



Iowa Department of Administrative Services

*Government's Partner in Achieving Results*

Governor Terry E. Branstad  
Lt. Governor Kim Reynolds

Mike Carroll, Director

## DAS Annual Report for Fiscal Year 2013

In Compliance with Iowa Code Section 7A.3

## DAS OVERVIEW

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DAS submits this annual report in compliance with Iowa Code Section 7A.3. DAS will also submit another annual report in compliance with Iowa Code Section 7E.3 by the reporting deadline of November 30, 2013.

**Vision Statement:**

Providing Iowans unified, comprehensive, value driven administrative services.

**Mission Statement:**

The Department of Administrative Services provides comprehensive leadership and management for support of governmental operations. The Department will enhance overall operational and cost efficiency by providing progressive and measurable business value.

**Divisions:**

- Core (Director's Office and Finance)
- Central Purchasing Enterprise
- General Services Enterprise
- Human Resources Enterprise
- Information Technology Enterprise
- State Accounting Enterprise

**Employees:**

On June 30, 2009 DAS had 421 employees, on July 1, 2013 DAS had 338 employees.

## DAS STRATEGIC INITIATIVES

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Governor Branstad's four major strategic goals of creating 200,000 new jobs, increasing incomes in the state by 25%, decreasing the cost of government by 15%, and making Iowa number one in the country in education will be at the forefront of the strategic efforts of the Department of Administrative Services (DAS). DAS believes the department will have the greatest impact on decreasing the cost of government by 15%, and most of the strategic efforts within this plan are geared toward that goal. Successful implementation of the DAS strategic initiatives and increasing DAS operational efficiencies will facilitate successful outcomes for the Governor's overall strategic goals.

Fundamental to all the initiatives within this plan are value versus cost, business case analysis, statewide reduction of the cost of government, and the effect they may have on statewide efforts to create jobs, increase incomes, and improve education. Business case analysis and long term effects of any DAS initiative will precede implementation of the initiatives within this plan. Strategic initiatives included within the DAS strategic plan include:

- Consolidation of State services
- Review and improvement of health insurance benefits for state employees
- Comprehensive review of services
- Improved labor relations, negotiations, and contracts
- Re-structuring of the DAS organization for efficiency and value
- Minimization of the general fund appropriation for DAS

These initiatives are outlined below including basic action steps and timeframes anticipated for their implementation.

**Goal:**

To increase the efficiency and value of the Department of Administrative Services by controlling costs and assisting state government in reducing expenditures by a targeted minimum of 15%.

**Execution Plan:**

Essential to the achievement of the goal for this strategic plan will be a long term commitment from the Governor’s administration and genuine ownership of the implementation and outcomes of the plan by DAS management and staff. The following are the major items guiding the overall realization of the strategic goal:

- Consolidate state services
- Review existing DAS structure and services for cost versus value based upon business case analysis, and re-build organization around business case outcomes
- Improve labor relations and negotiations
- Review and improve health insurance
- Adjust policy and procedures for efficient and user oriented delivery
- Use technology to do more with less
- Minimize the need for a general fund appropriation for DAS

**Opportunities:**

Through the strategic initiatives outlined in this plan, and incorporation of those initiatives into the department’s business plans, DAS believes other departments will be able to concentrate their resources on core missions and rely on DAS for the administrative expertise for their operations. This realignment of effort will result in both an increase in efficiency and a reduction in overall cost to State government. Areas of human resources, information technology, financial services, and general services will be provided statewide in a comprehensive, cohesive, and manageable form with opportunity to make those services available to other public entities outside of state government where efficiency and economics support that cooperation.

The vision of the state as a large corporate structure with departmental responsibility and accountability in lieu of many independent companies doing business together will bring a more manageable, cohesive, efficient, and cost effective approach to the delivery of services to the citizens of Iowa.

## ENTERPRISE RESULTS

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### **General Services**

#### *Statewide Leasing Authority*

In 2011 DAS obtained statewide leasing authority for all of state government except for institutions under the control of the Board of Regents and the Department of Public Defense. DAS delivers valuable real estate experience, operational efficiencies and cost savings for all state agencies on a daily basis through this consolidated effort.

#### *Design and Construction Reorganization*

Due to the fluctuation of available infrastructure funding DAS undertook a reorganization of the Design and Construction area of General Services. This reorganization reduced staffing levels and increased knowledge and skill available to state agencies by partnering with private sector firms to provide greater scalability and subject matter knowledge to best represent the state in its efforts to build high quality, lasting infrastructure to meet the state's needs. In FY 2013 DAS estimates managing nearly a half of a billion dollars of total construction budgets.

#### *Custodian Services Outsourcing*

Beginning in late FY 2011 DAS began a partial outsourcing of custodial services. This effort continues through FY 2014 saving state agencies and ultimately Iowa taxpayers hundreds of thousands of dollars. An Issue Review prepared by the Legislative Services Agency is available by double clicking below:

<https://www.legis.iowa.gov/DOCS/LSA/IssReview/2013/IR MDF001.PDF>



### Department of Administrative Services Cost Savings

#### **ISSUE**

This *Issue Review* is an examination of cost-saving actions by the Department of Administrative Services (DAS) by outsourcing services. The Department has recently outsourced janitorial services for three buildings on the Capitol Complex and have restructured the way construction projects are managed with the goal of producing cost savings.

#### **AFFECTED AGENCIES**

Department of Administrative Services

#### **CODE AUTHORITY**

Iowa Code [chapter 8A](#)

#### **BACKGROUND**

The [Department of Administrative Services Four-Year Strategic Plan FY 2012 – FY 2015](#) states the primary goal is “[t]o increase the efficiency and value of the Department of Administrative Services by controlling costs and assisting state government in reducing expenditures by a targeted minimum of 15.0%.” The plan further states, “Fundamental to all the initiatives within this plan are value versus cost, business case analysis, statewide reduction of the cost of government, ..... Business case analysis and long term effects of any DAS initiative will precede implementation of the initiatives within this plan.”<sup>1</sup>

The plan emphasizes restructuring of the DAS organization for efficiency and value in the last half of FY 2011 through FY 2012. The approach was to:

- Review existing structure and services for cost versus value based on business case analysis
- Rebuild organization around business case outcomes
- Adjust policy and procedures for efficient and user oriented delivery
- Use of technology coupled with policy/procedure adjustments for savings
- Provide vendor management <sup>2</sup>

A [business case](#) states the reasons for a project or task. It may be a structured, written document, or it sometimes can be a short verbal argument or presentation. The perspective of the business case is that the consumption of resources, such as money or effort, should support a specific business need. For example, a software upgrade can improve computer system performance, but the business case would link better performance with customer satisfaction, reduced staff time, or cost savings from reduced maintenance costs. A compelling business case captures quantifiable and nonquantifiable factors and benefits.

For the DAS, the use of the business case analysis is an informal approach to examining departmental operations. Service practices are examined, less expensive alternatives are

<sup>1</sup> DAS Four-Year Strategic Plan, page 1.

<sup>2</sup> DAS Four-Year Strategic Plan, page 3.

## **Human Resources**

### *Contract negotiations*

The Department of Administrative Services negotiated a new two year agreement with three labor unions. The following are key elements of new state contract with the AFSCME bargaining unit:

1. 0% across-the-board (ATB) raise for FY 14 and 0% ATB for FY 15
2. Annual STEP increases for FY 14 and FY 15 included
3. No change in health insurance

Total cost of new AFSCME contract for FY 14 and FY 15:

General Fund: \$56 million  
All State Funds: \$107 million

Key elements of Governor Culver's AFSCME contract for FY 12 and FY 13:

1. 2.5% ATB raise for FY 12 and 2.5% ATB for FY 13
2. Annual STEP increases for FY 12 and FY 13 included
3. No change in health insurance

Total cost of Culver AFSCME contract (if applied to our current workforce):

General Fund: \$104 million  
All State Funds: \$202 million

Savings to State of Iowa resulting from new AFSCME contract:

General Fund: \$48 million  
All State Funds: \$94 million

According to available data, the FY 14 -15 AFSCME contract represents the first time since the inception of public sector collective bargaining in Iowa that the State has successfully negotiated no across the board pay increases in both years of a contract. Clearly, Iowa taxpayers have benefitted from having a seat at the table during the collective bargaining process with Iowa public sector unions.

The State's Position in Arbitration:

The State and ASFSCME agreed on 0% ATB raise for by FY 14 and FY 15.

The State and AFSCME agreed on annual STEP increases for FY 14 and FY 15.

The State and AFSCME reached an impasse on health insurance. The arbitrator ruled in favor of the AFSCME position regarding health insurance.

The State's final offer on health insurance was a 20% employee contribution for all health plans. Employees would have the opportunity to earn a credit of \$90 per month towards their share of the health insurance premium by participating in a wellness program.

The State's final offer on health insurance still exceeded the average of other states when the wellness premium incentive is included. In comparing Iowa's wage and benefits using data provided by the National Compensation Association of State Governments:

- The employer-paid value of the State of Iowa's status quo health insurance benefit is ranked first when compared to other states.
- The average base pay of State of Iowa employees is 33% above the base pay of other state government employees.
- The average total compensation (wages and benefits) of State of Iowa employees is 27.5% higher than the total compensation of other state government employees.

Had the arbitrator ruled in favor of the State's offer regarding health benefits, the State had estimated additional cost avoidance of approximately \$45 million over the 2 years of the contract.

**Information Technology (double click to open)**



**STATE OF IOWA**

TERRY E. BRANSTAD, GOVERNOR  
KIM REYNOLDS, LT. GOVERNOR

ROBERT VON WOLFRADT  
CHIEF INFORMATION OFFICER

**M E M O R A N D U M**

TO: Legislative Services Agency  
Department of Management

FROM: Robert von Wolfradt  
Chief Information Officer

SUBJECT: Required Report

DATE: July 31, 2013

The Office of the Chief Information Officer (OCIO) hereby submits this report to the General Assembly, in accordance with Senate File 396, Section 34 and Iowa Code section 8B.21(1)(h).

Kindly contact me if you have any questions or comments.

Thank you.



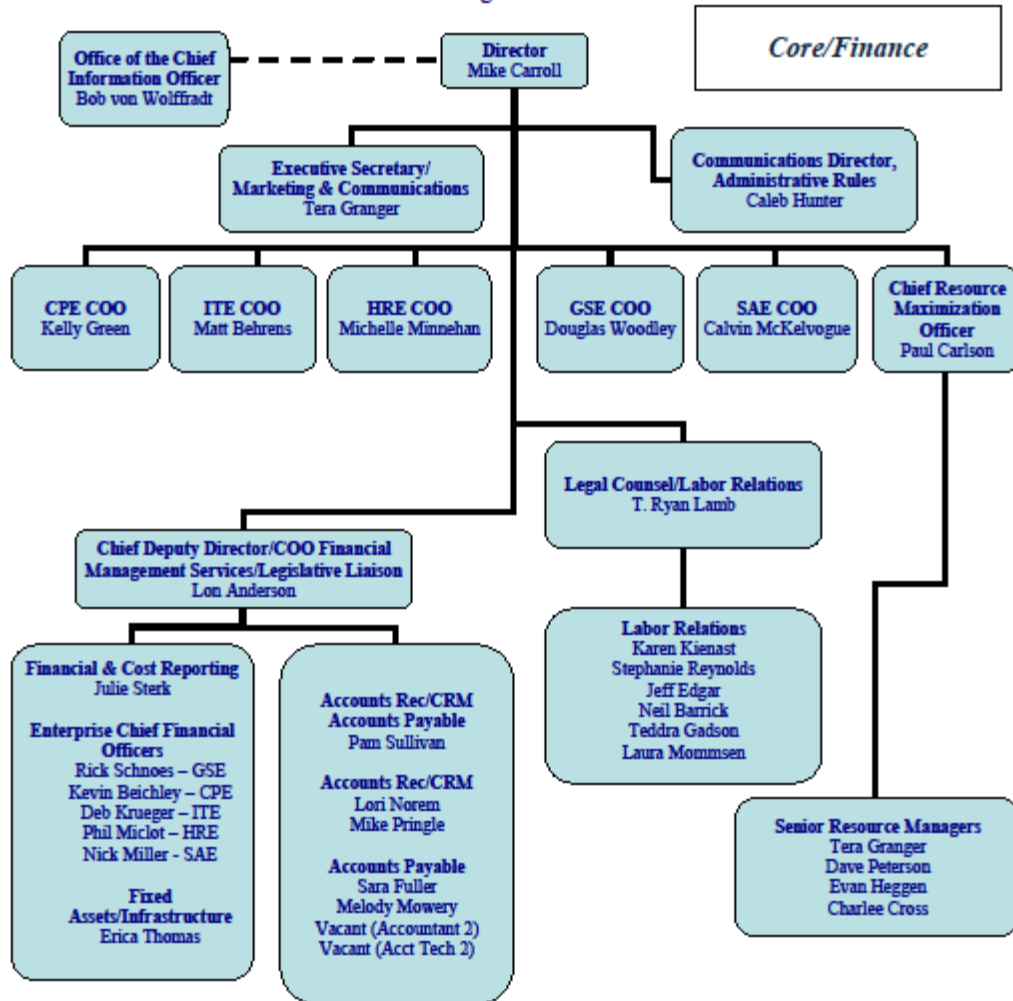
## **State Accounting**

The State Accounting Enterprise (SAE) played an integral role in support of the online database for State of Iowa expenditure data available at the website <http://data.iowa.gov/>. This data is assembled for the Integrated Information for Iowa (I3) system. SAE provides support and management of this database and also monthly provides current information to be made available to the taxpayers of Iowa. During the 2013 legislative session, the \$3.2 million subsidy for I-3 was eliminated and departments will now receive their total bill for I-3 usage.

SAE also prepares the Comprehensive Annual Financial Report for the State of Iowa. In 2012 the Certificate of Achievement for Excellence in Financial Reporting has been awarded to the State of Iowa by the Government Finance Officers Association of the United States and Canada for its Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2012. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

# DAS TABLE OF ORGANIZATION (DOUBLE CLICK TO OPEN)

## IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES Table of Organization



July 25, 2013

# REQUIRED DAS REPORTS LIST

## CODE of IOWA:

### CHAPTER 7A - OFFICIAL REPORTS AND MISCELLANEOUS PUBLICATIONS

#### **7A.3(1,2) Biennial reports — time covered and date of filing.**

1. Reports of the following officials and departments shall cover the biennial period ending June 30 in **each even-numbered year**, and shall be filed as soon as practicable after the end of the reporting period:

h. Department of administrative services.

2. The officials and departments required by this section to file biennial reports shall, in addition thereto, in **each odd-numbered year, file summary reports relating to their operations** for the preceding fiscal year. Such reports shall be filed as soon as practicable after June 30 of each odd-numbered year and shall be as detailed as may be required by the governor, or in case the reports are to be filed with the general assembly, the presiding officers of the two houses of the general assembly.

3. The officials and departments required by this section to file reports shall submit the reports on standardized forms furnished by the director of the department of management. All officials and agencies submitting reports shall consult with the director of the department of management and shall devise standardized report forms for submission to the governor and members of the general assembly.

### CHAPTER 7E - EXECUTIVE BRANCH ORGANIZATION AND RESPONSIBILITIES

#### **7E.3(4) Heads of departments and independent agencies — powers and duties.**

Each head of a department or independent agency shall, except as otherwise provided by law:

4. Annual report. Unless otherwise provided by law, **submit a report in November of each year** to the governor and the legislature on the operation of the department or independent agency during the fiscal year concluded on the preceding June 30, and projecting the goals and objectives of the department or independent agency as developed in the program budget report for the fiscal year under way. Any department or independent agency may issue such additional reports on its findings and recommendations as its operations require.

### CHAPTER 8 - DEPARTMENT OF MANAGEMENT — BUDGET AND FINANCIAL CONTROL ACT

#### **8.57(6h) Annual appropriations — reduction of GAAP deficit — rebuild Iowa infrastructure fund.**

6h. **Annually, on or before January 15 of each year**, a state agency that received an appropriation from the rebuild Iowa infrastructure fund shall report to the legislative services agency and the department of management the status of all projects completed or in progress. The report shall include a description of the project, the progress of work completed, the total estimated cost of the project, a list of all revenue sources being used to fund the project, the amount of funds expended, the amount of funds obligated, and the date the project was completed or an estimated completion date of the project, where applicable.

**8.62(3) Use of reversions.** 1. For the purposes of this section, "operational appropriation" means an appropriation from the general fund of the state providing for salary, support, administrative expenses, or other personnel-related costs.

2. Notwithstanding the provisions of section 8.33 or any other provision of law to the contrary, if on June 30 of a fiscal year, a balance of an operational appropriation remains unexpended or unencumbered, not more than fifty percent of the balance may be encumbered by the agency to which the appropriation was made and used as provided in this section and the remaining balance shall be deposited in the cash reserve fund created in section 8.56. Moneys encumbered under this section shall only be used by the agency during the succeeding fiscal year for internet-based employee training, technology enhancement, or purchases of goods and services from Iowa

prison industries. Unused moneys encumbered under this section shall be deposited in the cash reserve fund on June 30 of the succeeding fiscal year.

3. **On or before June 30 of the fiscal year following the fiscal year** in which funds were encumbered under this section, an agency encumbering funds under this section shall report to the joint appropriations subcommittee which recommends funding for the agency, the legislative services agency, the department of management, and the legislative fiscal committee of the legislative council detailing how the moneys were expended. Moneys shall not be encumbered under this section from an appropriation which received a transfer from another appropriation pursuant to section 8.39.

#### **8.57C Technology reinvestment fund.**

1. A technology reinvestment fund is created under the authority of the department of management. The fund shall consist of appropriations made to the fund and transfers of interest, earnings, and moneys from other funds as provided by law. The fund shall be separate from the general fund of the state and the balance in the fund shall not be considered part of the balance of the general fund of the state. However, the fund shall be considered a special account for the purposes of section 8.53, relating to generally accepted accounting principles.

2. Moneys in the fund in a fiscal year shall be used as appropriated by the general assembly for the acquisition of computer hardware and software, software development, telecommunications equipment, and maintenance and lease agreements associated with technology components and for the purchase of equipment intended to provide an uninterruptible power supply.

3. a. There is appropriated from the general fund of the state for the fiscal year beginning July 1, 2012, and for each subsequent fiscal year thereafter, the sum of seventeen million five hundred thousand dollars to the technology reinvestment fund.

b. There is appropriated from the rebuild Iowa infrastructure fund for the fiscal year beginning July 1, 2008, and ending June 30, 2009, the sum of seventeen million five hundred thousand dollars, and for the fiscal year beginning July 1, 2009, and ending June 30, 2010, the sum of fourteen million five hundred twenty-five thousand dollars to the technology reinvestment fund, notwithstanding section 8.57, subsection 6, paragraph "c".

c. There is appropriated from the rebuild Iowa infrastructure fund for the fiscal year beginning July 1, 2010, and ending June 30, 2011, the sum of ten million dollars to the technology reinvestment fund, notwithstanding section 8.57, subsection 6, paragraph "c".

d. There is appropriated from the rebuild Iowa infrastructure fund for the fiscal year beginning July 1, 2011, and ending June 30, 2012, the sum of fifteen million, five hundred forty-one thousand dollars to the technology reinvestment fund, notwithstanding section 8.57, subsection 6, paragraph "c".

4. **Annually, on or before January 15 of each year**, a state agency that received an appropriation from this fund shall report to the legislative services agency and the department of management the status of all projects completed or in progress. The report shall include a description of the project, the progress of work completed, the total estimated cost of the project, a list of all revenue sources being used to fund the project, the amount of funds expended, the amount of funds obligated, and the date the project was completed or an estimated completion date of the project, where applicable.

### **CHAPTER 8A - DEPARTMENT OF ADMINISTRATIVE SERVICES**

#### **8A.108(1) Acceptance of funds — solicitations for capitol complex projects.**

1. The department may receive and accept donations, grants, gifts, and contributions in the form of moneys, services, materials, or otherwise, from the United States or any of its agencies, from this state or any of its agencies, or from any other person, and may use or expend such moneys, services, materials, or other contributions, or issue grants, in carrying out the operations of the department. All federal grants to and the federal receipts of the department are hereby appropriated for the purpose set forth in such federal grants or receipts. **The department shall report annually to the general assembly on or before September 1 the donations,**

grants, gifts, and contributions with a monetary value of one thousand dollars or more that were received during the most recently concluded fiscal year.

**8A.110(5b) State employee suggestion system.**

5. a. A state agency shall keep records of each suggestion implemented and the cost savings resulting from the suggestion for a period of one year from the date of implementation of the suggestion.
- b. The director shall **file a report with the governor and the general assembly for each fiscal year**, relating to the administration and implementation of the suggestion system and the benefits for the state, the state departments, and state employees.

**8A.123(1, 5a, 5b) Department internal service funds.**

1. Activities of the department shall be accounted for within the general fund of the state, except that the director may establish and maintain internal service funds in accordance with generally accepted accounting principles, as defined in section 8.57, subsection 5, for activities of the department which are primarily funded from billings to governmental entities for services rendered by the department. The establishment of an internal service fund is subject to the approval of the director of the department of management and the concurrence of the auditor of state. **At least ninety days prior to the establishment of an internal service fund pursuant to this section, the director shall notify in writing the general assembly, including the legislative council, legislative fiscal committee, and the legislative services agency.**
5. a. The director **shall annually** provide internal service fund service business plans and financial reports to the department of management and the general assembly. The business plans may include the recommendation that a portion of unexpended net income be periodically returned to the appropriate funding source.
- b. The department **shall submit an annual report not later than October 1** to the members of the general assembly and the legislative services agency of the activities funded by and expenditures made from an internal service fund established pursuant to this section during the preceding fiscal year.

**8A.124 Additional personnel.**

The department may employ, upon the approval of the department of management, additional personnel in excess of the number of full-time equivalent positions authorized by the general assembly if such additional personnel are reasonable and necessary to perform such duties as required to meet the needs of the department to provide services to other governmental entities and as authorized by this chapter. **The director shall notify in writing the department of management, the legislative fiscal committee, and the legislative services agency of any additional personnel employed pursuant to this section.**

**8A.224(2) lowAccess revolving fund.**

2. The department **shall submit an annual report not later than January 31** to the members of the general assembly and the legislative services agency of the activities funded by and expenditures made from the revolving fund during the preceding fiscal year. Section 8.33 does not apply to any moneys in the revolving fund and, notwithstanding section 12C.7, subsection 2, earnings or interest on moneys deposited in the revolving fund shall be credited to the revolving fund.

**8A.321(6c) Physical resources and facility management — director duties — appropriation.**

The department **shall annually issue a request for proposals** for leasing privately owned office space for state employees in the downtown area of the city of Des Moines. Prior to replacing or renovating publicly owned buildings or relocating any state agencies to any space in publicly owned buildings, the department shall use such proposals to compare the costs of privately owned space to publicly owned space. The department shall locate state employees in office space in the most cost-efficient manner possible. In determining cost efficiency, the department shall consider all costs of the publicly owned space, the costs of the original acquisition of the

publicly owned space, the costs of tenant improvements to the publicly owned space, and the anticipated economic and useful life of the publicly owned building space.

**8A.321(11) Physical resources and facility management — director duties — appropriation.**

Prepare **annual status reports** for all capital projects in progress of the department, and submit the status reports to the legislative services agency and the department of management on or **before January 15** of each year.

**8A.341(2) State printing — duties**

2. **If money is appropriated for this purpose, by November 1 of each year supply a report which contains the name, gender, county, or city of residence when possible, official title, salary received during the previous fiscal year, base salary as computed on July 1 of the current fiscal year, and traveling and subsistence expense of the personnel of each of the departments, boards, and commissions of the state government except personnel who receive an annual salary of less than one thousand dollars.** The number of the personnel and the total amount received by them shall be shown for each department in the report. All employees who have drawn salaries, fees, or expense allowances from more than one department or subdivision shall be listed separately under the proper departmental heading. On the request of the director, the head of each department, board, or commission shall furnish the data covering that agency. The report shall be distributed upon request without charge in an electronic medium to each caucus of the general assembly, the legislative services agency, the chief clerk of the house of representatives, and the secretary of the senate. Copies of the report shall be made available to other persons in an electronic medium upon payment of a fee, which shall not exceed the cost of providing the copy of the report. Sections 22.2 through 22.5 apply to the report. All funds from the sale of the report shall be deposited in the printing revolving fund established in section 8A.345.

**8A.362(4c) Fleet management — powers and duties — fuel economy requirements.**

4. c. **Not later than June 15 of each year,** the director shall report compliance with the corporate average fuel economy standards published by the United States secretary of transportation for assigned motor vehicles, other than motor vehicles purchased by the state department of transportation, institutions under the control of the state board of regents, the department for the blind, and any other state agency exempted from the requirements of this subsection. The report of compliance shall classify the vehicles assigned for the current vehicle model year using the following categories: passenger automobiles, enforcement automobiles, vans, and light trucks. The director shall deliver a copy of the report to the economic development authority. As used in this paragraph, "corporate average fuel economy" means the corporate average fuel economy as defined in 49 C.F.R. § 533.5.

**8A.373 Duties (CAPITOL PLANNING) — report to legislature.**

It shall be the duty of the commission to advise upon the location of statues, fountains and monuments and the placing of any additional buildings on the capitol grounds, the type of architecture and the type of construction of any new buildings to be erected on the state capitol grounds as now encompassed or as subsequently enlarged, and repairs and restoration thereof, and it shall be the duty of the officers, commissions, and councils charged by law with the duty of determining such questions to call upon the commission for such advice. The commission shall, in cooperation with the director of the department of administrative services, develop and implement within the limits of its appropriation, a five-year modernization program for the capitol complex. **The commission shall annually report to the general assembly its recommendations relating to its duties under this section. The report shall be submitted to the chief clerk of the house and the secretary of the senate during the month of January.**

#### **8A.378 State capitol view preservation.**

**The department of administrative services shall develop a state capitol view preservation plan.** *The purpose of the plan shall be to ensure that the most scenic views of the state capitol remain unobstructed by the erection of structures, including but not limited to buildings, towers, and monuments.*

*The plan shall include proposals for height and setback limitations of structures erected within the state capitol view, and shall include appropriate drawings, schematics, and aerial photographs necessary to establish the plan with sufficient clarity and definition.*

**The department shall negotiate implementation of the plan with the city of Des Moines with the goal of entering into a memorandum of understanding in relation to the plan. The department shall provide the governor and the capitol planning commission with quarterly reports regarding progress made on the capitol view preservation plan and execution of the memorandum of understanding.**

#### **8A.414 Experimental research projects.**

*The director may conduct experimental or research personnel-related projects of limited duration designed to improve the quality of the employment system. The provisions of section 8A.413 or administrative rules adopted pursuant to that section are waived for the purposes of such projects. Projects adopted under this authority shall not violate existing collective bargaining agreements. Any projects that relate to issues covered by such agreements or issues that are mandatory subjects of collective bargaining are subject to negotiations as applicable. The director shall notify the chairpersons of the standing committees on appropriations of the senate and the house of representatives and the chairpersons of the appropriate subcommittees of those committees of the proposed projects. The notice from the director shall include the purpose of the project, a description of the project, and how the project will be evaluated. Chairpersons notified shall be given at least two weeks to review and comment on the proposal before the project is implemented. **The director shall report the results of the experimental research projects conducted in the preceding fiscal year to the legislative council by September 30 of each year.***

#### **8A.502(8) Financial administration duties.**

*8. Accounts. To keep the central budget and proprietary control accounts of the general fund of the state and special funds, as defined in section 8.2, of the state government. Upon elimination of the state deficit under generally accepted accounting principles, including the payment of items budgeted in a subsequent fiscal year which under generally accepted accounting principles should be budgeted in the current fiscal year, the recognition of revenues received and expenditures paid and transfers received and paid within the time period required pursuant to section 8.33 shall be in accordance with generally accepted accounting principles. Budget accounts are those accounts maintained to control the receipt and disposition of all funds, appropriations, and allotments. Proprietary accounts are those accounts relating to assets, liabilities, income, and expense. **For each fiscal year, the financial position and results of operations of the state shall be reported in a comprehensive annual financial report prepared in accordance with generally accepted accounting principles, as established by the governmental accounting standards board.***

### **OTHER REPORTING REQUIREMENTS FOR DAS**

#### **8D.10 (Chapter 8D – IOWA COMMUNICATIONS NETWORK) Report of savings by state agencies.**

**A state agency which is a part of the network shall annually provide a written report to the general assembly certifying the identified savings associated with the state agency's use of the network. The report shall be delivered on or before January 15 for the previous fiscal year of the state agency.**

**12.8(1) (CHAPTER 12 - TREASURER OF STATE) Investment or deposit of surplus — appropriation — investment income — lending securities.**

**1. The treasurer of state shall invest or deposit, subject to chapters 12F and 12H and as provided by law, any of the public funds not currently needed for operating expenses and shall do so upon receipt of monthly notice from the director of the department of administrative services of the amount not so needed.** *In the event of loss on redemption or sale of securities invested as prescribed by law, and if the transaction is reported to the executive council, neither the treasurer nor director of the department of administrative services is personally liable but the loss shall be charged against the funds which would have received the profits or interest of the investment and there is appropriated from the funds the amount so required.*

**15.108(7c(1a)) (CHAPTER 15 - ECONOMIC DEVELOPMENT AUTHORITY) Annual reporting requirements.**

**(1) (a) By December 1 of each year, the department of administrative services shall file a written report with the economic development authority regarding the Iowa targeted small business procurement Act activities during the previous fiscal year. At a minimum, the report shall include a summary of all activities undertaken by the department of administrative services in an effort to maximize the utilization of the targeted small business procurement Act.**

**19B.5(2) (CHAPTER 19B - EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION) Annual reports.** *1. The head of each state agency other than the state board of regents and its institutions is personally responsible for submitting by July 31 an annual report of the affirmative action accomplishments of that agency to the department of administrative services.*

**2. The department of administrative services shall submit a report on the condition of affirmative action, diversity, and multicultural programs in state agencies covered by subsection 1 by September 30 of each year to the governor and the general assembly.**

**25.2(3b) (CHAPTER 25 – CLAIMS AGAINST THE STATE AND BY THE STATE) Examination of report — approval or rejection — payment.**

1. The state appeal board with the recommendation of the special assistant attorney general for claims may approve or reject claims against the state of less than five years involving the following:

- a. Outdated sales and use tax refunds.
- b. License refunds.
- c. Additional agricultural land tax credits.
- d. Outdated invoices.
- e. Fuel and gas tax refunds.
- f. Outdated homestead and veterans' exemptions.
- g. Outdated funeral service claims.
- h. Tractor fees.
- i. Registration permits.
- j. Outdated bills for merchandise.
- k. Services furnished to the state.
- l. Claims by any county or county official relating to the personal property tax credit.
- m. Refunds of fees collected by the state.

2. Notwithstanding the time period specified in subsection 1, the state appeal board may approve or reject a claim against the state of five years or more, provided an error was made by the state or the claim involves a dispute that commenced five years or more prior.

3. a. Notwithstanding subsection 1, an agency that receives a claim that is charged to a funding source other than the general fund of the state that does not revert and is based on an outdated invoice, outdated bill for merchandise, or for services furnished to the state may on its own approve or deny the claim. The agency shall provide the state appeal board with notification of receipt of the claim and action taken on the claim by the



agency. The state appeal board shall adopt rules setting forth the procedures and standards for resolution of such claims by state agencies. Claims denied by an agency shall be forwarded to the state appeal board by the agency for further consideration, in accordance with this chapter.

**b. *The department of administrative services staff performing financial administration duties under chapter 8A, subchapter V, shall establish reporting requirements for dealing with claims under this subsection as necessary to conform with generally accepted accounting principles.***

**68B.38(1) (CHAPTER 68B – GOVERNMENT ETHICS AND LOBBYING ACT) Lobbying Regulation.**

**1. *On or before July 31 of each year, a lobbyist's client shall electronically file with the general assembly a report that contains information on all salaries, fees, retainers, and reimbursement of expenses paid by the lobbyist's client to the lobbyist for lobbying purposes during the preceding twelve calendar months, concluding on June 30 of each year. The amount reported to the general assembly shall include the total amount of all salaries, fees, retainers, and reimbursement of expenses paid to a lobbyist for lobbying both the legislative and executive branches.***

**2. *The chief clerk of the house and the secretary of the senate shall establish an internet site for the filing of lobbyist's client reports in an electronic format.***

**3. *The chief clerk of the house and the secretary of the senate shall post all lobbyist's client reports filed pursuant to this section in a searchable database on an internet site. The board shall establish a link on the internet site of the board to the lobbyist's client report information on the general assembly's internet site.***

**70A.25 (CHAPTER 70A - FINANCIAL AND OTHER PROVISIONS FOR PUBLIC OFFICERS AND EMPLOYEES)**

**Educational leave — educational assistance.**

**3. Reporting and review.**

**a. *The director of the department of administrative services shall periodically and at least annually review the implementation of educational leave and educational assistance programs by state agencies.***

**b. *The head of each state agency, department, or commission shall report to the director of the department of administrative services and the legislative council not later than October 1 of each year the direct and indirect costs to the agency of educational leave and educational assistance granted to agency employees during the preceding fiscal year. The report shall include an estimate of costs saved by the state agency, department, or commission through the use of educational leave and educational assistance. As used in this subsection, "indirect costs" includes but is not limited to adjustments in employee work assignments and agency operations necessitated by educational leave or assistance.***

**c. *The report to the director of the department of administrative services and legislative council shall identify the relationship of each course to the employee who is granted educational leave and how the course may improve the employee's job performance or the task to be accomplished within the agency.***

**d. *The report to the director of the department of administrative services and the legislative council shall also include:***

**(1) *The number of employees who were granted educational leave and the amount of tuition reimbursement allowed by the department, agency or commission.***

**(2) *The number of employees who were granted a leave from work to attend the classes and who continued to receive their salary and the number of hours of work which those employees were excused.***

**(3) *The number of employees who were granted a temporary leave of absence from work to attend the classes without pay and the amount of time missed.***

**73.16(2a, 2b) (CHAPTER 73 – TARGETED SMALL BUSINESS PROCUREMENT) Procurements from small businesses and targeted small businesses — goals.**

***Notwithstanding any provision of law or rule relating to competitive bidding procedures:***

1. Every agency, department, commission, board, committee, officer, or other governing body of the state shall purchase goods and services supplied by small businesses and targeted small businesses in Iowa. In addition to the other provisions of this section relating to procurement contracts for targeted small businesses, all purchasing authorities shall assure that a proportionate share of small businesses and targeted small businesses identified under the uniform small business vendor application program of the economic development authority are given the opportunity to bid on all solicitations issued by agencies and departments of state government.

2. a. **Prior to the commencement of a fiscal year, the director of each agency or department of state government having purchasing authority, in cooperation with the targeted small business marketing and compliance manager of the economic development authority, shall establish for that fiscal year a procurement goal from certified targeted small businesses identified pursuant to section 10A.104, subsection 8.**

**(1) The procurement goal shall include the procurement of all goods and services, including construction, but not including utility services.**

**(2) A procurement goal shall be stated in terms of a dollar amount of certified purchases and shall be established at a level that exceeds the procurement levels from certified targeted small businesses during the previous fiscal year.**

b. **The director of an agency or department of state government that has established a procurement goal as required under this subsection shall provide a report within fifteen business days following the end of each calendar quarter to the targeted small business marketing and compliance manager of the economic development authority, providing the total dollar amount of certified purchases from certified targeted small businesses during the previous calendar quarter. The required report shall be made in a form approved by the targeted small business marketing and compliance manager.**

#### **315.7 (CHAPTER 15 - REVITALIZE IOWA'S SOUND ECONOMY FUND) Monthly certification of funds.**

The account of the fund shall be kept by the director of the department of administrative services and the treasurer of state and shall show the amount of the fund including all credits to the fund and disbursements. **The director of the department of administrative services shall report monthly to the department (DOT) an account of the fund including all credits and disbursements.** Upon certification by the department in accordance with rules adopted by the director of the department of administrative services, the director of the department of administrative services shall issue warrants for disbursements from the fund.

#### **556.2C(1a, 1b, 1c) (CHAPTER 556 - DISPOSITION OF UNCLAIMED PROPERTY) Outstanding state warrants.**

1. a. **An unpaid, outdated warrant that is canceled pursuant to section 8A.519 shall be included in a list of outstanding state warrants maintained by the director of the department of administrative services. On or before July 1 of each year, the director of the department of administrative services shall provide the office of the treasurer of state with a consolidated list of such outstanding warrants that have not been previously reported to the office.**

b. **The consolidated list shall be accompanied by supporting information as specified by the treasurer of state. The treasurer of state may include information regarding the outstanding warrants in the notice published pursuant to section 556.12 and on the treasurer of state's official internet website.**

c. **The reporting requirements of this section do not apply to outdated warrants charged to federal grants or other non-state funds for which funding is no longer available as described in section 25.2.**

#### **618.11 (CHAPTER 618 - PUBLICATION AND POSTING OF NOTICES) Fees for publication.**

The compensation, when not otherwise fixed, for the publication in a newspaper of any notice, order, citation, or other publication required or allowed by law shall be at a rate of thirty-four cents for one insertion and twenty-three cents for each subsequent insertion for each line of eight point type two inches in length, or its equivalent. **Beginning June 1, 2001, and each June 1 thereafter, the director of the department of administrative services shall calculate a new rate for the following fiscal year as prescribed in this section, and shall publish this rate**

**as a notice in the Iowa administrative bulletin prior to the first day of the following calendar month.** *The new rate shall be effective on the first day of the calendar month following its publication. The rate shall be calculated by applying the percentage change in the consumer price index for all urban consumers for the last available twelve-month period published in the federal register by the federal department of labor, bureau of labor statistics, to the existing rate as an increase or decrease in the rate rounded to the nearest one-tenth of a cent. The calculation and publication of the rate by the director of the department of administrative services shall be exempt from the provisions of chapters 17A and 25B.*

#### **ADMINISTRATIVE RULES:**

##### **541—12.9(82GA,SF2400) Annual service listing.**

*DAS shall annually prepare a listing separately identifying services determined by the department and DAS to be leadership functions, marketplace services, and utilities. The listing shall be completed no later than September 1 of the fiscal year preceding the proposed effective date of the change.*

#### **LEGISLATION:**

##### **Senate File 2062, Section 1, Subsection 5.c.**

*Annual report regarding SERIP program.*