

**Economic Services Administration**

**060 - M2 - 8V - LEASE ADJUSTMENTS OVER 20000 SQ FT**

Agency Submittal: 11-2017-19-YR Agency Req

Budget Period: 2017-19

**SUMMARY**

The Department of Social and Health Services (DSHS) requests \$6,284,000 Total Funds (\$4,417,000 GF-State) in the 2017-19 Biennium for the ongoing cost of new leases. Of this amount, it is requested that \$1,134,000 (\$529,000 GF-State) is appropriated to the Economic Services Administration. These funds are necessary to support the DSHS Leased Facilities Strategic Plan.

**PROBLEM STATEMENT**

The table below reflects the ongoing costs for several small expansions in facilities that are overcrowded; relocation of several facilities due to poor building condition and lessor noncompliance; one relocation due to the lessor being unable to renew the lease; and several relocations of existing facilities and programs to place DSHS programs in the appropriate catchment areas to best meet client needs.

**PROPOSED SOLUTION**

The following actions are necessary to improve service delivery for several DSHS programs. They are a result of the DSHS Leased Facilities Strategic Plan, developed in the spring of 2016. This plan is included in the Office of Financial Management’s (OFM) 2017-23 Six-Year Facilities Plan as defined by RCW 43.82.055, which is due to the Legislature January 1, 2017. These projects address building condition, overcrowding, and the relocation of some programs due to significant changes in their client catchment areas.

Action	Programs	Project Title	Reason	FY18-19
Expansion	Children’s Administration (CA), Developmental Disabilities Administration (DDA), Aging and Long-Term Support Administration (ALSTA), and Economic Services Administration (ESA)	Moses Lake Training Room Expansion (New-7)	Training Room Expansion	\$92,079
	Aging and Long-Term Support Administration (ALSTA)	Spokane HCS Expansion (New-17)	Overcrowding	\$360,800
	Developmental Disabilities Administration (DDA) and Aging and Long-Term Support Administration (ALSTA)	HCS & DDA Expansion – Lynnwood (New-12)		\$384,783
	Economic Services Administration (ESA)	ESA HQ Expansion Olympia (New-1)		\$330,134
	Aging and Long-Term Support Administration (ALSTA)	ALSTA HQ Expansion Lacey HQ (New-2)		\$399,305



**DSHS VISION**  
 People are healthy • People are safe • People are supported • Taxpayer resources are guarded

**DSHS MISSION**  
 To transform lives

**DSHS VALUES**  
 Honesty and Integrity • Pursuit of Excellence • Open Communication • Diversity and Inclusion • Commitment to Service

# Washington State Department of Social and Health Services

## 060 - M2 - 8V - Lease Adjustments over 20000 sq ft

New Space	Children's Administration (CA)	CA New Space – North Clark County (New-9)	Expand services to new client catchment areas	\$392,542
	Children's Administration (CA)	CA New Space – North Spokane (New-3)		\$411,170
		CA New Space – Spokane Valley (New-4)		\$672,825
	Aging and Long-Term Support Administration (ALSTA)	HCS New Space – South King County (New-13)	Overcrowding	\$861,884
	Economic Services Administration (ESA)	New Space CSCC Hub – Lynnwood (New-15)	Consolidation to improve service delivery	\$244,164
		New Space SeaTac CSO (New-16)	Overcrowding	\$50,866
Relocation	Children's Administration (CA), Developmental Disabilities Administration (DDA), Aging and Long-Term Support Administration (ALSTA), Economic Services Administration (ESA) and Vocational Rehabilitation (DVR)	Relocation of Colfax Office (New-5)	Facility in poor condition	\$189,818
	Economic Services Administration (ESA)	ESA Relocation Kennewick (New-6)	Facility in poor condition	\$401,818
	Children's Administration (CA) and Aging and Long-Term Support Administration (ALSTA)	HCS & CA Relocation – Bremerton (New-8)	Facility in poor condition and overcrowding	\$481,627
	Children's Administration (CA), Developmental Disabilities Administration (DDA), Aging and Long-Term Support Administration (ALSTA) Economic Services Administration (ESA) and Vocational Rehabilitation (DVR)	Port Townsend Relocation (New-10)	Lessor will not renew current lease	\$21,577
	Children's Administration (CA)	CA Regional Office Relocation – Everett (New-11)	Consolidation to improve service delivery	\$707,553
	Aging and Long-Term Support Administration (ALSTA)	HCS Relocation Bellingham (New-14)	Overcrowding	\$281,484

### EXPECTED RESULTS

DSHS is legally obligated to provide services to its estimated 2.5 million clients across the state. To accomplish this mission DSHS must have accessible American Disability Act (ADA) Compliant office locations across the state, which allow staff to meet with clients and provide them services.

### STAKEHOLDER IMPACT

**060 - M2 - 8V - Lease Adjustments over 20000 sq ft**

Funding this request will prevent any negative impact on client services.

Agency Contact: Charles Wang, (360) 902-8154

Program Contact: Denise Kopel, (360) 902-7707

**OTHER CONNECTIONS**

**Performance Outcomes/Important Connections**

**1. Does this DP provide essential support to one or more of the Governor's Results Washington priorities?**

Goal 5: Efficient, Effective & Accountable Government - Customer Satisfaction and Confidence - 1.1 Increase customer services.

**2. The decision package meets the following DSHS' strategic objectives:**

5.1: The percentage of Community Service Division (CSD) clients receiving timely service will increase.

**3. Identify other important connections or impacts below.** (Indicate 'Yes' or 'No'. If 'Yes' identify the connections or impacts related to the proposal.)

- a) Regional/County impacts? No
- b) Other local government impacts? No
- c) Tribal government impacts? No
- d) Other state agency impacts? No
- e) Responds to specific task force, report, mandate or executive order? No
- f) Does request contain a compensation change or require changes to a Collective Bargaining Agreement? No
- g) Facility/workplace needs or impacts? Yes
- h) Capital budget impacts? No
- i) Is change required to existing statutes, rules or contracts? No
- j) Is the request related to litigation? No
- k) Is the request related to Puget Sound recovery? No
- l) Other important connections? No

**060 - M2 - 8V - Lease Adjustments over 20000 sq ft**

**4. Please provide a detailed discussion of connections/impacts identified above.**

Not funding this request will decrease the agency's ability to serve our clients' needs. Funding will need to be diverted from other client services in order to support this expenditure.

**Alternatives/Consequences/Other**

**5. What alternatives were explored by the agency, and why was this alternative chosen?**

The request cannot be absorbed within existing resources. DSHS has no alternative but to pay its legally binding lease obligations, which may range from five-year to 15-year terms. Not funding this request will decrease the agency's ability to serve our clients' needs. Funding will need to be diverted from other client services in order to support this expenditure.

**6. How has or can the agency address the issue or need within its current appropriation level?**

Current appropriation levels are not adequate to provide enough funding to support mission-critical services, administrative support, and meet the requested lease obligations.

**7. Does this decision package include funding for any IT-related costs (hardware, software, services, cloud-based services, contracts or IT staff)?**

- No**  
 **Yes (Include an IT Addendum)**

**Fiscal Detail**

**060 - M2 - 8V - Lease Adjustments over 20000 sq ft**

<b>Operating Expenditures</b>	<b><u>FY 2018</u></b>	<b><u>FY 2019</u></b>	<b><u>FY 2020</u></b>	<b><u>FY 2021</u></b>
001-1 General Fund-State	62,000	467,000	467,000	467,000
001-A General Fund-DSHS Fam	71,000	534,000	534,000	534,000
<b>Total Cost</b>	<b>133,000</b>	<b>1,001,000</b>	<b>1,001,000</b>	<b>1,001,000</b>

  

<b>Staffing</b>	<b><u>FY 2018</u></b>	<b><u>FY 2019</u></b>	<b><u>FY 2020</u></b>	<b><u>FY 2021</u></b>
FTEs	0.0	0.0	0.0	0.0

**Performance Measure Detail**

Activity:	Incremental Changes			
	<b><u>FY 2018</u></b>	<b><u>FY 2019</u></b>	<b><u>FY 2020</u></b>	<b><u>FY 2021</u></b>
<b>Program: 060</b>				
F010 Child Support Enforcement	0	0	0	0
No measures submitted for package				

**Object Detail**

	<b><u>FY 2018</u></b>	<b><u>FY 2019</u></b>	<b><u>FY 2020</u></b>	<b><u>FY 2021</u></b>
ED Rentals and Leases – Land and Buildings	133,000	1,001,000	1,001,000	1,001,000
<b>Total Objects</b>	<b>133,000</b>	<b>1,001,000</b>	<b>1,001,000</b>	<b>1,001,000</b>

**DSHS Source Detail**

**Overall Funding**

<b>Operating Expenditures</b>	<b><u>FY 2018</u></b>	<b><u>FY 2019</u></b>	<b><u>FY 2020</u></b>	<b><u>FY 2021</u></b>
-------------------------------	-----------------------	-----------------------	-----------------------	-----------------------

**Fund 001-1, General Fund-State**

**Sources Title**

0011 General Fund State	62,000	467,000	467,000	467,000
<b>Total for Fund 001-1</b>	<b>62,000</b>	<b>467,000</b>	<b>467,000</b>	<b>467,000</b>

**Fund 001-A, General Fund-DSHS Fam**

**Sources Title**

563I Title IV-D Child Support Enforcement (A) (66%)	71,000	534,000	534,000	534,000
<b>Total for Fund 001-A</b>	<b>71,000</b>	<b>534,000</b>	<b>534,000</b>	<b>534,000</b>
<b>Total Overall Funding</b>	<b>133,000</b>	<b>1,001,000</b>	<b>1,001,000</b>	<b>1,001,000</b>

**2017-19 Biennial Budget  
M2-8V Lease Rate Adjustments Over 20,000 Sq.Ft.**

Department of Social and Health Services  
**2017-19 M2-8V- Lease Rate Adjustments Over 20,000 Sq.Ft.**

Program	FY 2018			FY 2019			2017-19 Total			Fund Splits	
	State	Other	Total	State	Other	Total	State	Other	Total	State %	Other %
010 - CA	\$490,000	\$12,000	\$ 502,000	\$2,086,000	\$52,000	\$ 2,138,000	\$2,576,000	\$64,000	\$2,640,000	98%	2%
020 - JRA	\$0	\$0	\$ -	\$0	\$0	\$ -	\$0	\$0	\$0	100%	0%
030 - MHD	\$0	\$0	\$ -	\$0	\$0	\$ -	\$0	\$0	\$0	93%	7%
040 - DDD	\$40,000	\$38,000	\$ 78,000	\$86,000	\$82,000	\$ 168,000	\$126,000	\$120,000	\$246,000	51%	49%
050 - LTC	\$435,000	\$403,000	\$ 838,000	\$727,000	\$672,000	\$ 1,399,000	\$1,162,000	\$1,075,000	\$2,237,000	52%	48%
060 - ESA	\$62,000	\$71,000	\$ 133,000	\$467,000	\$534,000	\$ 1,001,000	\$529,000	\$605,000	\$1,134,000	47%	53%
070 - ASA	\$0	\$0	\$ -	\$0	\$0	\$ -	\$0	\$0	\$0	82%	18%
100 - DVR	\$1,000	\$0	\$ 1,000	\$11,000	\$0	\$ 11,000	\$12,000	\$0	\$12,000	100%	0%
110 - ADMIN	\$0	\$0	\$ -	\$12,000	\$3,000	\$ 15,000	\$12,000	\$3,000	\$15,000	82%	18%
135 - SCC	\$0	\$0	\$ -	\$0	\$0	\$ -	\$0	\$0	\$0	100%	0%
Total	\$1,028,000	\$524,000	\$1,552,000	\$3,389,000	\$1,343,000	\$4,732,000	\$4,417,000	\$1,867,000	\$6,284,000		