

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES

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Biennial Report – Iowa Code section 7A.3

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Strategic Initiatives:

DAS is committed to contributing to Governor Reynolds' and Lt. Governor Gregg's goals of 1) Creating a Competitive Business Environment; 2) Developing the Most Innovative Energy Policy in the Country; 3) Educating our Children for the Knowledge Economy; and 4) Training Iowans for the Jobs of Tomorrow. DAS provides essential support services to agencies so agencies can focus on their respective core missions. DAS' contributions include:

- Assisting state agencies in attracting a talented and diverse workforce through competitive salaries and benefits
- Providing economical and efficient support services to other agencies (purchasing, mail services, fleet, maintenance, construction, energy management)
- Providing sound state accounting support through the collection and reporting of financial information

FINANCIAL OVERVIEW

FISCAL YEARS 2017 AND 2018 ACTUALS

	2017	2018
General Fund		
DAS Operations	\$ 3,872,647	\$ 3,616,936
Utilities	2,509,649	3,019,198
Terrace Hill	387,633	386,660
Federal Cash Management		
Unemployment Compensation	<u>370,440</u>	<u>469,374</u>
Total General Fund	<u>\$ 7,140,369</u>	<u>\$ 7,444,449</u>
Internal Service Funds		
Procurement/Fleet Services Fees	\$ 14,149,015	\$ 14,013,236
General Services Fees	12,213,427	11,923,285
Human Resources Fees	37,751,613	37,618,913
State Accounting Fees (I/3)	<u>6,314,175</u>	<u>6,278,101</u>
Total Internal Service Funds	<u>\$ 70,428,230</u>	<u>\$ 69,833,535</u>

Fiduciary Funds

Health Insurance Premium Fund	\$ 455,192,641	\$ 395,768,770
Health Insurance Premium Reserve	9,891,231	14,332,568
Dental Insurance Premium Fund	22,403,372	15,414,358
Dental Insurance Premium Reserve	55,576	86,933
Life Ins. Basic Premium Fund	778,568	691,359
Life Ins. Basic Reserves	1,012	1,583
Life Ins. Optional Premium Fund	2,459,201	2,262,695
Long-Term Disability Premium	3,554,476	3,247,518
Terminal Liability Health Trust	174,740	273,332
Interest for Iowa Schools Fund	65,104	147,019
Health Flex Spending Trust	5,883,991	6,145,328
Postage Operations	6,642,026	6,147,253
DNR/SPOC Insurance Trust	109,318	565,488
Centralized Payroll Trustee	909,616,774	863,644,246
Income Offset Clearing Account	32,100,782	37,024,652
Vehicle Depreciation Fund	<u>10,594,189</u>	<u>13,523,215</u>
Total Fiduciary Funds	<u>\$1,520,727,648</u>	<u>\$1,420,733,009</u>
Other Appropriated Monies		
Rebuild Iowa Infrastructure Fund	\$ 8,729,237	\$ 11,510,000
State Bond Repayment Fund	9,990,900	
Revenue Bonds Capitals Fund	<u>760,000</u>	<u>2,320,992</u>
Total Other Appropriated Monies	<u>\$ 19,480,137</u>	<u>\$ 13,830,992</u>
Grand Totals	<u>\$1,617,776,384</u>	<u>\$1,511,841,985</u>

CENTRAL ADMINISTRATION

Central Administration is comprised of a team of employees responsible for internal and administrative operations within the department, including: budgeting, accounts payable, accounts receivable, mail service, customer service center, legal counsel, legislative liaison, marketing, communications, customer council support, and the director's office. Collectively they are known as "shared services" — services that were consolidated at the formation of DAS to eliminate duplication and reduce costs.

GENERAL SERVICES ENTERPRISE (GSE)

Capitol Complex/Iowa Labs Maintenance Services

Capitol Complex/Iowa Labs Maintenance Services maintains the Capitol Complex buildings and grounds to provide a safe, healthy, cost effective and aesthetically pleasing environment for elected officials, employees and visitors.

- Facility Maintenance
- Grounds keeping
- Life, health, and safety systems maintenance (HVAC, fire alarms, sprinklers, etc.)
- Locksmith services
- Custodial Services
- Electrical and emergency generation
- Customer Service Center
- Capitol Complex Maintenance Administration

Mail Administration

Mail Administration provides mail services to State government in the Des Moines area. The DAS Mail Center meets agency needs for incoming and outgoing local and U.S. Postal Service letters, flats, and parcels by providing the following services:

- Delivery of incoming federal mail and interoffice mail to Des Moines area customers
- Pickup and processing of outgoing letters, flats, and parcels in the Des Moines area
- Signature mail services including certified, registered, and insured mail
- Mail administration and reporting

Leasing and Space Management

Leasing and Space Management assists state agencies with new lease negotiation, lease renewals, resolution of landlord/tenant issues, and development of space standards and allocations. This service also maintains a database of all leased property; architectural CAD drawings; available real estate inventory; design and reconfiguration of office and storage space; coordination of all voice, data, electrical, furniture and evacuation plans; assurance of code compliance with space and ADA guidelines; development of plans to meet both short and long-term strategic needs; and to ensure the most efficient use of space.

Design and Construction Services

Design and Construction Services (D/C) assists state agencies with management and oversight for state agencies involved in facility design, construction, renovation and energy management.

State Surplus

State Surplus assists state agencies with the disposal of surplus state property. An agency has the following options when disposing of state surplus property:

- **Transfer** surplus property to another state agency when the receiving agency has a business use for the surplus property.
- **Sell** surplus property through the state's contracted vendor, GovDeals.
 - GovDeals is an online auction service designed to enable city, county and state governments or agencies the ability to sell surplus and vehicles, property and equipment over the Internet.
 - GovDeals supports the redistribution of excess assets within public institutions.
 - If the surplus property does not sell during an auction, it may be donated to a not-for-profit organization coordinated through DAS.

HUMAN RESOURCE ENTERPRISE (HRE)

Employee Benefits

Employee Benefits provides wide range of services to State employees. The bureau administers the premium conversion program, the deferred compensation program, the flexible spending program, the Employee Assistance Program, State employee Workers' Compensation claim management, group insurance and leave programs. These programs include the life insurance, Long Term Disabilities (LTD) insurance, health insurance, dental insurance, Family Medical Leave Act leave, military leave, paid vacation, sick leave. A number of benefits offered to retirees are also administered by the unit.

Personnel Officers

Personnel Officers provide advice, guidance and problem resolution to assigned executive branch agencies concerning all human resources program areas. This includes organizational development, employee relations, performance management, position classification, and training and development.

Employment Services

Employment Services maintains the job classification system and associated databases, conducts salary and market surveys, position classification appeals, manages temporary staffing contracts, and administers Affirmative Action/Equal Employment Opportunity programs. Employment Services also provides for the posting of vacancies on the DAS website, manages application submissions in the applicant tracking system, monitors and updating NeoGov system functionality, evaluates applications for eligibility, issues eligible lists, handles disqualification notices and appeals, including placement services for applicants and agencies.

Training and Development

Training and Development provides state-wide training regarding violence free workplace, diversity, sexual harassment, and substance abuse policies; provide managers and employees a variety of staff development training opportunities related to stress management, communications skills, fundamentals of supervision, team building, and discipline, as well as other topics for employees of the State of Iowa and local jurisdictions participating in the program.

Labor and Legal Services

Labor and Legal Services provides legal advice regarding personnel matters; collective bargaining with employee representatives; matters pending before PERB; preparing for and conducting grievances, arbitrations and administrative hearings; and classification appeals.

STATE ACCOUNTING ENTERPRISE (SAE)

State Accounting

State Accounting provides a broad range of financial services to facilitate the operation of state government and to promote efficiency and accountability in the management and administration of State government financial services. SAE functions include centralized payroll, daily processing, financial reporting, financial systems, and income offsets.

Integrated Information for Iowa

The Integrated Information for Iowa (I/3) provides for the administration and maintenance of the state's accounting system.

CENTRAL PROCUREMENT/FLEET SERVICES ENTERPRISE (CPFSE)

Blanket Bond

Blanket Bond provides protection against State employee embezzlement.

Purchasing

Purchasing provides a system of uniform standards and specifications for the procurement of goods and services, including the competitive bidding procedures; negotiate and administer master agreements; establish and oversee the State's procurement card, and the travel P-card programs.

Fleet Services

Fleet Services is responsible for the acquisition, management, policies, operation, maintenance, repair, and disposal of motor vehicles used for the transportation of State of Iowa employees in their official duties.

Risk Management (Vehicle Self Insurance)

Risk Management - Vehicle Self Insurance provides for investigation, negotiation and settlement of all liability, collision and comprehensive claims, development of loss control policies and programs, and establishment of an insurance premium charged to state agencies. The goal is to reduce the potential of injury to both state employees and others who travel the roadways and reduce the cost of automobile accident claims involving State vehicles.

Motor Pool

Motor Pool meets the state's short and long term needs for vehicles by operating a centralized motor pool for daily trip rentals, in addition to assigning vehicles to state agencies and institutions for departmental use to conduct State business.