



**OPERATIONAL PLAN  
For The  
Iowa Department of Administrative Services**

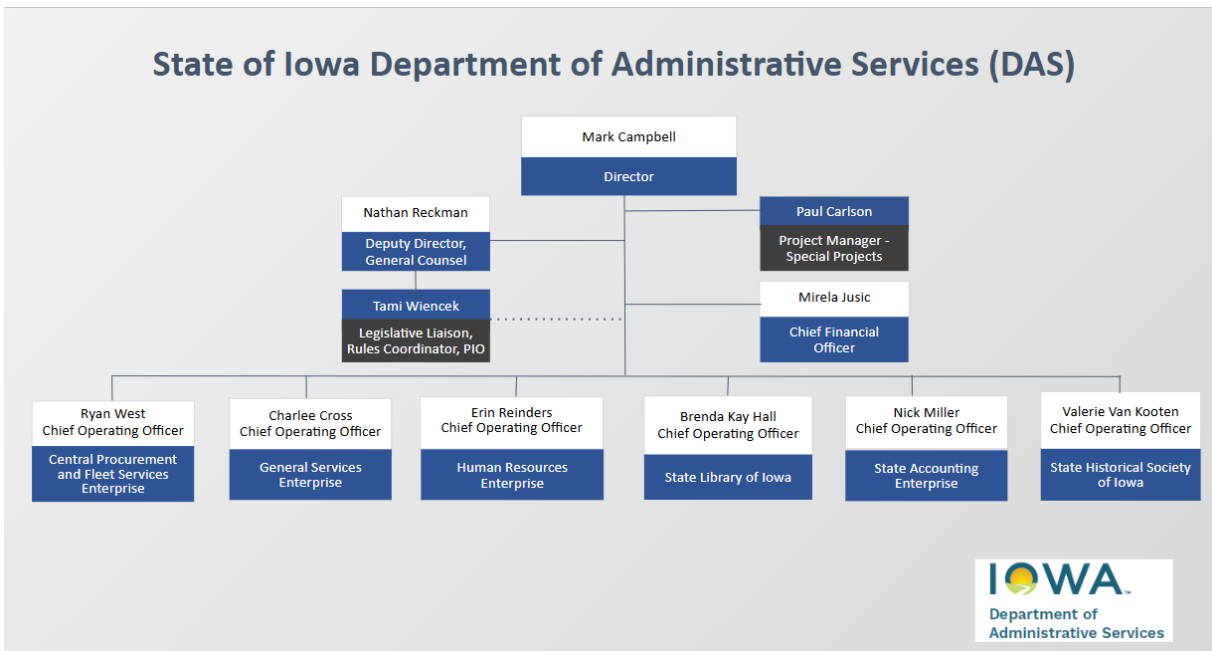
**FY 2027**

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## Table of Organization



# Department of Administrative Services

## Operational Plan for FY2027

This plan provides a guide for daily operations of the Department for FY2027, provides a listing of annual goals and the actions which will be taken to accomplish these goals, and provides measurements to monitor goal progress.

### Strategic Plan Initiatives

- Make the state executive branch an employer of choice by assisting state agencies attract a talented workforce through competitive salaries and benefits.
- Provide economical and efficient centralized support services to state agencies (billing, accounting, procurement, print, mail, fleet, Capitol Complex facility maintenance, construction, energy management, human resources, etc.).
- Provide corporate accounting support and financial controls for state government.
- Promote lifelong learning through enhancing citizen access to history, culture, and information.
- Improve the overall library services offered to lowans.

### Enterprise Priorities Supported

In FY2027, the Department of Administrative Services will indirectly support all the enterprise priorities of Governor Reynolds by facilitating the efficient administration of state government.

### Organizational Structure

The Department of Administrative Services is comprised of the Director's Office and six organizational units which support the Governor's priorities and the agency's statutory obligations. A summary of each of the agency's units appears below. The DAS Table of Organization is on Page #3.

#### Director's Office and DAS Finance

Directs overall agency activities, provides legal counsel, manages labor relations and personnel investigations, manages strategic projects, manages legislative liaison activities, and provides financial services to DAS and to 10 other agencies.

#### Central Procurement and Fleet Services Enterprise

Manages master agreement procurement services for State agencies, manages the State's fleet of vehicles, manages State printing operations, and manages the State's p-card program.

### **General Services Enterprise**

Manages the buildings on the Capitol Complex (maintenance, custodial, grounds, mail services), Ankeny Labs, and 6200 Park Avenue, provides construction services for statewide infrastructure projects, manages property leases for State agencies, manages the disposal of State surplus property, and coordinates Capitol Complex events.

### **Human Resources Enterprise**

Supports State agencies in their delivery of services to the citizens of Iowa by providing programs which recruit, develop, and retain a diverse and qualified workforce, and administers responsible employee benefits programs for the members and their beneficiaries.

### **State Library of Iowa**

Provides support, training, and guidance to Iowa's 543 libraries, manages the Law Library in the State Capitol Building.

### **State Accounting Enterprise**

Manages centralized payroll processing, State payment processing, State corporate accounting, and annual financial report preparation.

### **State Historical Society of Iowa**

Manages 7 historical sites, manages the State Historical Museum in Des Moines, and the Des Moines and Iowa City Research Centers, and manages the State's records program.

## **Programs Provided**

### **Director's Office and DAS Finance**

**Operational Goal Supported:** Ensure all DAS Required Reports are completed accurately and filed timely.

#### **Action Items for FY2027:**

- Provide leadership for DAS services and programs.
- Efficiently and effectively provide financial services to DAS and to 10 other State agencies.
- Provide labor relations services to State government.

#### **Measures and Targets for FY2027:**

- Ensure Required Reports and special projects are completed timely and as needed, within the budget allocation – target is 100%.

- On a monthly basis, provide timely and accurate financial reports to DAS and to the agencies provided financial services by DAS – target is 99.1%.
- All collective bargaining agreements are negotiated/finalized in a timely manner – target is 100%.

### **Central Procurement and Fleet Services Enterprise**

**Operational Goal Supported:** Increase the number of procurement training classes offered to State agencies by 25%.

#### **Action Items for FY2027:**

- Efficiently and effectively manage the State’s fleet of vehicles.
- Manage procurement services for State agency customers.
- Provide graphic design/layout, print, and high-volume photocopying services to State agencies.

#### **Measures and Targets for FY2027:**

- Improve the average annual motor pool utilization rate – target is 90.1%.
- Maintain the percentage of procurement contracts awarded without successful appeal – target is 100%.
- Increase the total number of completed printed pages – target is 30,000,000.
- Provide procurement training classes to State agencies – target is 10.

### **General Services Enterprise**

**Operational Goal Supported:** Reduce the overall State leased office space square footage by 1%.

#### **Action Items for FY2027:**

- Efficiently and effectively manage Capitol Complex maintenance activities.
- Ensure Major Maintenance funds are expended as intended.
- Reduce Capitol Complex energy usage.
- Timely complete Capitol Complex work requests received from State agency customers.
- Provide cost effective mail services to State agency customers.

#### **Measures and Targets for FY2027:**

- Expend Major Maintenance project funds on time and on budget – target is 99.1%.
- Reduce the amount of energy usage on the Capitol Complex compared to prior year’s usage – target is 98.9%.

- Capitol Complex work requests are completed within 5 days of receipt from State agency customers – target is 95.1%.
- Process metered first class mail at discounted rates – target is 95.1%.
- Reduce leased State office space – target is 7,400 square feet.

### **Human Resources Enterprise**

**Operational Goal Supported:** Create and implement an enterprise-wide, hybrid internship model delivered through a partnership between DAS and executive branch agencies.

#### **Action Items for FY2027:**

- Provide job relevant career training to State agency employees.
- Provide a full menu of Human Resource services to State agencies.
- Provide tools and resources to assist State agencies in developing internship opportunities.
- Manage various employee benefit programs for State agencies.

#### **Measures and Targets for FY2027:**

- Employees who reported training courses provided helpful job skills – target is 95.1%.
- Position classification reviews are completed within 60 work days – target is 100%.
- New employees are enrolled in, or have declined, benefits within 30 days of employment – target is 95%.
- Internship partnership is operational – target is 100%.

### **State Library of Iowa**

**Operational Goal Supported:** Create and distribute library website training curriculum related to new federal accessibility standards

#### **Action Items for FY2027:**

- Administer the State Library Accreditation and Standards Program.
- Administer the State Library Endorsement Program.
- Enhance information access by providing online resources and tools to libraries.
- Provide direct State financial aid, interlibrary loans/open access reimbursements, to libraries via the Enrich Iowa Program.

#### **Measures and Targets for FY2027:**

- Number of accredited public libraries in Iowa – target is 427.
- Number of new public library staff endorsements (new reporting system) – target is 100.

- Number of test preparation users (new reporting system) – target is 24,000.
- Number of visits to the Peoples Law Library of Iowa – target is 110,000.
- Number of libraries participating in the Bridges e-book consortium – target is 497.
- Number of libraries participating in Direct State Aid – target is 472.
- Number of resource items borrowed via Open Access – target is 2,605,000.
- Number of resource items borrowed via the Interlibrary Loan Program – target is 402,000.

### **State Accounting Enterprise**

**Operational Goal Supported:** Process all State agency travel claims through the new Iowa Advantage travel computer application.

#### **Action Items for FY2027:**

- Provide Iowa Advantage enterprise application processing and support services.
- Complete and file various miscellaneous financial/accounting reports required by State and Federal governments.
- Process payroll deductions.
- Process pre-audit claims.
- Gather and compile data and information from a variety of sources and prepare and file the Annual Comprehensive Financial Report (ACFR).
- File various annual reports required to negotiate the Federal Cash Management Improvement Act (CMIA).
- File various annual reports required to complete the Statewide Cost Allocation Plan (SWCAP).
- On a monthly basis, work with the Treasurer of State to estimate operational cash flow for State government.
- Fully reconcile daily warrant balance.
- Accurately process and report financial transactions.

#### **Measures and Targets for FY2027:**

- Transition to new reporting tool – target is 99.1%.
- Timely complete and file financial/accounting reports - target is 99.1%.
- Timely process payroll deductions – target is 99.1%.
- Timely submit supporting information for ACFR – target is 99.1%.
- Timely submit supporting information for CMIA – target is 99.1%.
- Timely submit supporting information for SWCAP – target is 99.1%.
- Timely send monthly cash flow reports to DOM – target is 99.1%.
- Fully reconcile daily warrant balance – target is 99.1%.
- Process and accurately report financial transactions – target is 99.1%.

## **State Historical Society of Iowa**

**Operational Goal Supported:** Complete the installation and implementation of the new archives storage system to facilitate overall citizen access to historically relevant information.

### **Action Items for FY2027:**

- Provide additional storage space for the State Archives and Records Program.
- Provide online citizen access to the various historical collections, repositories, and sites.
- Provide physical citizen access to the various historical collections, research centers, repositories, historic sites, and events.

### **Measures and Targets for FY2027:**

- Provide increased storage space reserved for Des Moines and Iowa City locations – target is 39,600 cubic feet.
- Number of collection records pageviews and downloads – target is 23,270,000.
- Number of visitors to the State Historical Museum in Des Moines, research centers, repositories, historic sites, and events – target is 88,000.