



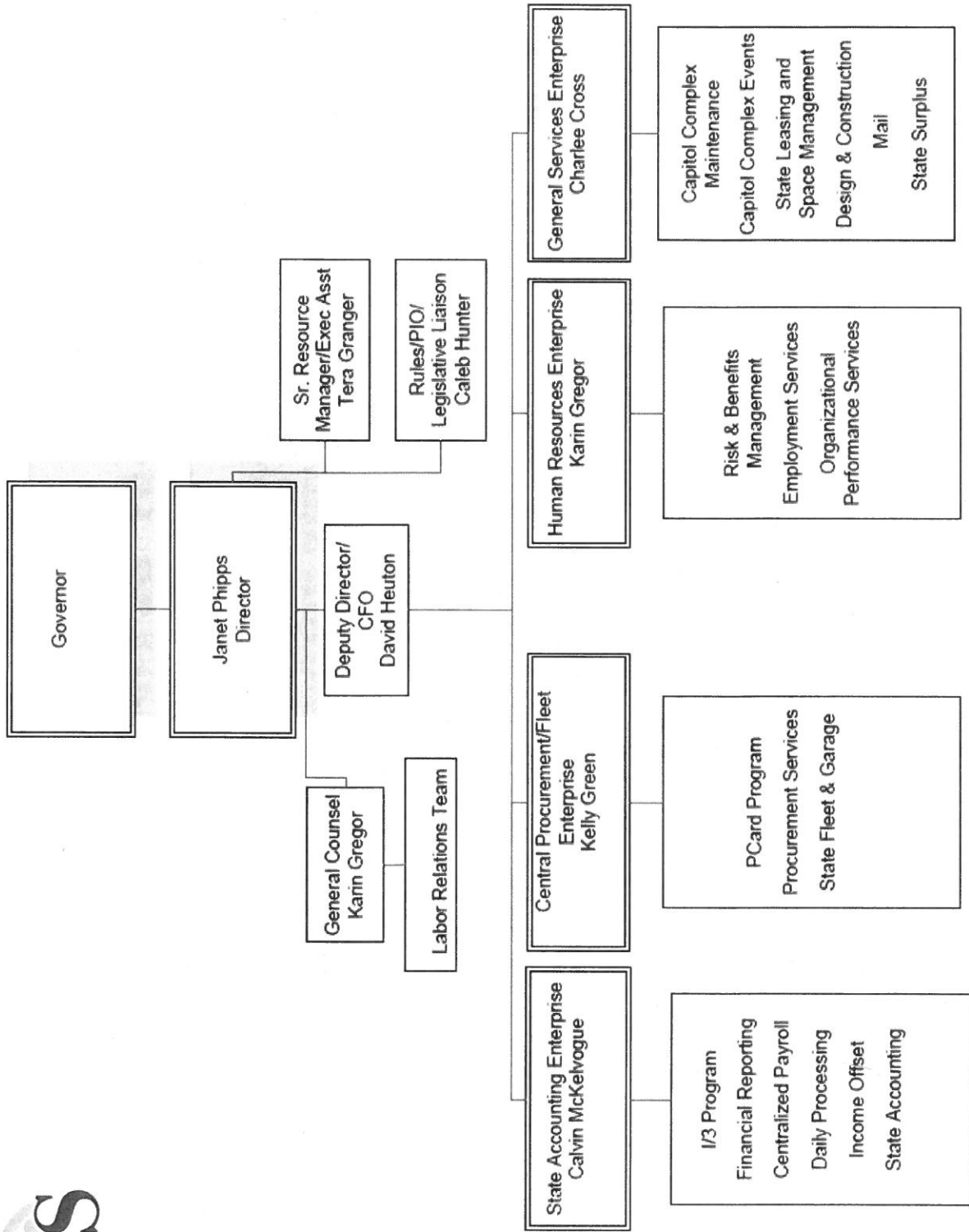
Department of Administrative Services

Presentation to:

**The Administration and Regulation
Appropriations Subcommittee**

January 28, 2016

Iowa Department of Administrative Services





Mission: To deliver efficient and effective services to enable and support the mission and operations of our stakeholder agencies.

Vision: DAS will be an organization of excellence, providing services and support to meet our stakeholder agencies' needs and ever mindful of good stewardship in resource utilization.

Expectations:

- Mission focus
- Resource responsible (\$\$, time, etc.)
- Commitment to innovation
- Deliberately practice to succeed
- Commitment to excellence
- Actions add value
- Embrace diversity
- Learn from mistakes
- Recognize success/achievement
- High "Say/Do" ratio (Do what you say)
- Exemplify professionalism
- Treat all with respect
- No surprises - - bad news does not improve with age
- Take risks - - use judgment and risk analysis
- Have a sense of humor – it is critical to survive in our environment - - and life!

Zero Tolerance for:

- Moral/ethical violations
- Discrimination
- Failure to own up to mistakes



FY16-17 Strategic Initiatives

- Expand P-Card usage – rebates from the program result in a savings for all departments in the form of reduced billings from DAS
- Collaborate with state agencies and fleet vendors to identify opportunities that will maximize efficiencies in the State's fleet of vehicles.
- Partner with the Economic Development Authority to develop and promote the Targeted Small Business Program
- Continue consolidation of human resource services from agencies to achieve efficiency and consistency
- Continue evaluation of wages and benefits to insure a competitive employment environment – promote initiatives that reduce the cost of health insurance and increase wellness
- Expand LEAN across DAS – each enterprise will have a LEAN project, expected to increase the efficiency of the department
 - CPSFE Motor Pool Project
 - SAE Electronic Signatures Project
 - HRE Project



Core Services

Internal and administrative operations of the department (Director's Office, Finance & Operations, Legal Counsel, Communications/Legislative Liaison) – “shared services.”

- Over 16,000 bills paid annually and over \$125 million billed annually through e-DAS
- Provide financial services to 7 outside agencies



Central Procurement/Fleet Enterprise

Services Provided

- Procurement of Goods and Services for State Agencies
- State Purchasing Card Program
- State Motor Pool and Garage Service Center
- Fleet Procurement and Auctions
- Risk Management
- ✓ FY2015 P-card Rebate of \$353,794 (62% increase over prior year)
- ✓ FY2015 Master Agreements Utilized by 78 Agencies/Bureaus w/Spend of \$115.5 Million
- ✓ Motor Pool Utilization Exceeds 90% of Capacity



General Services Enterprise

Services Provided

- Space Management (Capitol Complex and Leased Space)
 - Buildings and Grounds
 - Design and Construction Services
 - State Surplus Property
 - Energy Management
 - Capitol Complex Events
 - Mail Services
-
- ✓ 121 Construction Projects Worth \$94 Million in Pipeline
 - ✓ Responsible for Over 2 Million sq. ft. of Space and 200 Acres on Capitol Complex
 - ✓ 579 Events Hosted on Capitol Complex
 - ✓ Manage 230 statewide leases/ 1 million ft²



Human Resources Enterprise

Services Provided

- State Employment, Application Intake, and Processing
- Classification and Pay
- Employee Benefits
- Affirmative Action/Equal Employment Opportunity
- Training and Development
- Labor Relations
- Retirement Investors' Club
- ✓ 15 Agencies or Divisions Consolidated, with a Headcount of 4,239
- ✓ 196 Training Courses Held Annually with 2,958 Employees Trained
- ✓ 42,042 Job Applications Reviewed
- ✓ Administered 32,326 Health Insurance Contracts for Employees and Retirees
- ✓ Processed 613 Grievances

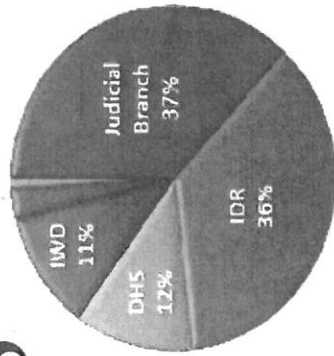


State Accounting Enterprise

Services Provided

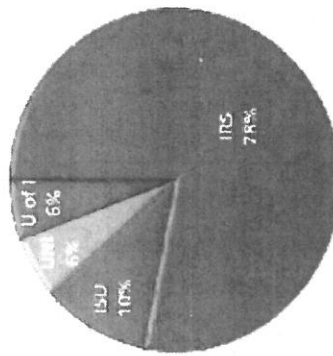
- Centralized Payroll and Accounting
 - Offsets Program
 - State CAFR and GAAP Reports
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- ✓ Issues 6.4 Million Warrants Annually
 - ✓ FY15 Offsets - \$47.3 million
 - ✓ \$3.4 Million in Casino Income Offset to the Courts and State Agencies

Income Offset Program



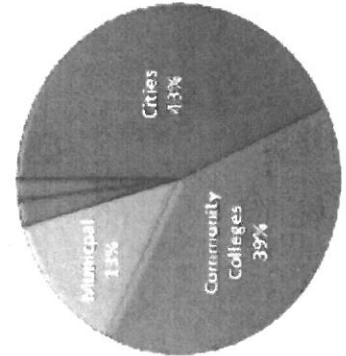
State of Iowa Departments

\$13,933,148	Judicial Branch
\$13,753,617	Dept. of Revenue (IDR)
\$4,433,039	Dept. of Human Services (DHS)
\$4,231,637	IA Workforce Development (IWD) 3%
\$1,130,632	Dept. of Inspections & Appeals (DIA) 1%
\$324,518	*Other State Agencies
\$37,806,591	Total



Universities & Internal Revenue Service

\$2,647,728	Internal Revenue Service (IRS)
\$357,920	Iowa State University (ISU)
\$193,761	University of Northern Iowa (UNI)
\$191,544	University of Iowa (U of I)
\$3,390,953	Total

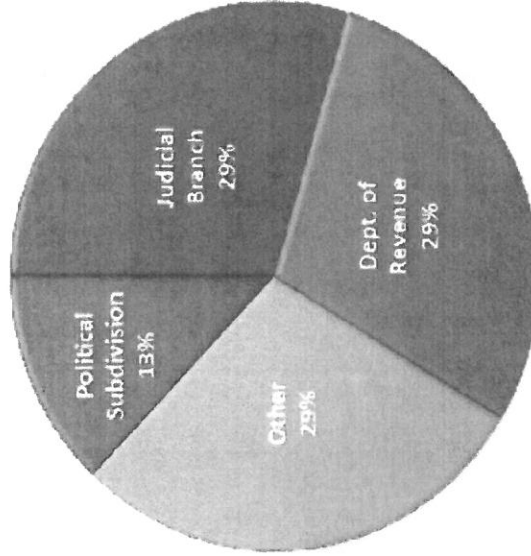


Political Subdivisions

\$2,616,265	Cities
\$2,382,547	Community Colleges
\$803,714	Municipal Utilities
\$151,164	Counties 3%
\$117,966	Housing Authorities 2%
\$6,071,656	Total

Income Offset
Fiscal Year 2015
Total Offset
\$47,269,200

Overview of Offset Distribution





General Fund Appropriations FY2016 and FY2017

	FY2016	Gov's FY2016 Supplemental	FY2017 Gov's Rec
Operations	\$4,067,924		\$4,067,924
FTE	56.56		56.56
Utilities	2,568,909	610,039*	3,229,218
FTE	1.00		1.00
Terrace Hill	405,914		405,914
FTE	5.00		5.00
Totals	\$7,042,747	\$ 610,039	\$7,702,801
FTE	62.56		62.56

* The Department requested and the Governor recommended an increase in the Utilities budget for FY 2016 that was not funded.



Thank You