

DES Budget Reduction Ideda list as of 6/1/20 - Savings Type View

Recommen... 122

How would the state save money?	Budget Savings Idea	Business Area	Sum of FY 20 Estimated Savings	Sum of FY 21 Estimated Savings
1X rate offset				9,542,000
	NRB - Reduce rent /rent rebate equivalent to excess net position	Assets		4,346,000
	Transpo Bldg. - Reduce rent /rent rebate equivalent to excess net position	Assets		2,112,000
	Capitol Court - Reduce rent /rent rebate equivalent to excess net position	Assets		1,203,000
	Old Cap - Reduce rent /rent rebate equivalent to excess net position	Assets		601,000
	1007 Washington - Reduce rent /rent rebate equivalent to excess net position	Assets		554,000
	Archives Building - Reduce rent /rent rebate equivalent to excess net position	Assets		252,000
	Issabella Bush - Reduce rent /rent rebate equivalent to excess net position	Assets		251,000
	Visitors Services -Suspend civic education tours for the 2021 session, and possibly for the 2022 session, and replace with new event management and virtual tour software to support distance learning.	Visitor Services		214,000
	Visitors Services - Suspend all Public Tours and reduce expenditures associated with volunteers for FY21 and possibly for FY22.	Visitor Services		9,000
Lower shared service allocation to direct business lines; then determine savings options				1,576,000
	Maintain four vacancies in the Enterprise Technology Solutions Team	ETS		535,000

How would the state save money?	Budget Savings Idea	Business Area	Sum of FY 20 Estimated Savings	Sum of FY 21 Estimated Savings
Lower shared service allo	Maintain vacancies on the Finance Team	Finance		312,000
	Maintain vacancies in the strategy and performance team	S&P		238,000
	Maintain vacancy on the Director's Office team	Exec		154,000
	Maintain vacancy on Communications team	Comm		115,000
	Temporarily suspend support for DES-hosted and other events.	Comm		110,000
	Maintain vacancy on the Legislative Affairs team	Exec		109,000
	Discontinue support for the interactive campus "map"	Comm		3,000
Offset other fund sources				1,300,000
	Contracts and Procurement - Use portion of excess net position to fund DES procurement-related requirements as part of One WA	C&P		1,000,000
	Contracts and Procurement- Use portion of excess net position to provide one-time support for OWMBE or other organization for diversity business outreach	C&P		300,000
Avoid rate adjustment to cover lost revenue due to Covid, other				1,189,500
	Fleet- Continue to defer vehicle replacements	Fleet		500,000
	Removing vehicles out of the trip fleet to use towards high mileage vehicle replacements	Fleet		300,000
	Workforce Support and Development - Reduce staffing for the Leadership Development program	WSD- WLP		130,000
	Maintain vacancies on the Real Estate Services Team	RES		97,000
	Sustain various business improvements made in FY 20.	Surplus		50,000
	Workforce Support and Development - Forgo investing in next phase of leadership development	WSD- WLP		30,000
	Surplus- Defer the Access Control implementation	Surplus		28,500
	Workforce Support and Development - Do not upgrade tech equipment in the training center	WSD- WLP		20,000
	Savings from Eastern WA operations changes - truck and driver stationed at E. WA site.	Surplus		20,000

How would the state save money?	Budget Savings Idea	Business Area	Sum of FY 20 Estimated Savings	Sum of FY 21 Estimated Savings
Avoid rate adjustment to	Fleet- Digitalize Operator Manuals	Fleet		9,000
	Workforce Support and Development - Forgo instructor certifications planned in this FY	WSD- WLP		5,000
Improves Asset Balances				354,000
	Buildings and Grounds- Alarm & Supression Testing (moved in-house instead of annual contracts)	B&G		95,000
	Maintain vacancy in Buildings and Grounds life-safety trades lead position	B&G		73,000
	Maintain vacancy on the Buildings and Grounds fire alarm test team	B&G		67,000
	Maintain vacancy on the Buildings and Grounds HVAC team	B&G		61,000
	Maintain vacancy on the Buildings and Grounds trades team	B&G		30,000
	Maintain vacancy on the Buildings and Grounds paint team	B&G		28,000
Customer would pay less for envelopes				320,000
	Consolidates Mail Services - Increase utilization of State Standard Envelope	CMS		320,000
Customers would pay less to achieve presort needs through P&I rather than CMS				310,000
	Consolidated Mail Services - Help customers transition to use the P&I pre-sort function at the data level prior to printing, rather than use the CMS pre-sort service.	CMS		310,000
Potential rate adustment in 21-23?				157,500
	Print and Imaging - Maintain vacancy in Bindery Team after planned retirement.	P&I		88,000
	Print and Imaging - staffing reconfiguration	P&I		60,000
	Print and Imaging- Terminate Web Press Maintenance Contract	P&I		9,500
Adjust rates				121,082

How would the state save money?	Budget Savings Idea	Business Area	Sum of FY 20 Estimated Savings	Sum of FY 21 Estimated Savings
	Eliminate Card Board Recycle Program	Refuse/ Recycle		121,082
Not clear - More of a burden reduction				45,000
	Reduce frequency of Contract Transparency Report and IT Contracts Report (Proviso) to biennially	C&P		45,000
	Print and Imaging - Elimination of the Print Management Report	P&I		
Savings would be trued-up to direct business lines; then determine savings options			2,000,000	
	Projected FY 20 savings from shared administrative services functions to be redistributed to direct business lines	Shared Services	2,000,000	
Grand Total			2,000,000	14,915,082

Budget Savings Options 2020

Dollars in Thousands

Agency: Department of Enterprise Services (179)

Agency Priority H, M, L	Impact 1-5	Program/Activity	GF-5				Other Funds					FTE Change		Brief Description and Rationale	Effective Date (MM/YY)	Impacts of Reductions and Other Considerations	Law/Reg. Change Required (cite)	
			FY 20	FY 21	FY 22	FY 23	Fund	FY 20	FY 21	FY 22	FY 23	FY 20	FY 21					
H	1	1007 Washington - Reduce rent /rent rebate equivalent to excess net position					422		554						Offer rent offset or rebate not to exceed the amount of net position in excess of that required for facility financial health. Tenants - LSS.	7/1/2020	These funds will no longer be available to address repair, upgrade and deferred maintenance needs of the facility.	
H	1	Archives Building - Reduce rent /rent rebate equivalent to excess net position					422		252						Offer rent offset or rebate not to exceed the amount of net position in excess of that required for facility financial health. Tenants - SOS.	7/1/2020	These funds will no longer be available to address repair, upgrade and deferred maintenance needs of the facility.	
H	1	Capitol Court - Reduce rent /rent rebate equivalent to excess net position					422		1203						Offer rent offset or rebate not to exceed the amount of net position in excess of that required for facility financial health. Tenants - CJC, Allied papers, BTA, DAHP, OMWBE, GOIA, DES(Parking, CSVS), Salary Comm, CAA, CHA, OFM, PSP, Caseload Forecast.	7/1/2020	These funds will no longer be available to address repair, upgrade and deferred maintenance needs of the facility.	
H	1	Isabella Bush - Reduce rent /rent rebate equivalent to excess net position					422		251						Offer rent offset or rebate not to exceed the amount of net position in excess of that required for facility financial health. Tenants - SOS.	7/1/2020	These funds will no longer be available to address repair, upgrade and deferred maintenance needs of the facility.	
H	1	NRB - Reduce rent /rent rebate equivalent to excess net position					422		4346						Offer rent offset or rebate not to exceed the amount of net position in excess of that required for facility financial health. Tenants - DES, DSB, RCO, DFW, DNR, AGR.	7/1/2020	These funds will no longer be available to address repair, upgrade and deferred maintenance needs of the facility.	
H	1	Old Cap - Reduce rent /rent rebate equivalent to excess net position					422		601						Offer rent offset or rebate not to exceed the amount of net position in excess of that required for facility financial health. Tenants - OSPI.	7/1/2020	These funds will no longer be available to address repair, upgrade and deferred maintenance needs of the facility.	
H	1	Transportation Bldg. - Reduce rent /rent rebate equivalent to excess net position					422		2112						Offer rent offset or rebate not to exceed the amount of net position in excess of that required for facility financial health. Tenants - DOT, DSB	7/1/2020	These funds will no longer be available to address repair, upgrade and deferred maintenance needs of the facility.	
L	3	Eliminate Cardboard Recycle Program					422		121	121	121				Savings includes elimination of Truck driver 2 position, truck maintenance, fuel + increased cost to dispose card board at the landfill. Allows us to push out replacement of other truck into the future	7/1/2020	May be unpopular to public and tenants as it reduces support for C02 emissions reduction, saving trees, reducing landfill usage and water conservation. Tenant agency may chose to engage in cardboard recycling independently and negate any cost savings for the state as a whole	
H	5	Maintain vacancy on the Buildings and Grounds HVAC team					422		61					0.67	Maintain vacancy after expected retirement in October	11/1/2020	Decreased HVAC maintenance capacity to complete the preventative and corrective maintenance (break and fix) on an aging campus. Falling behind in preventative maintenance leads shortly to increased corrective (break and fix)maintenance costs. Reduced staffing capacity can result in increased down time, longer backlogs and reduced efficiency in supporting the business needs of our tenant agencies. Over time this would reduce the lifecycle of the assets and escalate capital renewal.	
H	5	Maintain vacancy on the Buildings and Grounds trades team					422		30					0.33	Maintain vacancy after expected retirement in February	3/1/2021	This trade position primarily supports tenant improvements, preventative and corrective maintenance. Reduced staffing capacity can result in increased down time, longer back logs and reduced efficiency in supporting the business needs of our tenant agencies. Over time this will reduce the lifecycle of the assets and escalate capital renewal.	

H	5	Maintain vacancy on the Buildings and Grounds paint team					422		28				0.33	Maintain vacancy after expected retirement in February	3/1/2021	Paint protects the physical asset . Well-maintained assets enhance customer and public trust and discourage unwelcomed behavior such as graffiti and vandalism. This trade position primarily support the tenant improvements, preventative and corrective maintenance. Reduced staffing capacity can result in longer back logs and reduced efficiency in supporting the business needs of our tenant agencies. Over time this will diminish lifecycle of assets and escalate capital renewal.	
H	N/A	Buildings and Grounds- Alarm & Suppression Testing (moved in-house instead of annual contracts)					422		95	95	95			Contract Savings from doing fire testing in-house. This was implemented in FY 20, but assume those savings are trued up and figured in asset balances for FY 20.	FY20	This is an improvement we have already implemented. No negative consequences.	
H	5	Maintain vacancy on the Buildings and Grounds fire alarm test team					422		67				0.75	Maintain vacancy after expected retirement on October 1	10/1/2020	This position is part of the fire alarm testing team. Work load could be absorb for a short period of time, though we would anticipate a growth of backlog and reduction to efficiency. Over time leaving this position open will jeopardize the savings we achieved by moving this work from an external contract to in-house team.	
H	5	Maintain vacancy in Buildings and Grounds life-safety trades lead position					422		73				0.75	Maintain vacancy after expected retirement on October 1	10/1/2020	This life-safety trades lead position can be managed for a short period of time by the Shop supervisor due to the experience of the current team. We anticipate a growth of backlog and reduction to efficiency. Over time this will jeopardize the prior contract savings achieved by the program as this person is part of the fire testing team	
M	5	Projected FY 20 savings from shared administrative services functions to be redistributed to direct business lines					422	2000						Each year, savings in shared administrative support functions are "trued-up" to the business lines to adjust their allocation for these service to actual costs. These savings would then be available for use in these business lines.		DES is performing cost allocation modeling to determine how these savings will be distributed to direct service business. We will provide an updated savings list to reflect the results.	
H	N/A	Consolidated Mail Services - Help customers transition to use the P&I pre-sort function at the data level prior to printing, rather than use the CMS pre-sort service.					422		310					Print/Mail customers can save money by structuring their print jobs to pre-sort items to meet mailing needs. This would save customers the cost of CMS performing the pre-sort function after printing. Stakeholder work with customers needs to occur and agreement to make this change made before we could implement. Savings are representative of savings for DOL renewals if this change was implemented.		Customers who do not make this transition would not achieve savings. Savings levels dependent on whether and when agencies could implement changes. Some customers may incur costs to make the changes. This change would have a negative impact to revenue at CMS (a business line that has already been losing money) and could potentially impact staffing levels.	
H	N/A	Consolidates Mail Services - Increase utilization of State Standard Envelope					422		320					Customers could save money by moving to the state standard envelope. DES would save staff time by not having to reset machines to accommodate non-standard envelopes. Stakeholder work with customers to increase utilization of state standard envelope is ongoing. Savings are representative of 50% of customers not currently utilizing the #10 state standard envelope transitioning to the state standard.		Customers who do not make this transition would not achieve savings. Savings levels dependent on whether and when agencies could implement changes. Some customers have business concerns about moving to a standard envelope that would need to be mitigated through change management and other means. Could explore legislation, or other directive, mandating agency use of the state standard envelope.	
M	1	Print and Imaging - Maintain vacancy in Bindery Team after planned retirement.					422		88				1	Maintain vacancy after retirement in Spring 2020	7/1/2020	Support for customer needs may not be able to be met internally requiring the work to be outsourced to the private sector.	
M	1	Print and Imaging- Terminate Web Press Maintenance Contract					422		9	9	9			Do not renew maintenance contract for our Web Press machine at the term date of 12/31/2020.	1/1/2021	Unanticipated repairs may exceed the maintenance contract cost.	

H	1	Print and Imaging - staffing reconfiguration					422		60	60	60		Assuming two staff retire, these Digital Printing Specialist positions within Production Services would be reclassified consistent with other team members. The cost savings reflected is the difference in salary and benefits between the current position and the new DPS position.	7/1/2020	Retirement of tenured employees will result in a loss of institutional knowledge. There's a risk of loss of continuity and productivity. Backfilling of these positions and the timing of the transition is critical to ensure continuity of operations. Any loss of productive hours may impact the ability to meet customer deadlines leaving the state vulnerable to fines if federally mandated timelines are not met. Savings may be reduced based on the timeline for implementation.	
L	3	Print and Imaging - Elimination of the Print Management Report					422		0	0	0		Eliminates the Print Management Report-- No longer clear If there is an audience finding this report valuable. Would require RCW and WAC changes.		Eliminating this report requirement would enable DES and other agency staff contributors to refocus capacity on core business functions.	RCW 43.19.742 directs DES to create print management rule. WAC 200-380 is the rule and
L	1	Fleet- Digitalize Operator Manuals					422		10		10		In order to get updated operating handbook manuals to the agency customers we would need to print about 4500 handbooks at a cost of about ~\$10K. The proposal would be to make these handbooks available on our website (which we already do) and provide a 1-2 page quick reference sheet in the glovebox instead of the over 25pg handbook. Agencies could print this handbook out themselves if they wish.		Operator manuals would not be maintained in vehicles. While critical information will continue to be available in vehicles, agencies would need to ensure drivers are aware of, and have access to, the online version of the operator handbooks.	
H	4	Removing vehicles out of the trip fleet to use towards high mileage vehicle replacements					422		300				We are evaluating the consequences of moving from a Fleet operations trip fleet of 300 vehicles to one of 280 vehicles to determine whether we could still maintain the same customer service and meet reservation need. If so, the remaining 20 would be used for high mileage vehicle replacements and avoid the cost of vehicle purchases. The estimate is a placeholder.		Reduces the number of vehicles DES needs to purchase. However, reducing the number of vehicles available in the Trip Fleet could result in customers needing to utilize the Enterprise contract or allowing POV use for travel needs. Utilization of POV or Enterprise would be more expensive for customers in most cases.	
H	4	Fleet- Continue to defer vehicle replacements					422		500				Because current rates do not fully cover the cost to purchase the fleet vehicles, DES has been deferring replacement vehicle purchases for a year beyond the optimum life-cycle cost point. Keeping vehicles beyond this point leads to increased maintenance costs, lower resale value (which is figured into the rate), increased downtime and decreased customer satisfaction. We could continue to defer non-critical DES-initiated replacements. We would also assume the equipment freeze would slow the agency-requested vehicle replacements. The cost estimate is a placeholder.		Reduces the number of vehicles DES needs to purchase. However, reducing the number of vehicles available in the trip fleet, or available for project vehicles, could result in customers needing to utilize the Enterprise contract or allowing POV use for travel needs. Utilization of POV or Enterprise would be more expensive for customers in most cases.	
M	4	Surplus- Defer the Access Control implementation					422		28				Surplus had planned to implement a modern access control system for the warehouse. This project would be deferred.		Continuation of existing security methods that do not provide data on who accesses the facility and when access was made. As staffing changes ,codes to exterior locks would continue to be made manually	
M	N/A	Savings from Eastern WA operations changes - truck and driver stationed at E. WA site.					422		20	20	20		Changes in the E WA operations has reduced truck and driver costs for the program.		None. Improvements are already in place.	

M	N/A	Sustain various business improvements made in FY 20.					422		50	50	50			Various improvements implemented this year have reduced ongoing operating costs.		None. Improvements are already in place.	
M	2	Visitors Services -Suspend civic education tours for the 2021 session, and possibly for the 2022 session, and replace with new event management and virtual tour software to support distance learning.					422		214	214				Suspend Civic Education tours though FY 21 and possibly FY 22. (Estimates shown assume both years.) Deploy event management software and virtual tour software to support virtual event management and virtual civic education services. Savings reflect the cost savings of 9 civic education guides + the added cost of the virtual guide technology solution. Civic Education Tours would return, perhaps, for the 2022 session and would return for the 2023 and future sessions.	7/1/2020	Traditional civic education tours which are part of K-12 curriculum would not be available. Suspension would impact more than 20,000 students annually. DES hopes to employ technology that would support online tour/event management and distance learning during period of tour suspension as well ongoing use to support demand for tours which already exceeds current capacity.	
M	2	Visitors Services - Suspend all Public Tours and reduce expenditures associated with volunteers for FY21 and possibly for FY22.					422		9					Cost savings come from the supplies and refreshments costs related to the public tour guides. Public tours would return July 1, 2022, unless COVID-19 circumstances support earlier return.	7/1/2020	Public Tours of the Legislative Building which have traditionally been provided 361 days of the year would be suspended. This would also suspend the greeters that welcome visitors entering from the North entry. DES hopes to employ technology that would support online tour/event management and distance learning during period of tour suspension as well ongoing use to support demand for tours which already exceeds current capacity.	
L	1	Discontinue support for the interactive campus "map"					422		3					This application is not meeting needs for customer information about parking, etc. We would discontinue use of this product and seek an alternative strategy.	7/1/2020	A suitable, more customer-friendly strategy will be implemented by the time the current subscription for the application runs out this fall. Customers should see little or no impact.	
M	2	Temporarily suspend support for DES-hosted and other events.					422		110				1	Temporarily eliminate the Customer Experience & Events Coordinator position (Program Specialist 3) and most events work. Events have been cancelled or moved online through early 2021. Online events do not need the same level of support.	7/1/2020	Without this position, there would be no support for DES-led events such as the Regional Contracting Forum, although there will likely be few such events in the coming year. Loss of capacity for agency-wide customer support activities.	
M	1	Maintain vacancy on Communications team					422		115				1	Maintain vacancy on communications team to support critical customer communications activities.	7/1/2020	Unmet needs for communication support to meet business and customer needs.	
H	5	Contracts and Procurement - Use portion of excess net position to fund DES procurement-related requirements as part of One WA					422		1000					DES recommends that the excess net position could best used to benefit all master contract participants by DES investing in the procurement system improvements under the umbrella of the One Washington project. The amount for FY 21 is a placeholder for the DES project costs related to procurement functions. There is sufficient balance to provide some level of support for procurement system improvements next biennium as well.		Contributes to improving procurement experience for agencies and vendors; reduces demand on other fund sources. Reduces opportunity to use excess net position for other priorities.	
H	5	Contracts and Procurement- Use portion of excess net position to provide one-time support for OWMBE or other organization for diversity business outreach					422		300					Another appropriate use of the excess net position in this program would be to provide one-time support to fund efforts in OWMBE or other organizations to improve diversity, equity and inclusion in state contracting.		Contributes to improving diversity, equity, and inclusion in state contracting; reduces demand on other fund sources. Reduces opportunity to use excess net position for other priorities.	
M	1	Reduce frequency of Contract Transparency Report and IT Contracts Report (Proviso) to biennially					422		45					Would need agreement by leg staff. DES controls the Transparency Report policy. The savings is not hiring a backfill for two maternity leaves for 6 months mostly in order to support these required reports. Thus, we could gather data in summer of 2021 for FYs 20 and 21 both. This would reduce staff work across the enterprise as well.		Reduces frequency and duplication of staff work, in that data may be collected every other year rather than annually; delays availability of reported data, but complete reporting would still occur.	

H	1	Maintain four vacancies in the Enterprise Technology Solutions Team					422		535				4	Hold 4 positions vacant on the Enterprise Technology Solutions team. These positions support both internal and enterprise applications.	7/1/2020	IT initiatives may take longer or be delayed due to this reduction in capacity. This will affect both internal and external facing technology solutions.	
H	1	Maintain vacancies on the Real Estate Services Team					422		97				1	Hold open one position open on the Real Estate Services team.	7/1/2020	Real Estate Services may lack capacity to address customer needs for space changes when needed.	
H	2	Workforce Support and Development - Forgo investing in next phase of leadership development					422		30					Defer pursuing planned vendor contracts to assist in developing Leading Self curriculum.	7/1/2020	Lowers our capacity to develop future offerings in the Leadership Development training series that OFM State HR asks DES to provide.	
H	4	Workforce Support and Development - Do not upgrade tech equipment in the training center					422		20					Deferring this upgrade as classroom training is suspended for some time. Once we return to the classroom these upgrades will be necessary for ensuring accessibility and increasing our ability to provide remote training as has become crucial during this crisis.	7/1/2020	The A/V equipment upgrade is needed to address quality of sound for all customers, but in particular addresses accessibility issues for customers who 1) have hearing impairments or 2) are not local. Delaying these equipment upgrades poses risk for equity in service delivery, and also may contribute to lower potential revenue generation ,as some of the equipment would allow remote employees to attend live classroom courses virtually.	
M	2	Workforce Support and Development - Forgo instructor certifications planned in this FY					422		5					DES would defer certifying team members to deliver in-demand trainings that require certification, such as the Franklin Covey and Vital Smarts courses.	7/1/2020	Eliminating certifications decreases our capacity to offer some courses that may be needed or wanted by customers for a lower cost than using a contracted resource. It also reduces a potential for external revenue from fee-for-service courses.	
H	2	Workforce Support and Development - Reduce staffing for the Leadership Development program					422		130				1	Reduce FTE in the Leadership Development program by moving 2 staff who are currently funded fully by fee-for-service Leading Teams (where enrollment is not close to meeting projections) over to the new DEI training initiative that was funded in the supplemental budget. We would be able to keep staff employed, but repurpose them to centrally and more sustainably funded positions. This approach assumes we will receive an exception to the hiring freeze to fill the DEI training positions. Funding begins mid-year.	1/1/2021	This change impacts the pace and comprehensiveness with which we will be able to generate responsive offerings in the next year. This lowers our capacity to provide the full Leadership Development training program that OFM State HR asks DES to provide--in particular Leading Teams for middle managers.	
H	1	Maintain vacancies in the strategy and performance team					422		238				2	Leave two WMS positions vacant in the strategy and performance team.	7/1/2020	Reduced capacity to assist programs and the agency with lean management, process improvements, management system reporting and organizational development initiatives.	
H	1	Maintain vacancy on the Legislative Affairs team					422		109				1	Do not fill the legislative assistant position at this time.	7/1/2020	Experienced staff can help cover this workload at this time.	
H	1	Maintain vacancy on the Director's Office team					422		154				1	Defer filling the Special Assistant position.	7/1/2020	Over time this position has provided capacity to support complex projects such as Capital Lake, McNeil Island, North Cascades Gateway Center, and One WA. This vacancy means a significant loss of project management capacity for complex, high-profile, and stakeholder intensive projects.	
H	1	Maintain vacancies on the Finance Team					422		312				3	Hold 2 budget analyst positions and 1/2 fiscal analyst (position is partially funded by capital budget) vacant. Delay hiring other finance positions as they occur to achieve additional vacancy savings.	7/1/2020	Reduces capacity in the budget section for budget process and analytical work. The agency will operate without a backup for key higher-level general ledger accounting activities such as COP financing work, balance reconciliations, and chart of accounts maintenance. Increases workload for other Finance teams as vacancies are kept open longer than usual.	

Priority:

- L = Low priority agency activity or program
- M = Medium priority agency activity or program
- H = High priority agency activity or program

n - high priority agency activity or program

Impact:

- 1 = Allows continuation of the program/activity at a reduced level
- 2 = Eliminates the ability to perform program objectives
- 3 = Eliminates agency function
- 4 = Long term implications (moves the problem to next biennium)
- 5 = Short term (reduction to one time increase)

Budget Savings Options 2020

Dollars in Thousands

Agency: Department of Enterprise Services (179)

Agency Priority H, M, L	Impact 1-5	Program/Activity	GF-S				Other Funds				FTE Change		Brief Description and Rationale	Effective Date (MM/YY)	Impacts of Reductions and Other Considerations	Law/Reg. Change Required (cite)
			FY 20	FY 21	FY 22	FY 23	Fund	FY 20	FY 21	FY 22	FY 23	FY 20				
L	4	Suspend the Global War on Terror Monument project		70									DES was funded \$70K in Fiscal Year 2021 for a legislative work group to study and make recommendations for a monument on the Capital Campus. Under this recommendation we would suspend the work group and reconvene once funding became available again.	7/1/2020	The additional funds allocated in 2020 were intended for the purposes of hiring a design professional to establish conceptual design and preform cost estimating services in support of the feasibility study. Without this fund source, we would not be able to proceed until funding was to be available again.	2020 Supplemental Operating Budget- ESSB 6168; Section 147
L	1	Shift CPARB funding to Engineering & Architectural Services (EAS) Capital Funding		74	1	74							Use the Engineering and Architectural Services (EAS) capital funding to support the work of CPARB.	7/1/2020	The General Fund appropriation for Capital Projects Advisory Review Board (CPARB) and the Project Review Committee (PRC) has been inadequate to meet the needs of the Board for several biennia. DES has been funding the expenses associated with CPARB and PRC not covered by the GF Appropriation for several biennia from EAS program savings. Capital funding for CPARB and PRC is appropriate, given the role they play in approving capital projects for alternative public works contracting and their policy advisory role to the Legislature on public works. Under this proposal, the capital appropriation for EAS would include a line item for CPARB and PRC.	N/A
M	4	Reduce Electric Vehicle Charging Installation Scope		804									DES was appropriated \$1M in FY 21 to enhance the electric vehicle charging infrastructure for state agency vehicles. Under this option this work would be significantly scaled down.		The original funding of \$1M would have funded approx. 41 charging stations. Reducing the funding by \$800K would reduce the number of charging stations to approximately 8 and hinder the ability for SEEP covered agencies to meet current vehicle electrification targets (50% of all new passenger sedans purchased must be electric). Without charging infrastructure to support electric or plug-in hybrid electric vehicles, agencies will have to purchase hybrid vehicles. With a 7-8 year vehicle life expectancy, it will further delay the adoption of electric vehicles and associated reduction of greenhouse gas emissions (GHG) of state owned fleets. Note: Over the last few years DES has been able to install 35 chargers on and around the Capitol Campus. Funding to support these efforts varies.	
L	N/A	Purchase less expensive parking passes					045		1	1	1		DES has found a vendor to supply parking passes at a lower cost.		None.	
L	N/A	Eliminate permanently assigned fleet vehicle					045		4	4	4		The parking office has a permanently assigned fleet vehicle. Under this proposal that vehicle would be returned to Fleet Operations and deployed to another customer.		There are no material consequences to this proposal. In the event that the parking office needs a vehicle, they can obtain a daily rental from Fleet Operations. Fleet Operations will be able to redeploy this returned vehicle to another customer avoiding any downstream impact to them.	
M	1	Scale back parking lot/stall counts					045		26			0.45	Reduce parking lot stall counts to 3 days a week and 4 hours per day.		Scaling back parking lot counts to three days a week would result in incomplete parking counts. Parking count data has proven to be very valuable especially during Legislative Session when parking demand is at its peak. This data is also helpful when assessing impacts related to capital projects which would have an impact to parking or would bring additional FTEs to campus.	

M	2	Eliminate Transportation Demand Manager FTE					045		178	178	178		1	Eliminate the Transportation Demand Manager position.		Elimination of this position would reduce the level of support that DES is able to provide related to transportation demand on the campus. Currently, the State Vehicle Parking Account, managed by DES, provides DOT with \$783K a biennium to support CTR efforts. The funds provided to DOT are intended to be used in part to support the safe ride home program for emergency transportation needs and star passes which previously provided free bus passes to employees. Intercity Transit has recently transitioned to free bus service for all riders on all routes. Given that DOT no longer needs to purchase star passes for employees residing in Thurston County there is capacity to divert existing funding into new CTR initiatives. In addition, DES works collaboratively with the Thurston Regional Planning Council to support transportation planning activities.	ESHB 2322; Section 220
M	2	Reduce maintenance in parking garages and lots					045		178					Reduce non-urgent maintenance work in the garages and parking lots (i.e. sweeping, signage and striping).		The majority of this allotment is reserved for minor rehabilitation of parking surfaces and physical structure repair. We recommend the deferment of this standard renewal be limited to a one year cost savings tactic to minimize the risk of further surface breakdowns. As weather cycles, leakage from failing barrier structures and demand of use will continue to grow, the risk and deterioration to structure will continue to expand increasing the surface area damage and cost to repair or replace. This will escalate future capital renewal expense. In addition, public safety perception will be negatively impacted as the surface area will crack and crumble without the ongoing overlay and structural maintenance.	
H	1	Defer Hiring of State Building Code Council Commerce Specialist position					084		104				1			The 2020 Supplemental Operating Budget funded an additional FTE to support The State Building Code Council. While not ideal, the program is proposing to defer the hiring of this FTE to meet the budget reduction targets for Fiscal Year 2021. Deferring the hiring of this position will have an impact on the programs ability to adequately support the work of the council, our stakeholders and impact their ability to participate in national model code development. Additionally, this could impact staff retention and morale. The current workload, which continues to increase, is unsustainable for more than one fiscal year.	
L	1	Cancel Risk Management Westlaw subscription					546		4					Cancel a subscription that the program uses for legal research. Program has other tools available to complete this work.		ORM attorneys could experience a lack of resources for performing legal research. Without this subscription we would rely on the Attorney General's Office to provide this information. Using the ATG for this work could result in increased ATG costs.	
M	1	Reduce travel/training for Risk Management staff					546		20					Suspend non-essential travel and training through FY 21.		By limiting travel, ORM will have less in-person interaction with insurance underwriters, brokers and risk managers from other states. In-person interaction with customer agencies with also lessen without travel. These relationships are important to maintain in order to stay abreast of issues and to negotiate the best insurance deals. ORM staff will need to emphasize use of electronic interaction to maintain these relationships until some travel might resume.	
H	1	Defer hiring of Risk Management Tort Investigator position					546		98				1	Hold a Tort Investigator 2 position vacant through FY 21.		Not filling this position will require the 2 remaining investigators to handle 50% more cases. This will result in slower case resolution and more cases being referred to the Attorney General's Office for investigation. The morale of remaining staff, tasked with performing the work of the open position, will also suffer over time.	

M	5	Reduce administrative fee to administer the Local Government Self Insurance pool					546		276					Reduce the fee for LGSi by 75% in FY 21. This program's net position is well over the target range, and is estimated to remain over the target range even after the revenue reduction in FY 21.		The Local Government Self Insurance program (LGSi) , with the Department of Enterprise Services Office of Risk Management, administers insurance pools that can be utilized by local government entities and K-12 school districts. The program has a onetime surplus of net position that can be used to support the programs operating expenses for FY 21, allowing the program to reduce its administrative fees by 75%. This rate holiday is intended to be a onetime adjustment for FY 21 only. Fees would return to normal levels in FY 22.	
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Priority:
L = Low priority agency activity or program
M = Medium priority agency activity or program
H = High priority agency activity or program

Impact:
1 = Allows continuation of the program/activity at a reduced level
2 = Eliminates the ability to perform program objectives
3 = Eliminates agency function
4 = Long term implications (moves the problem to next biennium)
5 = Short term (reduction to one time increase)