

DEPARTMENT OF ADMINISTRATIVE SERVICES BUSINESS PLAN

DAS continues to work its strategic plan developed for FY 2012 through FY 2015. The key elements of the strategic plan formulate the framework for the business plan and establish the basis for the rates that are proposed for the upcoming fiscal years.

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

Vision Statement: 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.

Strategic Initiatives: DAS is committed to contributing to Governor Branstad's goal of reducing the cost of government by 15% by focusing on the following strategies:

- Consolidation of state services
- Review and improvement of health insurance benefits for state employees
- Comprehensive review of services
- Improved labor relations, negotiations and contracts
- Re-structuring of the DAS organization for efficiency and value
- Minimization of the general fund appropriation for DAS

Opportunities: The implementation of these strategies will provide the following efficiencies and opportunities for savings:

- Departments will be able to concentrate their resources on core missions
- Departments will be able to rely on DAS for the administrative expertise for their operations
- Increase in efficiency and a reduction in overall cost to state government
- Services will be provided statewide in a comprehensive, cohesive and manageable form
- Some services may be available to other public entities outside state government where efficiency and economics support that cooperation.

The following rates enable DAS to continue to implement these strategies during FY 2016 and FY 2017.

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DAS FY16 UTILITIES	SERVICE NUMBER	FY13 APPROVED ANNUAL / MONTHLY RATES	FY14 APPROVED ANNUAL/ MONTHLY RATES	FY15 APPROVED ANNUAL / MONTHLY RATES	FY16 PROPOSED ANNUAL / MONTHLY RATES	SELECTED FY17 PROPOSED ANNUAL / MONTHLY RATES	METHODOLOGY	FY16 AGENCY IMPACT STATEMENTS & IF APPLICABLE FY17
State Accounting Enterprise (SAE)								
Integrated Information for Iowa (I/3)	3999	N/A	N/A	N/A	N/A		Allocation - <i>Defined below</i>	I3 Agency Impact.xlsx
Human Resources Enterprise (HRE)								
Benefits	3961	\$29.40 / FTE	\$29.40 / FTE	\$32.11 / FTE	\$37.72 / FTE ¹		FY14 – FTE 5 qtr. average.	Benefits Agency Impact.xlsx
Personnel Officers	3970	\$63.31 / FTE	\$74.65 / FTE	\$85.34 / FTE	\$85.34 / FTE		FY14 – FTE 5 qtr. average	Personnel Officers Agency Impact.xlsx
Labor Relations	3965	\$23.93 / FTE	\$29.45 / FTE	\$41.61 / FTE	\$41.61 / FTE		FY14 – FTE 5 qtr. average	Labor Relations Agency Impact.xlsx
Merit Only Employment Services	3963	\$20.51 / FTE	\$20.51 / FTE	\$23.68 / FTE	\$23.68 / FTE		FY14 – FTE 5 qtr. average	Employment Services Merit Only Agency Impact.xlsx
Merit and Non-Merit Employment Services	3964	\$56.51 / FTE	\$56.51 / FTE	\$65.41 / FTE	\$65.41 / FTE		FY14 – FTE 5 qtr. average	Employment Services Merit & Non Merit Agency Impact.xlsx
Health Insurance Surcharge	3958	\$24.00 / participant	\$24.00 / participant	\$24.00 / participant	\$24.00 / participant		Legislatively set rate based upon centralized PR + mthly \$s from non-centralized PR agencies.	Health Insurance Surcharge Agency Impact.xlsx
Unemployment	3960	\$1.00 / head count	\$0.95 / head count	\$0.95 / head count	\$0.95 / head count		FY14 – FTE 5 qtr. average	Unemployment Claims Agency Impact.xlsx
Flexible Spending	3955, 3956, 3957	\$36.000 / participant	\$36.000 / participant	\$36.000 / participant	\$36.000 / participant		Charge for participants signed up for Health Care and/or Dependent Care	Flex Spending Agency Impact.xlsx
Workers' Compensation	3859	N/A	N/A	N/A	N/A		Allocation - <i>Defined below</i>	NA
Employee Assistance Program (EAP)	4474	\$6.000 / FTE	\$6.000 / FTE	\$6.00 / FTE	\$6.00 / FTE		FY14 – FTE 5 qtr. average	EAP Agency Impact.xlsx
Family Medical Leave Act (FMLA)	TBD				\$19.20 / FTE ²		FY14 – FTE 5 qtr. average	FMLA Agency Impact.xlsx

¹ This increase funds benefits study/ half of wellness position

² This funds the new FMLA program.

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Training	TBD					\$19.57 / FTE ³		FY17 Training Agency Impact.xlsx
Central Procurement Enterprise (CPE)								
Purchasing	3905	N/A	N/A	N/A	N/A		Allocation - Defined below	Central Purchasing Agency Impact.xlsx
Blanket Bond (Methodology)	3903	\$0.63 / FTE	\$0.558 / FTE	\$0.536 / FTE	\$0.66 / FTE ⁴		FTE count for the 3 rd qtr. out of FY14 – FTE 5 qtr. average (point in time).	Blanket Bond Agency Impact.xlsx
General Services Enterprise (GSE)								
Association Rate - Complex	3897	\$3.46 / sq. ft.	\$3.46 / sq. ft.	\$3.46 / sq. ft.	\$4.96 / sq. ft. ⁵	\$6.46 / sq. ft. ⁶	Square footage of space occupied.	FY16 Association Agency Impact.xlsx and FY17 Association Agency Impact.xlsx
Association Rate - Ankeny Labs	3820	\$5.47 / sq. f.	\$5.47 / sq. ft.	\$5.47 / sq. ft.	\$5.47 / sq. ft.	\$6.46 / sq. ft. ⁷	Square footage of space occupied.	FY16 Ankeny Lab Agency Impact.xlsx and FY17 Ankeny Lab Agency Impact.xlsx
Non Association - Moves / Adds / Changes (MAC)	3889	\$65.00 / hr.	\$65.00 / hr.	\$85.00 / hr.	\$85.00 / hr.		Hourly rate	NA
Mail Administration	3835	N/A	N/A	N/A	N/A		Allocation - Defined below	Mail Administration Agency Impact.xlsx
Fleet Management	3890	\$253.56 / vehicle	\$253.08 / vehicle	\$256.83 / vehicle	\$256.83 / vehicle		Number of vehicles assigned to each agency as of 5/30/2014	Fleet Management Agency Impact.xlsx
Fleet Purchase / Depreciation(Methodology)	3891	N/A	N/A	N/A	N/A		Rate based on class of vehicle and est. months of service	NA
Architectural & Engineering Services	4095	\$83.84 / hr.	\$83.84 / hr.	\$85.00 / hr.	\$85.00 / hr.		Hourly rate	NA

³ Proposed utility rate for training; proposal includes an additional modest fee for each course depending on course length

⁴ Pass thru of Insurance Premium for the Blanket Bond - allocated based on employee count/driven by claims experience

⁵ First of 2 year increase to address deferred and routine maintenance needs/rate has not been increased since FY12

⁶ 2nd year increase to address deferred and routine maintenance needs

⁷ Increase for Ankeny Lab

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Leasing Management Statewide	3900	\$0.12 / sq. ft.		Based upon total current leased square footage	Leasing Management Statewide.xlsx			
State Surplus	4451	\$80.00 / hr.	\$80.00 / hr.	\$85.00 / hr.	\$85.00 / hr.		Cost is paid by surplus property sales proceeds	NA
Energy Management Consulting	4449	\$65.07 / hr.	\$65.07 / hr.	\$80.00 / hr.	\$80.00 / hr.		Hourly rate	NA
State Garage	3870	\$64.00 / hr.	\$64.00 / hr.	\$64.00 / hr.	\$64.00 / hr.		Hourly rate	NA
Risk Management (Vehicle Self Insurance)	3892	\$284.76 / vehicle	\$265.08 / vehicle (to be \$284.76)	\$284.76 / vehicle	\$327.41 / vehicle ⁸	\$405.09 / vehicle ⁹	Number of vehicles assigned to each agency as of 5/30/2014	Risk Management Agency Impact.xlsx
New Lease Creation Services	3901	\$80.00 / hr.	\$80.00 / hr.	\$80.00 / hr.	\$85.00 / hr. ¹⁰		Hourly rate	NA
Motor Pool (Methodology)	3866	N/A	N/A	N/A	N/A		Daily or Per Mile Methodology by Class of Vehicle	NA

Rate Methodology refers to how a utility rate is calculated or billed. Many services use the 5-quarter average of FTEs, while others may use one quarter of the 5 quarter average. The FY14 – 5 qtr. average” refers to FY14 quarters 1, 2, & 3 plus FY13 quarters 3, & 4. Other methodologies are square footage, number of vehicles, hourly rate, head count, participant or an allocation.

Service Methodology – refers to requesting customer council review of the methodology for how the service rate or allocation is computed. Because of situations unique to that particular service we will use the methodology identified and apply current information to compute the rates at the start of the fiscal year, in this instance FY16. An example is Motor Pool, and the daily or per mile rate. Using current vehicle statistics and fuel rates will at the start of FY16 will provide an accurate rate for the service provided.

An allocation is a collection of several different cost components, each with a unique allocation methodology, several examples are:

- Integrated Information for Iowa (I/3) which contains 3 cost components; Finance, Procurement & Budget, and Human Resources
- Mail Administration - based upon % of mail volume for each mail account
- Purchasing - based upon % of usage (\$s) of Master Agreements

⁸ First of 2-year increase to build pool of funds (\$125k) for adverse claims experience / reserve is being depleted

⁹ Second year increase to build pool of funds (\$125k)

¹⁰ Increase to cover costs for leasing services

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NA indicates that information is not available, in the majority of cases this is related to providing an agency impact. For some services this is possible to predict usage of a service. An example would be State Garage and the hourly rate charged for vehicle maintenance. There is no way to predict which cars and agencies will require car repairs during fiscal year