

MATT SCHULTZ
SECRETARY OF STATE



LUCAS BUILDING
DES MOINES, IOWA 50319

OFFICE OF THE IOWA SECRETARY OF STATE

October 22, 2013

Ms. Carmine Boal
Chief Clerk
House of Representatives
State Capitol Building
LOCAL

Dear Ms. Boal:

We are submitting a copy of our Annual Savings Report using the ICN video services under Iowa Code Chapter §8D.10.

We are enclosing the requested Spreadsheet.

Sincerely,

A handwritten signature in blue ink that reads "Drew Selden".

Drew Selden
Office of the Iowa Secretary of State

Enclosures



Iowa Secretary of State

Fiscal Year 2013

Report of Savings by Using Video Conferencing through
Iowa Communications Network to the Iowa General
Assembly

Iowa Code §8D.10
Report of Savings by State Agencies

October 2013

Introduction

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

This report covers estimated cost savings related to video conferencing via ICN for the Secretary of State's office.

In fiscal year 2013, the Secretary of State's office conducted two sessions using ICN's video conferencing system that resulted in \$784.00 an estimated savings to the Secretary of State's office.

Secretary of State video services

The Iowa Secretary of State's office has several video conference sites near its offices at the State Capitol and Lucas Building. Our Office was able to utilize sites in both the Lucas and Grimes Buildings making it easy for the general public as well as staff. The sites had plenty of seating as well as microphones/video cameras for all those participating across the state to hear and watch.

In FY 2013, the Secretary of State's office held two video conference sessions with ICN. The estimated cost savings from using the ICN resulted from applying estimates to savings in travel expense (mileage) and staff time. Other benefits of video conferencing not included in the cost estimates are:

- Program was accessible to Iowans throughout the state allowing for broader participation.
- Instant sharing of information.
- Ability to videotape hearings/meetings for historical record.

Secretary of State cost savings in FY 2013

The following information details the FY 2013 cost savings for the Secretary of State's office to use the ICN video conferencing:

Number of video conferences held	2
Number of non-Secretary of State participants	266
Number of Secretary of State participants	15

Travel miles avoided	2754	
Vehicle cost savings (mileage)	\$ 1,074	
Travel time savings	<u>\$ 1,279</u>	
Total estimated savings		\$ 2,353
Less cost of using ICN		<u>\$ 1,569</u>
Net FY 2013 savings		\$ 784

**Savings above are rounded to the nearest dollar*

Assumptions used for compiling cost savings

The following assumptions were used to determine the estimated amounts:

- If the meeting was not held over the ICN, the meeting would have been held at the originating site.
- At least one participant from each site would have traveled to the originating site.
- Distances are calculated site to site using State of Iowa maps and the most direct route. Mileage costs are \$.39 per mile. Individual distances for participants will not be calculated.

Date	Hours	Reservation #	Title of Workshop	Sites	Particip:	Travel	Distance	Productivity	Lodging	Meals	Travel-IN	Other	Room	ICN	Savings	YTD Savings
10/9/2012	2.5	557612	Mechanics Liens	MASON CITY-CC1	1 Y	124	115,5894	188	174,49857		\$ 97.08		\$31.25	\$62.78	\$ 118.64	
	2.5			SPENCER-CC	1 Y	188	174,49857	116	107,46303		\$ 90.25		\$0.00	\$62.78	\$ 258.28	
	2.5			IOWA CITY-CC	1 Y	125	115,84944	0	19,967636		\$ 16.77		\$31.25	\$62.78	\$ 103.69	
	2.5			DES MOINES-IA WORKFORCE DEV	50 Y	125	115,84944	167	155,29249		\$ 97.30		\$0.00	\$62.78	\$ (26.04)	
	2.5			COUNCIL BLUFFS-CC1	1 Y	167	155,29249	81	75,53389		\$ 130.42		\$0.00	\$62.78	\$ 222.94	
	2.5			CRESTON-GIBSON-CC1	1 Y	81	75,53389	224	207,79344		\$ 63.44		\$0.00	\$62.78	\$ 76.20	
	2.5			LEMARS-BUENA VISTA	1 Y	127	117,65117	97	90,188705		\$ 174.52		\$0.00	\$62.78	\$ 319.54	
	2.5			WATERLOO-DEPT/HUMAN SVCS	1 Y	127	117,65117	0	118,37558		\$ 98.81		\$0.00	\$62.78	\$ 153.69	
	2.5			FORT DODGE-CC4	1 Y	97	90,188705	0	118,37558		\$ 75.75		\$31.25	\$62.78	\$ 71.91	
	2.5			DES MOINES-DEPT/ED	100 N	0	0	0	0		\$ -		\$0.00	\$62.78	\$ (62.78)	
1/3/2013	2.5	558280	0272C Public Hearing	CEDAR RAPIDS-CC4	1 Y	127	118,37558	125	115,86801		\$ 99.42		\$31.25	\$62.78	\$ 123.77	
	2.5			MASON CITY-CC1	1 N	203	188,59665	0	188,59665		\$ 97.31		\$31.25	\$62.78	\$ 119.16	
	1.0			DUBOUE-AEA	1 N	203	188,59665	0	188,59665		\$ 158.39		\$0.00	\$62.78	\$ 284.22	
	2.5			DES MOINES-DEPT/PUBLIC HEALTH	50 N	0	0	0	0		\$ -		\$0.00	\$62.78	\$ (62.78)	
	2.5			CEDAR RAPIDS-CC2	1 N	123	114,01985	97	90,467324		\$ 95.76		\$31.25	\$62.78	\$ 115.76	
	2.5			FORT DODGE-CC4	1 N	97	90,467324	0	18,806727		\$ 75.98		\$31.25	\$62.78	\$ 72.42	
	2.5			DES MOINES-DEPT/ED	45 N	0	18,806727	82	187,12926		\$ 15.80		\$0.00	\$62.78	\$ (28.17)	
	2.5			SIOUX CITY-CC2	1 N	201	187,12926	82	75,80272		\$ 157.16		\$31.25	\$62.78	\$ 250.27	
	2.5			CRESTON-GIBSON-PUB LIB	1 N	127	117,92879	125	116,12806		\$ 63.66		\$0.00	\$62.78	\$ 154.20	
	2.5			WATERLOO-DEPT/HUMAN SVCS	1 N	125	116,12806	116	107,73236		\$ 99.04		\$31.25	\$62.78	\$ 119.63	
	2.5			COUNCIL BLUFFS-CC1	1 N	172	159,76895	188	174,7679		\$ 97.53		\$0.00	\$62.78	\$ 104.19	
	2.5			IOWA CITY-CC	1 N	172	159,76895	188	174,7679		\$ 134.18		\$0.00	\$62.78	\$ 231.18	
	2.5			BETTENDORF-CC	1 N	188	174,7679	266	2765,2204		\$ 146.78		\$0.00	\$62.78	\$ 258.77	
	2.5			SPENCER-CC	1 N	266	2765,2204	2937	2765,2204		\$ 2,322.40		\$343.75	\$1,569.38	\$ 3,174.49	