

DEPARTMENT OF ADMINISTRATIVE SERVICES UTILITY RATES FY15, FY16, FY17

DAS FY17 UTILITIES	SERVICE NUMBER	FY15 APPROVED ANNUAL RATES	FY16 APPROVED ANNUAL RATES	FY17 APPROVED ANNUAL RATE	METHODOLOGY	FY17 AGENCY IMPACT STATEMENTS
General Services Enterprise (GSE)						
Association Rate - Complex	3897	\$3.46 / sq. ft.	\$4.86 / sq. ft. ¹	\$6.36 / sq. ft. ²	Square footage of space occupied.	Association Agency Impact.xlsx
Association Rate - Iowa Labs	3820	\$5.47 / sq. ft.	\$5.47 / sq. ft.	\$6.36 / sq. ft. ³	Square footage of space occupied.	Ankeny Lab Agency Impact.xlsx
Mail Administration	3835				<i>Allocation - Defined below</i>	Mail Administration Agency Impact.xlsx
Architectural & Engineering Services	4095 / 4212	\$85.00 / hr.	\$85.00 / hr.	\$85.00 / hr.	Hourly rate	NA
Leasing Management	3900	\$0.12 / sq. ft.	\$0.12 / sq. ft. then \$0.05 / sq. ft. (effective 9/1/2015).	\$0.05 / sq. ft.	Based upon total current leased square space	Leasing Management.xlsx
Leasing/Space Management (previously covered Space Mgmt.-MAC, & New Leases)	xxxx	N/A	\$85.00 / hr. (effective 9/2015)	\$85.00 / hr.	Hourly rate	NA
State Surplus	4451	\$85.00 / hr.	\$85.00 / hr. ⁴ then (effective 9/1/2015 use service xxxx)	N/A	Cost is paid by surplus property sales proceeds	NA
Energy Management Consulting	4449	\$80.00 / hr.	\$80.00 / hr.	\$80.00 / hr.	Hourly rate	NA

¹ Rate reduced by \$0.10 from that approved August 2014 effective 9/1/2015. The reduction is associated with a reduction in the square footage fee for Space Management and an hourly rate of \$85.00 substituted.

² Rate reduced by \$0.10 from that approved August 2014 effective 9/1/2015. The reduction is associated with a reduction in the square footage fee for Space Management and an hourly rate of \$85.00 substituted.

³ Rate reduced by \$0.10 from that approved August 2014 effective 7/1/2016. The reduction is associated with a reduction in the square footage fee for Space Management and an hourly rate of \$85.00 substituted.

⁷ State Surplus, Non Association – MAC, and New Lease Creation will all bill under the new Leasing, Space, and Surplus (LSS) hourly rate starting 9/1/2015.

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Human Resources Enterprise (HRE)						
Benefits	3961	\$32.11 / Filled Positions	\$37.72 / Filled Positions ⁵	\$37.72 / Filled Positions	Filled Positions 5 qtr. average	Benefits Agency Impact.xlsx
Personnel Officers	3970	\$85.34 / Filled Positions	\$85.34 / Filled Positions	\$85.34 / Filled Positions	Filled Positions 5 qtr. average	Personnel Officers Agency Impact.xlsx
Labor Relations	3965	\$41.61 / Filled Positions	\$41.61 / Filled Positions	\$41.61 / Filled Positions	Filled Positions 5 qtr. average	Labor Relations Agency Impact.xlsx
Merit Only Employment Services	3963	\$23.68 / Filled Positions	\$23.68 / Filled Positions	\$23.68 / Filled Positions	Filled Positions 5 qtr. average	Employment Services Merit Only Agency Impact.xlsx
Merit and Non-Merit Employment Services	3964	\$65.41 / Filled Positions	\$65.41 / Filled Positions	\$65.41 / Filled Positions	Filled Positions 5 qtr. average	Employment Services Merit & Non Merit Agency Impact.xlsx
Health Insurance Surcharge	3958	\$24.00 / participant	\$24.00 / participant	\$24.00 / participant	Legislatively set rate	Health Insurance Surcharge Agency Impact.xlsx
Unemployment (methodology)	3960	\$.095 / head count	\$.095 / head count	\$.095 / head count	Headcount 5 qtr. average	Unemployment Claims Agency Impact.xlsx
Flexible Spending	3955, 3956, 3957	\$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	Allocation	NA
Employee Assistance Program (EAP) (methodology)	4474	\$6.00 / Filled Positions	\$6.00 / Filled Positions	\$6.00 / Filled Positions	Filled Positions 5 qtr. average	EAP Agency Impact.xlsx
Family Medical Leave Act (FMLA)	4546		\$19.20 / Filled Positions ⁶	\$19.20 / Filled Positions	Filled Positions 5 qtr. average	FMLA Agency Impact.xlsx
Training	TBD	N/A	N/A	\$19.57 / Filled Positions	Filled Positions 5 qtr. average	Training Agency Impact.xlsx
State Accounting Enterprise (SAE)						
Integrated Information for Iowa (I/3)	3999	N/A	N/A	N/A	Allocation	I3 Agency Impact.xlsx

⁵ This increase funds benefits study/ half of wellness position

⁶ This funds the new FMLA program.

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Central Procurement & Fleet Services Enterprise (CPFSE)						
Blanket Bond (Methodology)	3903	\$0.66 / Filled Positions	\$0.81 / Filled Positions	\$0.81 / Filled Positions	DOM FTE count for the 3 rd quarter of FY15	Blanket Bond Agency Impact.xlsx
Purchasing	3905	N/A	N/A	N/A	Allocation	Central Purchasing Agency Impact.xlsx
Fleet Management	3890	\$256.83 / vehicle	\$256.83 / vehicle	\$256.83 / vehicle	Number of vehicles assigned to each agency as of 6/30/2015	Fleet Management Agency Impact.xlsx
Fleet Purchase / Depreciation(Methodology)	3891	N/A	N/A	N/A	Rate based on vehicle class and est. months of service	NA
State Garage	3870	\$64.00 / hr.	\$64.00 / hr.	\$64.00 / hr.	Hourly Rate	NA
Risk Management (Vehicle Self Insurance)	3892	\$284.76 / vehicle	\$284.76 / vehicle ⁷	\$327.41 / vehicle ⁸	Number of vehicles assigned to each agency as of 6/30/2015	Risk Management Agency Impact.xlsx
Motor Pool (Methodology)	3866	N/A	N/A	N/A	Daily or Per Mile Methodology by Vehicle Class	NA

⁷ The extraordinary claims experience seen in prior years did not occur in FY15, so the anticipated FY16 utility rate has been adjusted to the FY15 rate.

⁸ The FY16 rate is being deferred to FY17.

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Allocation: An “Allocation” is a combination of several calculations, which when added together provides the total amount “allocated” to an agency for the use of a particular service based on the proportionate share of the total for all agencies

For example, the State’s Accounting System allocation has various components: Payroll, 1/3 financial, budget, and data warehouse. The Payroll component is allocated based on a five quarter average of filled permanent positions, while 1/3 financial and budget are allocated based on an agency’s revenues and expenses for all classification lines, excluding depreciation. The allocation for each component of 1/3 is calculated individually for each agency and added together to determine the “total 1/3 allocation” for each agency. Other examples of allocation are Procurement and Mail Services.

Five-Quarter Average: Many of the core services DAS provides are charged to agencies based on a position count. The position count is the number of filled permanent full-time (FT) and part-time (PT) position for five consecutive quarters ending with the third quarter of a fiscal year. The position count is obtained through HRIS or, for agencies not on HRIS, directly from the agency. For example, the five quarter average used the calculation and agency impacts for services billed in FY 2017 is the five-quarter average of filled permanent full-time and part-time position ending third quarter of FY 2015.

Headcount: “Headcount” is the average number of filled permanent and temporary, seasonal and emergency positions over five consecutive quarters ending with the third quarter of a fiscal year. Unemployment claims administration is charged to agencies based on Headcount.

Methodology: “Methodology” is the process used by the service provider to identify how much of the service an agency utilizes and, thus, is to be charged. Examples include hourly rate, number of square feet of occupied space, number of vehicles assigned, class of vehicle, and positions filled.

Rate: A “Rate” is calculated on either a monthly or an annual basis, depending on the service. The rate billed for a service is the same for all agencies and is based on the methodology applicable to the specific service provided.

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 the fiscal year

Total By Agency of FY16 & FY17 Agency Impact Statements, and Difference	<u>Combined Agency Impact for FY17.xlsx</u>
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