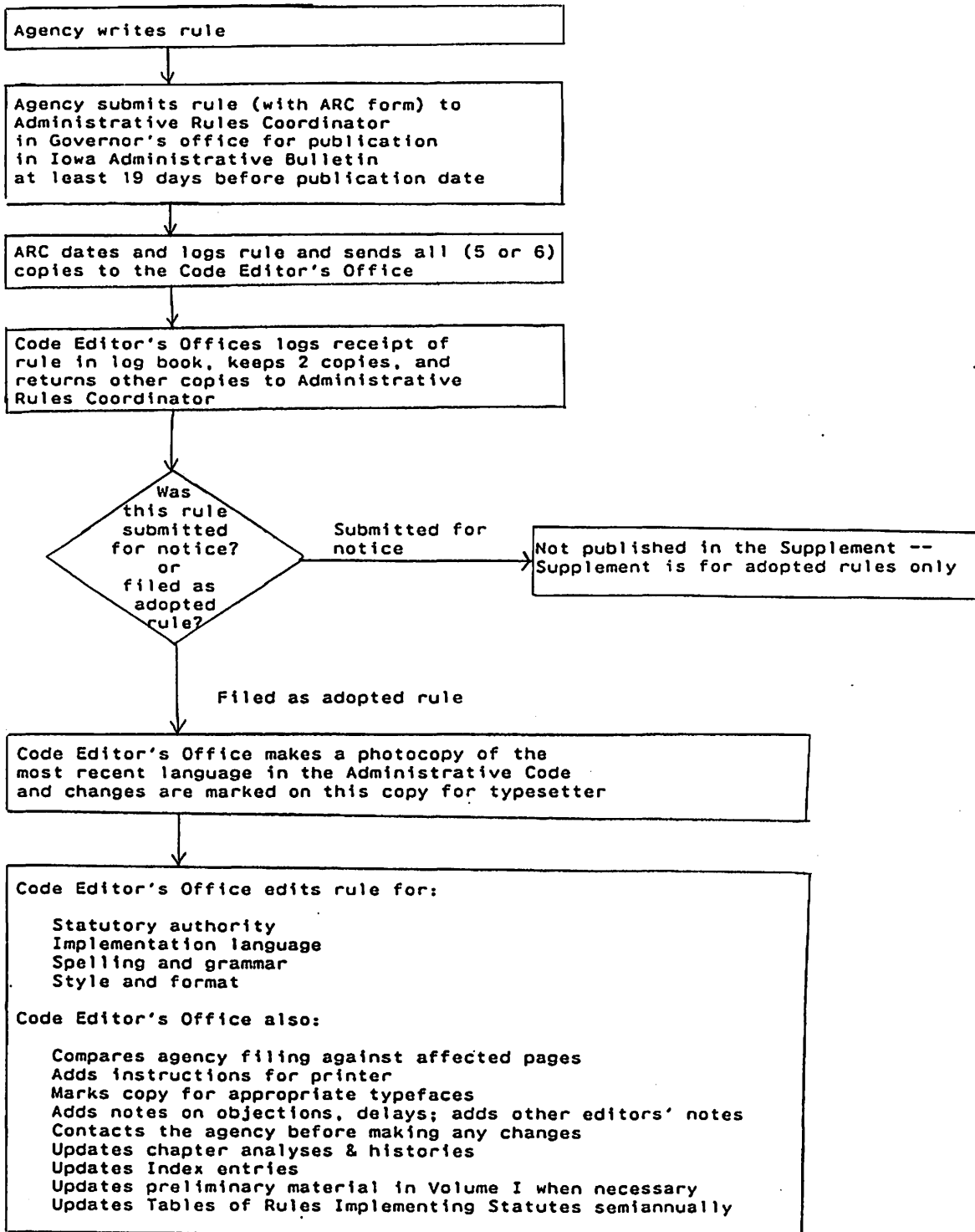
- Code Office 1. Obtain computer printout of complete Code data base with typesetting codes.
2. Enrolled Bills
- a. Read and edit as needed; errors, editorial changes, Code placement, footnotes, headnotes, harmonizing multiple amendments to the same text. (Note: A computer program is still in preparation to help find and correct conflicting amendments before the session ends.)
- LSB b. Drafters mark up bills with editorial suggestions.
3. "Busted" Bills.
- Comp. Supp. Bur. a. A computer program prepares the Enrolled Bills by printing the sections on separate pages, deleting the strikes and underlines, and adding the source notes and some of the typesetting codes.
- Code Office b. Check prepared bills against Enrolled Bills for accuracy.

- Code Office c. Mark all editing changes on "busted" bills; combine amendments and footnotes to same section; insert chapter and division headings; complete insertion of typesetting codes.
4. Prepare Code printout, indicating where material is to be struck or inserted, including footnotes. Review and correct all typesetting codes.
- a. In the Code Supplement year, take the complete printout apart and work with only the parts to be included in the Supplement.
- LSB 5. Text processors enter all changes.
- Comp. Supp. Bur. 6. A computer program generates the corrected chapter analyses from the edited data base.
- Code Office 7. Obtain 2nd and 3rd printouts to proof, correct, and reproof data entry including typesetting codes. After the 2nd printout, we have generally printed only the sections corrected; but this may mean that we fail to find an accidental omission. We need a computer program which will list every document on the data base.
- Comp. Supp. Bur. 8. Prepare typesetter's tape of corrected data base.
- Type Sett. 9. Contract typesetter translates our tape to the appropriate typesetting equipment and prepares proofs of camera-ready pages.
- Code Office 10. Proof pages against original copy (printouts and "busted" bills).
- a. Corrections may be done by the typesetter; in which case it is often necessary to rerun the pages and recheck them, since the typesetting equipment paginates on the first run and repagination may be necessary.
- b. Corrections may also be done by a local printer, the state printer, or by "cut and paste" in this office.
11. Construct Tables: Supreme Court rules; Internal references; Disposition of Acts; Corresponding sections.
- a. This year, for the Code Supplement, we were able to enter the data from the Code Office, have it translated by the Senate typesetters, picked up on-line, and completed by the state printer.
- Senate
- Code Office 12. Prepare copy for the title page, preface, cover, and backbone; and, for the Code, the Table of Contents, Analysis of the Code, auxiliary documents, and Constitutions.
- a. The Code auxiliary documents and Constitutions are on the computer data base, but because so few changes are needed, we are generally able to use camera-ready copy from prior years.



- Code Office
13. Prepare Code Editor's notes, the Index; and for the Code, the Skeleton Index.
    - a. The blue hardbound Index and the Skeleton Index are on the computer data base and are updated in much the same way as the Code text.
    - b. The Code Supplement Index, being limited to new and amended material, must be separately constructed and typeset.
  14. When all camera-ready pages have been typeset, proofed, corrected, and reproofed, they are sent to a contract printer and the printing and binding process proceeds in much the same way as that for the Session Laws.
  15. Final corrections found after the typesetting tape was prepared are entered on the data base.
    - a. This year, the Table of Internal References is not published in the Code Supplement, but we are in the process of updating the data base footnotes to reflect this year's changes, so they will be available to users. Computer programs to assist with this process are still being perfected.
- Comp. Supp. Bur.
16. When the data base is completely corrected and checked, a computer program merges the corrected sections with the total Code data base, which is then a single updated version available for the general user and for next year's Code editing processes.

Iowa Administrative Code Supplement



2

Wallace Homestead Printing Company picks up edited manuscript from Code Editor's office

Wallace Homestead re-keys from edited manuscript -- nothing is telecommunicated  
Camera-ready boards maintained on file at Wallace Homestead  
Wallace Homestead sends two sets of page proofs for each Supplement to Code Editor's office for proofreading

Index only:  
Type Design House does keying for Index  
Index is kept on tape, so only changes need to be keyed  
Code Editor's Office keeps index boards on file; sends them to Wallace Homestead with other supplement pages every 2 weeks

Code Editor's Office proofreads pages

Changes needed?

Yes

Corrected pages are returned to Wallace Homestead for correction

No

Wallace Homestead makes all corrections and returns new proof pages to Code Editor's Office

Code Editor's Office prepares instructions for updating the Iowa Administrative Code to be included with the Supplement

Code Editor's Office places camera-ready copy in 32-page signatures and returns them to Wallace Homestead to be printed.

Code Editor checks blue-line proof before plates are shot.

Supplement is printed.

Centralized Printing produces mailing labels and sends out Supplement to subscribers.

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

LFB  
585b  
11-16-87

# 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

## 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

## LEGISLATIVE SERVICE BUREAU

STATE CAPITOL BUILDING  
DES MOINES, IOWA 50319  
515 281-3566

DONOVAN PEETERS, DIRECTOR  
BURNETTE E. KOEBERNICK, DEPUTY DIRECTOR

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

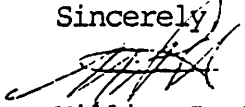
\*\*Out-of-state travel not to exceed \$3,000

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

Senator Joe J. Welsh, Chair  
November 5, 1987  
Page 2

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 ✓

REPORT OF THE STUDIES COMMITTEE  
OF THE LEGISLATIVE COUNCIL

December 2, 1987

The Studies Committee of the Legislative Council met on December 2, 1987, to consider requests for additional meeting days, membership changes, and reports relating to studies and makes the following recommendations:

1. That the following Study Committees be authorized one additional meeting day:
  - A. Welfare Reform Study Committee
  - B. Retraining and Retooling Iowa Workers and Businesses Study Committee
  
2. That the request for an additional meeting for the Rural Development Study Committee be denied.
  
- 3.\* That the following reports be received:
  - A. Progress Report on Consumer Interest Rates
  - B. Recommendation of the AIDS Task Force.
  
4. That the following persons be appointed to the Excise Taxes on Indian Lands Study Committee retroactive to December 1, 1987:
  - A. Mr. Louis Mitchell to replace Mr. Homer Bear
  - B. Mr. Keith Davenport to replace Mr. Don Wanate
  
5. That the joint legislative leadership, in consultation with the Office of the Governor and the Department of Education, be authorized to appoint members to a National Conference of State Legislatures and Education Commission of the States retreat to study educational excellence in Iowa.

Respectfully submitted,

SENATOR BILL HUTCHINS  
Chairperson

\*By motion in the Legislative Council, this item was deferred until the next meeting of the Studies Committee.

Studies Report, Dec  
tj/dg/20