



COMMONWEALTH of VIRGINIA

*Joint Legislative Audit and Review Commission
Suite 1100, General Assembly Building, Capitol Square
Richmond, Virginia 23219*

*Philip A. Leone
Director*

(804) 786-1258

November 8, 2003

INTERNAL SERVICE FUNDS SUBCOMMITTEE REPORT

TO: Delegate Lacey E. Putney, Chair
Members, Joint Legislative Audit and Review Commission

FROM: Senator Walter A. Stosch, Subcommittee Chair

On November 3, 2004, the Internal Service Fund Subcommittee of the Commission met to consider rate requests from the Virginia Information Technologies Agency (VITA) and the Department of General Services (DGS). The subcommittee heard presentations from VITA and DGS, and JLARC staff provided a brief summary of the findings relative to their analysis of the requests. VITA and DGS also answered numerous questions from the members of the subcommittee. The rate request submissions, subcommittee presentations, and JLARC staff analysis are attached to this report.

VITA Rate Request

The VITA rate request consists of proposed revisions to the charges for several existing services as well as new rates for new services provided as a result of the consolidation of IT functions. VITA is requesting revisions to the current charges for IBM tape storage, IBM disk storage, EBARS tape backup, router services, and the administrative surcharge for the Covanet telecommunications service. These changes in rates are intended to more accurately recover the costs of the individual billing elements and to more closely manage over- and under-recoveries. While there are both reductions and increases in these rates, the net impact is an increase in VITA revenues of about \$1.1 million. The impact on each agency is shown in the VITA request.

New charges proposed by VITA are for EBARS tape storage, tape vaulting, and the ACE server for security key fobs, which are all existing services for which no separate charge has been made in the past. It is not clear to what extent these costs were accounted for in other billing elements, the rates for which could potentially be reduced. New rates are also requested for server disk storage and for server hosting of data retrieval from multiple systems by local social services workers. The services in this last group were not provided by VITA in the past, but

are now as a result of the consolidation of IT functions in VITA. The new rates for existing and new services result in an increase in VITA revenues of about \$542,000. The estimated costs of these services for individual agencies are shown in the VITA request.

The subcommittee recommends that the Commission approve the rates proposed by the Virginia Information Technologies Agency.

DGS Rate Request

The DGS rate request for 2004-05 has two parts. The first part consists of changes to the labor rates (cost per hour of work) charged by DGS Special Maintenance Services for maintenance and other services performed in State buildings that are not operated by DGS. The rates proposed by DGS are based on a calculation of the actual salaries and benefits that are paid to personnel, divided by the number of hours that those staff are available to work. Prior DGS calculations sought to recover the costs of these personnel by adding certain estimated costs to the cost side for leave and holiday time, rather than by deducting leave and holiday time from the available hours. The new calculation proposed by DGS appears to be "cleaner", but the change does increase the hourly rates that are calculated as compared to its prior approach. The DGS request provides spreadsheets on the costs of the personnel and documentation of the numbers it is using in calculating the hours that staff are available to work.

The second part consists of changes to the rent plan rates (cost per square foot of space, by type of space) that DGS charges tenants in State buildings that DGS does operate (and maintain). When DGS initially provided a request for rate changes, JLARC staff noted that the personnel costs that are incorporated into the proposed rent plan rates were substantially higher (8.76 percent) than the previous year's budget, and also noted that the reasons for the size of this increase had not been made clear. As part of the attached rate request submission, DGS has provided a sheet explaining these personnel costs. DGS notes that in addition to the salary increase that is scheduled for November 25, the 8.76 percent increase is also due to capturing the costs associated with funding nine positions that have been part of the agency's authorized employment level but that DGS was unable to fund in FY 2004. DGS also notes that it anticipates costs for some overtime in FY 2005 that was not funded in FY 2004.

The subcommittee took no action on the rates proposed by the Department of General Services pending additional consideration by members of the subcommittee.

Attachments (6)



COMMONWEALTH *of* VIRGINIA

Lemuel C. Stewart, Jr.
Chief Information Officer
Email: lem.stewart@vita.virginia.gov

VIRGINIA INFORMATION TECHNOLOGIES AGENCY
411 East Franklin Street, Suite 500
Richmond, Virginia 23219
(804) 225-VITA (8482)

TDD VOICE -TEL. NO.
711

October 27, 2004

Mr. Glen Tittermary
Joint Legislative Audit and Review Commission
Suite 1100
General Assembly Building
Richmond, Virginia 23219

Dear Mr. Tittermary:

In the spring of this year, VITA requested and received JLARC approval for a direct bill administrative fee of 5.52% to support integration activities necessary to centralize the infrastructure and operations of 90 in scope agencies. We cited the direct bill approach as an interim measure that would gradually disappear as we implement new services and migrate beyond integration toward the transformed environment that is VITA's legislated mandate. In keeping with that objective, VITA is currently pursuing several new projects. Accordingly, we provide this package to request JLARC approval of proposed rates for the new services VITA is preparing to offer.

Additionally, VITA management feels strongly that under and over recoveries should be more closely managed at the billing element or product/service level. Included in this package is a request for JLARC approval of changes to 5 existing (legacy) rates. VITA requests these rates to be made effective as of November 1, 2004.

Two attachments are provided with this letter. The word document contains narrative descriptions of the various services for which VITA is proposing new rates or rate changes. The Excel workbook contains a summary of proposed rates in the first worksheet. The second and third worksheets contain an agency impact analysis of the proposed rates by Secretariat and by Agency. The remaining worksheets contain varying degrees of actual usage and projections of revenue for each rated service.

I welcome a meeting with you and your staff to review any of the documentation presented. If you have any questions, please give me a call on 343-9006.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Austin Matthews'.

C. Austin Matthews
Chief Financial Officer

Attachments

C: Lemuel C. Stewart, Jr.
CIO of the Commonwealth

**Virginia Information Technologies Agency
Discussion of Proposed New Rates and Rate Changes
Fiscal Year 2005**

Proposed rate changes to Legacy billing elements

IBM Tape Storage continues to under-recover. One of the primary contributors was the implementation of virtual tape processing at roughly the same time that a rate reduction was implemented. Due to the size of the fund deficit (\$4M) it is unreasonable at this time to increase the rate in an attempt to recover the deficit. The proposed rate increase is intended to break even in the current and future years.

IBM Disk Storage is over-recovering and has accumulated a positive fund balance (\$4M). The primary contributors are continued decreases in the cost of disk storage devices and gradual increases in usage. The proposed rate reduction in **IBM Disk Storage** is intended to accomplish two objectives. First, the proposed rate is set for VITA to break even in the current and future years, but not to reduce the fund balance. Second, the total annual dollar value of the reduction will offset the rate increase in **IBM Tape Storage** therefore making the net of these two changes expense neutral to our customers. Since the customers using **Tape and Disk Storage** are the essentially the same, it is very important that VITA implement these two rate changes simultaneously.

Routers and switches are the primary components of VITA's network infrastructure. They allow other equipment such as servers and shared printers to connect to the network. Each device that connects to the network uses a port on one of several VITA routers. VITA charges customers a fee for connecting to the network referred to as a port charge. The billing element known as Router Services is under-recovering due to increased demands placed on VITA's network which led to the purchase of new equipment with greater capacity. Also the increased emphasis on business continuity prompted VITA to purchase additional (fail over) equipment. Due to the size of the fund deficit (\$1.5M) it is unreasonable at this time to increase the rate in an attempt to recover the deficit. The proposed rate increase is intended to break even in the current and future years.

Data circuits are necessary to transmit data from one physical location to another in a similar manner to the way phone lines allow for voice communication from essentially anywhere to anywhere. MCI Worldcom is the provider of data circuits on an as needed basis that allow for connectivity to the Commonwealths backbone network known as Covanet. The vendor charges VITA a monthly fee for each circuit installed. VITA in turn charges the vendor fee plus surcharge to customers connecting to the Covanet backbone.

The **Covanet** billing element for data circuits was adequately recovering until the new contract with MCI went into effect in November 2003. As a result of the contract, MCI decreased their charge to VITA. Since VITA's charging mechanism for Covanet uses a pass-thru model, the net effect was a decrease in revenue with no decrease in VITA's fixed expenses to manage the service. The proposed rate increase is intended to break even in the current and future years.

Proposed new rates for existing Legacy services

The use of servers, rather than mainframe computing systems, to operate production application systems continues to increase. The trend towards the use of servers and the increase in server capacities allowing for larger mission critical applications has also driven the need for a corresponding growth in the infrastructure required to support the server environment. To improve efficiency and control cost, VITA implemented a shared use Enterprise tape Backup and Recovery System (EBARS). This system provides an automated single point of backup capability for all servers in the datacenter. Prior to the implementation of EBARS, engineers had to physically load tapes into each server's dedicated tape drive and manually initiate the backup process. Today, the VITA datacenter houses approximately 200 servers with plans for that number to grow as a result of new service offerings and consolidation efforts.

The **EBARS Tape Backup** service has been operational for over 2 years. Long enough to formulate a predictable trend and is currently under-recovering each year. It has a \$384K negative fund balance that is projected to triple by the end of FY05, based upon VITA using the existing IBM tape usage rate. We are fast approaching the capacity of the current configuration. Additional funds are budgeted for FY05 to expand the capacity to accommodate the projected increase in demand from consolidation and new services. The costs associated with EBARS include servers, automated tape drives, network connections, Veritas software, operations, engineering, storage management and capacity planning staff. The proposed rate increase is set for VITA to break even in the current and future years, but not to recover the fund deficit.

The projected expenses to be recovered from customer billings were reduced by 30% to account for VITA usage. That amount was redistributed as an indirect expense to be shared by all billing elements in keeping with VITA internal applications that support all VITA services and functions. Additionally, 40% of the projected expenses were allocated to the proposed new **EBARS Tape Storage** billing element, which is discussed next.

As increasing amounts of data is being backed up using EBARS, VITA is finding that tape retention is contributing to the need for additional tapes and storage requirements (floor space, racks, etc...). The EBARS charge attempts to recover the cost of backup equipment but does not recover the cost of tapes and storage of tapes. Since customers have influence over backup frequency and retention of backup tapes, the **EBARS Tape Storage** billing element is being proposed as a new charging mechanism to recover the cost of services currently provided. As noted above, 40% of the expenses in the EBARS Tape Backup billing element are related to the ongoing storage of tapes rather than the process of creating the backup tapes. Tape storage for VITA internal applications represents approximately 40% of the total volume of tapes stored each month. The projected expenses to be recovered from customers were reduced by 40% to account for VITA usage. This new billing element is proposed to more accurately recover costs based on the activity that is driving the costs. Consolidation and new service implementation will continue to increase the demand for tape backup and storage.

Tape Vaulting is a service VITA has provided for several years. Costs were expected to be recovered by the IBM and Unisys Tape Storage charges. Since Y2K and 9/11, there has been a continued increase in the demand for tape vaulting. Consolidation, new service implementation and increased awareness of the need for continuity of operations will continue to increase the demand for tape vaulting. This new billing element is also proposed to more accurately recover costs based on the activity that is driving the costs. The costs associated with tape vaulting include: Iron Mountain charges for vaulting, transport, tape library staff, transport carts. The tape

vaulting charge will be applicable to tapes sent to the Iron Mountain vault from any environment (IBM, Unisys, EBARS).

The use of **Key Fobs** to authenticate users and secure data transmissions increased as the need for security increased. Use of Key Fobs requires a server with specific software. VITA implemented the server environment using ACE software and offered the service to current and future Key Fob customers. The cost of building the service was originally considered small relative to other service offerings, thus a recovery rate was not developed. Due to the increased use of Key Fobs and the expected continued use and growth, a recovery rate for use of the **ACE Server** to support Key Fob use is proposed. This is an application hosting service. The ACE application VITA is hosting performs the authentication of passwords entered by key fob users. The costs associated with this hosting service include: server, ACE software, network connections, operations and engineering staff.

Proposed new rates for new services

As the server environment and the associated infrastructure continued to evolve and mature, VITA witnessed other similarities to the legacy (mainframe) environment. We are now taking steps to share resources and recover costs using the consumption model that proved effective in the legacy environment for many years. One example is Disk Storage. In the past, disk storage has been directly attached to servers and therefore dedicated to one and only one server or application. If there was any excess capacity, it was essentially wasted. VITA is creating a shared disk environment in which storage space will be allocated to customers based on need. Similar to the mainframe environment, VITA proposes to charge per megabyte a rate applicable only to the storage actually used.

The proposed **Server Disk Storage** service arose out of consideration for the large quantities of storage necessary to support applications such as Oracle and Oracle Financials. While the projected cost and usage for the upcoming year are relatively small compared with legacy services, this proposal gives VITA the opportunity to build the shared service on a small scale with the ability to grow as consolidation and additional shared services are implemented.

Oracle Financials is one of the newest opportunities for VITA to develop a shared services environment by providing application hosting services to Oracle Financials customers. As VITA is still negotiating with Oracle, the rate for this service has not been finalized. The proposed rate will be based on VITA hosting the servers, centralizing the software licensing and providing engineering support for Unix and Oracle as well as providing the facility, security, capacity planning and all other activities associated with an application hosting service. Agency costs will be less than their current expenses as a result of this shared environment.

Another new service VITA plans to implement is called **GESI**. GESI stands for “Government to Government (G2G) Enterprise Services Interface”. This proposed application hosting service involves the use of MITEM Human Services Interface software to facilitate access to and data retrieval from multiple systems as required by Social Service workers in local government offices. The proposed rate includes the server, consolidation of software licensing at VITA, engineering support, security, capacity planning and facilities.

Future Plans

Other shared opportunities which provide the opportunity to reduce the Commonwealth’s overall IT investment via individual agency systems that are in various stages of development include

Online Enterprise Licensing, StateWide Alert Network, Shared Oracle DB, Consolidated Email and Web Hosting. As these services are fully defined and costs are known, recovery rates will be developed and presented to JLARC for approval.

Proposed New Rates and Rate Changes as of

10/27/04

Attachment 2

Proposed Rate Changes - Computer Services

Billing Element Name	Rate Basis	Current Rate	Projected Annual Revenue @ Current Rate	Proposed Rate	Percent Change in Rate	Projected Change in Revenue	Projected First Year Revenue @ Proposed Rate	Projected First Year Expenses (Target)	Fund Balance as of June 30, 2004
IBM Tape Storage	Per Megabyte	\$0.000925	\$1,134,944	\$0.00153	65.4%	\$764,784	\$1,899,728	\$1,887,085	(\$4,015,382)
IBM Disk Storage	Per Megabyte	\$0.16	\$3,475,037	\$0.100	-37.5%	(\$1,303,139)	\$2,171,898	\$2,149,992	\$4,363,997
EBARS Tape Backup	Per Megabyte	\$0.0002733	\$213,251	\$0.00052	90.3%	\$192,496	\$405,747	\$674,487	(\$384,240)

Proposed Rate Changes - Telco

Router Service	Per router port	\$97.75	\$199,097	\$268.00	174.2%	\$403,613	\$602,710	\$545,134	(\$1,564,519)
Covant	Per circuit	7.90%	\$15,690,072	14.40%	82.3%	\$1,008,079	\$16,698,150	\$16,704,120	(\$29,611)
Aggregate Impact of Legacy Rate Changes						\$1,065,834			

Proposed New Rates for Existing Services

Billing Element Name	Rate Basis	Proposed Rate	Projected Monthly Usage (Volume)	Projected Annual Revenue @ Proposed Rate	Projected Annual Expenses (Target)
EBARS Tape Storage	Per Megabyte	\$0.0003	46,729,318	\$168,226	\$449,658
Tape Vaulting	Per Megabyte	\$0.00026	69,605,604	\$217,169	\$217,396
ACE Server (Fobs)	Per Key Fob user	\$3.73	1,420	\$63,559	\$67,104
Total New Revenue from Existing Services				\$448,954	

Proposed New Rates for New Services

Server Disk Storage	Per Megabyte	\$0.0021	257,937	\$6,500	\$20,393
Oracle Financials	Per User/Month	pending	pending	pending	pending
GESI	Per User/Month	\$34.00	212	\$86,496	\$81,608
Total New Revenue from New Services				\$92,996	

**FY05 Rate Analysis - impact analysis of rate changes and new rates
By Customer and Service**

Agency Name	In Scope	IBM Tape Storage	IBM Disk Storage	Mainframe Impact	Telco Router	Telco Covanet	Telco Impact	EBARS Tape Backup	EBARS Tape Storage	Tape Vaulting	Server Disk Storage	Ace Server Key fob use	GESI Usage	Total Impact
Department of Planning and Budget	Yes	\$2,548	-\$3,283	-\$735			\$0		\$0	\$0				-\$735
Department of Military Affairs	Yes	\$1	-\$29	-\$29		\$1,610	\$1,610		\$0	\$427				\$2,009
Department of Emergency Services	Yes	\$0	-\$2	-\$2		\$4,239	\$4,239		\$0	\$0				\$4,237
Management	Yes	\$14	-\$15	\$0		\$931	\$931		\$0	\$0				\$930
State Board of Elections	Yes	\$0	-\$1	-\$1		\$16,468	\$16,468		\$0	\$743				\$17,210
Department of Criminal Justice Services	Yes	\$1	-\$42	-\$41		\$4,279	\$4,279		\$0	\$728				\$4,966
THE SCIENCE MUSEUM OF VIRGINIA	Yes	\$0	-\$1	-\$1			\$0		\$0	\$0				-\$1
VIRGINIA COMM FOR THE ARTS	Yes	\$0	\$0	\$0			\$0		\$0	\$0				\$0
Department of Accounts	Yes	\$34,225	-\$45,515	-\$11,290		\$840	\$840		\$0	\$0				-\$10,451
Department of Treasury	Yes	\$916	-\$396	\$521		\$1,506	\$1,506		\$0	\$5,737				\$7,763
Department of Motor Vehicles	Yes	\$146,271	-\$352,039	-\$205,768	\$8,943	\$47,764	\$56,707	\$854	\$1,200	\$151	\$1,100			-\$145,757
DEPARTMENT OF STATE POLICE	Yes	\$0	-\$1	-\$1		\$312	\$312		\$0	\$23,984				\$24,295
State Compensation Board	Yes	\$2,771	-\$12,456	-\$9,684			\$0		\$0	\$0		\$60,874		\$51,189
Department of Taxation	Yes	\$122,063	-\$121,426	\$637	\$153,047	\$19,331	\$172,378	\$20,987	\$45,269	\$422		\$2,686		\$242,378
DEPARTMENT FOR THE AGING	Yes	\$0	-\$2	-\$2			\$0		\$0	\$43,797				\$43,795
DEPT OF HOUSING AND COMM DEV	Yes	\$0	-\$3	-\$3		\$463	\$463		\$0	\$0				\$460
DEPT OF LABOR AND INDUSTRY	Yes	\$366	-\$1	\$365		\$1,395	\$1,395		\$0	\$0				\$1,760
Virginia Employment Commission	Yes	\$188,415	-\$162,571	\$25,844	\$94,918	\$1,699	\$96,617	\$18,543	\$5,952	\$61				\$147,018
Secretary of Commerce and Trade	Yes	\$0	\$0	\$0	\$7,317	\$0	\$7,317	\$0	\$0	\$0	\$0	\$0	\$0	\$7,317
Department of General Services	Yes	\$365	-\$80	\$285		\$3,983	\$3,983		\$0	\$34,677				\$38,945
Department of Conservation and Recreation	Yes	\$58	-\$3	\$55			\$0		\$0	\$60				\$115
DEPARTMENT OF EDUCATION	Yes	\$245	-\$17	\$227		\$920	\$920	\$740	\$1,020	\$10	\$960			\$3,877
LIBRARY OF VIRGINIA	Yes	\$0	-\$2	-\$2		\$104	\$104		\$0	\$546				\$648
WOODROW WILSON REHAB CENTER	Yes	\$1	-\$2	-\$1		\$455	\$455		\$0	\$0				\$454
VA SCH FOR DEAF & BLIND-STAU	Yes	\$0	\$0	\$0		\$556	\$556		\$0	\$0				\$556
VA SCH FOR DEAF & BLD-HAMPTON	Yes	\$0	\$0	\$0		\$318	\$318		\$0	\$0				\$318
DEPT OF PROFESSIONAL & OCC REG	Yes	\$0	-\$6	-\$6		\$458	\$458	\$1,423	\$2,040	\$0	\$1,800			\$5,715
DEPT OF HEALTH PROFESSIONS	Yes	\$0	\$0	\$0		\$891	\$891		\$0	\$1,017				\$1,908
DEPT OF MINORITY BUS ENTERPRIS	Yes	\$0	\$0	\$0		\$132	\$132		\$0	\$0				\$132
VIRGINIA MUSEUM OF FINE ARTS	Yes	\$0	\$0	\$0		\$436	\$436		\$0	\$0				\$436
FRONTIER CULTURAL MUSEUM OF VA	Yes	\$0	\$0	\$0		\$307	\$307		\$0	\$0				\$307
ST COUNCIL OF HIGHER EDUCATION	Yes	\$0	-\$2	-\$2			\$0		\$0	\$0				-\$2
DEPT OF REHABILITATIVE SERVICE	Yes	\$0	-\$1	-\$1		\$15,205	\$15,205		\$0	\$0				\$15,203
DEPT OF AGRI & CONS SERVICES	Yes	\$776	-\$56	\$721		\$2,027	\$2,027		\$0	\$0				\$2,748
Department of Business Assistance	Yes	\$0	-\$1	-\$1		\$0	\$0		\$0	\$145				\$144
MARINE RESOURCES COMMISSION	Yes	\$0	-\$1	-\$1		\$522	\$522		\$0	\$0				\$521
DEPT GAME & INLAND FISHERIES	Yes	\$1	-\$19	-\$18		\$2,344	\$2,344		\$0	\$0				\$2,326
VIRGINIA PORT AUTHORITY	Yes	\$0	\$0	\$0		\$136	\$136		\$0	\$0				\$136
CHESAPEAKE BAY LOCAL ASST DEPT	Yes	\$0	\$0	\$0			\$0		\$0	\$0				\$0
DEPT. MINES, MINERALS & ENERGY	Yes	\$48	-\$9	\$38		\$2,294	\$2,294		\$0	\$0				\$2,332
DEPARTMENT OF FORESTRY	Yes	\$0	\$0	\$0		\$2,493	\$2,493		\$0	\$8				\$2,501
Board of Regents - Gunston Hall	Yes	\$0	\$0	\$0			\$0		\$0	\$0				\$0
DEPT OF HISTORIC RESOURCES	Yes	\$0	-\$1	-\$1		\$1,808	\$1,808		\$0	\$0				\$1,808
JAMESTOWN-YORKTOWN FOUNDATION	Yes	\$0	-\$2	-\$2		\$311	\$311		\$0	\$0				\$308
DEPT OF ENVIRONMENTAL QUALITY	Yes	\$877	-\$15	\$863		\$13,446	\$13,446	\$683	\$960	\$0	\$840			\$16,792
Virginia Department of Transportation	Yes	\$40,525	-\$92,449	-\$51,923	\$92,264	\$311,395	\$403,659		\$0	\$626				\$352,362
MOTOR VEHICLE DEALER BOARD	Yes	\$0	\$0	\$0		\$416	\$416		\$0	\$6,544				\$6,960

**FY05 Rate Analysis - impact analysis of rate changes and new rates
By Customer and Service**

Agency Name	In Scope	IBM Tape Storage	IBM Disk Storage	Mainframe Impact	Telco Router	Telco Covanet	Telco Impact	EBARS Tape Backup	EBARS Tape Storage	Tape Vaulting	Server Disk Storage	Ace Server Key fob use	GESI Usage	Total Impact
Department of Health	Yes	\$31,986	-\$2,081	\$29,905		\$590	\$590		\$0	\$0				\$30,495
Department of Medical Assistance Services	Yes	\$2,547	-\$113	\$2,434		\$2,110	\$2,110	\$1,423	\$2,040	\$5,957	\$1,800			\$15,764
Department of Corrections	Yes	\$4,561	-\$8,794	-\$4,233		\$1,694	\$1,694		\$0	\$1,444				-\$1,095
Department for the Blind and Vision Impaired	Yes	\$0	\$0	\$0		\$2,246	\$2,246		\$0	\$735				\$2,981
DEPT MENT HLTH & MENT RETARD	Yes	\$124	-\$47	\$77		\$1,711	\$1,711		\$0	\$0				\$1,789
DEPT OF CORRECTIONAL EDUCATION	Yes	\$110	-\$7	\$104			\$0		\$0	\$20				\$124
Department of Social Services	Yes	\$96,469	-\$364,754	-\$268,285	\$29,471	\$86,208	\$115,680	\$145,727	\$104,725	\$18				\$97,865
Department of Juvenile Justice	Yes	\$107	-\$55	\$52		\$34,777	\$34,777		\$0	\$73,712				\$108,541
DEPARTMENT OF AVIATION	Yes	\$0	\$0	\$0		\$164	\$164		\$0	\$18				\$181
Tobacco Settlement Foundation	Yes	\$0	\$0	\$0		\$25	\$25		\$0	\$0				\$25
Department of Veterans Services	Yes	\$0	\$0	\$0		\$26	\$26		\$0	\$0				\$26
VA MUSEUM OF NATURAL HISTORY	Yes	\$0	\$0	\$0		\$120	\$120		\$0	\$0				\$120
DEPARTMENT OF FIRE PROGRAMS	Yes	\$5,138	-\$15	\$5,123		\$1,968	\$1,968		\$0	\$0				\$7,091
DEPT OF EMP REL COUNSELORS	Yes	\$24	\$0	\$24		\$120	\$120		\$0	\$844				\$988
Department of Alcoholic Beverage Control	Yes	\$16	-\$304	-\$288		\$11,849	\$11,849		\$0	\$4				\$11,564
Sub Total - In Scope Agencies		\$681,569	-\$1,166,619	-\$485,050	\$385,960	\$605,402	\$991,362	\$190,380	\$163,206	\$202,434	\$6,500	\$63,559	\$0	\$1,132,390
SENATE	No	\$0	\$0	\$0			\$0		\$0	\$3				\$3
Legislative Automated Systems	No	\$361	-\$1	\$360		\$897	\$897		\$0	\$0				\$1,257
SUPREME COURT OF VIRGINIA	No	\$89	-\$1	\$88		\$105,838	\$105,838		\$0	\$59				\$105,985
VIRGINIA STATE BAR	No	\$0	\$0	\$0		\$885	\$885		\$0	\$15				\$900
DEPT OF VETERANS AFFAIRS	No	\$0	\$0	\$0			\$0		\$0	\$0				\$0
Auditor of Public Accounts	No	\$19,612	-\$3,390	\$16,222			\$0		\$0	\$0				\$16,222
ATTORNEY GENERAL	No	\$0	-\$2	-\$2		\$321	\$321		\$0	\$3,223				\$3,543
Virginia Retirement System	No	\$53,615	-\$95,560	-\$41,945	\$15,214	\$4,553	\$19,767	\$2,116	\$5,020	\$0				-\$15,042
State Corporation Commission	No	\$3,777	-\$31,979	-\$28,202	\$2,439	\$4,122	\$6,561		\$0	\$9,800				-\$11,841
STATE LOTTERY DEPARTMENT	No	\$0	-\$1	-\$1		\$7,089	\$7,089		\$0	\$689				\$7,778
VA Higher Educ. Tuition Trust Fund	No	\$0	\$0	\$0		\$4,965	\$4,965		\$0	\$0				\$4,965
VA WORKERS' COMPENSATION COMM	No	\$0	\$0	\$0		\$2,952	\$2,952		\$0	\$0				\$2,952
COLLEGE OF WILLIAM AND MARY	No	\$0	-\$1	-\$1		\$3,723	\$3,723		\$0	\$0				\$3,722
MEDICAL COLL OF VA. HOSPITAL	No	\$0	\$0	\$0		\$389	\$389		\$0	\$0				\$389
THE UNIVERSITY OF VIRGINIA	No	\$0	-\$4	-\$4		\$1,755	\$1,755		\$0	\$0				\$1,751
VPI & STATE UNIVERSITY	No	\$0	-\$1	-\$1			\$0		\$0	\$0				-\$1
UNIV OF VIRGINIA-MEDICAL CTR	No	\$0	-\$2	-\$2			\$0		\$0	\$0				-\$2
VIRGINIA MILITARY INSTITUTE	No	\$0	\$0	\$0			\$0		\$0	\$0				\$0
VIRGINIA STATE UNIVERSITY	No	\$0	-\$4	-\$4			\$0		\$0	\$0				-\$4
NORFOLK STATE UNIVERSITY	No	\$0	-\$1	-\$1		\$116	\$116		\$0	\$0				\$115
LONGWOOD COLLEGE	No	\$0	\$0	\$0		\$528	\$528		\$0	\$0				\$527
MARY WASHINGTON COLLEGE	No	\$0	\$0	\$0			\$0		\$0	\$0				\$0
JAMES MADISON UNIVERSITY	No	\$0	\$0	\$0			\$0		\$0	\$0				\$0
RADFORD UNIVERSITY	No	\$0	-\$13	-\$12		\$702	\$702		\$0	\$0				\$690
OLD DOMINION UNIVERSITY	No	\$0	-\$1	-\$1		\$6,546	\$6,546		\$0	\$0				\$6,545
VPI & SU - RESEARCH DEPARTMENT	No	\$0	-\$1	-\$1			\$0		\$0	\$0				-\$1
VIRGINIA COMMONWEALTH UNIV	No	\$0	-\$2	-\$1		\$3,924	\$3,924		\$0	\$0				\$3,923
RICHARD BLAND COLLEGE	No	\$0	\$0	\$0		\$239	\$239		\$0	\$0				\$239
CHRISTOPHER NEWPORT UNIVERSITY	No	\$0	\$0	\$0			\$0		\$0	\$0				\$0

**FY05 Rate Analysis - impact analysis of rate changes and new rates
By Customer and Service**

Agency Name	In Scope	IBM Tape Storage	IBM Disk Storage	Mainframe Impact	Telco Router	Telco Covanet	Telco Impact	EBARS Tape Backup	EBARS Tape Storage	Tape Vaulting	Server Disk Storage	Ace Server Key fob use	GESI Usage	Total Impact
CLINCH VALLEY COLLEGE	No	\$0	\$0	\$0		\$793	\$793		\$0	\$0				\$793
GEORGE MASON UNIVERSITY	No	\$0	-\$3	-\$3			\$0		\$0	\$0				-\$3
VIRGINIA COMMUNITY COLLEGE SYS	No	\$2	-\$58	-\$56			\$0		\$0	\$0				-\$55
VA INSTITUTE OF MARINE SCIENCE	No	\$0	\$0	\$0		\$214	\$214		\$0	\$0				\$214
NEW RIVER COMMUNITY COLLEGE	No	\$0	\$0	\$0			\$0		\$0	\$0				\$0
SOUTHSIDE VA COMMUNITY COLLEGE	No	\$0	\$0	\$0			\$0		\$0	\$0				\$0
PAUL D CAMP COMMUNITY COLLEGE	No	\$0	\$0	\$0		\$820	\$820		\$0	\$0				\$820
RAPPAHANNOCK COMMUNITY COLLEGE	No	\$0	\$0	\$0			\$0		\$0	\$0				\$0
DANVILLE COMMUNITY COLLEGE	No	\$0	\$0	\$0			\$0		\$0	\$0				\$0
NORTHERN VA COMMUNITY COLLEGE	No	\$0	\$0	\$0			\$0		\$0	\$0				\$0
PIEDMONT VA COMMUNITY COLLEGE	No	\$0	\$0	\$0			\$0		\$0	\$0				\$0
J. SARGEANT REYNOLDS COMM COLL	No	\$0	-\$6	-\$6			\$0		\$0	\$0				-\$6
EASTERN SHORE COMMUNITY COLL	No	\$0	\$0	\$0			\$0		\$0	\$0				\$0
PATRICK HENRY COMM COLL AT MAR	No	\$0	-\$7	-\$7		\$1,064	\$1,064		\$0	\$0				\$1,057
VA WESTERN COMMUNITY COLLEGE	No	\$0	\$0	\$0			\$0		\$0	\$0				\$0
DABNEY S LANCASTER COMM COLL	No	\$0	\$0	\$0			\$0		\$0	\$0				\$0
WYTHEVILLE COMMUNITY COLLEGE	No	\$0	\$0	\$0			\$0		\$0	\$0				\$0
JOHN TYLER COMMUNITY COLLEGE	No	\$0	\$0	\$0			\$0		\$0	\$0				\$0
BLUE RIDGE COMMUNITY COLLEGE	No	\$0	\$0	\$0			\$0		\$0	\$0				\$0
CENTRAL VA COMMUNITY COLLEGE	No	\$0	\$0	\$0			\$0		\$0	\$0				\$0
THOMAS NELSON COMM COLLEGE	No	\$0	\$0	\$0			\$0		\$0	\$0				\$0
SOUTHWEST VIRGINIA COMM COLL	No	\$0	\$0	\$0		\$209	\$209		\$0	\$0				\$209
TIDEWATER COMMUNITY COLLEGE	No	\$0	\$0	\$0		\$116	\$116		\$0	\$0				\$116
VA HIGHLANDS COMMUNITY COLLEGE	No	\$0	\$0	\$0			\$0		\$0	\$0				\$0
GERMANNA COMMUNITY COLLEGE	No	\$0	\$0	\$0			\$0		\$0	\$0				\$0
LORD FAIRFAX COMMUNITY COLLEGE	No	\$0	\$0	\$0			\$0		\$0	\$0				\$0
MOUNTAIN EMPIRE COMMUNITY COLL	No	\$0	\$0	\$0			\$0		\$0	\$0				\$0
STATE MILK COMMISSION	No	\$0	\$0	\$0			\$0		\$0	\$0				\$0
COMM ON VA ALCOHOL SAF ACT PRO	No	\$0	-\$2	-\$2		\$116	\$116		\$0	\$0				\$115
EASTERN STATE HOSPITAL	No	\$0	\$0	\$0		\$412	\$412		\$0	\$0				\$412
CENTRAL VIRGINIA TRAIN CTR	No	\$0	\$0	\$0		\$357	\$357		\$0	\$0				\$357
SOUTHEASTERN VA TR CTR FOR MEN	No	\$0	\$0	\$0		\$0	\$0		\$0	\$0				\$0
KEEN MOUNTAIN CORR CTR	No	\$0	\$0	\$0			\$0		\$0	\$0				\$0
PUBLIC DEFENDER COMMISSION	No	\$0	-\$1	-\$1		\$147	\$147		\$0	\$0				\$147
VA Higher Ed Tuition Trust Fund	No	\$0	\$0	\$0			\$0		\$0	\$0				\$0
Sub Total Out of Scope		\$77,458	-\$131,040	-\$53,583	\$17,653	\$153,790	\$171,444	\$2,116	\$5,020	\$13,789	\$0	\$0	\$0	\$138,786
Total All Agencies		\$759,026	-\$1,297,659	-\$538,633	\$403,613	\$759,192	\$1,162,805	\$192,496	\$168,226	\$216,223	\$6,500	\$63,559	\$0	\$1,271,176
Localities		\$5,758	-\$5,480	\$278	\$0	\$248,887	\$248,887	0	\$0	\$946	\$0	\$0	\$86,496	\$336,607
Combined Totals		\$764,784	-\$1,303,139	-\$538,355	\$403,613	\$1,008,079	\$1,411,692	\$192,496	\$168,226	\$217,169	\$6,500	\$63,559	\$86,496	\$1,607,784



Virginia Information Technologies Agency

November 2004 Rate Request

Lemuel C. Stewart, Jr., CIO of the Commonwealth
Austin Matthews, Chief Financial Officer

November 3, 2004

expect the best



Background

- In June 2004 JLARC approved
 - VITA's Direct Bill Methodology for Integration involving agency direct IT cost plus 5.52% administrative fee
 - VITA's migration strategy for the development of rates for shared services
- VITA periodically requests product line rate adjustments



Current JLARC Request

COVANet Rate Adjustment	\$1.0M
Computer Services and Telco Rate Adjustments	\$0.5M
New Services Rates	\$0.1M
Total	\$1.6M

(No change to direct bill 5.52% rate)



COVAnet Rate Adjustment

New contract signed in Fall 2003

- Vendor rates reduced for same services
- Total savings passed on to customers
- VITA revenues to support services decreased

Result

- Under-recovery of \$1M annually for services
- Adjustment necessary to ensure federal compliance



Computer Services and Telco Rate Adjustments

VITA manages over- and under-recoveries at the product level

Four products over- or under-recovering:

- IBM Tape Storage – Under-recovery (\$0.8M)
- IBM Disk Storage – Over-recovery (\$1.3M)
- Router Services – Under-recovery (\$0.4M)
- EBARS Tape Back-Up – Under-recovery (\$0.2M)

Total net change of +\$0.1M



Computer Services and Telco Rate Adjustments (Cont'd)

Three services being provided with no recovery:

- EBARS Tape Storage (\$0.2M)
- Tape Vaulting (\$0.2M)
- ACE Fobs Server (\$0.1M)

Total net change of +\$0.5M



New Services Rates

Server Disk Storage (\$0.01M)

- Creates a dynamic, scalable shared environment
- Minimizes wasted excess capacity

Government to Government Enterprise Services Interface (GESI) (\$0.09M)

- Middleware hosted at VITA
- Facilitates social service worker access to multiple applications, lowers costs and improves citizen services
- Customers – Virginia localities



Customer Impact – Existing Product Lines

- Overall, customers will bear additional costs based on their usage
- Minimal impact compared to IT budgets
- Some customers costs will decrease



Customer Impact – New Services

- Meets agency business demands and improves local citizen services programs
- In keeping with strategy of migrating towards a shared services environment and rate structure
- GIS, licensing, e-mail and other shared services under development



Virginia Information Technologies Agency



For More Information on VITA

www.vita.virginia.gov

Lemuel C. Stewart, Jr.

CIO of the Commonwealth

804.343.9002

lem.stewart@vita.virginia.gov

ContactUs@vita.virginia.gov

Staff Notes on the VITA Rate Request

Adequacy of Rates

The rates proposed by VITA appear to adequately cover the projected expenses associated with each service, except for the three billing elements shown below:

<u>Billing Element</u>	<u>Proportion of Costs Covered</u>	<u>Amount of Shortfall</u>
EBARS Tape Backup	60%	(\$268,740)
EBARS Tape Storage	37%	(\$281,432)
Server Disk Storage	32%	(\$13,893)
Total		(\$564,065)

The total shortfall for these three items is a very small percentage of VITA billings, and should have no significant impact on VITA's ability to provide the services.

VITA Financial Soundness

The net impact on VITA's overall financial situation is minimal, because the rates do a good job of matching revenue to the projected costs of the services to be provided. While there is some shortfall in revenue compared to costs, the rates should have a positive impact long term since the new items implement charges for costs not previously recovered.

Agency Impact

Agencies use services in varying amounts, so the impact of the rates on the agencies varies also. Across all agencies, 15 will experience a net reduction in costs for the services covered by the requested rates, and 27 will see no change. Only the Department of Motor Vehicles will see a significant reduction in costs, at -\$146,000. Eleven agencies will have increased costs of \$20,000 or more. For five agencies (Department of Taxation, Virginia Employment Commission, Department of Transportation, Department of Juvenile Justice, and the Supreme Court) the costs are increased by more than \$100,000. The largest increase is for the Virginia Department of Transportation, at +\$352,000.

Special Note on Oracle Financials

Earlier information provided by VITA indicated about \$912,000 in expenses and \$928,000 in revenues for the Oracle Financials billing element, listed as pending in the October 27 rate request. The item would impact four agencies. Because of the pending status for expenses and revenues, no action should be taken on this item.



COMMONWEALTH of VIRGINIA

Department of General Services

James T. Roberts
Director

October 18, 2004

202 North Ninth Street
Suite 209
Richmond, Virginia 23219-3402
Voice/TDD (804) 786-6152
FAX (804) 371-8305

Mr. Philip A. Leone
Director
Joint Legislative Audit and Review Commission
General Assembly Building, Suite 1100
Richmond, Virginia 23219

Dear Mr. Leone,

Attached is an information package for the Department of General Services' (DGS) Rent Plan Internal Service Fund in preparation for the November meeting of the Joint Legislative Audit and Review Commission (JLARC).

DGS is requesting changes to the labor rates for the Special Maintenance Services component of the Building Operations Internal Service Fund and to the rental rates charged to tenants of buildings operated and maintained by DGS' Division of Engineering and Buildings, Bureau of Facilities Management (These rental rates were funded in the 04-06 biennial budget, Chapter 4).

If you or your staff have any questions or need additional information prior to the meeting, please do not hesitate to call me at 786-3311 or Bryan Wagner at 786-7925.

Sincerely,

A handwritten signature in black ink, appearing to read "James T. Roberts".

James T. Roberts

Attachment

c: Mr. Robert Rotz w/attachments
Mr. Bryan Wagner w/o attachments

BFM PROPOSED LABOR RATES
December 1, 2004 - November 30, 2005

Trade	Proposed Rates
Housekeeping	20.20
Security	16.39
Painter	25.02
Electrician	27.10
Sheet Metal Worker	26.22
HVAC Mechanic	28.92
Plumber	25.86
Carpenter	27.72
Grounds Worker	21.29
Project Management	44.38

NOTES:

FY 05 proposed rates include the following factors:

- > An appropriated salary increase of 3%.
- > The revised fringe benefit rates.
- > Revised methodology to more accurately calculate actual cost

**DEPARTMENT OF GENERAL SERVICES
DIVISION OF ENGINEERING AND BUILDINGS
PERSONAL SERVICE CALCULATIONS
December 1, 2004 through November 30, 2005**

HOUSEKEEPING

COST CODE	FUND	PROGRAM	SUB- PROGRAM	POS. #	L1123	L1111	L1112/13	L1114	L1115	L1116	L1117	L1138	TOTAL	CURRENT SALARY
					NEW SALARY	VRS	FICA	GROUP LIF	MEDICAL	RET HLTH	L T DISAB DEF	COMP		
					→	8.91%	7.65%	0.00%	Actual	1.04%	1.65%	Actual		
410	0604	741	09	EC003	38,069	3,392	2,912	0	3,624	396	628	0	49,021	36,960
410	0604	741	09	EC005	26,224	2,337	2,006	0	6,468	273	433	0	37,740	25,460
410	0604	741	09	EC007	30,087	2,681	2,302	0	3,624	313	496	480	39,983	29,211
410	0604	741	09	EC009	32,166	2,866	2,461	0	9,480	335	531	0	47,838	31,229
410	0604	741	09	EC010	27,524	2,452	2,106	0	3,624	286	454	0	36,446	26,722
410	0604	741	09	EC011	19,055	1,698	1,458	0	6,468	198	314	0	29,191	18,500
410	0604	741	09	EC015	34,755	3,097	2,659	0	3,624	361	573	240	45,310	33,743
410	0604	741	09	EC016	17,346	1,546	1,327	0	3,624	180	286	0	24,309	16,841
410	0604	741	09	EC022	26,645	2,374	2,038	0	3,624	277	440	0	35,398	25,869
410	0604	741	09	EC023	17,346	1,546	1,327	0	3,624	180	286	0	24,309	16,841
410	0604	741	09	EC025	23,170	2,064	1,772	0	3,624	241	382	0	31,254	22,495
410	0604	741	09	EC026	20,149	1,795	1,541	0	3,624	210	332	0	27,652	19,562
410	0604	741	09	EC027	21,068	1,877	1,612	0	3,624	219	348	0	28,747	20,454
410	0604	741	09	EC029	17,346	1,546	1,327	0	6,468	180	286	240	27,393	16,841
410	0604	741	09	EC051	26,324	2,345	2,014	0	3,624	274	434	0	35,015	25,557
410	0604	741	09	EC072	23,690	2,111	1,812	0	3,624	246	391	0	31,874	23,000
410	0604	741	09	EC080	32,892	2,931	2,516	0	3,624	342	543	0	42,848	31,934
410	0604	741	09	EC090	18,135	1,616	1,387	0	3,624	189	299	0	25,250	17,607
410	0604	741	09	EC094	21,542	1,919	1,648	0	6,468	224	355	0	32,157	20,915
410	0604	741	09	EC102	31,458	2,803	2,407	0	6,468	327	519	0	43,982	30,542
410	0604	741	09	EC110	19,706	1,756	1,508	0	3,624	205	325	0	27,123	19,132
410	0604	741	09	EC122	26,330	2,346	2,014	0	3,624	274	434	240	35,262	25,563
410	0604	741	09	EC145	26,324	2,345	2,014	0	6,468	274	434	0	37,859	25,557
410	0604	741	09	EC153	19,055	1,698	1,458	0	3,624	198	314	0	26,347	18,500
410	0604	741	09	EC278	18,072	1,610	1,383	0	3,624	188	298	0	25,175	17,546
410	0604	741	09	EC336	20,603	1,836	1,576	0	3,624	214	340	0	28,193	20,003
410	0604	741	09	EC339	25,276	2,252	1,934	0	9,480	263	417	0	39,622	24,540
410	0604	741	09	EC381	25,333	2,257	1,938	0	6,468	263	418	120	36,797	24,595
410	0604	741	09	EC382	24,230	2,159	1,854	0	3,624	252	400	0	32,518	23,524
410	0604	741	09	EC383	34,390	3,064	2,631	0	6,468	358	567	240	47,718	33,388
410	0604	741	09	EC384	30,764	2,741	2,353	0	9,480	320	508	240	46,406	29,868
410	0604	741	09	EC385	25,333	2,257	1,938	0	3,624	263	418	480	34,313	24,595
					800,407	71,316	61,231	0	156,288	8,324	13,207	2,280	1,113,053	
					25,013	2,229	1,913	0	4,884	260	413	71	34,783	
					14.53	1.29	1.11	0.00	2.84	0.15	0.24	0.04	20.20	

**DEPARTMENT OF GENERAL SERVICES
DIVISION OF ENGINEERING AND BUILDINGS
PERSONAL SERVICE CALCULATIONS
December 1, 2004 through November 30, 2005
PERSONAL SERVICE CALCULATIONS CON'T**

SECURITY

COST CODE	FUND	PROGRAM	SUB- PROGRAM	POS. #	L1123	L1111	L1112/13	L1114	L1115	L1116	L1117	L1138	FOR TOTAL	
					SALARY	VRS	FICA	GROUP LIF	MEDICAL	RET HLTH L T	DISAB DEF	COMP/I		
					→	8.91%	7.65%	0.00%	Actual	1.04%	1.65%	Actual	→	
410	0604	741	09	EC002	18,433	1,642	1,410	0	3,624	192	304	0	25,605	17,896
410	0604	741	09	EC008	18,115	1,614	1,386	0	0	188	299	480	22,082	17,587
410	0604	741	09	EC035	16,861	1,502	1,290	0	3,624	175	278	0	23,731	16,370
410	0604	741	09	EC036	19,378	1,727	1,482	0	6,468	202	320	480	30,057	18,814
410	0604	741	09	EC084	11,515	0	881	0	0	0	0	0	12,396	11,180
410	0604	741	09	EC087	22,028	1,963	1,685	0	3,624	229	363	480	30,372	21,386
410	0604	741	09	EC098	23,550	2,098	1,802	0	3,624	245	389	0	31,707	22,864
410	0604	741	09	EC101	22,028	1,963	1,685	0	3,624	229	363	0	29,892	21,386
410	0604	741	09	EC103	19,570	1,744	1,497	0	6,468	204	323	0	29,805	19,000
410	0604	741	09	EC104	20,085	1,790	1,537	0	3,624	209	331	0	27,575	19,500
410	0604	741	09	EC112	21,542	1,919	1,648	0	6,468	224	355	0	32,157	20,915
410	0604	741	09	EC119	20,085	1,790	1,537	0	3,624	209	331	0	27,575	19,500
410	0604	741	09	EC121	23,031	2,052	1,762	0	6,468	240	380	0	33,932	22,360
410	0604	741	09	EC191	20,011	1,783	1,531	0	3,624	208	330	0	27,487	19,428
410	0604	741	09	EC197	20,085	1,790	1,537	0	3,624	209	331	0	27,575	19,500
410	0604	741	09	EC374	11,515	0	881	0	0	0	0	0	12,396	11,180
410	0604	741	09	EC375	11,515	0	881	0	0	0	0	0	12,396	11,180
410	0604	741	09	EC376	11,515	0	881	0	0	0	0	0	12,396	11,180
410	0604	741	09	EC377	11,515	0	881	0	0	0	0	0	12,396	11,180
410	0604	741	09	EC379	24,224	2,158	1,853	0	3,624	252	400	0	32,511	23,518
					366,602	27,534	28,045	0	62,112	3,214	5,099	1,440	494,046	
					20,949	1,573	1,603	0	3,549	184	291	82	28,231	
					12.17	0.91	0.93	0.00	2.06	0.11	0.17	0.05	16.39	

PAINTERS

309	0604	741	09	ER026	26,916	2,398	2,059	0	9,480	280	444	0	41,577	26,132
309	0604	741	09	ER054	34,998	3,118	2,677	0	3,624	364	577	0	45,360	33,979
309	0604	741	09	ER061	27,524	2,452	2,106	0	0	286	454	0	32,822	26,722
309	0604	741	09	ER092	38,680	3,446	2,959	0	6,468	402	638	0	52,593	37,553
					128,118	11,415	9,801	0	19,572	1,332	2,114	0	172,352	
					32,029	2,854	2,450	0	4,893	333	528	0	43,088	
					18.60	1.66	1.42	0.00	2.84	0.19	0.31	0.00	25.02	

DEPARTMENT OF GENERAL SERVICES
 DIVISION OF ENGINEERING AND BUILDINGS
 PERSONAL SERVICE CALCULATIONS
 December 1, 2004 through November 30, 2005
 PERSONAL SERVICE CALCULATIONS CON'T

ELECTRICIANS

COST CODE	FUND	PROGRAM	SUB- PROGRAM	POS. #	L1123	L1111	L1112/13	L1114	L1115	L1116	L1117	L1138	FOR TOTAL	
					SALARY	VRS	FICA	GROUP LIF	MEDICAL	RET HLTH L T	DISAB DEF	COMP/I		
						8.91%	7.65%	0.00%	Actual	1.04%	1.65%	Actual		
309	0604	741	09	ER009	36,334	3,237	2,780	0	3,624	378	600	0	46,953	35,276
309	0604	741	09	ER010	34,604	3,083	2,647	0	9,480	360	571	0	50,745	33,596
309	0604	741	09	ER011	35,956	3,204	2,751	0	3,624	374	593	480	46,982	34,909
309	0604	741	09	ER057	36,766	3,276	2,813	0	6,468	382	607	0	50,311	35,695
309	0604	741	09	ER091	23,690	2,111	1,812	0	3,624	246	391	0	31,874	23,000
309	0604	741	09	ER093	42,127	3,754	3,223	0	9,480	438	695	480	60,196	40,900
309	0604	741	09	ER094	28,963	2,581	2,216	0	0	301	478	480	35,018	28,119
309	0604	741	09	ER105	24,230	2,159	1,854	0	9,480	252	400	0	38,374	23,524
309	0604	741	09	ER107	32,166	2,866	2,461	0	3,624	335	531	480	42,462	31,229
309	0604	741	09	EF123	35,956	3,204	2,751	0	9,480	374	593	240	52,598	34,909
309	0604	741	09	ER137	43,938	3,915	3,361	0	3,624	457	725	0	56,020	42,658
309	0604	741	09	ER139	28,956	2,580	2,215	0	3,624	301	478	240	38,394	28,113
309	0604	741	09	ER142	35,164	3,133	2,690	0	6,468	366	580	480	48,881	34,140
309	0604	741	09	ER156	35,808	3,190	2,739	0	9,480	372	591	0	52,181	34,765
309	0604	741	09	ER157	34,390	3,064	2,631	0	9,480	358	567	480	50,970	33,388
309	0604	741	09	ER163	35,956	3,204	2,751	0	3,624	374	593	480	46,982	34,909
309	0604	741	09	ER164	33,775	3,009	2,584	0	3,624	351	557	480	44,380	32,791
					578,779	51,569	44,277	0	98,808	6,019	9,550	4,320	793,322	
					34,046	3,033	2,605	0	5,812	354	562	254	46,666	
					19.77	1.76	1.51	0.00	3.38	0.21	0.33	0.15	27.10	

SHEET METAL WORKERS

309	0604	741	09	ER017	30,087	2,681	2,302	0	6,468	313	496	480	42,827	29,211
309	0604	741	09	ER063	36,766	3,276	2,813	0	3,624	382	607	0	47,467	35,695
					66,853	5,957	5,114	0	10,092	695	1,103	480	90,294	
					33,427	2,978	2,557	0	5,046	348	552	240	45,147	
					19.41	1.73	1.48	0.00	2.93	0.20	0.32	0.14	26.22	

**DEPARTMENT OF GENERAL SERVICES
DIVISION OF ENGINEERING AND BUILDINGS
PERSONAL SERVICE CALCULATIONS
December 1, 2004 through November 30, 2005
PERSONAL SERVICE CALCULATIONS CONT**

HVAC INSTALLATION AND REPAIR

COST CODE	FUND	PROGRAM	SUB- PROGRAM	POS. #	L1123	L1111	L1112/13	L1114	L1115	L1116	L1117	L1138	FOR	TOTAL	
					SALARY	VRS	FICA	GROUP LIF	MEDICAL	RET HLTH L T	DISAB DEF	COMP/I			
					8.91%	7.65%	0.00%	Actual	1.04%	1.65%	Actual				
309	0604	741	09	ER015	42,970	3,829	3,287	0	3,624	447	709	0		54,865	41,718
309	0604	741	09	ER016	38,441	3,425	2,941	0	9,480	400	634	0		55,320	37,321
309	0604	741	09	ER018	35,164	3,133	2,690	0	9,480	366	580	0		51,413	34,140
309	0604	741	09	ER019	40,193	3,581	3,075	0	6,468	418	663	480		54,878	39,022
309	0604	741	09	ER020	37,594	3,350	2,876	0	0	391	620	480		45,311	36,499
309	0604	741	09	ER029	40,193	3,581	3,075	0	9,480	418	663	0		57,410	39,022
309	0604	741	09	ER036	31,986	2,850	2,447	0	3,624	333	528	240		42,007	31,054
309	0604	741	09	ER038	42,299	3,769	3,236	0	6,468	440	698	480		57,390	41,067
309	0604	741	09	ER042	35,808	3,190	2,739	0	9,480	372	591	480		52,661	34,765
309	0604	741	09	ER049	25,750	2,294	1,970	0	3,624	268	425	0		34,331	25,000
309	0604	741	09	ER050	31,654	2,820	2,422	0	9,480	329	522	0		47,227	30,732
309	0604	741	09	ER052	54,765	4,880	4,190	0	9,480	570	904	240		75,027	53,170
309	0604	741	09	ER053	30,900	2,753	2,364	0	3,624	321	510	0		40,472	30,000
309	0604	741	09	ER058	36,862	3,284	2,820	0	6,468	383	608	240		50,666	35,788
309	0604	741	09	ER068	35,488	3,162	2,715	0	9,480	369	586	240		52,039	34,454
309	0604	741	09	ER069	43,938	3,915	3,361	0	0	457	725	480		52,876	42,658
309	0604	741	09	ER073	40,193	3,581	3,075	0	9,480	418	663	0		57,410	39,022
309	0604	741	09	ER076	33,775	3,009	2,584	0	3,624	351	557	180		44,080	32,791
309	0604	741	09	ER077	25,750	2,294	1,970	0	3,624	268	425	0		34,331	25,000
309	0604	741	09	ER083	37,788	3,367	2,891	0	3,624	393	623	0		48,686	36,687
309	0604	741	09	ER085	36,862	3,284	2,820	0	9,480	383	608	480		53,918	35,788
309	0604	741	09	ER087	40,193	3,581	3,075	0	9,480	418	663	480		57,890	39,022
309	0604	741	09	ER120	41,097	3,662	3,144	0	3,624	427	678	480		53,112	39,900
309	0604	741	09	EF124	42,023	3,744	3,215	0	3,624	437	693	480		54,216	40,799
309	0604	741	09	ER132	35,164	3,133	2,690	0	3,624	366	580	480		46,037	34,140
309	0604	741	09	ER144	35,164	3,133	2,690	0	9,480	366	580	480		51,893	34,140
309	0604	741	09	ER146	35,313	3,146	2,701	0	9,480	367	583	0		51,590	34,284
309	0604	741	09	ER147	34,390	3,064	2,631	0	6,468	358	567	120		47,598	33,388
309	0604	741	09	ER149	40,363	3,596	3,088	0	3,624	420	666	480		52,236	39,187
309	0604	741	09	ER151	24,224	2,158	1,853	0	9,480	252	400	0		38,367	23,518
309	0604	741	09	ER158	38,064	3,391	2,912	0	6,468	396	628	0		51,859	36,955
309	0604	741	09	ER159	30,087	2,681	2,302	0	3,624	313	496	480		39,983	29,211
309	0604	741	09	ER160	35,956	3,204	2,751	0	9,480	374	593	480		52,838	34,909
309	0604	741	09	ER161	27,383	2,440	2,095	0	9,480	285	452	480		42,614	26,585
309	0604	741	09	ER169	30,764	2,741	2,353	0	3,624	320	508	300		40,610	29,868
309	0604	741	09	ER170	35,956	3,204	2,751	0	6,468	374	593	480		49,826	34,909
					1,304,508	116,232	99,795	0	228,120	13,567	21,524	9,240		1,792,986	
					36,236	3,229	2,772	0	6,337	377	598	257		49,805	
					21.04	1.87	1.61	0.00	3.68	0.22	0.35	0.15		28.92	

**DEPARTMENT OF GENERAL SERVICES
DIVISION OF ENGINEERING AND BUILDINGS
PERSONAL SERVICE CALCULATIONS
December 1, 2004 through November 30, 2005
PERSONAL SERVICE CALCULATIONS CON'T**

PLUMBERS

COST CODE	FUND	PROGRAM	SUB- PROGRAM	POS. #	L1123	L1111	L1112/13	L1114	L1115	L1116	L1117	L1138	FOR TOTAL	
					SALARY	VRS	FICA	GROUP LIF	MEDICAL	RET HLTH L T	DISAB DEF	COMP/I		
309	0604	741	09	ER021	39,184	3,491	2,998	0	9,480	408	647	0	56,207	38,043
309	0604	741	09	ER022	36,766	3,276	2,813	0	0	382	607	480	44,323	35,695
309	0604	741	09	ER023	33,633	2,997	2,573	0	3,624	350	555	0	43,731	32,653
309	0604	741	09	ER037	33,633	2,997	2,573	0	9,480	350	555	0	49,587	32,653
309	0604	741	09	ER074	33,945	3,024	2,597	0	3,624	353	560	0	44,103	32,956
309	0604	741	09	ER104	31,986	2,850	2,447	0	9,480	333	528	0	47,623	31,054
309	0604	741	09	ER125	33,633	2,997	2,573	0	6,468	350	555	240	46,815	32,653
309	0604	741	09	ER126	27,694	2,468	2,119	0	0	288	457	0	33,025	26,887
309	0604	741	09	ER129	31,654	2,820	2,422	0	6,468	329	522	120	44,335	30,732
309	0604	741	09	ER140	29,733	2,649	2,275	0	3,624	309	491	480	39,561	28,867
309	0604	741	09	ER141	34,390	3,064	2,631	0	9,480	358	567	0	50,490	33,388
309	0604	741	09	ER155	28,436	2,534	2,175	0	3,624	296	469	240	37,774	27,608
309	0604	741	09	ER171	28,963	2,581	2,216	0	6,468	301	478	240	41,246	28,119
					423,647	37,747	32,409	0	71,820	4,406	6,990	1,800	578,819	
					32,588	2,904	2,493	0	5,525	339	538	138	44,525	
					18.92	1.69	1.45	0.00	3.21	0.20	0.31	0.08	25.86	

GROUNDS WORKERS

412	0604	741	09	EG004	40,193	3,581	3,075	0	3,624	418	663	0	51,554	39,022
412	0604	741	09	EG006	25,744	2,294	1,969	0	3,624	268	425	0	34,324	24,994
412	0604	741	09	EG010	25,744	2,294	1,969	0	9,480	268	425	0	40,180	24,994
412	0604	741	09	EG012	25,176	2,243	1,926	0	3,624	262	415	0	33,647	24,443
412	0604	741	09	EG020	20,276	1,807	1,551	0	6,468	211	335	0	30,647	19,685
412	0604	741	09	EG008	25,744	2,294	1,969	0	3,624	268	425	0	34,324	24,994
412	0604	741	09	EG011	25,744	2,294	1,969	0	3,624	268	425	0	34,324	24,994
412	0604	741	09	EG023	25,744	2,294	1,969	0	3,624	268	425	0	34,324	24,994
					214,364	19,100	16,399	0	37,692	2,229	3,537	0	293,321	
					26,795	2,387	2,050	0	4,712	279	442	0	36,665	
					15.56	1.39	1.19	0.00	2.74	0.16	0.26	0.00	21.29	

**DEPARTMENT OF GENERAL SERVICES
DIVISION OF ENGINEERING AND BUILDINGS
PERSONAL SERVICE CALCULATIONS
December 1, 2004 through November 30, 2005
PERSONAL SERVICE CALCULATIONS CON'T**

CARPENTERS

COST CODE	FUND	PROGRAM	SUB- PROGRAM	POS. #	L1123	L1111	L1112/13	L1114	L1115	L1116	L1117	L1138	FOR	TOTAL	
					SALARY	VRS	FICA	GROUP LIF	MEDICAL	RET HLTH L T	DISAB DEF	COMP/I			
309	0604	741	09	ER024	39,798	3,546	3,045	0	3,624	414	657	480		51,563	38,639
309	0604	741	09	ER044	35,093	3,127	2,685	0	6,468	365	579	0		48,317	34,071
309	0604	741	09	ER072	37,594	3,350	2,876	0	3,624	391	620	480		48,935	36,499
309	0604	741	09	ER075	33,633	2,997	2,573	0	0	350	555	480		40,587	32,653
309	0604	741	09	EF122	36,766	3,276	2,813	0	3,624	382	607	0		47,467	35,695
309	0604	741	09	ER153	39,307	3,502	3,007	0	9,480	409	649	240		56,593	38,162
309	0604	741	09	ER167	30,087	2,681	2,302	0	3,624	313	496	0		39,503	29,211
309	0604	741	09	ER168	33,096	2,949	2,532	0	9,480	344	546	0		48,947	32,132
					285,374	25,427	21,831	0	39,924	2,968	4,709	1,680		381,912	
					35,672	3,178	2,729	0	4,991	371	589	210		47,739	
					20.72	1.85	1.58	0.00	2.90	0.22	0.34	0.12		27.72	

###

PROJECT MANAGEMENT

COST CODE	FUND	PROGRAM	SUB- PROGRAM	POS. #	L1123	L1111	L1112/13	L1114	L1115	L1116	L1117	L1138	FOR	TOTAL	
					SALARY	VRS	FICA	GROUP LIF	MEDICAL	RET HLTH L T	DISAB DEF	COMP/I			
415	0604	741	09	ET004	56,345	5,020	4,310	0	9,480	586	930	0		76,672	54,704
415	0604	741	09	ET005	54,900	4,892	4,200	0	3,624	571	906	0		69,092	53,301
415	0604	741	09	ET006	68,596	6,112	5,248	0	6,468	713	1,132	480		88,749	66,598
415	0604	741	09	ET019	51,351	4,575	3,928	0	9,480	534	847	480		71,196	49,855
					231,192	20,599	17,686	0	29,052	2,404	3,815	960		305,708	
					57,798	5,150	4,422	0	7,263	601	954	240		76,427	
					33.56	2.99	2.57	0.00	4.22	0.35	0.55	0.14		44.38	

Computation of Work Hours:

Annual Hours Available	2080
Less:	
Holidays (11@8)	88
Annual Leave	156
Sick and Persor	114
Total annual work hours	1722

	Available Hours	Holiday Hours	Annual Leave Earned	Sick & Personal Leave Earned	Total Annual Work Hours
Housekeeping	2080	88	168	115	1709
Security	2080	88	146	110	1736
Painter	2080	88	138	112	1742
Electrician	2080	88	142	110	1740
Sheet Metal Worker	2080	88	120	112	1760
HVAC Mechanic	2080	88	159	117	1716
Plumber	2080	88	148	116	1728
Carpenter	2080	88	159	114	1719
Grounds Worker	2080	88	187	117	1688
Project Management	2080	88	192	120	1680
AVERAGE	2080	88	156	114	1722

<u>POSITION</u>	<u>JOB CLASS</u>	<u>YEARS</u>	<u>VSDP</u>	<u>SICK&FP</u>	<u>ANNUAL</u>	<u>FIRST NAME</u>	<u>LAST NAME</u>
EC003	C	31	N	120	216	WENDELL	JORDAN
EC005	C	20.2	Y	120	192	WILLIE	HURT
EC007	C	31	N	120	216	WILLIAM	DORTCH
EC009	C	28.7	N	120	216	NATHANIEL	HARRIS
EC010	C	31	N	120	216	ANNIE	ADAMS
EC015	C	5.4	Y	104	120	LARRY	RICE
EC016	C	11.5	Y	120	144	KEVIN	DREW
EC022	C	10.8	Y	120	144	EVANS	SWINSON
EC025	C	2.4	Y	96	96	DIANNA	COLES
EC026	C	20.2	Y	120	192	ERNESTHER	JOHNSON
EC027	C	27	Y	120	216	LENA	JOHNSON
EC029	C	12.5	Y	120	144	REASHELL	ANDERSON
EC051	C	6.3	N	120	120	EMMA	KENNY
EC080	C	32	N	120	216	BILLY	WEIKEL
EC090	C	12	Y	120	144	VIRGINIA	MAYFIELD
EC094	C	31	Y	120	216	SAMUEL	WHITLEY
EC102	C	23.7	Y	120	192	WILBUR	PERRY
EC110	C	4	Y	96	96	MORTON	SMITH
EC122	C	23.8	N	120	192	CLARICE	CURRIN
EC145	C	30.2	Y	120	216	BESSIE	JACKSON
EC278	C	2.1	Y	96	96	LORENZO	MONTAGUE
EC336	C	42.9	Y	120	216	RUTH	HAINES
EC339	C	3.1	Y	96	96	KENNETH	BRANFORD
EC381	C	12.4	N	120	144	THERESA	JOHNSON
EC382	C	5.9	Y	104	120	XAVIER	THOMPSON
EC383	C	31	Y	120	216	BESSIE	HANSON
EC384	C	17.1	Y	120	168	DENISE	UL'SALAAM
EC385	C	10.7	Y	120	144	JAMES	MILLS
				3232	4704		
				115	168		
EF122	CAR	24.5	Y	120	192	JOHN	WHEELER
ER024	CAR	16	N	120	168	WILLIE	MEREDITH
ER044	CAR	25.1	Y	120	216	RALPH	FEEMAN
ER072	CAR	30.2	N	120	216	STUART	LAPLACE
ER075	CAR	5	Y	104	96	JAMES	LUGINBUHL
ER153	CAR	23.7	N	120	192	LAWRENCE	DUKE
ER167	CAR	5	Y	104	96	JAMES	LARSEN
ER168	CAR	5	Y	104	96	VAN	YORK
				912	1272		
				114	159		

<u>POSITION</u>	<u>JOB CLASS</u>	<u>YEARS</u>	<u>VSDP</u>	<u>SICK&FP</u>	<u>ANNUAL</u>	<u>FIRST NAME</u>	<u>LAST NAME</u>
EF123	E	25.8	Y	120	216	DAVID	TWYMAN
ER009	E	4.4	Y	104	96	HARRY	KNIGHTON
ER010	E						
ER011	E	5.4	Y	104	120	KYLE	SCOTT
ER057	E	16.6	Y	120	168	THOMAS	SWOOPE
ER091	E						
ER093	E	12.1	Y	120	144	RUSSELL	PEELE
ER094	E	2.7	Y	96	96	HARVEY	JONES
ER105	E	19.1	Y	120	168	ROBERT	JONES
ER107	E	23.8	Y	120	192	FERNAND	PARE
ER137	E	21.5	Y	120	192	DAVID	LAMB
ER139	E	15.8	Y	120	168	LEMAN	STAMPER
ER142	E	5.4	Y	104	120	NICHOLAS	GRIGUTS
ER156	E	3.8	Y	96	96	STEVEN	WACHTER
ER157	E	5.4	Y	104	120	ROBERT	JEWELL
ER163	E	5.3	Y	104	120	CHRISTOPHER	DANIELS
ER164	E	5.4	Y	104	120	SEAN	TAYLOR
				1656	2136		
				110	142		
EG004	GR	40.3	Y	120	216	STUART	BLACKWELL
EG006	GR	26.7	Y	120	216	MICHAEL	VENABLE
EG008	GR						
EG010	GR	25.8	Y	120	216	JOHNNIE	WHITING
EG011	GR						
EG012	GR	24.1	N	120	192	WILLIAM	VALENTINE
EG020	GR	4.8	Y	104	96	JAMES	HABEGGER
EG023	GR						
				584	936		
				116.8	187.2		

<u>POSITION</u>	<u>JOB CLASS</u>	<u>YEARS VSDP</u>	<u>SICK&FP</u>	<u>ANNUAL</u>	<u>FIRST NAME</u>	<u>LAST NAME</u>
EF124	HVAC	24.5 Y	120	192	STANLEY	KING
ER015	HVAC	28.8 Y	120	216	JOHN	WOODS
ER016	HVAC	19.3 Y	120	168	STEVEN	CROUCH
ER018	HVAC	12.9 Y	120	144	KEVIN	BONNER
ER019	HVAC	22.5 Y	120	192	WILLIAM	WALKER
ER020	HVAC	24.2 N	120	192	DAVID	WALLER
ER029	HVAC	23.4 Y	120	192	NATHAN	BURTON
ER036	HVAC	9.8 Y	120	120	MICHAEL	MORRISON
ER038	HVAC	16.8 Y	120	168	PAUL	DUNLAVEY
ER042	HVAC	6.3 Y	104	120	RAYMOND	GUSTI
ER049	HVAC					
ER050	HVAC	16.9 Y	120	168	JOHNNIE	MERCER
ER052	HVAC	36.7 Y	120	216	PRESTON	CLARK
ER053	HVAC					
ER058	HVAC	27 Y	120	216	THOMAS	GLASCOCK
ER068	HVAC	12.1 Y	120	144	STEPHEN	DOANE
ER069	HVAC	31.3 Y	120	216	JAMES	DEAN
ER073	HVAC	23.4 Y	120	192	THOMAS	GOODMAN
ER076	HVAC	15.4 Y	120	168	DAVID	WASYK
ER077	HVAC					
ER083	HVAC	13.6 Y	120	144	DAVEY	MONTGOMERY
ER085	HVAC	11.3 Y	120	144	KENNETH	WHITLOCK
ER087	HVAC	10.5 Y	120	144	JOSEPH	GILLELAND
ER120	HVAC	10.5 Y	120	144	JESSE	BOYKIN
ER132	HVAC	17.1 Y	120	168	MITCHELL	SHELTON
ER144	HVAC	19.4 Y	120	168	DANIEL	MCALPINE
ER146	HVAC	12.1 Y	120	144	WALTER	MITCHELL
ER147	HVAC	21.5 Y	120	192	STEPHEN	PEMBERTON
ER149	HVAC	18.2 Y	120	168	FREDDIE	JONES
ER151	HVAC	2.4 Y	96	96	TRAVIS	FREELAND
ER158	HVAC	14.5 Y	120	144	CALVIN	BABER
ER159	HVAC	4.4 Y	104	96	EDWARD	BOLTON
ER160	HVAC	24.7 Y	120	192	ROBERT	BURTON
ER161	HVAC	2.1 Y	96	96	EDWARD	WILLIAMS
ER169	HVAC	4.4 Y	104	96	JOHN	WILLIAMS
ER170	HVAC	4.9 Y	104	96	JAMES	COURTNEY
			3848	5256		
			117	159		
ER026	PA	4.5 Y	104	96	BRUCE	BONDURANT
ER054	PA	21.8 N	120	192	BENSON	LAMM
ER061	PA	4.9 Y	104	96	STEVE	LYNCH
ER092	PA	18.5 N	120	168	SHELTON	WILLIAMS
			448	552		
			112	138		

<u>POSITION</u>	<u>JOB CLASS</u>	<u>YEARS VSDP</u>	<u>SICK&FP</u>	<u>ANNUAL</u>	<u>FIRST NAME</u>	<u>LAST NAME</u>
ET004	PJ	16.1 Y	120	168	RICHARD	KURTZ
ET005	PJ	23.3 Y	120	192	JANET	DIEHL
ET006	PJ	25.6 Y	120	216	HENRY	CRIDER
ET019	PJ	21.3 Y	120	192	RONALD	WHITE
			480	768		
			120	192		
ER021	PL	17.7 Y	120	168	ROMAN	BEW
ER022	PL	22.4 Y	120	192	THOMAS	SMITH
ER023	PL	6.9 Y	104	120	DARRELL	SMITH
ER037	PL	22.7 Y	120	192	RICHARD	MAGRUDER
ER074	PL	21.5 Y	120	192	WILLIAM	PRINCE
ER104	PL	9.8 Y	120	120	WAYNE	MANTLO
ER125	PL	14.9 Y	120	144	JAMES	SEWARD
ER126	PL	12.9 N	120	144	DAVID	DUKE
ER129	PL	14 Y	120	144	VINCENT	JOHNSON
ER140	PL	15.5 Y	120	168	RICHARD	MITCHELL
ER141	PL	4.2 Y	104	96	WILLIAM	JERNIGAN
ER155	PL	12.3 Y	120	144	MARGARET	BERLIN
ER171	PL	3.9 Y	96	96	TROY	LAPRADE
			1504	1920		
			116	148		
EC002	S	4.2 Y	104	96	ANNAMARIE	MADREY
EC008	S	11.2 N	120	144	CURTIS	BARCO
EC035	S	4.9 Y	104	96	KIMBERLY	HODGES
EC036	S	16.7 N	120	168	MARGARET	PARKS
EC084	S					
EC087	S	24.1 N	120	192	MARY	COLEMAN
EC098	S	5.5 Y	104	120	JOANN	KIDD
EC101	S	24.3 Y	120	192	CLARENCE	JOHNSON
EC103	S	0.6 Y	96	96	ANGELIQUE	JOHNSON
EC104	S					
EC112	S	24.4 Y	120	192	NECOLIA	JOHNSON
EC119	S	5.8 Y	104	120	CHARLES	SMITH
EC121	S	29.4 N	120	216	MORRIS	JONES
EC191	S	1.3 Y	96	96	JANIELLE	LATTIMORE
EC197	S	0.6 Y	96	96	MELISSA	AGURS
EC374	S	30.1 N	60	108	SUSIE	SEARS
EC375	S	24.6 N	60	96	HELEN	JOHNSON
EC376	S	39.5 N	60	108	VILMA	BURRIS
EC377	S	30.1 N	60	108	LILLIE	JONES
EC379	S	2.8 Y	96	96	CARL	DOGGETT
			1760	2340		
			110	146		
ER017	SM	4.2 Y	104	96	EARL	BOSWELL
ER063	SM	10.5 Y	120	144	WILLIAM	NIMMO
			224	240		
			112	120		

**Bureau of Facilities Management - Rent Plan
Request for Rate Change**

	<u>FY04 Rent Rates</u>	<u>FY05 Proposed Rent Rates</u>	<u>Percent Change</u>
Storage	\$3.75	\$3.75	0.00%
Library	\$9.48	\$9.48	0.00%
Laboratory	\$15.45	\$15.49	0.26%
Executive Mansion	\$13.23	\$13.23	0.00%
Office	\$11.47	\$12.19	6.28%
Total Rental Revenue	\$20,118,866	\$21,444,525	

Net change in rental revenue: \$1,325,659

These rent charges were funded in the 04-06 biennial budget process.

Agency budgets were adjusted by DPB to fund rent expenses at these rates.

Additional information requested

	Salary	VRS	FICA	ret Hlth	LTD	Def Comp	Health	Recovery		Wage&OT	
FY05 Budget	5,901,670	525,949	451,043	61,390	97,398	28,680	982,260	(1,246,891)	6,803,463	336,000	7,139,463
FY04 Budget	5,585,621	483,135	425,422	49,030	58,946	28,140	894,888	(1,139,468)	6,385,714	178,559	6,564,273
Difference	316,049 (1)	42,814	25,621	12,360	38,452	540	87,372	(107,423) (2)	417,749	157,441	575,190
											8.76%

(1) Includes funding for 3% pay increase November 25 and funding for 9 positions within authorized employment level that were unable to be funded in FY04.

(2) Funds anticipated overtime in FY05 that was not funded in FY04.



DEPARTMENT OF
GENERAL SERVICES

Department of General Services

Internal Service Fund Request

Seat of Government Rent Plan

Report to JLARC
November 3, 2004



DGS Internal Service Funds

- Accounting Method
 - Business/Enterprise Model
 - Cost Allocation Allows Distribution to All Fund Sources, and
 - Distributes overhead (i.e. Capitol Square, Lee Monument, etc.)
- Not Profit Centers
- Annual/Periodic Review Assures:
 - Rates Are Reasonable
 - Balances Not Excessive



DEPARTMENT OF
GENERAL SERVICES

Request

- Increase rent charges to agencies assigned office space at Seat of Government (Maintenance & Operations costs), and
- Rates charged for labor in buildings with service agreements or special projects



Rent Plan

- Applies to DGS Maintained Buildings at Seat of Government
 - 2.1 million Square Feet Managed
 - \$21.4 million request (increase of @ \$1.3 million) supports:
 - Housekeeping,
 - Grounds,
 - Trades,
 - Plans/Design
 - Utilities,
 - IT Network Infrastructure,
 - Payment in Lieu of Taxes, etc.
- Total charges at requested rates = @ 6.4% increase from FY 04, made up of:
 - 3% Employee Salary Increase Nov. '04, positions & overtime (\$575,000),
 - Coverage to bring Madison Building, old Library, on-line
 - Filling safety, security posts and disability vacancies
 - Utility Cost Increases which began last fiscal year (\$750,000)
 - (gas, electricity, water, sewer, etc.)



DEPARTMENT OF
GENERAL SERVICES

Rent Plan

per square foot charges

	<u>FY 03</u>	<u>FY 04</u>	FY 05 <u>Request</u>	<u>%</u>
Office	\$11.47	\$11.47	\$12.19	6.3%
Storage	3.75	3.75	3.75	0.0%
Mansion	13.23	13.23	13.23	0.0%
Library	9.03	9.48	9.48	0.0%
Laboratory	19.56	15.45	15.49	0.3%



DEPARTMENT OF
GENERAL SERVICES

Building Maintenance

- Rates/Charges for non-DGS Controlled Buildings
 - i.e., GAB, SCC, Transportation (part), etc.
- Contracts/Agreements with Agencies
 - DGS Contracts Out Many Services (i.e. Housekeeping)
- PPEA – Performance (Asset) Management Proposal for Library of Virginia being considered
- Hourly Rates Reflect Salaries & Benefits
 - Benefits include employer share VRS, FICA, Medical, Disability, Deferred Comp, Annual & Sick Leave, Holidays & Overtime
- Requested Labor Rates (following page) are lower than private market/contract alternatives



Building Maintenance

billable hour charges requested

Trade	FY 04	FY 05 Request	% Change	Metro Richmond Area Benchmarks (R. S. Means)
Security	\$14.94	\$16.39	9.7%	N/A
Painter	\$22.67	\$25.02	10.4%	29.78
Electrician	\$24.26	\$27.10	11.7%	39.26
Sheet Metal	\$24.05	\$26.22	9.0%	39.87
HVAC Mechanic	\$26.32	\$28.92	9.9%	33.97
Plumber	\$23.25	\$25.86	11.2%	39.83
Carpenter	\$24.93	\$27.72	11.2%	34.44
Grounds Worker	\$18.75	\$21.29	13.5%	27.13
Housekeeping	\$18.48	\$20.20	9.3%	27.13
Project Mgt.	\$38.50	\$44.38	15.3%	N/A

Staff Notes on the DGS Rate Requests

Adequacy of Labor and Rent Plan Rates

The rates proposed by DGS appear to adequately cover the projected expenses associated with the services provided. DGS has calculated the labor rate and rent plan rates to recover their costs for providing these services. The labor rate calculation is based on their actual labor costs for the positions that are available to provide services, divided by the number of hours that the personnel are available annually to perform the work.

Appropriateness of Rates

For the labor rate request, the primary issue area appears to be the change proposed by DGS in its methodology for calculating these costs. The change in method proposed by DGS appears to be a “cleaner” approach than the department’s prior approach. However, the new approach does lead to one-time percentage cost increases in this fiscal year that are higher than would be otherwise expected.

For the rent plan rates, following DGS’ initial submission of these rates, JLARC staff requested additional information regarding the percentage increases for personnel that were embedded in the overall request (an increase of over eight percent). DGS has indicated that in addition to the mid-year salary increase for employees and increases in health insurance costs, a major factor in the size of the increase for the personnel component is that nine new positions are assumed in the costs to be recovered. These positions have been authorized for DGS, but last fiscal year DGS did not have the funds to fill the positions. An additional factor is overtime. The budget for overtime last fiscal year was about half of historical DGS spending levels. The budget for this fiscal year provides an amount that is more in line with past overtime spending.

However, DGS also indicates that only two of the new positions assumed in the rate request have been filled to this point in the year (an offer has been made, but was still pending at the end of October, for a third position). Since the nine positions are assumed in the costs to be recovered, it appears that the rent plan rates proposed by DGS may be somewhat overstated, to the extent that these positions have been, and continue to be, unfilled during this fiscal year.