



**Department of  
Administrative Services**

*Empowering People  
Collaboration  
Customer Service*

# Department of Administrative Services

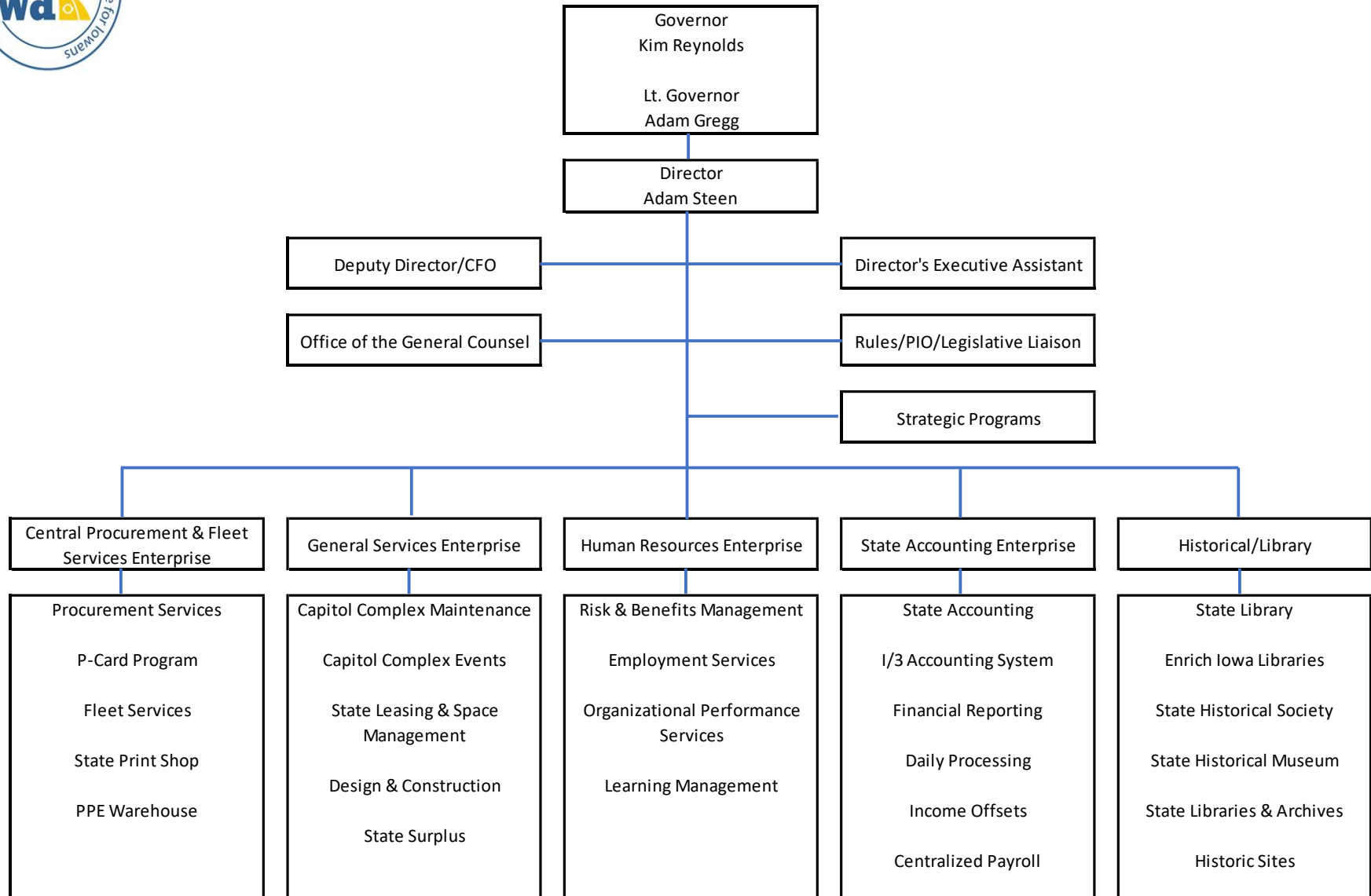
Presentation to:

The Administration and Regulation  
Appropriations Subcommittee

January 25, 2023



## 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 Programs
    - Provided financial services for 11 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
    - 62,812 job applications reviewed
    - Administered approximately 22,000 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 \$58 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
    - FY2022 P-card rebates of \$431,754
    - FY2022 1,169 Master Agreements w/spend of \$174.2 million
    - Motor Pool utilization 91.6% of capacity for more than 1.7 million miles driven.
    - Printed more than 29 million pages for agencies and inserted 7 million mailings



## Department of Administrative Services Services by Enterprise (Continued)

- **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
  - 73 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 178 statewide leases for 844,000 square feet
  - 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 FY2021 (Electronic Transfer – 5,798,994; Paper Warrants 1,077,430)
  - FY2022 "Offset" collections totaling \$44.1 million for cities, counties, and the State of Iowa



**General Fund Appropriations  
FY2021 - FY2024  
Governor's Recommendation**

<b>Appropriation Name</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Estimated</b>	<b>FY2024 Gov's Rec.</b>
General Operations	\$ 3,603,404	\$ 3,603,404	\$ 3,603,404	\$ 3,603,404
Utilities *	3,882,948	4,104,239	4,104,239	4,104,239
Terrace Hill	418,200	461,674	461,674	461,674
State Library	2,532,594	2,532,594	2,532,594	2,532,595
Enrich Iowa Libraries	2,464,823	2,464,823	2,464,823	2,464,823
Historical Division **	3,142,351	3,142,351	3,142,351	3,142,351
Great Places **	150,000	150,000	150,000	150,000
Historical Administration **	168,637	168,637	168,637	168,637
Historic Sites **	426,398	426,398	426,398	426,398
<b>Totals</b>	<b>\$ 16,789,355</b>	<b>\$ 17,054,120</b>	<b>\$ 17,054,120</b>	<b>\$ 17,054,121</b>

\* The Department is requesting a standing unlimited appropriation for that portion of the budget utilized to pay for electricity, natural gas, water, diesel fuel for the generators, etc. The remainder of this budget would remain as an appropriation for support costs associated with paying utilities bills.

\*\* Recommended amounts of transfers to DAS are not available. Reflected amounts are based on the budget document.



## DAS and the Customer Council

- The Customer Council is established by Code section 8.6, subsection 15 and IAC -- 541, Chapter 12. The Council is comprised of:
  - Chairperson (DOM director) and Vice Chairperson (DAS director)
  - Four agency directors from large-sized agencies (>700)
  - Four agency directors from medium-sized agencies (700 <> 70)
  - Three agency directors from small-sized agencies (<70)
  - One Judicial Branch representative
  - Two Legislative Branch representatives (one House, one Senate)
- 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.

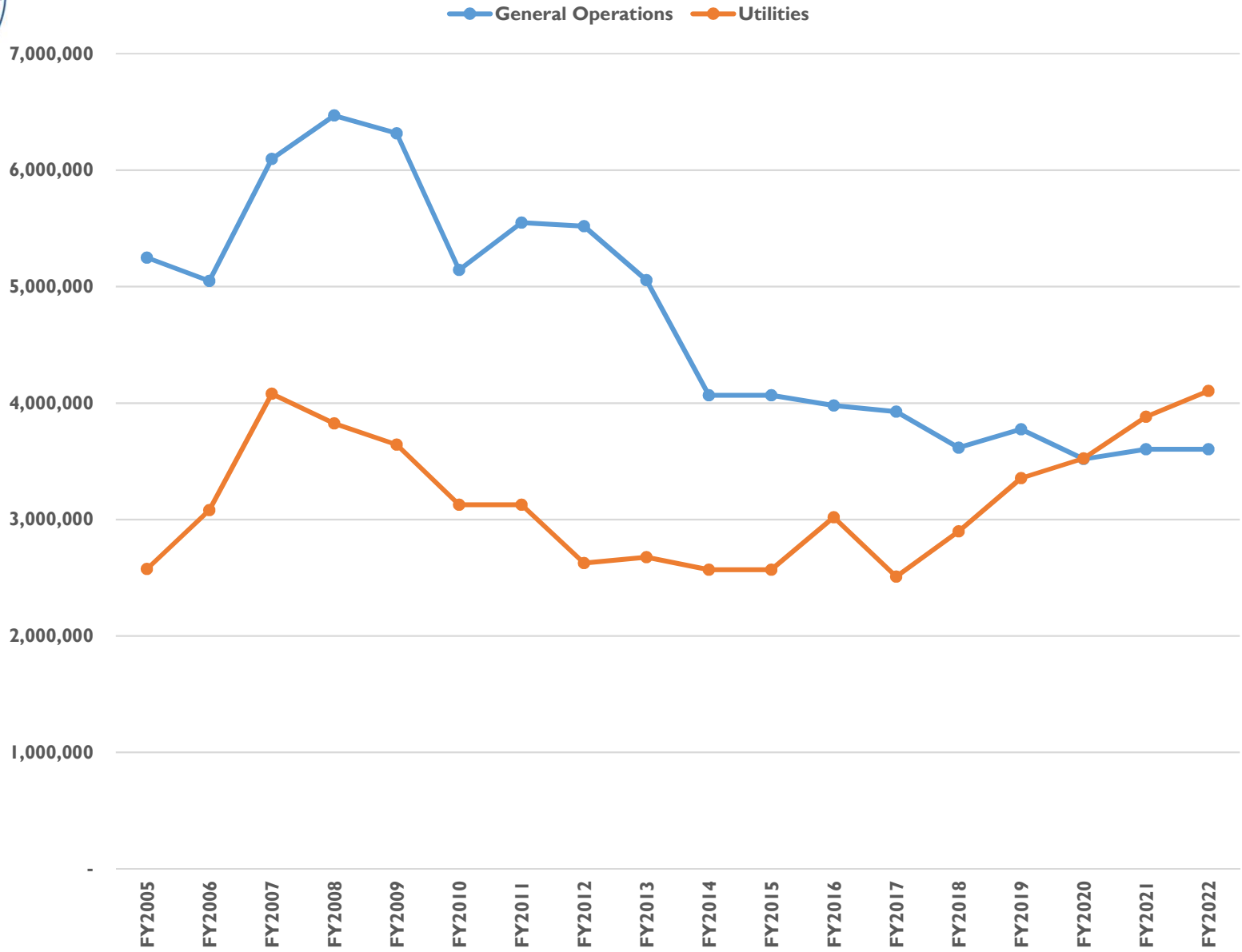


**Internal Service Fund Operating Budget  
FY2022 - FY2024  
Department Request**

	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>
	<b>Actual</b>	<b>Estimated</b>	<b>Dept. Request</b>
<b>DAS Internal Service Fund Expenditures</b>			
Personnel Development Seminars	\$ 1,146,116	\$ 1,020,367	\$ 1,192,533
Central PPE Warehouse	-	1,200,713	907,393
Health Insurance Administration	523,796	493,614	514,719
Employee Assistance Pgm	129,231	128,388	128,388
Routine Maintenance	3,475,869	4,450,574	3,419,574
Workers' Compensation	29,288,786	32,870,591	33,805,337
I3 Expenses	6,438,606	9,357,355	8,665,230
Centralized Purchasing	4,574,449	5,330,997	5,211,581
Vehicle Dispatch Revolving Fund	9,971,460	9,056,137	8,839,707
Vehicle Depreciation Rev Fund	7,781,459	8,300,000	8,300,000
Motor Pool Revolving Fund	988,405	1,074,593	1,223,821
Self Insurance/Risk Management	1,984,593	1,840,426	1,899,128
Centralized Printing Revolving Fund	2,578,560	2,341,378	3,048,584
Mail Services Revolving	1,018,424	1,011,502	1,014,294
Human Resources Revolving Fund	8,829,083	9,779,939	10,178,858
Facility & Support Revolving Fund	9,878,190	9,670,355	9,809,315
<b>Total Internal Service Funds</b>	<b>\$ 88,607,027</b>	<b>\$ 97,926,929</b>	<b>\$ 98,158,462</b>



## DAS General Fund Appropriations

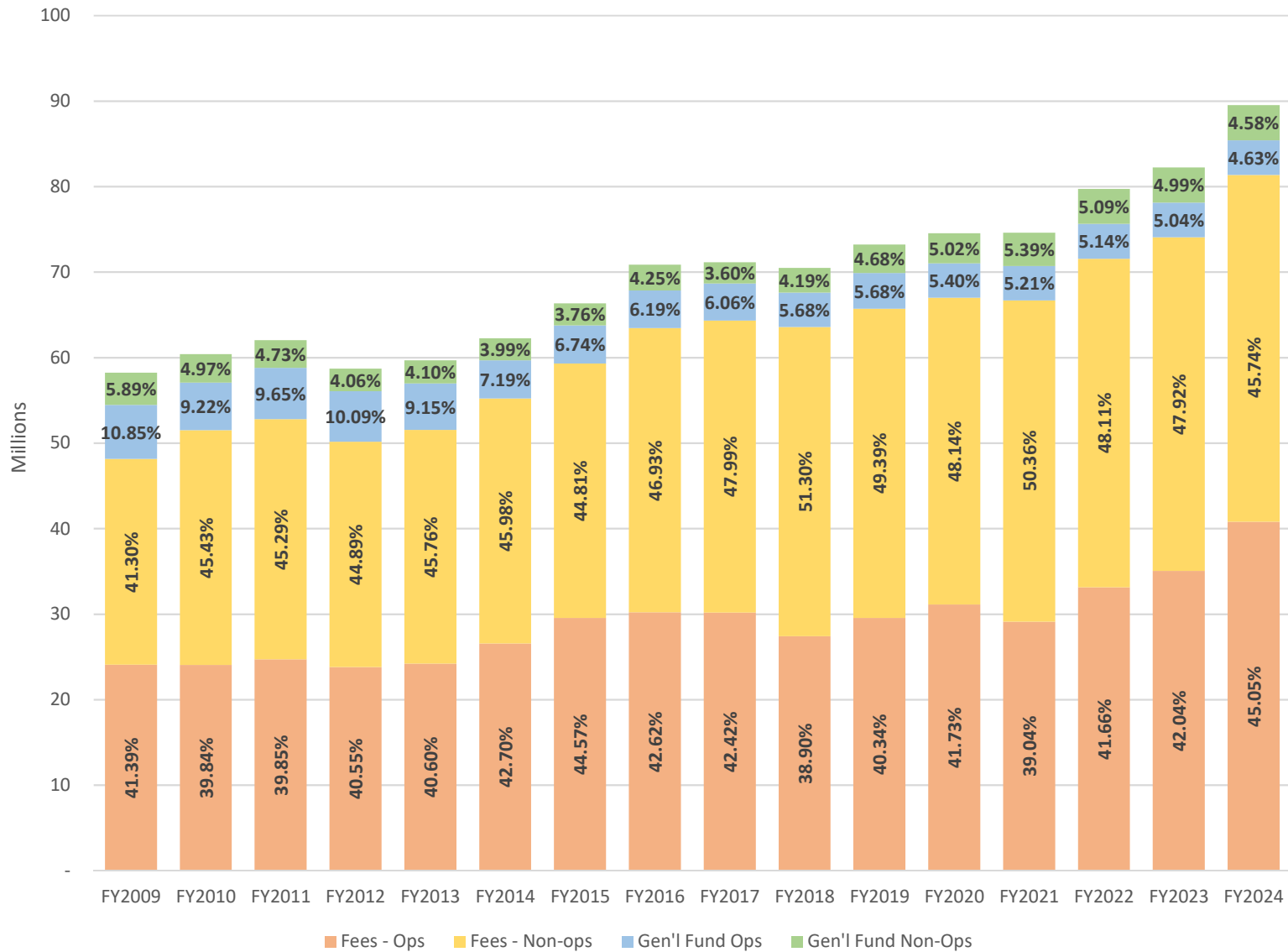






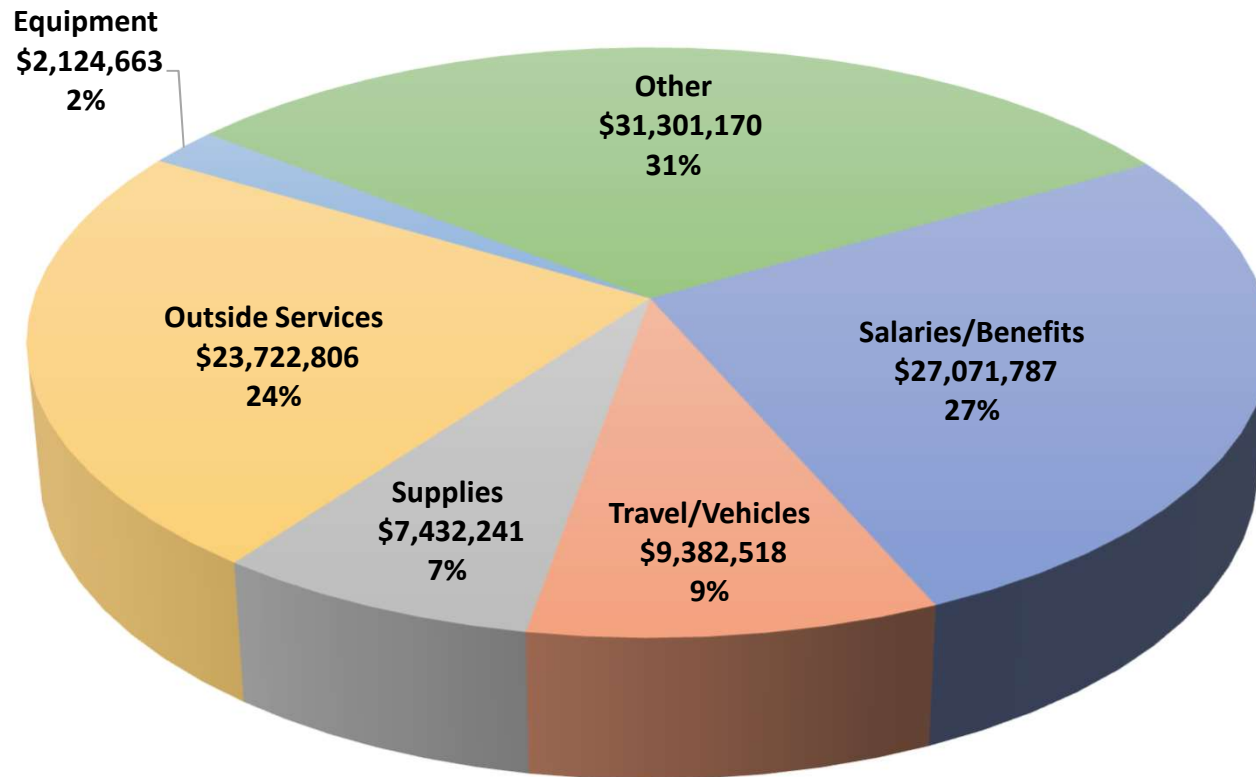
# Origin of DAS Revenue

Funding by Type  
In Millions



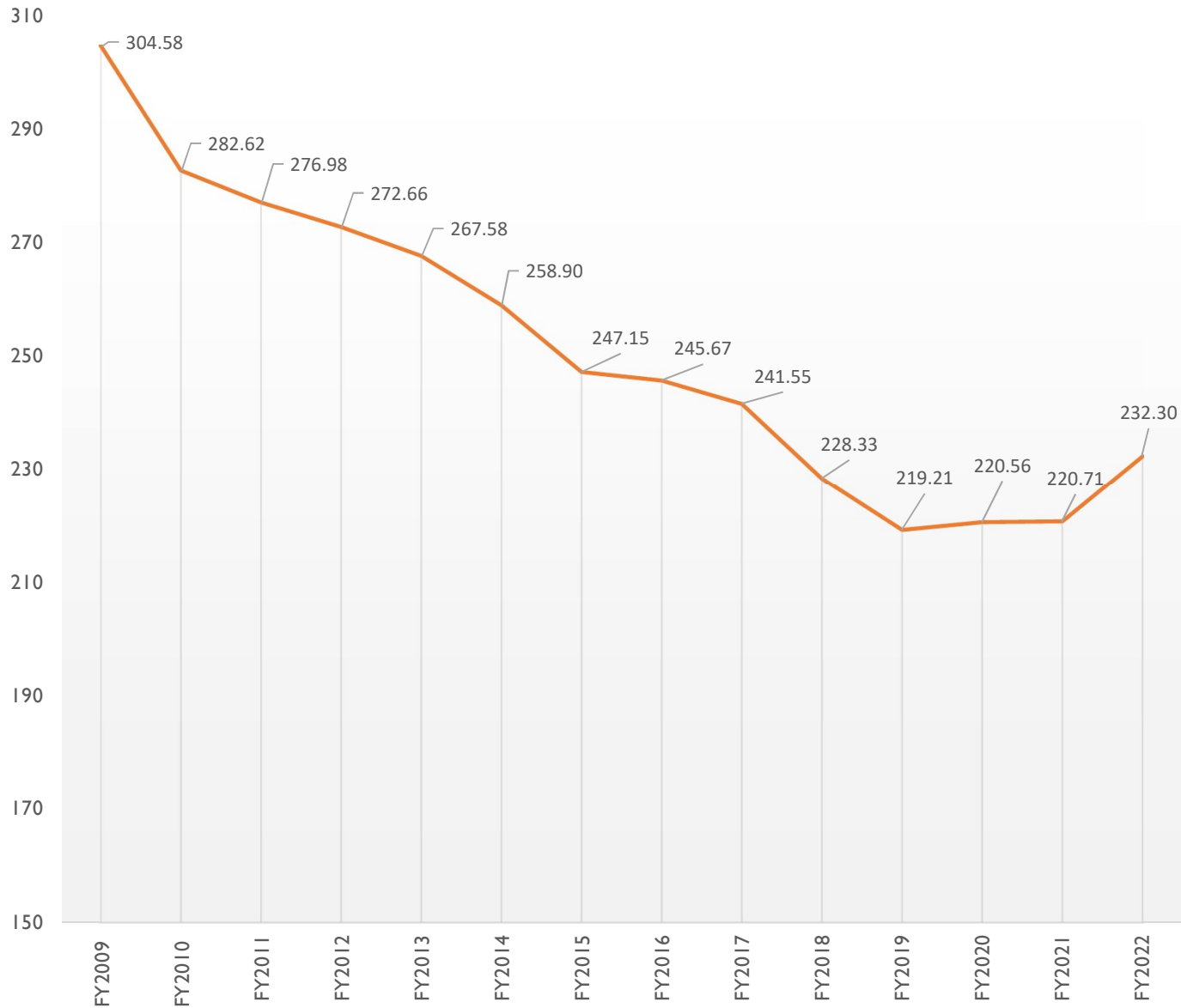


## Department of Administrative Services Dispositions by Expenditure Category FY2023 Estimated Budget



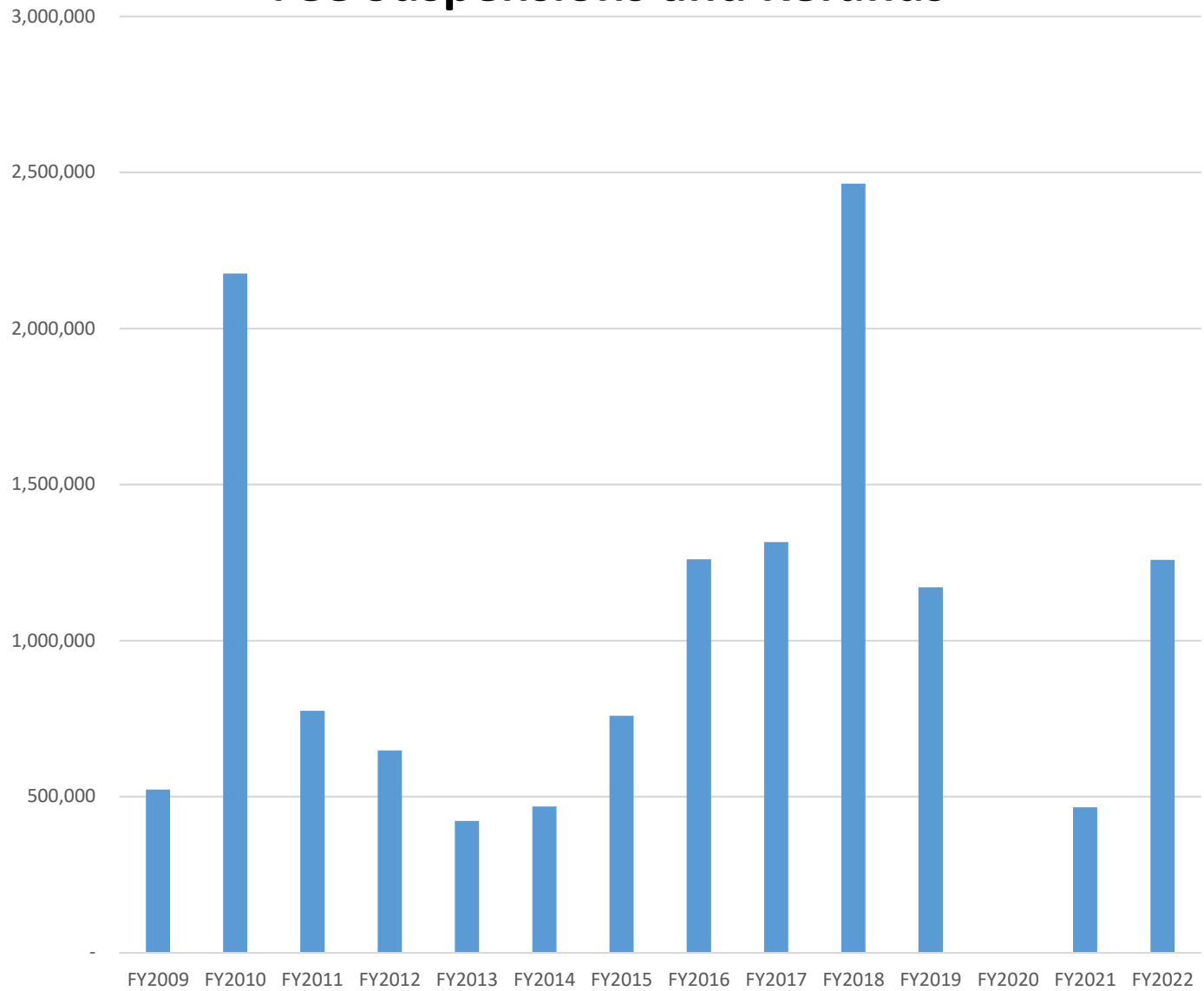


## DAS Actual FTE Utilized FY2009 through FY2022



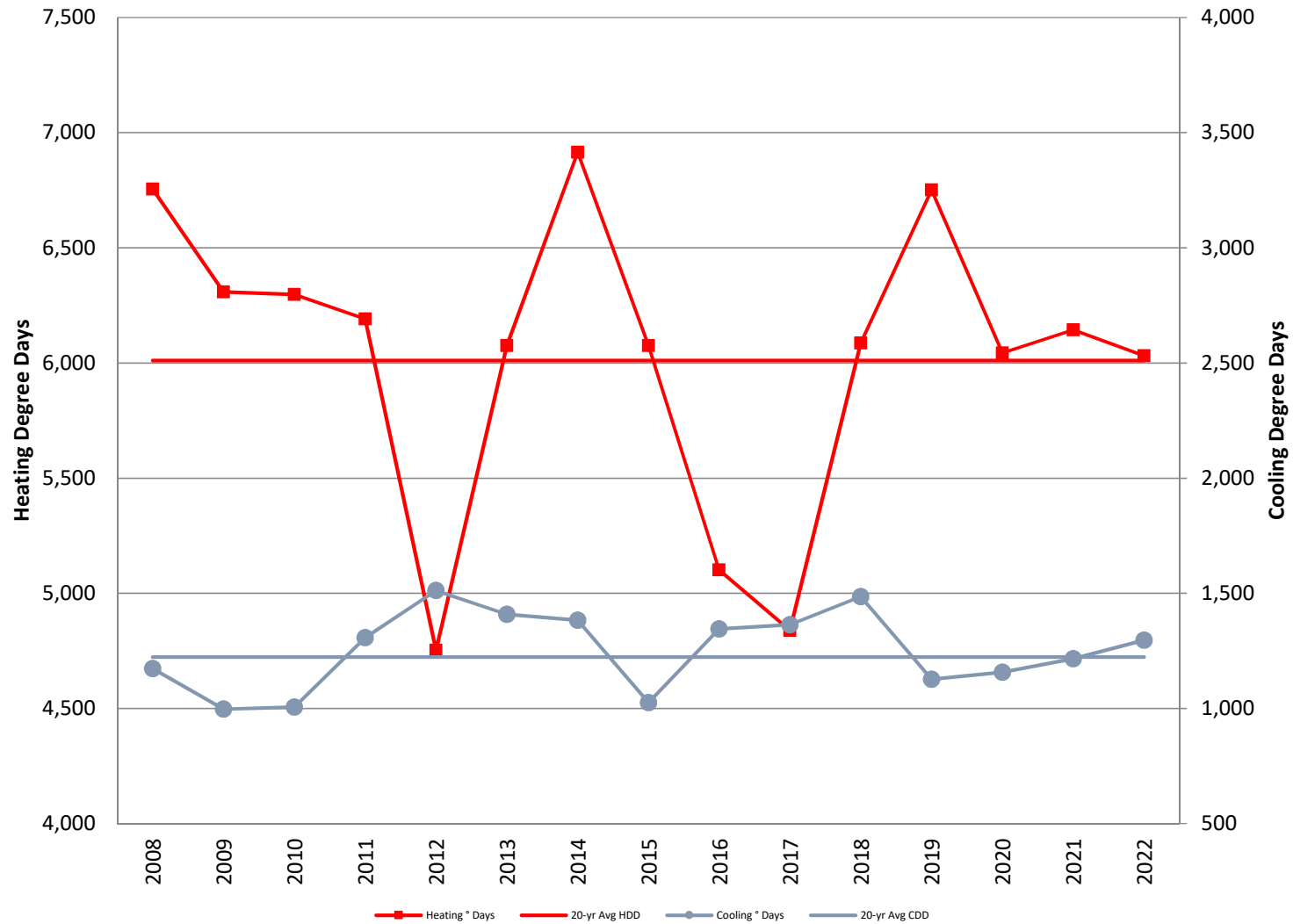


## Fee Suspensions and Refunds



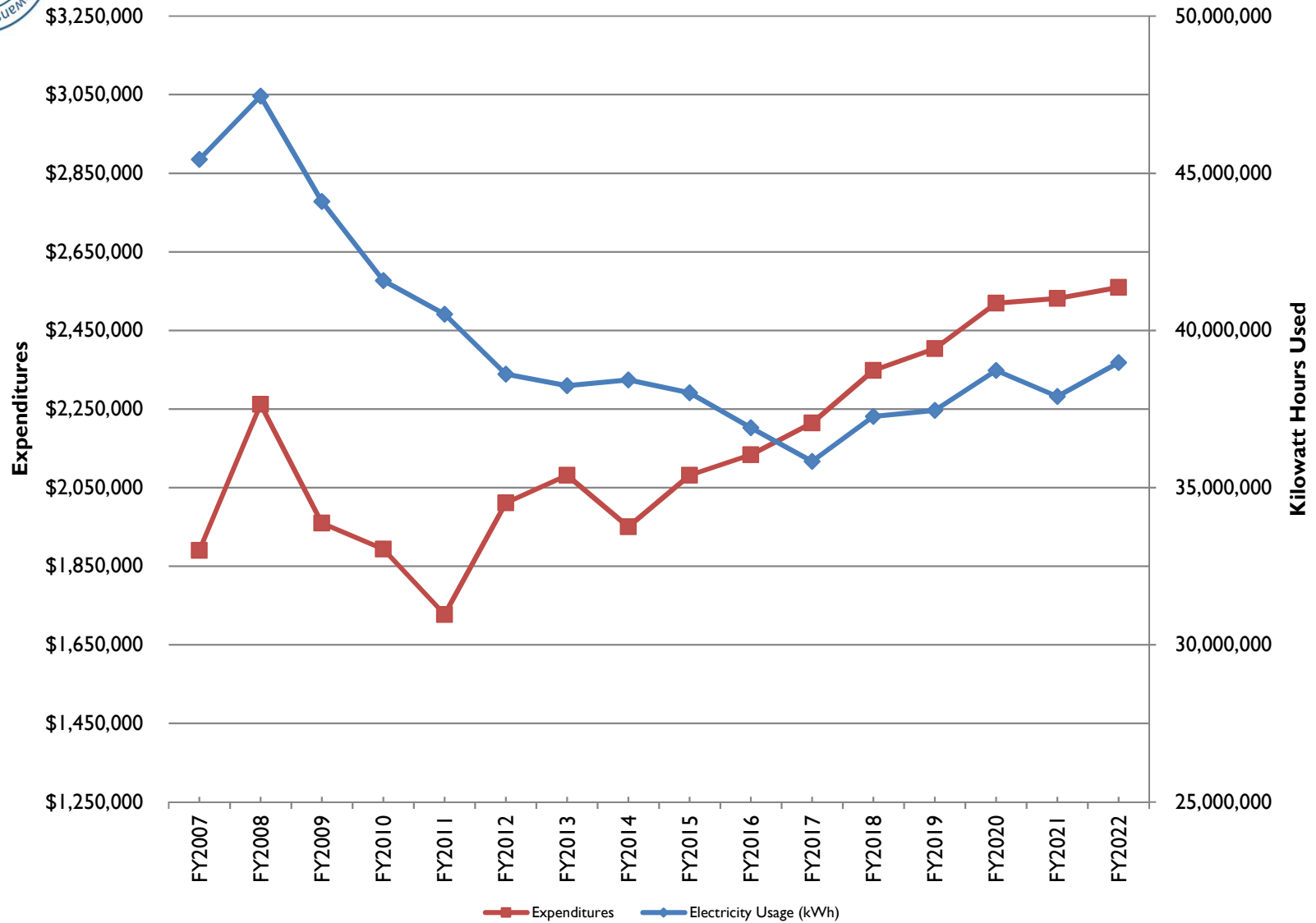


## Des Moines Heating and Cooling Degree Days Fiscal Years 2008 - 2022 65° F Balance Point





## Consumption and Expenditures for Capitol Complex Electricity





## Utility Rates Discussion

### General Energy Service Rates

#### NET MONTHLY RATE PER METER

<u>Basic Service Charge:</u>	\$10.00
<u>Energy Charge:</u>	<u>Per kWh</u>
Summer	
First 5,000 kWh	\$ 0.09870
Over 5,000 kWh	\$ 0.08909
Surcharge for kWh over 40,000	\$ 0.01790
Winter	
First 5,000 kWh	\$ 0.07056
Over 5,000 kWh	\$ 0.04339
Surcharge for kWh over 40,000	\$ 0.02834

Summer: Applicable during the four monthly billing periods of June through September.

Winter: Applicable during the eight monthly billing periods of October through May.

### General Demand Service Rates

#### NET MONTHLY RATE PER METER

<u>Basic Service Charge:</u>	\$ 20.00	
<u>Energy Charge:</u>	<u>Summer</u>	<u>Winter</u>
First 200 hours x kW of Demand	\$ 0.07146	\$ 0.03767
Next 200 hours x kW of Demand	\$ 0.06118	\$ 0.03662
Over 400 hours x kW of Demand	\$ 0.05433	\$ 0.03558
<u>Demand Charge:</u>	<u>Summer</u>	<u>Winter</u>
Per kW	\$ 7.07	\$ 6.77

Summer: Applicable during the four monthly billing periods of June through September.

Winter: Applicable during the eight monthly billing periods of October through May.

Transformer Ownership Credit:      \$ 0.30 per kW

### Large Electric Service Rates

#### NET MONTHLY RATE PER METER

<u>Basic Service Charge:</u>	\$ 175.00	
<u>Energy Charge:</u>	<u>Summer</u>	<u>Winter</u>
First 200 hours x kW of Demand	\$ 0.07088	\$ 0.03619
Next 200 hours x kW of Demand	\$ 0.06069	\$ 0.03519
Over 400 hours x kW of Demand	\$ 0.05389	\$ 0.03419
<u>Demand Charge:</u>	<u>Summer</u>	<u>Winter</u>
Per kW	\$ 4.81	\$ 4.56

Reactive Demand Charge:                      \$ 0.50 per kVar

Transformer Ownership Credit:                \$ 0.30 per kW

Summer: Applicable during the four monthly billing periods of June through September.

Winter: Applicable during the eight monthly billing periods of October through May.

### Possible Rate Adjustments

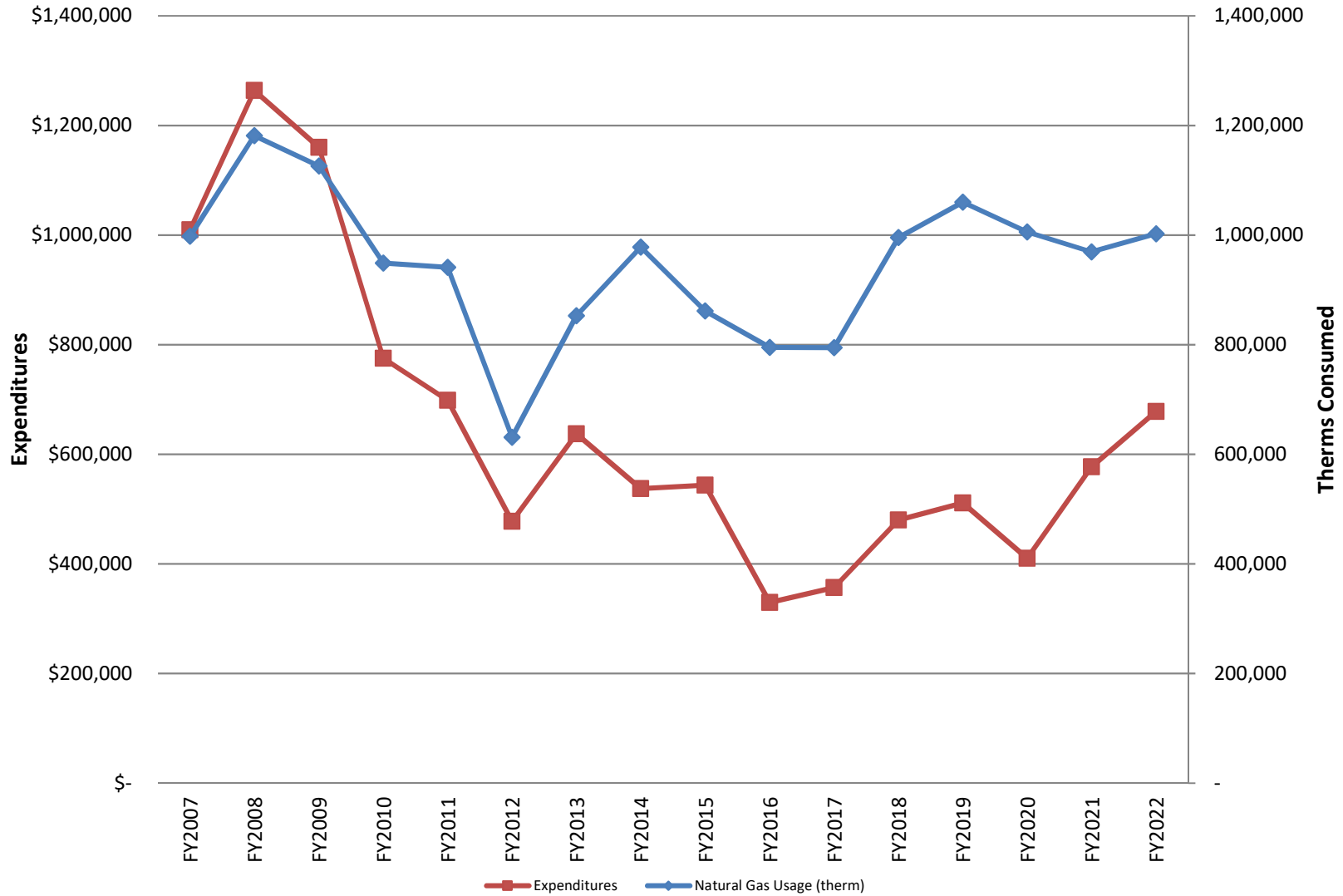
#### ADJUSTMENT CLAUSES AND RIDERS

The above rates are subject to:

1. ETA – Electric Tax Adjustment
2. TCA – Transmission Cost Adjustment
3. EAC – Energy Adjustment Clause
4. EECR – Energy Efficiency Cost Recovery Adjustment
5. E – Equalization Adjustment Clause
6. PI – Phase-In Adjustment Clause
7. MC – Mitigation Cost Recovery Adjustment



## Consumption and Expenditures for Capitol Complex Natural Gas







**Thank You**