

IOWA DEPARTMENT OF TRANSPORTATION  
FISCAL YEAR 2004  
REPORT OF SAVINGS BY USING VIDEOCONFERENCING  
THROUGH IOWA COMMUNICATIONS NETWORK  
TO THE IOWA GENERAL ASSEMBLY

Pursuant to Chapter II 84  
Acts and Joint Resolutions  
enacted at the  
1994 Regular Session  
of the 75th General Assembly  
of the State of Iowa

**Code section 8D.10**  
**Report of Savings by State Agencies**

December 2004

## **Introduction and Summary**

Iowa Code Section 8D.10 requires that certain state agencies prepare an annual report to the General Assembly certifying the identified savings associated with that state agency's use of the Iowa Communications Network (ICN).

This report covers estimated cost savings related to video conferencing via ICN for the Iowa Department of Transportation (DOT).

In FY 2004, the DOT conducted five training sessions utilizing the ICN video conferencing system which resulted in \$7,171 in estimated savings to the DOT.

## **DOT Video Conferences**

The DOT has seven small videoconference sites, located at five of the six DOT district offices, the DOT administration building in Ames, and the DOT offices in Des Moines at Park Fair Mall. DOT staff also utilize the ICN classroom video sites or utilize the ICN network for videoconferences requiring more space or for conferences at locations where the DOT does not have video facilities.

In FY 2004, the DOT established five (5) videoconferenced training sessions with the ICN. The estimated cost savings from use of the ICN results from applying estimates to savings in staff time and travel expenses (meals and mileage). The following are other benefits of videoconferencing not included in the cost estimates:

- broader participation by more people allowing for enhanced input and discussion;
- more timely information-sharing;
- fuller, more productive participation through visual sharing not offered by telephone conferences;
- closer, more productive relationship between central office and geographically dispersed customers; and
- ability to videotape meetings to share with others or keep as historical record.

## **Video Conferencing Costs**

The DOT reimburses the ICN for a videoconference session when the DOT is the scheduling agency, or if there are special requirements such as the use of an ICN classroom. DOT is not billed for ICN videoconference sessions if the session was scheduled by another agency.

## **DOT Cost Savings in FY 2004**

The following chart details the cost savings estimated for DOT use of ICN video conferencing in FY 2004:

Number of videoconferences held	5	
Number of non-DOT participants	555	
Number of DOT participants	1	(trainer conducted 5 sessions via ICN to 53 locations)
Travel miles avoided (estimated using map mileage)	6,077	

(Savings rounded to nearest dollar)

Vehicle cost savings (@ 29 cents per mile)	\$ 3,526.00	
Meal cost savings	\$ .00	
Travel time savings (@ \$26 per hour)	<u>\$ 5,736.00</u>	
Total estimated savings		\$ 9,262.00
Less direct cost of using ICN		<u>\$ 2,091.00</u>
Net savings for FY 2004		\$ 7,171.00

This savings applies only to the DOT staff who conducted the training sessions. Conferences included non-DOT staff. Cost savings accrued to non-DOT staff is not included in these estimates.

## **Assumptions used for cost savings computation**

Estimate amounts are based on the following:

- o meetings would be held at the DOT host site, or in the case of training sessions, the DOT trainer would travel to multiple sites to provide the training;
- o at least one participant from each site would have traveled to the meeting site;
- o DOT cost savings for mileage are based on travel miles avoided, times the state car rate of 29 cents per mile;
- o distances are calculated using Iowa Transportation Map distances between cities; and
- o productivity gain is calculated on travel time avoided (miles driven divided by 55 miles per hour) multiplied by an hourly rate, excluding fringe cost of \$25.94 which is an average amount for a motor vehicle captain at a pay grade 31 in FY 2004.

**Appendix A**  
**Iowa Department of Transportation**  
 (Cost in whole dollars)

Date	Length of Session Hours	Sites	Participants	Travel (Y/N)	Distance	Productivity	Lodging	Meals	Travel-IN	Other	Room Charge	ICN Cost	Savings	Y-T-D Savings
1/28/04	4	DM-STATE HISTORICAL-HOST	1	Y	0	0	0	0	0	0	0	34	-34	-34
	4	CEDAR RAPIDS-CSD-ADM	1	Y	102	96	0	0	59	0		34	121	87
	4	DECORAH-N WINNESHIEK	1	Y	176	166	0	0	102	0		34	234	321
	4	ESTERVILLE-HS	1	Y	180	170	0	0	104	0		34	240	561
	4	MASON CITY-HS	1	Y	120	113	0	0	70	0		34	149	710
	4	MUSCATINE-CC	1	Y	152	143	0	0	88	0		34	197	907
	4	OSCEOLA-PUB LIB	1	Y	59	56	0	0	34	0		34	56	963
	4	SIOUX CITY-WEST-HS	1	Y	194	183	0	0	113	0		34	262	1225
2/5/04	4	DM-STATE HISTORICAL-HOST	1	Y	0	0	0	0	0	0	0	34	-34	1191
	4	CEDAR RAPIDS-CSD-ADM	1	Y	102	96	0	0	59	0		34	121	1312
	4	CRESTON-AEA	1	Y	79	75	0	0	46	0		34	87	1399
	4	DECORAH-N WINNESHIEK	1	Y	176	166	0	0	102	0		34	234	1633
	4	FORT DODGE (NG)	1	Y	93	88	0	0	54	0		34	108	1741
	4	MASON CITY-HS	1	Y	120	113	0	0	70	0		34	149	1890
	4	MUSCATINE-CC	1	Y	152	143	0	0	88	0		34	197	2087
	4	SIOUX CITY-WEST-HS	1	Y	194	183	0	0	113	0		34	262	2349
	4	SPENCER	1	Y	179	169	0	0	104	0		34	239	2588
5/19/04	4	DM-STATE HISTORICAL-HOST	1	Y	0	0	0	0	0	0	0	34	-34	2554
	4	BURLINGTON-PUB LIB (CART)	1	Y	155	146	0	0	90	0		34	202	2756
	4	CARROLL-CC	1	Y	94	89	0	0	55	0		34	110	2866
	4	COUNCIL BLUFFS-PUB LIB	1	Y	131	124	0	0	76	0		34	166	3032
	4	DECORAH-N WINNESHIEK	1	Y	176	166	0	0	102	0		34	234	3266
	4	DUBUQUE-STOUT-PUB LIB	1	Y	185	175	0	0	107	0		34	248	3514
	4	FORT DODGE (NG)	1	Y	93	88	0	0	54	0		34	108	3622
	4	SPENCER	1	Y	179	169	0	0	104	0		34	239	3861
	4	TIPTON-HS	1	Y	144	136	0	0	84	0		34	186	4047
	4	WATERLOO-PUB LIB	1	Y	102	96	0	0	59	0		34	121	4168
11/17/04	4	DM-STATE HISTORICAL-HOST	1	Y	0	0	0	0	0	0	0	34	-34	4134
	4	BURLINGTON-PUB LIB (CART)	1	Y	155	146	0	0	90	0		34	202	4336
	4	CARROLL-CC	1	Y	94	89	0	0	55	0		34	110	4446
	4	COUNCIL BLUFFS-PUB LIB	1	Y	131	124	0	0	76	0		34	166	4612
	4	DECORAH-N WINNESHIEK	1	Y	176	166	0	0	102	0		34	234	4846
	4	DUBUQUE-STOUT-PUB LIB	1	Y	185	175	0	0	107	0		34	248	5094
	4	FORT DODGE (NG)	1	Y	93	88	0	0	54	0		34	108	5202
	4	TIPTON-HS	1	Y	144	136	0	0	84	0		34	186	5388
	4	WATERLOO-PUB LIB	1	Y	102	96	0	0	59	0		34	121	5509
12/16/04	6	DM-STATE HISTORICAL-HOST	1	Y	0	0	0	0	0	0	0	51	-51	5458
	6	ALGONA (NG)	1	Y	129	122	0	0	75	0		51	146	5604
	6	AMES-ISU 7	1	Y	28	26	0	0	16	0		51	-9	5595
	6	CEDAR RAPIDS-MT MERCY	1	Y	114	108	0	0	66	0		51	123	5718
	6	COUNCIL BLUFFS-CC2	1	Y	131	124	0	0	76	0		51	149	5867
	6	DAVENPORT-CCI	1	Y	171	161	0	0	99	0		51	209	6076
	6	DECORAH-PUB LIB	1	Y	176	166	0	0	102	0		51	217	6293
	6	DES MOINES-URBAN-CC	1	Y	0	0	0	0	0	0		51	-51	6242
	6	FORT DODGE-HS	1	Y	93	88	0	0	54	0		51	91	6333
	6	KEOKUK-PUB LIB	1	Y	169	159	0	0	98	0		51	206	6539
	6	MARSHALLTOWN-AEA	1	Y	49	46	0	0	28	0		51	23	6562
	6	MASON CITY-CC	1	Y	120	113	0	0	70	0		51	132	6694
	6	OSCEOLA-PUB LIB	1	Y	59	56	0	0	34	0		51	39	6733
	6	OSKALOOSA-PUB LIB	1	Y	59	56	0	0	34	0		51	39	6772
	6	PELLA-CENTRAL	1	Y	41	39	0	0	24	0		51	12	6784
	6	SHELDON-CC1	1	Y	219	207	0	0	127	0		51	283	7067
	6	WATERLOO-EAST HS	1	Y	102	96	0	0	59	0		51	104	7171