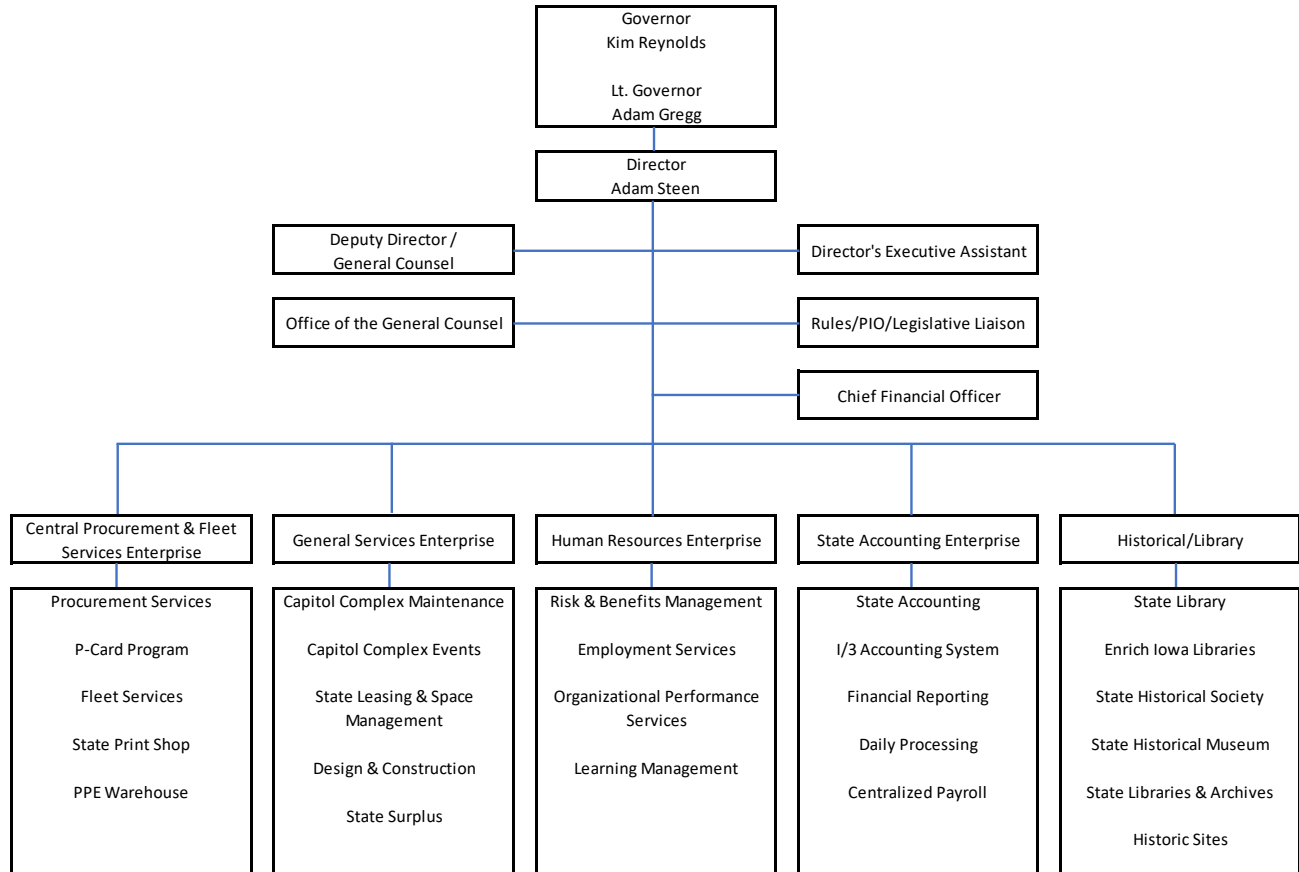




Presentation to:
The Administration and Regulation
Appropriations Subcommittee
January 29, 2024

Iowa Department of Administrative Services



Department of Administrative Services

Services by Enterprise

- **Core**
 - Provides financial services to DAS and other agencies requesting services.
 - Serves as general counsel, Labor Relations and Investigations administration
 - Includes Legislative Liaison/Rules/Public Info Officer
 - Includes Strategic Projects
 - Provided financial services for 13 other agencies, boards, and commissions
 - Eliminated the need for agencies to process over 141,000 inter-agency payments documents
- **Human Resources Enterprise**
 - Responsible for benefits administration (Insurance, flex-spending, FMLA Admin, etc.)
 - Manages the Classification and Compensation system
 - Screens most applicants for State positions
 - Provides guidance/assistance to agencies to ensure consistent application of HR policies
 - Administers Affirmative Action & Equal Employment Opportunity programs
 - 69,748 job applications reviewed
 - Administered approximately 20,000 health insurance contracts for employees and retirees
 - Approximately 1,700 individuals attended more than 175 courses offered
 - RIC (65% of eligible employees participate contributing nearly \$55.2 million annually)
- **Central Procurement and Fleet Services Enterprise**
 - Provides master agreement procurement services to State agencies
 - Manages the State's fleet of vehicles and operates the Motor Pool
 - Serves as the State's in-house print option for State agencies
 - Manages the PPE Warehouse
 - FY2023 P-card rebates of \$500,641
 - FY2022 1,172 Master Agreements w/spend of \$167.7 million
 - Motor Pool utilization 93% of capacity for more than 2.1 million miles driven.
 - Printed more than 31.5 million pages for agencies and inserted nearly 7.2 million mailings

Department of Administrative Services

Services by Enterprise

- **General Services Enterprise**
 - Provides custodial and groundskeeping services for the Capitol Complex and Ankeny Labs complex
 - Provides statewide Architectural and Engineering services for projects involving State infrastructure
 - Manages all property leases for State agencies statewide
 - Oversees the disposal of surplus personal property for all State agencies
 - 94 construction projects under construction
 - Reduced energy consumption on the Capitol Complex by 15% since FY2008
 - Capitol Complex - 2.4 million gross sq. ft. of space and 150 acres
 - Over 400 events hosted on Capitol Complex
 - Manage 181 statewide leases for 843,385 square feet
 - Maintains 43 Elevators – Capitol Complex and State Laboratories (Ankeny)
- **State Accounting Enterprise**
 - Provides enterprise-wide accounting capability and consistent policy administration
 - Administers the State's centralized payroll process
 - Collects government debt through the warrant process
 - State Annual Comprehensive Financial Report (ACFR) Report (in conformance with GAAP)
 - Processed 6.8 million payments in FY2023 (Electronic Transfer – 5,822,997; Paper Warrants 973,218)
 - FY2023 “Offset” collections totaling \$38.4 million for cities, counties, and the State of Iowa
- **Historical & Library Services**
 - The State Historical Society of Iowa has been a trustee of Iowa's historic legacy since 1857.
 - The museum re-opened last calendar year after 5 years of construction and COVID shutdown.
 - Manage 7 historical sites (Abbie Gardner Cabin, American Gothic House, Blood Run, Edel Blacksmith Shop, Montauk, Plum Grove Historic Home, Toolesboro Mounds) across the State of Iowa, not including the Des Moines Museum and Research Center.
 - The State Library strengthens Iowa library services and information access for Iowans.
 - The library serves to teach, train, and consult with the State of Iowa's 543 libraries.
 - Responds and serves the public through answering thousands of inquiries per year from constituents across the State.

**General Fund Appropriations
FY2022 - FY2025
Governor's Recommendation**

Appropriation Name	FY2022 Actual	FY2023 Actual	FY2024 Estimated	FY2025 Gov's Rec.
General Operations	\$ 3,603,404	\$ 3,603,404	\$ 3,597,181	\$ 3,715,718
Utilities	4,104,239	4,104,239	4,487,598	4,487,598
Terrace Hill	461,674	461,674	460,884	460,884
State Library *	2,532,594	2,532,594	2,557,594	2,615,697
Enrich Iowa Libraries *	2,464,823	2,464,823	2,464,823	2,464,823
Historical Resources *	3,142,351	3,142,351	3,136,371	3,136,371
Cultural Activities *	168,637	168,637	168,403	168,403
Historic Sites *	426,398	426,398	425,751	425,751
Totals	\$ 16,904,120	\$ 16,904,120	\$ 17,298,605	\$ 17,475,245

* State Library and Historical were consolidated under DAS as part of the Governor's alignment of State government. The appropriations for FY2022 and FY2023 are included for comparison purposes and wouldn't otherwise be presented to any other subcommittee.

DAS and the Customer Council

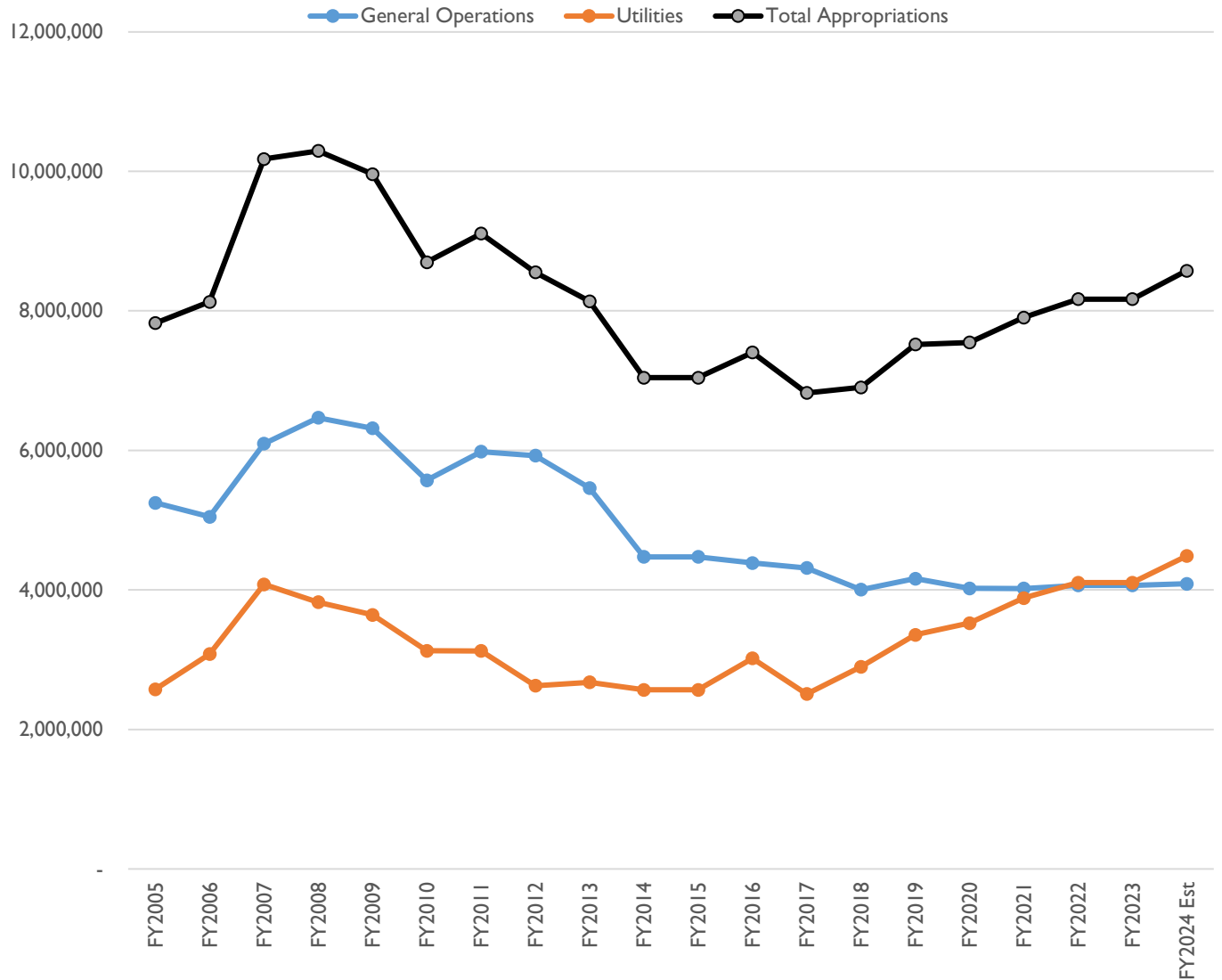
- The Customer Council is established by Code section 8.6, subsection 15 and IAC -- 541, Chapter 12.
- Meetings - frequency established by the Council. Usually once (June or July)
 - A quorum must be seated to conduct formal business.
 - Department provides a business plan providing brief descriptions of the services provided, methodologies utilized, a rate history and proposed rates for each service for each of the two years beyond the ensuing fiscal year.
 - Methodologies and rates are reviewed and approved with a simple majority in attendance. If a simple majority does not vote in favor, proposed changes fail.
 - The chairperson may establish committees to study and recommend changes to methodologies and rates.

**Internal Service Fund Operating Budget
FY2023 - FY2025
Governor's Recommendation**

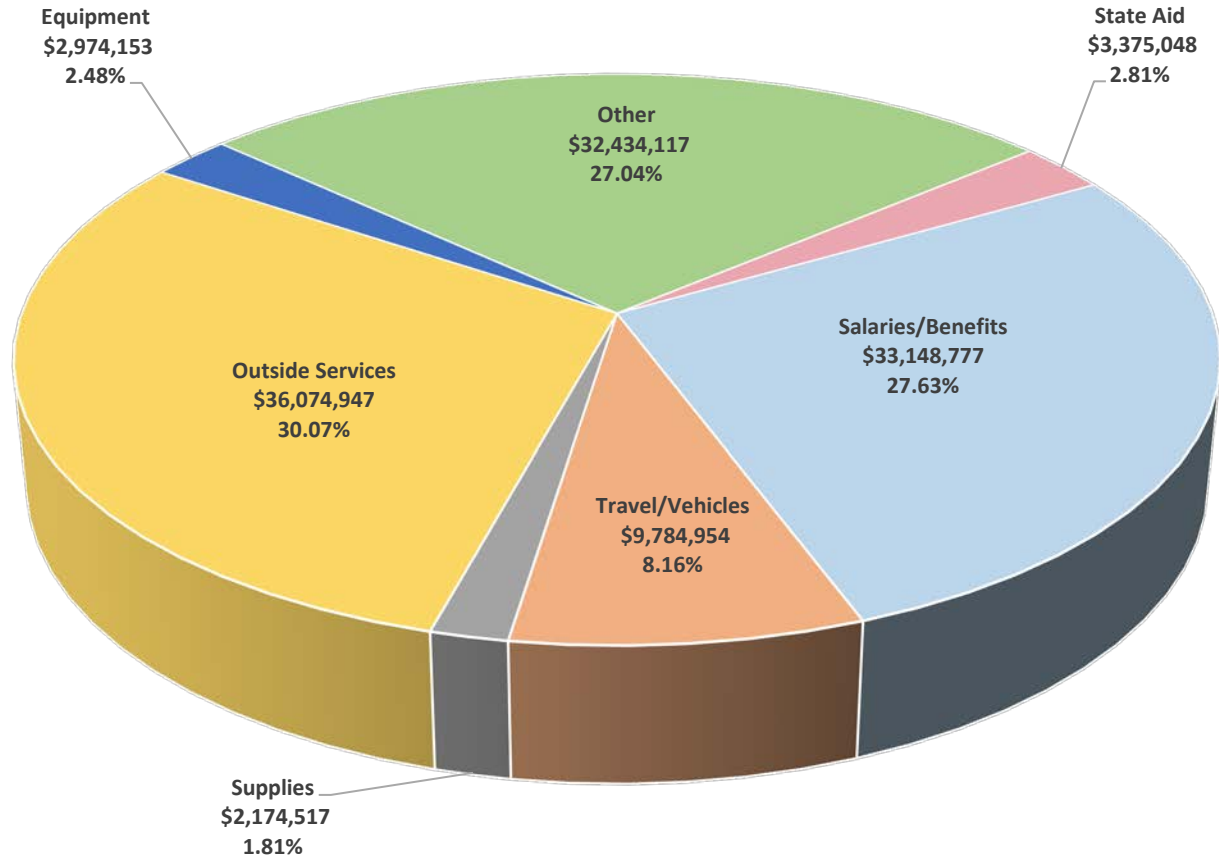
	FY2023	FY2024	FY2025
	Actual	Estimated	Gov's Rec
DAS Internal Service Fund Expenditures			
Personnel Development Seminars	\$ 1,164,176	\$ 1,230,065	\$ 1,255,820
Central PPE Warehouse	605,661	1,200,000	1,226,728
Health Insurance Administration	532,882	502,136	523,355
Employee Assistance Pgm	128,395	129,730	129,730
Routine Maintenance	4,815,281	3,392,569	3,403,769
Workers' Compensation	30,965,311	33,743,552	33,771,459
I3 Expenses	7,089,261	7,522,716	7,347,867
Centralized Purchasing	4,593,992	5,998,339	5,422,712
Vehicle Dispatch Revolving Fund	10,913,243	8,895,780	8,965,608
Vehicle Depreciation Rev Fund	14,241,729	8,300,000	8,300,000
Motor Pool Revolving Fund	1,272,628	1,338,612	1,349,730
Self Insurance/Risk Management	2,477,058	2,355,958	2,533,365
Centralized Printing Revolving Fund	2,557,335	2,455,291	2,987,220
Mail Services Revolving	884,299	922,115	969,064
Human Resources Revolving Fund	9,261,385	8,288,059	9,075,257
Office of the General Counsel	-	1,931,918	1,936,714
Facility & Support Revolving Fund	9,081,162	9,616,562	10,002,210
Total Internal Service Funds	\$ 100,583,798	\$ 97,823,402	\$ 99,200,608

General Fund Appropriations

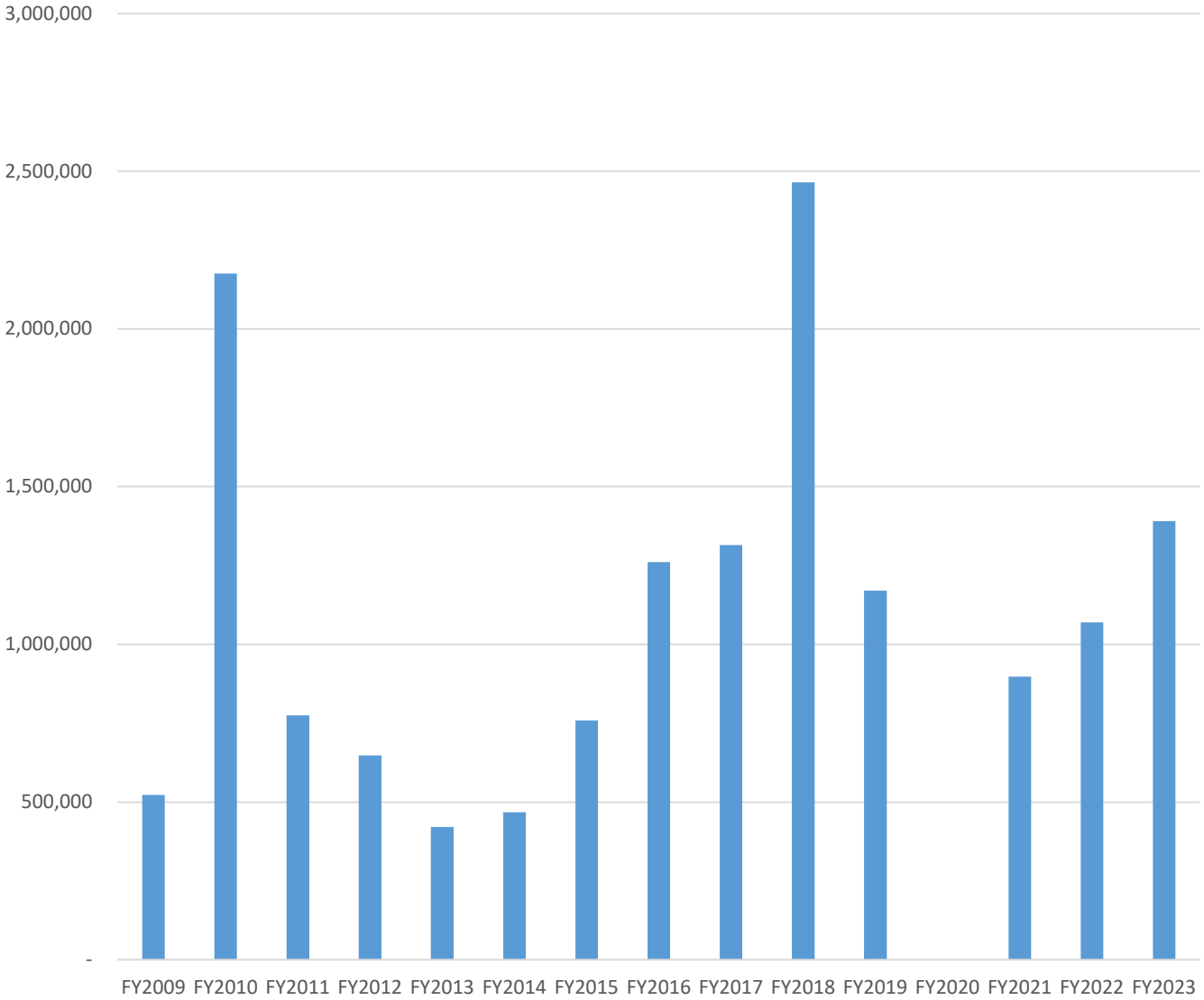
Excludes Historical and State Library



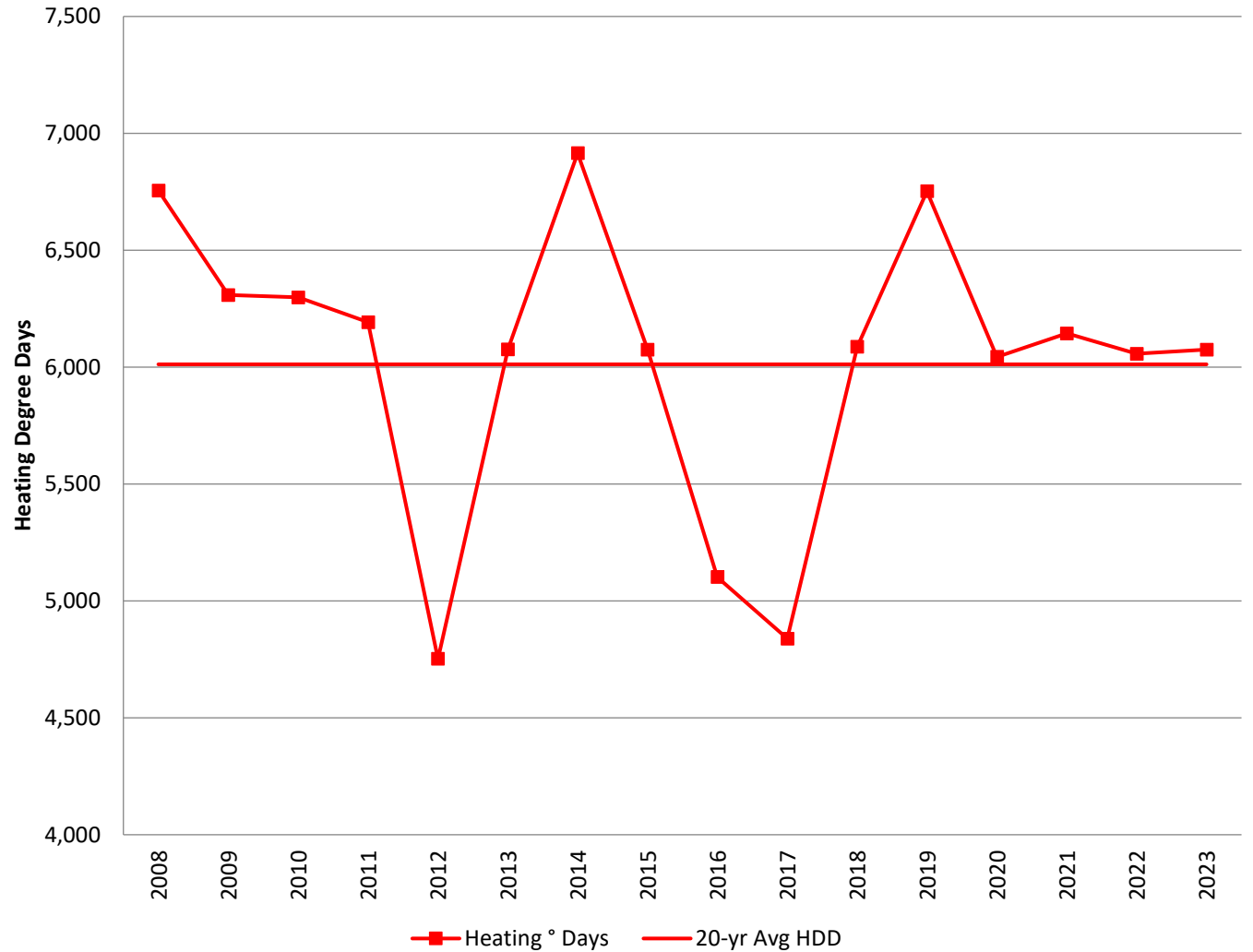
Department of Administrative Services Dispositions by Expenditure Category FY2024 Estimated Budget



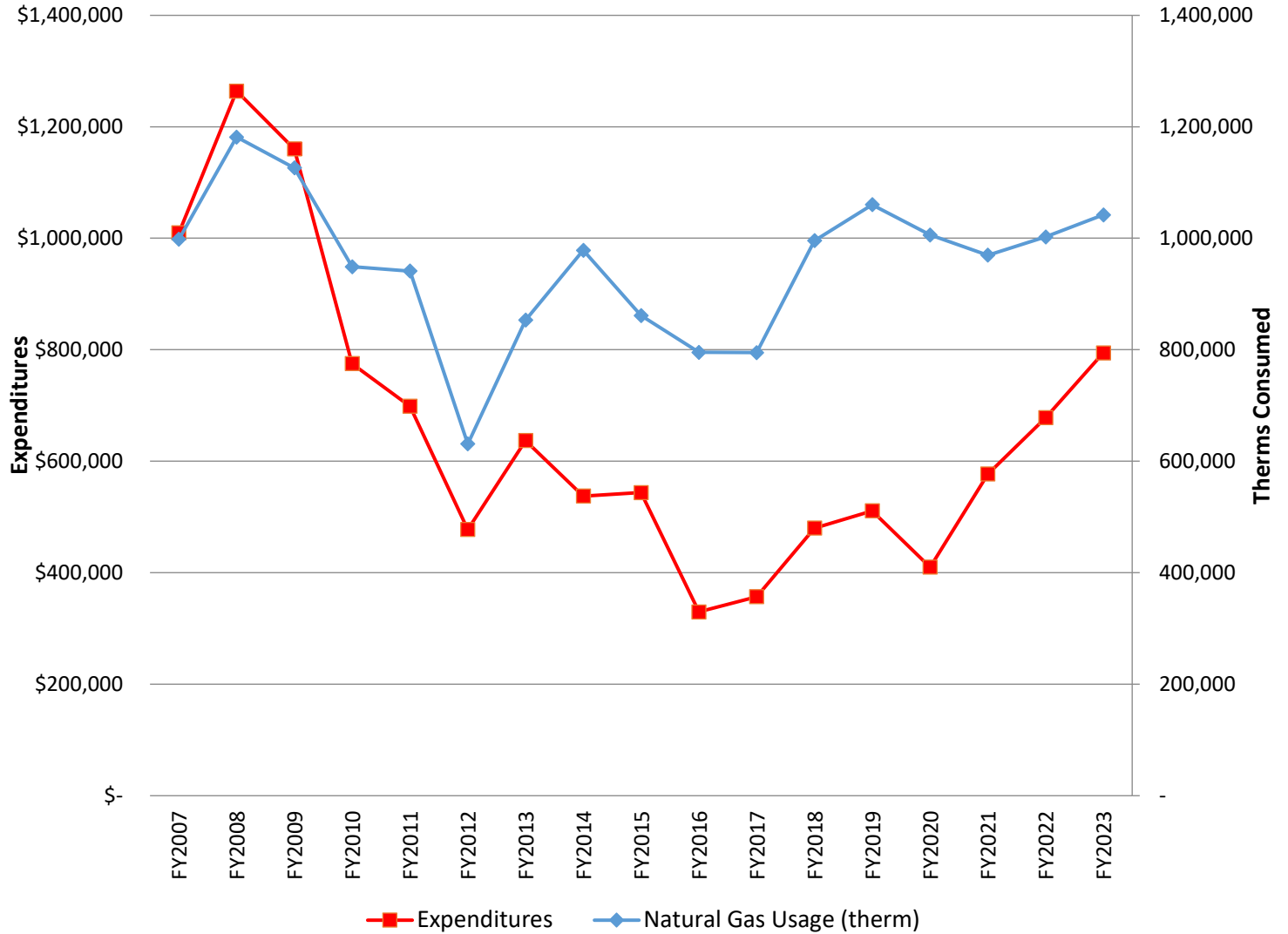
Department of Administrative Services Fee Suspensions and Refunds



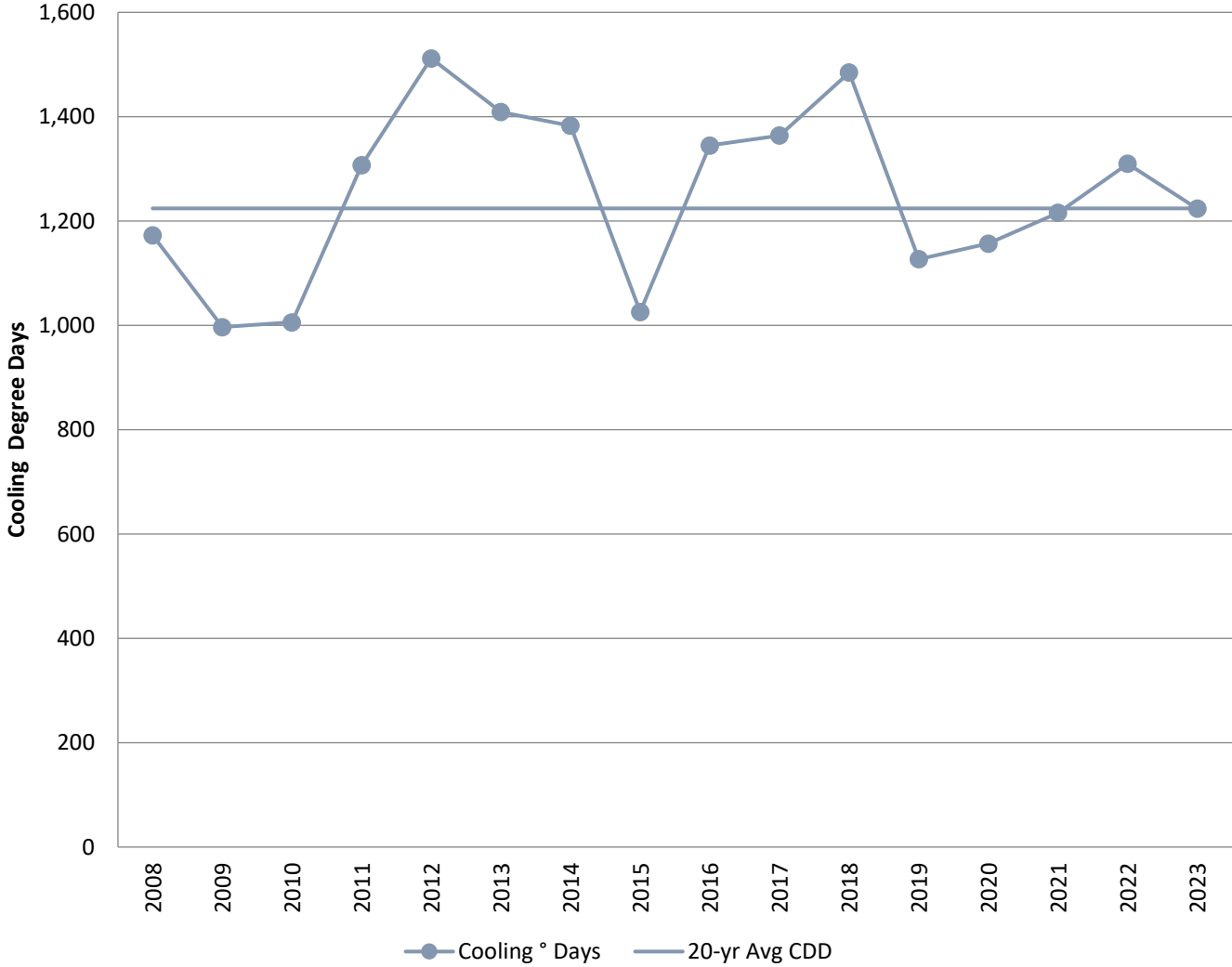
Des Moines Heating Degree Days Fiscal Years 2008 - 2023 65° F Balance Point



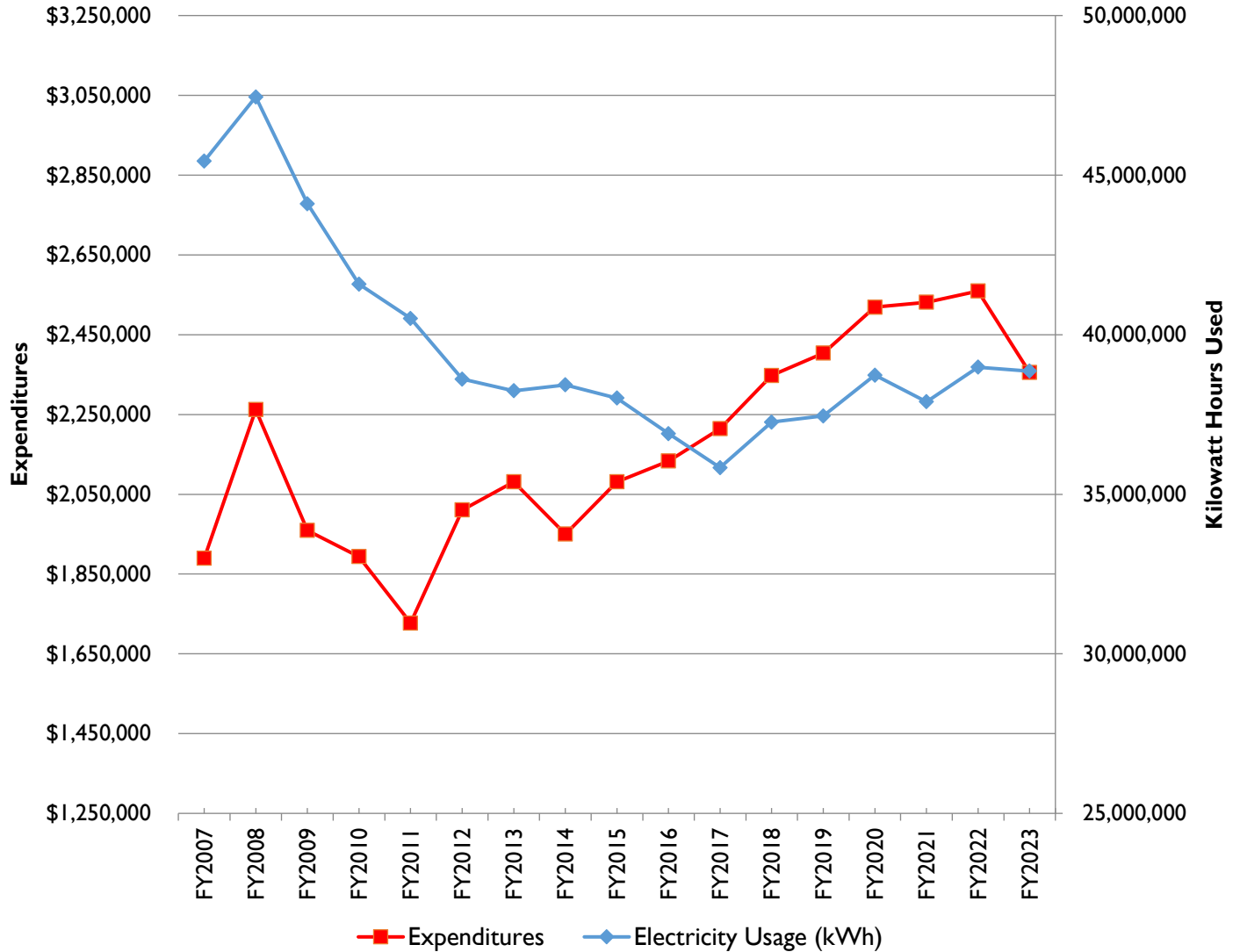
Consumption and Expenditures for Capitol Complex Natural Gas



Des Moines Cooling Degree Days Fiscal Years 2008 - 2023 65° F Balance Point



Consumption and Expenditures for Capitol Complex Electricity



Thank You