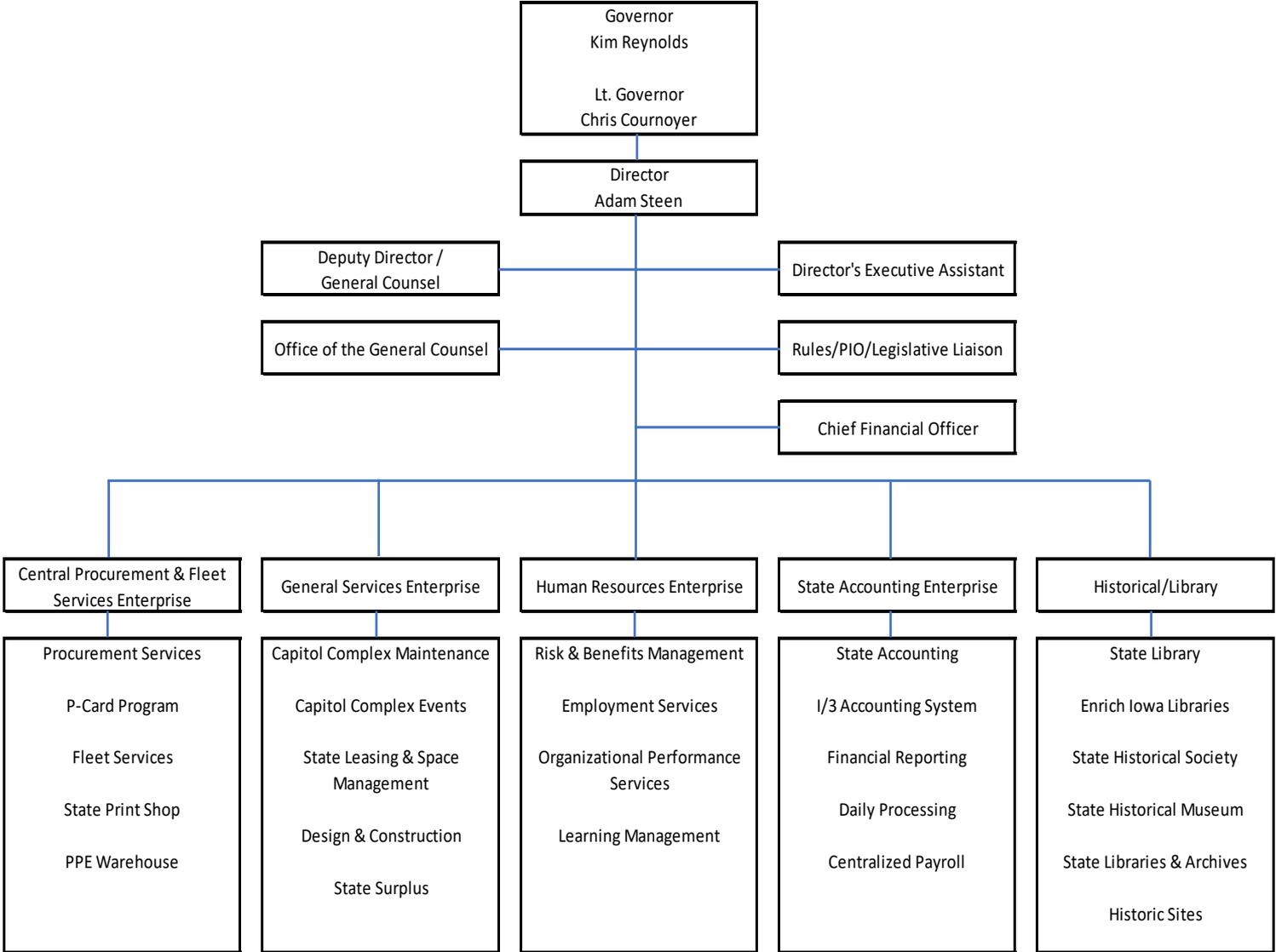




Presentation to:
The Administration and Regulation
Appropriations Subcommittee
January 27, 2025

Iowa Department of Administrative Services



Department of Administrative Services by Enterprise

- **Core**
 - Provides financial services to DAS and 10 other agencies requesting services
 - Serves as general counsel, Labor Relations and personnel investigations administration
 - Includes Legislative Liaison/Rules/Public Info Officer
 - Includes Strategic Projects
- **Human Resources Enterprise**
 - Responsible for benefits administration (insurance, flex-spending, FMLA admin, etc.)
 - Manages the Classification and Compensation system
 - Screens and refers (qualified) applicants for State positions
 - Provides HR guidance to agencies to ensure consistent application of policies
 - 98,576 applications reviewed, 69,275 applicants qualified
 - Administered approximately 22,300 health insurance contracts for employees and retirees
 - 2,700 employees completed live training and nearly 17,500 completed training on-demand
 - RIC (68% of eligible employees participate contributing \$55.7 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
 - FY2024 P-card rebates of \$1,009,935
 - FY2024 1,800 Master Agreements w/spend of \$104.3 million
 - FY2024 Motor Pool utilization 92% of capacity for more than 2.8 million miles driven
 - FY2024 Printed more than 32.0 million pages for agencies and inserted nearly 8.3 million mailings

Department of Administrative Services by Enterprise

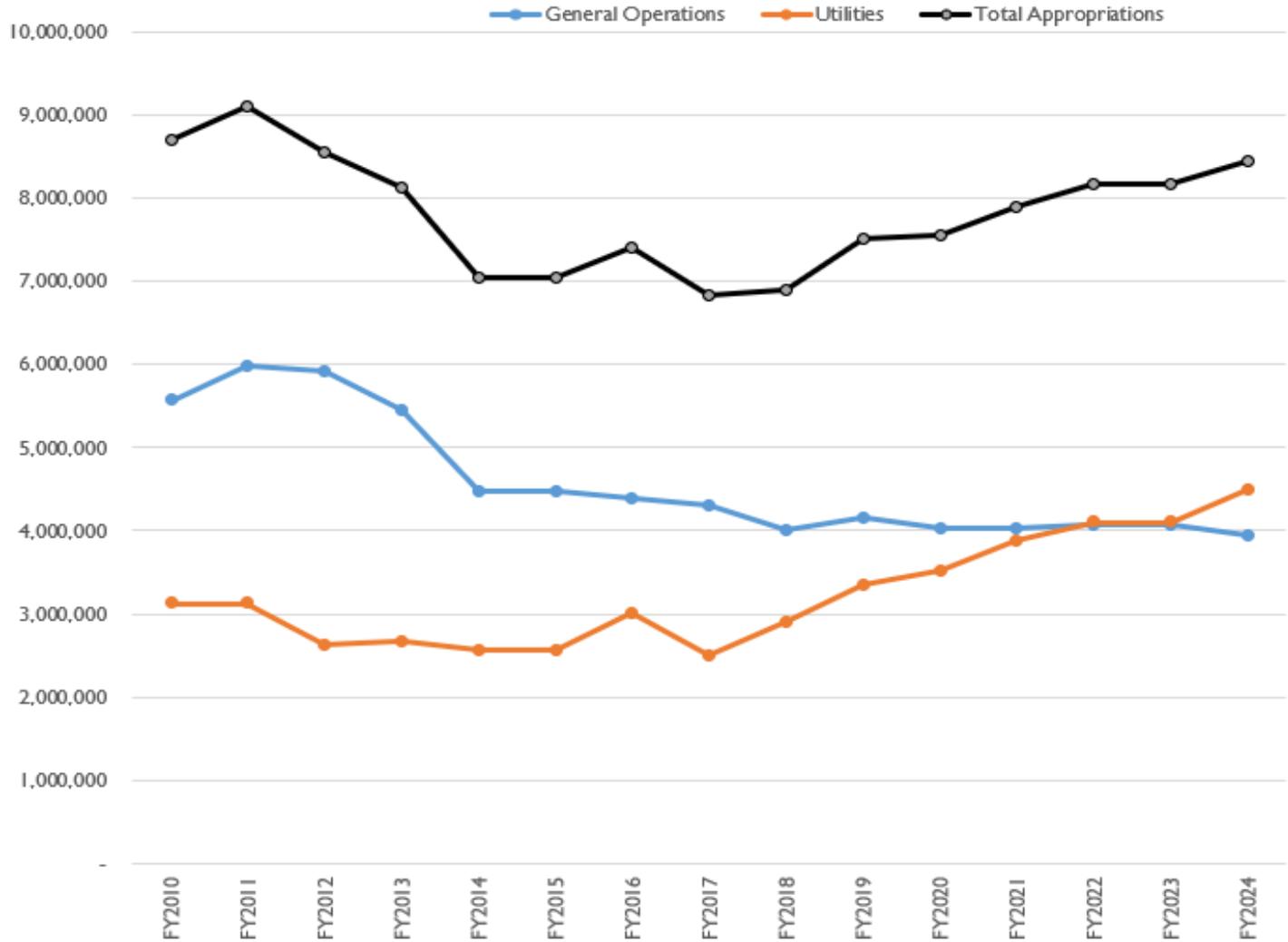
- **General Services Enterprise**
 - Provides custodial and groundskeeping services for the Capitol Complex, State Laboratories in Ankeny and 6200 Park Avenue
 - Provides statewide architectural and engineering services for projects involving State infrastructure
 - Manages all property leases for State agencies statewide
 - Oversees the disposal of surplus personal property for all State agencies
 - 102 construction projects under construction
 - Reduced energy consumption on the Capitol Complex by more than 15% since FY2008
 - Maintains over 2.4 million gross sq. ft. of space
 - Over 350 events scheduled on Capitol Complex
 - Manages 187 statewide leases for 849,416 square feet
 - Maintains 44 Elevators
- **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 FY2024 (Electronic Transfer – 5,784,686; Paper Warrants 1,018,483)
- **Historical & Library Services**
 - The State Historical Society of Iowa has been a trustee of Iowa's historic legacy since 1857
 - Manages 7 historical sites (Abbie Gardner Cabin, American Gothic House, Blood Run, Edel Blacksmith Shop, Montauk, Plum Grove Historic Home, Toolesboro Mounds) across the State of Iowa, not including the Des Moines Museum and Iowa City Research Centers
 - The State Library strengthens Iowa library services and information access for Iowans
 - The library serves to teach, train, and consult with the State of Iowa's 543 libraries
 - Responds and serves the public through answering thousands of inquiries per year from constituents across the State

**General Fund Appropriations
FY2023 - FY2026
Governor's Recommendation**

	<u>FY2023 Actual</u>	<u>FY2024 Actual</u>	<u>FY2025 Estimated</u>	<u>FY2026 Gov's Rec</u>
Appropriations				
General Fund				
DAS Operations	\$ 3,603,404	\$ 3,597,181	\$ 3,713,718	\$ 3,751,628
Utilities	4,104,239	4,487,598	4,487,598	4,489,924
Terrace Hill Operations	461,674	460,884	460,884	553,531
Cultural Activities	-	168,403	168,403	-
Historical Resources	-	3,136,371	3,136,371	4,347,132
Historical Sites	-	425,751	425,751	430,305
State Library	-	2,557,594	2,626,613	2,664,045
Enrich Iowa Libraries	-	2,464,823	2,464,823	2,464,823
Standing - General Fund				
Federal Cash Mgmt.	193,026	54,182	54,182	54,182
Unemployment Compensation	125,481	421,655	421,655	421,655
Total General Fund	<u>\$ 8,487,824</u>	<u>\$ 17,774,442</u>	<u>\$ 17,959,998</u>	<u>\$ 19,177,225</u>

General Fund Appropriations

Excludes Historical and State Library



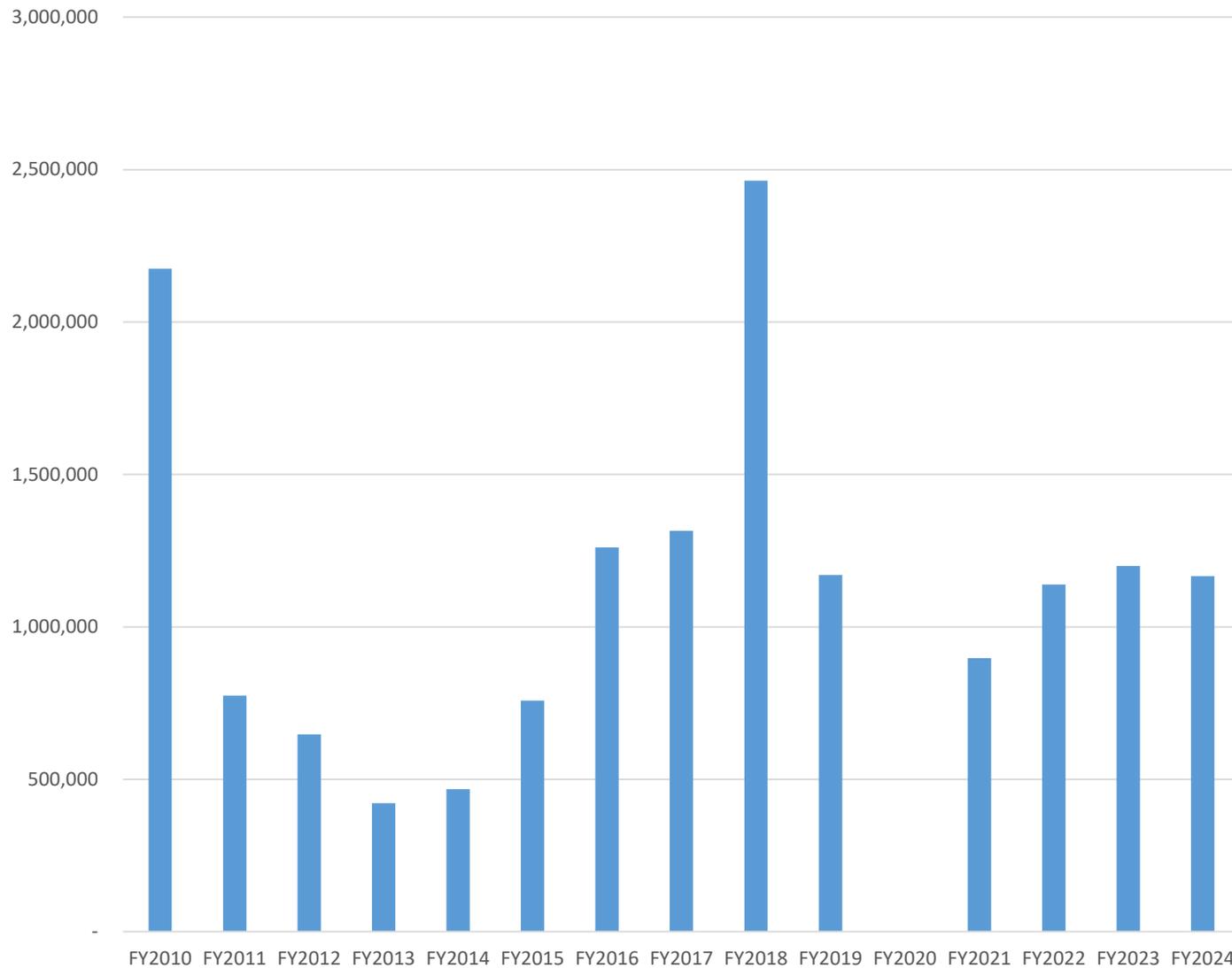
DAS and the Customer Council

- The Customer Council is established by Code section 8.6, subsection 15 and IAC -- 541, Chapter 12.
- 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
 - FY26 Committee established to review specific rates related to DAS-HRE

Internal Service Fund Operating Budget FY2023 - FY2026

	FY2023 Actual	FY2024 Actual	FY2025 Estimated	FY2026 Rec
DAS Internal Service Fund Expenditures				
Personnel Development Seminars	\$ 1,164,176	\$ 1,478,255	\$ 1,298,419	\$ 1,462,538
Central PPE Warehouse	605,661	666,145	1,234,569	135,284
Health Insurance Administration	532,882	535,455	520,518	535,226
Employee Assistance Pgm	128,395	119,970	129,730	129,730
Routine Maintenance	4,815,281	2,343,540	3,403,769	3,416,089
Workers' Compensation	30,965,311	36,460,030	32,929,052	34,520,737
I3 Expenses	7,089,261	6,568,292	11,268,282	11,422,335
Centralized Purchasing	4,593,992	4,853,920	5,582,361	5,923,213
Vehicle Dispatch Revolving Fund	10,913,243	11,320,200	9,051,046	11,546,546
Vehicle Depreciation Rev Fund	14,241,729	18,145,983	8,300,000	12,400,000
Motor Pool Revolving Fund	1,272,628	1,674,426	1,655,593	1,918,044
Self Insurance/Risk Management	2,477,058	2,531,311	2,511,667	2,700,441
Centralized Printing Revolving Fund	2,557,335	2,757,461	3,121,857	2,927,203
Mail Services Revolving	884,299	876,023	990,264	1,094,150
Human Resources Revolving Fund	9,261,385	7,906,148	9,697,216	9,607,752
Facility & Support Revolving Fund	9,081,162	9,444,462	11,497,593	10,547,401
Total Internal Service Funds	\$ 100,583,798	\$ 107,681,621	\$ 103,191,936	\$ 110,286,689

Department of Administrative Services Fee Suspensions and Refunds



Thank You