



Washington Department of Ecology

2021 Supplemental Operating Budget

October 1, 2020

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STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

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October 1, 2020

TO: David Schumacher, Director
Office of Financial Management (OFM)

FROM: Laura Watson, Director 

SUBJECT: Ecology's 2021 Supplemental Operating Budget Request

As the state's lead environmental agency, the mission of the Washington State Department of Ecology (Ecology) is to protect and preserve the environment for current and future generations, while valuing and supporting Washington's economic success. We're tackling challenges that are unique to our times and require us to take a broad and holistic approach to our work that focuses on not only *what* we do, but also *how* we do it.

Ecology's strategic planning goals are to:

- Support and engage our communities, customers, and employees.
- Reduce and prepare for climate change impacts.
- Prevent and reduce toxic threats and pollution.
- Protect and manage our state's waters.
- Protect and restore Puget Sound.

Our agency's deep commitment to environmental justice is tied to each one of our strategic goals and guides the ways in which we work to accomplish those goals.

In the 2021 Supplemental Budget instructions, OFM directed agencies to submit decision packages for Fiscal Year 2021 (FY21) that reflect the individual component savings options that agencies identified pursuant to the Governor's directives and OFM memoranda for achieving operating budget savings this biennium. Pursuant to those instructions, attached is Ecology's 2021 Supplemental Operating Budget request.

Ecology's 2021 Supplemental Operating Budget request reflects and formalizes \$7.94 million in reductions across multiple fund sources for FY21, including \$4.4 million in GF-S savings. These reductions are achieved through the following decision packages:

- **Agency Furlough Savings** – As required under the Governor's Directive 20-08, Ecology is implementing agency wide furloughs of one day a week between June 28 and July 25,

2020, and once a month from August through November 2020. For Ecology, this results in eight mandatory furloughs agency wide in FY21, with savings across all of Ecology's accounts that fund staff costs. OFM provided Ecology with a furlough savings target of \$4,079,000 across multiple accounts, which Ecology placed in reserve status in July 2020.

- **Cancellation of Wage Increase** – As required under the Governor's Directive 20-08, the three percent general wage increase scheduled for July 1, 2020, was cancelled for non-represented state employees in Exempt Management Service and Washington Management Service, and non-represented exempt employees making more than \$53,000 a year. OFM provided Ecology with a savings target of \$626,000 for the cancellation of the wage increase across multiple accounts, which Ecology placed in reserve status in July 2020.
- **FY21 Budget Savings Options** – On May 13, 2020, OFM directed agencies to identify and submit operating budget savings options equal to 15 percent of their FY21 GF-S appropriations. To achieve a portion of its savings target, Ecology identified areas within its operating budget where GF-S savings could be achieved through held vacancies, reduced spending, and/or shifting costs to other eligible funding sources, totaling \$3,235,000. Funding for these options, which were reported to OFM on June 1, 2020, has already been placed in reserve or unallotted status for the remainder of the biennium.
- **Air Quality Program Fund Shifts** – On May 13, 2020, OFM directed agencies to identify and submit operating budget savings options equal to 15 percent of their FY21 GF-S appropriations. To achieve a portion of its savings target, Ecology identified two one-time fund shifts of specific operating budget activities from GF-S to the Model Toxics Control Operating Account, totaling \$651,000 in GF-S savings. These shifts, which were reported to OFM on June 1, 2020, will reduce the demand on GF-S this biennium, while maintaining funding needed for critical environmental and public health work done throughout the state.

In addition to our last two decision packages referenced above, Ecology also identified a one-time revenue transfer of \$750,000 from the Water Rights Tracking System Account (Fund 10G) to GF-S in order to meet our 15 percent budget savings target for FY21. That revenue transfer option, which was submitted to OFM on June 1, 2020, is identified in the *2021 Supplemental Request Fund Transfers* table included with our budget request.

We understand that these are difficult times, and we appreciate the effort that OFM and the Governor are taking to allow agencies to help identify options for savings during this period of economic downturn caused by the COVID-19 crisis.

We will work with our assigned OFM operating budget analysts as they review this request in detail. Please let us know if you have questions.

Attachment

David Schumacher, Director

October 1, 2020

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Distribution to:

JT Austin, Senior Policy Advisor, Natural Resources, Office of the Governor
Myra Baldini, Budget Assistant to the Governor, OFM
Jim Baumgart, Senior Policy Advisor, Military & Housing, Office of the Governor
Lisa Borkowski, Budget Assistant to the Governor, OFM
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Reed Schuler, Senior Policy Advisor, Climate & Sustainability, Office of the Governor
Garret Ward, Budget Policy Manager, Department of Ecology

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Department of Ecology
2021 Supplemental Operating Budget
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Dollars in Thousands

ABS024 Recommendation Summary
Department of Ecology
2021 Second Supplemental Budget Session
S2 - 2021 Supplemental Agency Request

	FY2 FTEs	General Fund State	Other Funds	Total Funds
CB T0PL Current Biennium Base	1,775.0	61,620	550,202	611,822
2019-21 Current Biennium Total	1,775.0	61,620	550,202	611,822
Total Carry Forward Level	1,775.0	61,620	550,202	611,822
Percent Change from Current Biennium	.0%	.0%	.0%	.0%
	0.0	0	0	0
Total Maintenance Level	1,775.0	61,620	550,202	611,822
Percent Change from Current Biennium	.0%	.0%	.0%	.0%
Policy – Other Changes				
PL GA Agency Furlough Savings	0.0	(448)	(3,631)	(4,079)
PL GB Cancellation of Wage Increase	0.0	(67)	(559)	(626)
PL GC FY21 Budget Savings Options	(21.1)	(3,235)	0	(3,235)
PL GD Air Quality Program Fund Shifts	0.0	(651)	651	0
Policy – Other Total	(21.1)	(4,401)	(3,539)	(7,940)
Subtotal - Policy Level Changes	(21.1)	(4,401)	(3,539)	(7,940)
2019-21 Total Policy Level	1,753.9	57,219	546,663	603,882
Percent Change from Current Biennium	(1.2)%	(7.1)%	(.6)%	(1.3)%

ABS024 Recommendation Summary
Department of Ecology
S2 - 2021 Supplemental Agency Request
Dollars in Thousands

PL GA Agency Furlough Savings

This request is in response to the Office of Financial Management's instructions to submit decision packages for Fiscal Year 2021 that reflect the individual component savings options that agencies identified pursuant to the Governor's directives and OFM memoranda for achieving operating budget savings this biennium. The COVID-19 pandemic has had a significant impact on Washington's economy, and state revenues are projected to be down significantly through at least the 2021-23 Biennium. To help address the economic downturn, on June 17, 2020, Governor's Directive 20-08 directed agencies to achieve savings through employee furloughs and cancellation of the July 1, 2020 general wage increase for certain employees. These actions were implemented by Ecology, and the savings calculated by OFM were placed in reserve status. This request formalizes and reduces appropriations for agency furlough savings. (Multiple Funds)

PL GB Cancellation of Wage Increase

This request is in response to the Office of Financial Management's instructions to submit decision packages for Fiscal Year 2021 that reflect the individual component savings options that agencies identified pursuant to the Governor's directives and OFM memoranda for achieving operating budget savings this biennium. The COVID-19 pandemic has had a significant impact on Washington's economy, and state revenues are projected to be down significantly through at least the 2021-23 Biennium. To help address the economic downturn, on June 17, 2020, Governor's Directive 20-08 directed agencies to achieve savings through employee furloughs and cancellation of the July 1, 2020 general wage increase for certain employees. These actions were implemented by Ecology, and the savings calculated by OFM were placed in reserve status. This request formalizes and reduces appropriations for the cancellation of the wage increase for exempt employees. (Multiple Funds)

PL GC FY21 Budget Savings Options

This request is in response to the Office of Financial Management's instructions to submit decision packages for Fiscal Year 2021 that reflect the individual component savings options that agencies identified pursuant to the Governor's directives and OFM memoranda for achieving operating budget savings this biennium. The COVID-19 pandemic has had a significant impact on Washington's economy, and state revenues are projected to be down significantly through at least the 2021-23 Biennium. To help address the economic downturn, on May 13, 2020, agencies were directed to identify and submit operating budget savings options equal to 15 percent of their Fiscal Year 2021 General-Fund State (GF-S) appropriations to OFM. As part of that exercise, Ecology identified areas within its operating budget where GF-S savings could be achieved through held vacancies, reduced spending, and/or shifting costs to other eligible funding sources. Funding for these options, which were reported to OFM on June 1, 2020, has already been placed in reserve or unallotted status for the remainder of the biennium. This request formalizes and reduces appropriation consistent with those actions. (General Fund-State)

PL GD Air Quality Program Fund Shifts

This request is in response to the Office of Financial Management's instructions to submit decision packages for Fiscal Year 2021 that reflect the individual component savings options that agencies identified pursuant to the Governor's directives and OFM memoranda for achieving operating budget savings this biennium. The COVID-19 pandemic has had a significant impact on Washington's economy, and state revenues are projected to be down significantly through at least the 2021-23 Biennium. To help address the economic downturn, on May 13, 2020, agencies were directed to identify and submit operating budget savings options equal to 15 percent of their Fiscal Year 2021 General-Fund State (GF-S) appropriations to OFM. As part of that exercise, Ecology identified two one-time fund shifts of specific operating budget activities from General Fund-State to the Model Toxics Control Operating Account. These shifts will reduce the demand on GF-S this biennium, while maintaining funding needed for critical environmental and public health work done throughout the state. (General Fund-State, Model Toxics Control Operating Account)

Operating

10/1/2020 \$ in thousands - Biennialized FTEs

2019-21 Budget After 2020 Supplemental

2021 Supplemental Budget Request

		FTE	GF-State	MTCA ¹	Other	Total
2019-21 Budget After 2020 Supplemental		1,764.8	61,620	250,818	299,384	611,822
Policy Level Changes						
1	Agency Furlough Savings		(448)	(1,695)	(1,936)	(4,079)
2	Cancellation of Wage Increase		(67)	(314)	(245)	(626)
3	FY21 Budget Savings Options	(10.6)	(3,235)			(3,235)
4	Air Quality Program Fund Shifts		(651)	651		-
Total Changes		(10.6)	(4,401)	(1,358)	(2,181)	(7,940)
Total Proposed Operating Budget Request		1,754.2	57,219	249,460	297,203	603,882

Notes

¹ Model Toxics Control Operating Account (23P-1, 23P-7).

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Dollars in Thousands

ABS031 Agency DP Priority (PL)
(List only the program Policy Level budget decision packages, in priority order)
461 - Department of Ecology
2021 Second Supplemental Budget Session
S2 - 2021 Supplemental Agency Request

PL-GA	Agency Furlough Savings
PL-GB	Cancellation of Wage Increase
PL-GC	FY21 Budget Savings Options
PL-GD	Air Quality Program Fund Shifts

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Department of Ecology
 2019-21 Second Supplemental Budget Session
 Policy Level - GA - Agency Furlough Savings

Agency Recommendation Summary

This request is in response to the Office of Financial Management's instructions to submit decision packages for Fiscal Year 2021 that reflect the individual component savings options that agencies identified pursuant to the Governor's directives and OFM memoranda for achieving operating budget savings this biennium. The COVID-19 pandemic has had a significant impact on Washington's economy, and state revenues are projected to be down significantly through at least the 2021-23 Biennium. To help address the economic downturn, on June 17, 2020, Governor's Directive 20-08 directed agencies to achieve savings through employee furloughs and cancellation of the July 1, 2020 general wage increase for certain employees. These actions were implemented by Ecology, and the savings calculated by OFM were placed in reserve status. This request formalizes and reduces appropriations for agency furlough savings. (Multiple Funds)

Fiscal Summary

Fiscal Summary <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2020	2021	2019-21	2022	2023	2021-23
Operating Expenditures						
Fund 001 - 1	\$0	(\$448)	(\$448)	\$0	\$0	\$0
Fund 001 - 2	\$0	(\$592)	(\$592)	\$0	\$0	\$0
Fund 001 - 7	\$0	(\$56)	(\$56)	\$0	\$0	\$0
Fund 027 - 1	\$0	(\$32)	(\$32)	\$0	\$0	\$0
Fund 02P - 1	\$0	(\$24)	(\$24)	\$0	\$0	\$0
Fund 044 - 1	\$0	(\$96)	(\$96)	\$0	\$0	\$0
Fund 11J - 6	\$0	(\$8)	(\$8)	\$0	\$0	\$0
Fund 163 - 1	\$0	(\$16)	(\$16)	\$0	\$0	\$0
Fund 176 - 1	\$0	(\$512)	(\$512)	\$0	\$0	\$0
Fund 182 - 1	\$0	(\$48)	(\$48)	\$0	\$0	\$0
Fund 199 - 1	\$0	(\$24)	(\$24)	\$0	\$0	\$0
Fund 207 - 1	\$0	(\$80)	(\$80)	\$0	\$0	\$0
Fund 20R - 1	\$0	(\$208)	(\$208)	\$0	\$0	\$0
Fund 216 - 1	\$0	(\$48)	(\$48)	\$0	\$0	\$0
Fund 217 - 1	\$0	(\$104)	(\$104)	\$0	\$0	\$0
Fund 219 - 1	\$0	(\$40)	(\$40)	\$0	\$0	\$0
Fund 222 - 1	\$0	(\$8)	(\$8)	\$0	\$0	\$0
Fund 23P - 1	\$0	(\$1,695)	(\$1,695)	\$0	\$0	\$0
Fund 564 - 1	\$0	(\$40)	(\$40)	\$0	\$0	\$0
Total Expenditures	\$0	(\$4,079)	(\$4,079)	\$0	\$0	\$0
Revenue						
001 - 0366	\$0	(\$592)	(\$592)	\$0	\$0	\$0
001 - 0597	\$0	(\$56)	(\$56)	\$0	\$0	\$0
20R - 0294	\$0	(\$208)	(\$208)	\$0	\$0	\$0
Total Revenue	\$0	(\$856)	(\$856)	\$0	\$0	\$0

Decision Package Description

Projected GF-S Shortfall and Governor's Directive 20-08

The impacts of the COVID-19 pandemic on Washington's economy have been widespread and significant. Nearly every sector of the state's economy has been affected, and revenue collections are now projected to be down significantly over the next three fiscal years. Beginning in April, Governor Inslee and the Office of Financial Management (OFM) began taking steps to address the economic crisis. The Governor used his line-item veto authority to trim nearly \$445 million in General Fund-State (GF-S) spending over the next three fiscal years from the 2020 Supplemental Operating Budget. In May, cabinet agencies were directed to freeze hiring, personal services contracts, and equipment purchases, while also identifying options to reduce GF-S spending by 15 percent during Fiscal Year 2021.

In June, the state reduced its Near General Fund-State revenue forecast by nearly \$4.5 billion for the remainder of the 2019-21 Biennium, and by more than \$4.3 billion for the 2021-23 Biennium. As a result, as part of its 2021 Supplemental Budget Instructions, OFM directed agencies to submit decision packages that reflect the individual component savings options that agencies identified pursuant to the Governor's directives and OFM memoranda for achieving savings this biennium.

GF-S represents about 10 percent of Ecology's biennial operating budget. The remainder of Ecology's operating budget comes dedicated environmental funds, federal and private/local funds, and interagency agreements.

Also in June, Governor Inslee issued Directive 20-08 to achieve savings in Fiscal Year 2021 by implementing eight furlough days and cancelling the general wage increase for certain employees scheduled for July 1, 2020.

This decision package requests the appropriation reduction associated with the furloughs required by Directive 20-08 and implemented by Ecology under direction from OFM to achieve savings in Fiscal Year 2021.

As required under Governor's Directive 20-08, Ecology is implementing agency wide furloughs of one day a week between June 28 and July 25, and once a month from August through November 2020. For Ecology this results in eight mandatory furloughs agency wide in Fiscal Year 2021, with savings across all of Ecology's accounts that fund staff costs. OFM provided Ecology with a savings target for the furloughs of \$4,079,000 across multiple accounts, which Ecology placed in reserve status in July 2020.

Governor's Directive 20-08 and OFM's memo to agencies to implement the required furloughs and cancellation of the wage increase for certain employees are attached to this package for reference.

Impacts on Population Served:

Ecology has already implemented six of the eight required furlough days, with the remaining two furloughs to occur by the end of November 2020. The associated savings from all furloughs has already been placed in reserve status. Washington residents, the state's natural resources, and our economy have already been impacted by reduced funding for core environmental and public health work across Washington.

Focus on Equity:

N/A

Alternatives Explored:

No alternatives were explored. Ecology already implemented these reductions as required by Governor's Directive 20-08 under guidance and criteria from OFM. Associated savings as identified and required by OFM were placed in reserve in July 2020. This decision package formally requests the appropriation reductions for these savings.

Consequences of Not Funding This Request:

The reductions identified in this decision package have already been implemented and the associated funding has already been placed in reserve status. Therefore, there are no additional consequences of formalizing the actions already taken and reducing the appropriations consistent with these savings through a decision package.

Assumptions and Calculations

Expansion or alteration of a current program or service:

This is not an expansion or alteration of a current program or service. This request reduces appropriation for Governor’s Directive 20-08 to achieve savings from furloughs on a one-time basis in Fiscal Year 2021.

Detailed assumptions and calculations:

Furlough Savings - \$4,079,000

This request reduces appropriation for one-time furlough savings agency wide in the accounts and amounts provided by OFM on June 24, 2020, which were put into reserve status in July 2020.

Reductions for furlough savings total \$4,079,000, one-time, in Fiscal Year 2021 across all of Ecology’s accounts with staff costs. The GF-S portion of these savings is \$448,000.

A one-time reduction in Fiscal Year 2021 of \$592,000 in federal revenue and \$56,000 in private/local revenue, as well as a reduction of \$208,000 for reduced fee revenue in the Radioactive Mixed Waste Account, is included to align with the reduction in appropriation.

Workforce Assumptions:

Expenditures by Object			<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>
A	Salaries and Wages			(3,399,000)				
B	Employee Benefits			(680,000)				
	Total Objects		0	(4,079,000)	0	0	0	0

Staffing			<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>
Job Class	Salary	Total FTEs	0.0	0.0	0.0	0.0	0.0	0.0

Costs by Object:

Salaries are reduced by \$3,399,000 for 8 furlough days.

Benefits are reduced by \$680,000 based on approximately 20 percent change in benefit amounts that change with salary.

Strategic and Performance Outcomes

Strategic framework:

The reductions formalized by this decision package affect Ecology’s ability to implement its strategic plan, and lessens support for the Governor’s Results Washington Goals, by reducing funding for core environmental and public health work across Washington in Fiscal Year 2021.

Performance outcomes:

The outcome of this request will be the formalized reduction of funding for core environmental and public health work throughout the state in Fiscal Year 2021.

Other Collateral Connections

Puget Sound recovery:

N/A

Legal or administrative mandates:

N/A

Intergovernmental:

N/A

Stakeholder response:

These reductions have been implemented by Ecology pursuant to Governor’s Directive 20-08, Furloughs, and Rescission of General Wage Increases. Savings have been placed in reserve status. Stakeholders have already been impacted by the reduced staff time for core environmental and public health work as a result of the furloughs taken and planned through November 2020.

Changes from current law:

The following provisos in the 2019-21 Operating Budget should be amended to align with the furlough reduction taken by Ecology.

ESSB 6168, Section 302(10) ~~\$392,000~~ **\$389,000** of the waste reduction, recycling, and litter control account—state appropriation is provided solely for the implementation of Engrossed Second Substitute Senate Bill No. 5397 (plastic packaging).

ESSB 6168, Section 302(11) ~~\$1,450,000~~ **\$1,443,000** of the waste reduction, recycling, and litter control account—state appropriation is provided solely for the implementation of Engrossed Second Substitute House Bill No. 1543 (concerning sustainable recycling).

ESSB 6168, Section 302(26) ~~\$500,000~~ **\$497,000** of the waste reduction, recycling, and litter control account—state appropriation is provided solely for the implementation of Engrossed Second Substitute House Bill No. 1114 (food waste reduction).

State facilities impacts:

N/A

State workforce impacts:

As required under Governor’s Directive 20-08, Ecology is implementing agency wide furloughs of one day a week between June 28 and July 25, and once a month from August through November 2020.

Reference Documents

- [Furlough Savings-Gov Directive 20-08.pdf](#)
- [Furlough Savings-OFM Memo.pdf](#)

IT Addendum

Does this Decision Package include funding for any IT-related costs, including hardware, software, (including cloud-based services), contracts or IT staff?

No

Objects of Expenditure

Objects of Expenditure <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2020	2021	2019-21	2022	2023	2021-23
Obj. A	\$0	(\$3,399)	(\$3,399)	\$0	\$0	\$0
Obj. B	\$0	(\$680)	(\$680)	\$0	\$0	\$0

Agency Contact Information

Garret Ward

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JAY INSLEE
Governor




STATE OF WASHINGTON
OFFICE OF THE GOVERNOR
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**DIRECTIVE OF THE GOVERNOR
20-08**

June 17, 2020

To: Washington State Executive and Small-Cabinet Agencies

From: Governor Jay Inslee 

Subject: Furloughs and General Wage Increases

The worst global pandemic in more than a century has significantly impacted our State's economy. Unemployment has skyrocketed at an unprecedented pace since March as COVID-19, and the State's response to it, affected nearly every sector of the economy.

Not surprisingly, state revenue collections are also plummeting. Federal stimulus money and substantial state reserve funds will help cushion the blow to our budget, but even if we spend all our state reserves, we are still projected to face a multi-billion dollar shortfall for the remainder of this and next biennia.

In addition to my previous direction to agencies to capture savings where possible and implement a freeze on hiring, equipment purchases and personal service contracts, we must do more.

Accordingly, I am directing all agencies under my authority to pursue the following measures:

- Implement a furlough of one day a week as soon as possible, but no later than June 28, 2020, through July 25, 2020, in positions where a relief employee is not required.
- Furlough employees where a relief employee is not required once a month from August 1, 2020, through November 30, 2020.
- Offer voluntary furlough options to positions where a relief employee is not required beyond the days described above.
- Seek an approved plan under the SharedWork program with the Employment Security Department for furloughed employees.

I will monitor savings associated with furloughs and will direct further furloughs as necessary through the remainder of the fiscal year.

I urge separately elected officials, the Legislature, courts, independent boards and commissions, and higher education institutions to follow these necessary measures as well.

Given the size of the budget shortfall, furloughs alone will not be enough.

I am further directing that agencies under my authority not implement the 3% general wage increase scheduled for July 1, 2020, for non-represented state employees in Exempt Management Service and Washington Management Service, and non-represented exempt employees making more than \$53,000 a year.

I am directing the Office of Financial Management (OFM) to issue detailed guidance to state agencies on the implementation of this directive. The guidance from OFM will establish criteria for exceptions to this directive.

I recognize the additional sacrifice I am asking of our employees and the potential impact on services. I do not make this decision lightly. But, by taking these steps now, we can better capture savings and hopefully avoid more austere measures which could have devastating and long-term impacts on state government.



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

June 24, 2020

TO: Agency Directors

FROM: David Schumacher
Director

SUBJECT: AGENCY FURLOUGH AND SALARY SAVINGS

To help address the state's multi-billion dollar budget shortfall, Governor Inslee's [Directive 20-08](#) instructs executive and small cabinet agencies to achieve savings in state spending through employee furloughs and rescission of the July 1, 2020 general wage increase for certain employees.

To implement the governor's directive, OFM directs agencies to submit amendments that reduce allotments by the amounts indicated in the attachments (one for furloughs and one for not granting the general wage increase) by July 27. These amounts are based on the compensation data that agencies provided to the Office of Financial Management in May 2018.

While this requirement applies to executive and small cabinet agencies, I urge all agencies to take similar actions. The need for spending reductions is clear and acute, and making these changes will help address the budget shortfall.

Please submit two allotment amendments utilizing the "Operating Allocation" packet purpose type to place your target amounts from the attachments in "reserve" status with the following titles:

1. Furlough Savings
2. Cancellation of General Wage Increase

Detailed instructions may be found in the [2019-21 Allotment Instructions](#). Technical questions related to your allotment submittal may be directed to your [OFM assigned budget analyst](#).

We appreciate your ongoing efforts to manage through these difficult times.

Attachments



Department of Ecology
 2019-21 Second Supplemental Budget Session
 Policy Level - GB - Cancellation of Wage Increase

Agency Recommendation Summary

This request is in response to the Office of Financial Management's instructions to submit decision packages for Fiscal Year 2021 that reflect the individual component savings options that agencies identified pursuant to the Governor's directives and OFM memoranda for achieving operating budget savings this biennium. The COVID-19 pandemic has had a significant impact on Washington's economy, and state revenues are projected to be down significantly through at least the 2021-23 Biennium. To help address the economic downturn, on June 17, 2020, Governor's Directive 20-08 directed agencies to achieve savings through employee furloughs and cancellation of the July 1, 2020 general wage increase for certain employees. These actions were implemented by Ecology, and the savings calculated by OFM were placed in reserve status. This request formalizes and reduces appropriations for the cancellation of the wage increase for certain employees. (Multiple Funds)

Fiscal Summary

Fiscal Summary <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2020	2021	2019-21	2022	2023	2021-23
Operating Expenditures						
Fund 001 - 1	\$0	(\$67)	(\$67)	\$0	\$0	\$0
Fund 001 - 2	\$0	(\$60)	(\$60)	\$0	\$0	\$0
Fund 001 - 7	\$0	(\$3)	(\$3)	\$0	\$0	\$0
Fund 027 - 1	\$0	(\$1)	(\$1)	\$0	\$0	\$0
Fund 02P - 1	\$0	(\$8)	(\$8)	\$0	\$0	\$0
Fund 044 - 1	\$0	(\$13)	(\$13)	\$0	\$0	\$0
Fund 11J - 6	\$0	(\$2)	(\$2)	\$0	\$0	\$0
Fund 160 - 1	\$0	(\$1)	(\$1)	\$0	\$0	\$0
Fund 163 - 1	\$0	(\$2)	(\$2)	\$0	\$0	\$0
Fund 176 - 1	\$0	(\$65)	(\$65)	\$0	\$0	\$0
Fund 182 - 1	\$0	(\$4)	(\$4)	\$0	\$0	\$0
Fund 199 - 1	\$0	(\$2)	(\$2)	\$0	\$0	\$0
Fund 207 - 1	\$0	(\$14)	(\$14)	\$0	\$0	\$0
Fund 20R - 1	\$0	(\$33)	(\$33)	\$0	\$0	\$0
Fund 216 - 1	\$0	(\$4)	(\$4)	\$0	\$0	\$0
Fund 217 - 1	\$0	(\$17)	(\$17)	\$0	\$0	\$0
Fund 219 - 1	\$0	(\$8)	(\$8)	\$0	\$0	\$0
Fund 23P - 1	\$0	(\$314)	(\$314)	\$0	\$0	\$0
Fund 564 - 1	\$0	(\$8)	(\$8)	\$0	\$0	\$0
Total Expenditures	\$0	(\$626)	(\$626)	\$0	\$0	\$0
Revenue						
001 - 0366	\$0	(\$60)	(\$60)	\$0	\$0	\$0
001 - 0597	\$0	(\$3)	(\$3)	\$0	\$0	\$0
20R - 0294	\$0	(\$33)	(\$33)	\$0	\$0	\$0
Total Revenue	\$0	(\$96)	(\$96)	\$0	\$0	\$0

Decision Package Description

Projected GF-S Shortfall and Governor's Directive 20-08

The impacts of the COVID-19 pandemic on Washington's economy have been widespread and significant. Nearly every sector of the state's economy has been affected, and revenue collections are now projected to be down significantly over the next three fiscal years. Beginning in April, Governor Inslee and the Office of Financial Management (OFM) began taking steps to address the economic crisis. The Governor used his line-item veto authority to trim nearly \$445 million in General Fund-State (GF-S) spending over the next three fiscal years from the 2020 Supplemental Operating Budget. In May, cabinet agencies were directed to freeze hiring, personal services contracts, and equipment purchases, while also identifying options to reduce GF-S spending by 15 percent during Fiscal Year 2021.

In June, the state reduced its Near General Fund-State revenue forecast by nearly \$4.5 billion for the remainder of the 2019-21 Biennium, and by more than \$4.3 billion for the 2021-23 Biennium. As a result, as part of its 2021 Supplemental Budget Instructions, OFM directed agencies submit decision packages that reflect the individual component savings options that agencies identified pursuant to the Governor's directives and OFM memoranda for achieving savings this biennium.

GF-S represents about 10 percent of Ecology's biennial operating budget. The remainder of Ecology's operating budget comes dedicated environmental funds, federal and private/local funds, and interagency agreements.

Also in June, Governor Inslee issued Directive 20-08 to achieve savings in Fiscal Year 2021 by implementing eight furlough days and cancelling the general wage increase for certain employees scheduled for July 1, 2020.

This decision package requests the appropriation reduction associated with the cancellation of the general wage increase for certain employees as required by Directive 20-08 and implemented by Ecology under direction from OFM to achieve savings in Fiscal Year 2021.

As required under Governor's Directive 20-08, the three percent general wage increase scheduled for July 1, 2020, was cancelled for non-represented state employees in Exempt Management Service and Washington Management Service, and non-represented exempt employees making more than \$53,000 a year. OFM provided Ecology with a savings target for the cancellation of the wage increase of \$626,000 across multiple accounts, which Ecology placed in reserve status in July 2020.

Governor's Directive 20-08 and OFM's memo to agencies to implement the required furloughs and cancellation of the wage increase for certain employees are attached to this package for reference.

Impacts on Population Served:

The cancellation of the general wage increase for certain employees was effective July 1, 2020, and the associated funding has already been placed in reserve status. Washington residents, the state's natural resources, and our economy have already been impacted by reduced funding for core environmental and public health work across Washington.

Focus on Equity:

N/A

Alternatives Explored:

No alternatives were explored. Ecology already implemented these reductions as required by Governor's Directive 20-08, and the associated savings were placed in reserve in July 2020. This decision package formally requests the appropriation reductions for these savings.

Consequences of Not Funding This Request:

The reductions identified in this decision package have already been implemented and the associated funding has already been placed in reserve status. Therefore, there are no additional consequences of formalizing the actions already taken and reducing the appropriations consistent with these savings through a decision package.

Assumptions and Calculations

Expansion or alteration of a current program or service:

This is not an expansion or alteration of a current program or service. This request reduces appropriation for Governor’s Directive 20-08 to achieve savings from the cancellation of the general wage increase for certain employees in Fiscal Year 2021.

Detailed assumptions and calculations:

Cancellation of General Wage Increase - \$626,000

This request reduces appropriation for the cancellation of the general wage increase for certain employees agency-wide in the accounts and amounts provided by OFM on June 24, 2020, which were set in reserve status in July 2020.

Reductions for the cancellation of the general wage increase total \$626,000 in Fiscal Year 2021 across all of Ecology’s accounts with employees impacted by the wage increase cancellation. The GF-S portion of these savings is \$67,000.

A one-time reduction in Fiscal Year 2021 of \$60,000 in federal revenue and \$3,000 in private/local revenue, as well as a reduction of \$33,000 for reduced fee revenue in the Radioactive Mixed Waste Account, is included to align with the reduction in appropriation.

Workforce Assumptions:

Expenditures by Object		<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>
A	Salaries and Wages		(522,000)				
B	Employee Benefits		(104,000)				
	Total Objects	0	(626,000)	0	0	0	0

Staffing			<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>
Job Class	Salary	Total FTEs	0.0	0.0	0.0	0.0	0.0	0.0

Costs by Object:

Salaries are reduced by \$522,000 for the cancellation of the general wage increase.

Benefits are reduced by \$104,000 based on approximately 20 percent change in benefit amounts that change with salary.

Strategic and Performance Outcomes

Strategic framework:

The reductions formalized by this decision package affect Ecology’s ability to implement its strategic plan, and lessens support for the Governor’s Results Washington Goals, by reducing funding for core environmental and public health work across Washington in Fiscal Year 2021.

Performance outcomes:

The outcome of this request will be the formalized reduction of funding for core environmental and public health work throughout the state in Fiscal Year 2021.

Other Collateral Connections

Puget Sound recovery:

N/A

Legal or administrative mandates:

N/A

Intergovernmental:

N/A

Stakeholder response:

These reductions have been implemented by Ecology pursuant to Governor’s Directive 20-08, Furloughs and Rescission of General Wage Increases. Savings have been placed in reserve status.

Changes from current law:

N/A

State facilities impacts:

N/A

State workforce impacts:

As required under Governor’s Directive 20-08, the three percent general wage increase scheduled for July 1, 2020, was cancelled for non-represented state employees in Exempt Management Service and Washington Management Service, and non-represented exempt employees making more than \$53,000 a year.

Reference Documents

- [Cancellation Gen Wage Incr-Gov Directive 20-08.pdf](#)
- [Cancellation Gen Wage Incr-OFM Memo.pdf](#)

IT Addendum

Does this Decision Package include funding for any IT-related costs, including hardware, software, (including cloud-based services), contracts or IT staff?

No

Objects of Expenditure

Objects of Expenditure <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2020	2021	2019-21	2022	2023	2021-23
Obj. A	\$0	(\$522)	(\$522)	\$0	\$0	\$0
Obj. B	\$0	(\$104)	(\$104)	\$0	\$0	\$0

Agency Contact Information

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JAY INSLEE
Governor



STATE OF WASHINGTON
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**DIRECTIVE OF THE GOVERNOR
20-08**

June 17, 2020

To: Washington State Executive and Small-Cabinet Agencies
From: Governor Jay Inslee 
Subject: Furloughs and General Wage Increases

The worst global pandemic in more than a century has significantly impacted our State's economy. Unemployment has skyrocketed at an unprecedented pace since March as COVID-19, and the State's response to it, affected nearly every sector of the economy.

Not surprisingly, state revenue collections are also plummeting. Federal stimulus money and substantial state reserve funds will help cushion the blow to our budget, but even if we spend all our state reserves, we are still projected to face a multi-billion dollar shortfall for the remainder of this and next biennia.

In addition to my previous direction to agencies to capture savings where possible and implement a freeze on hiring, equipment purchases and personal service contracts, we must do more.

Accordingly, I am directing all agencies under my authority to pursue the following measures:

- Implement a furlough of one day a week as soon as possible, but no later than June 28, 2020, through July 25, 2020, in positions where a relief employee is not required.
- Furlough employees where a relief employee is not required once a month from August 1, 2020, through November 30, 2020.
- Offer voluntary furlough options to positions where a relief employee is not required beyond the days described above.
- Seek an approved plan under the SharedWork program with the Employment Security Department for furloughed employees.

I will monitor savings associated with furloughs and will direct further furloughs as necessary through the remainder of the fiscal year.

I urge separately elected officials, the Legislature, courts, independent boards and commissions, and higher education institutions to follow these necessary measures as well.

Given the size of the budget shortfall, furloughs alone will not be enough.

I am further directing that agencies under my authority not implement the 3% general wage increase scheduled for July 1, 2020, for non-represented state employees in Exempt Management Service and Washington Management Service, and non-represented exempt employees making more than \$53,000 a year.

I am directing the Office of Financial Management (OFM) to issue detailed guidance to state agencies on the implementation of this directive. The guidance from OFM will establish criteria for exceptions to this directive.

I recognize the additional sacrifice I am asking of our employees and the potential impact on services. I do not make this decision lightly. But, by taking these steps now, we can better capture savings and hopefully avoid more austere measures which could have devastating and long-term impacts on state government.



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

June 24, 2020

TO: Agency Directors

FROM: David Schumacher
Director

SUBJECT: AGENCY FURLOUGH AND SALARY SAVINGS

To help address the state's multi-billion dollar budget shortfall, Governor Inslee's [Directive 20-08](#) instructs executive and small cabinet agencies to achieve savings in state spending through employee furloughs and rescission of the July 1, 2020 general wage increase for certain employees.

To implement the governor's directive, OFM directs agencies to submit amendments that reduce allotments by the amounts indicated in the attachments (one for furloughs and one for not granting the general wage increase) by July 27. These amounts are based on the compensation data that agencies provided to the Office of Financial Management in May 2018.

While this requirement applies to executive and small cabinet agencies, I urge all agencies to take similar actions. The need for spending reductions is clear and acute, and making these changes will help address the budget shortfall.

Please submit two allotment amendments utilizing the "Operating Allocation" packet purpose type to place your target amounts from the attachments in "reserve" status with the following titles:

1. Furlough Savings
2. Cancellation of General Wage Increase

Detailed instructions may be found in the [2019-21 Allotment Instructions](#). Technical questions related to your allotment submittal may be directed to your [OFM assigned budget analyst](#).

We appreciate your ongoing efforts to manage through these difficult times.

Attachments

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Agency Recommendation Summary

This request is in response to the Office of Financial Management's instructions to submit decision packages for Fiscal Year 2021 that reflect the individual component savings options that agencies identified pursuant to the Governor's directives and OFM memoranda for achieving operating budget savings this biennium. The COVID-19 pandemic has had a significant impact on Washington's economy, and state revenues are projected to be down significantly through at least the 2021-23 Biennium. To help address the economic downturn, on May 13, 2020, agencies were directed to identify and submit operating budget savings options equal to 15 percent of their Fiscal Year 2021 General-Fund State (GF-S) appropriations to OFM. As part of that exercise, Ecology identified areas within its operating budget where GF-S savings could be achieved through held vacancies, reduced spending, and/or shifting costs to other eligible funding sources. Funding for these options, which were reported to OFM on June 1, 2020, has already been placed in reserve or unallotted status for the remainder of the biennium. This request formalizes and reduces appropriation consistent with those actions. (General Fund-State)

Fiscal Summary

Fiscal Summary <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2020	2021	2019-21	2022	2023	2021-23
Staffing						
FTEs	0.0	-21.1	-10.55	0.0	0.0	0.0
Operating Expenditures						
Fund 001 - 1	\$0	(\$3,235)	(\$3,235)	\$0	\$0	\$0
Total Expenditures	\$0	(\$3,235)	(\$3,235)	\$0	\$0	\$0

Decision Package Description

Projected GF-S Shortfall and 15 Percent Budget Savings Options Directive

The impacts of the COVID-19 pandemic on Washington's economy have been widespread and significant. Nearly every sector of the state's economy has been affected, and revenue collections are now projected to be down significantly over the next three fiscal years. Beginning in April, Governor Inslee and the Office of Financial Management (OFM) began taking steps to address the economic crisis. The Governor used his line-item veto authority to trim nearly \$445 million in General Fund-State (GF-S) spending over the next three fiscal years from the 2020 Supplemental Operating Budget. In May, cabinet agencies were directed to freeze hiring, personal services contracts, and equipment purchases, while also identifying options to reduce GF-S spending by 15 percent during Fiscal Year 2021. In June, general wage increases were rescinded for certain state employees, and furloughs began for most employees in July.

Also in June, the state reduced its Near General Fund-State revenue forecast by nearly \$4.5 billion for the remainder of the 2019-21 Biennium, and by more than \$4.3 billion for the 2021-23 Biennium. As a result, as part of its 2021 Supplemental Budget Instructions, OFM directed agencies to submit decision packages that reflect the individual component savings options that agencies identified pursuant to the Governor's directives and OFM memoranda for achieving savings this biennium.

One of those memos (attached), issued May 13, 2020, directed agencies to identify and submit operating budget savings options equal to 15 percent of their Fiscal Year 2021 GF-S appropriations. For Ecology, this equated to a savings target of \$4,643,000. GF-S represents about 10 percent of Ecology's biennial operating budget, with nearly 80 percent of that funding in the Water Resources Program. The remainder of Ecology's operating budget comes dedicated environmental funds, federal and private/local funds, and interagency agreements.

Ecology 15 Percent Budget Savings Options

To achieve a portion of its Fiscal Year 2021 savings target, Ecology proposed a series of one-time budget savings options, totaling \$3,235,000. These options included:

- Delay Hiring Positions in Water Resources Program for FY21
- Cut 2020 Supplemental Budget Item - Streamflow Restoration Fund Shift
- Reduce Water Resources Program Goods & Services, Equipment, and Travel Spending in FY21
- Reduce GF-S Clean Air Rule Funding, on a One-Time Basis in FY21
- Use Inter-Agency Agreement Funding in Lieu of GF-S for Puget Sound Marine Monitoring Work in FY21
- FY21 savings from Total Dissolved Gas Rulemaking and savings from delay in hiring water quality inspector
- Delay Hiring Armor Assistance Position in Shorelands Program for FY21

At OFM's direction, funding for six of the seven options identified above has already been placed in reserve and won't be spent this biennium. The funding for "Reduce GF-S Clean Air Rule Funding, on a One-Time Basis in FY21" is currently in unallotted status, and won't be spent this biennium without explicit direction from the Governor's Office. This decision package formalizes those steps already taken by Ecology and OFM to achieve GF-S savings in Fiscal Year 2021 through these options.

The remainder of Ecology's Fiscal Year 2021 savings options to reach its directed target are detailed in a separate decision package. Please note, Ecology did not include, in either decision package, a final item submitted as part Ecology's Fiscal Year 2021 GF-S budget savings options to OFM on June 1, 2020, which proposed a one-time revenue transfer of \$750,000 from the Water Rights Tracking System Account (Fund 10G) to GF-S in Fiscal Year 2021. Ecology did not propose this option in any of our 2021 supplemental decision packages because it is a revenue transfer and not an appropriation reduction.

Impacts on Population Served:

This decision package is being submitted at the direction of OFM. Because the funding for these reductions has already been placed in reserve or unallotted status, all Washington residents, the state's natural resources, and our economy have already been impacted by reduced funding for core environmental and public health work across Washington.

Focus on Equity:

N/A

Alternatives Explored:

No alternatives were explored. This decision package is being submitted at the direction of OFM. The reductions identified in this decision package have essentially already occurred because the associated funding has already been placed in reserve or unallotted status for the remainder of the 2019-21 Biennium. This decision package formally requests the appropriation reductions for these savings.

Consequences of Not Funding This Request:

The reductions identified in this decision package have essentially already occurred because the associated funding has already been placed in reserve or unallotted status for the remainder of the 2019-21 Biennium. Therefore, there are no additional consequences of formalizing the actions already taken and reducing the appropriation consistent with these actions through a decision package.

Assumptions and Calculations

Expansion or alteration of a current program or service:

This is not an expansion or alteration of a current program or service. This request reduces appropriation for existing work funded from GF-S on a one-time basis in Fiscal Year 2021.

Detailed assumptions and calculations:

This request reduces GF-S appropriation based on previous proposals in Ecology's Fiscal Year 2021 GF-S budget savings options submitted to OFM June 1, 2020. These reductions are summarized below.

Air Quality Program

- Reduce GF-S Clean Air Rule Funding: \$1,000,000 in FY21 one-time, including Agency Administrative Overhead.

Environmental Assessment Program

- Use Inter-Agency Agreement Funding in Lieu of GF-S for Puget Sound Marine Monitoring Work: \$175,000 in FY21 one-time, including Agency Administrative Overhead.

Shorelands and Environmental Assistance Program

- Delay Hiring Armor Assistance Position in Shorelands Program: \$200,000 in FY21 one-time, including Agency Administrative Overhead.

Water Quality Program

- Savings from Total Dissolved Gas Rulemaking and savings from delay in hiring water quality inspector: \$321,000 in FY21 one-time, including Agency Administrative Overhead.

Water Resources Program

- Delay Hiring Positions in Water Resources Program: \$979,000 in FY21, including Agency Administrative Overhead.
- Cut 2020 Supplemental Budget Item - Streamflow Restoration Fund Shift: \$310,000 in FY21 one-time, including Agency Administrative Overhead.
- Reduce Water Resources Program Goods & Services, Equipment, and Travel Spending: \$250,000 in FY21 one-time.

Workforce Assumptions:

Expenditures by Object		<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>
A	Salaries and Wages		(1,403,521)				
B	Employee Benefits		(513,689)				
E	Goods and Services		(601,558)				
G	Travel		(103,082)				
J	Capital Outlays		(79,957)				
T	Intra-Agency Reimbursements		(533,193)				
Total Objects		0	(3,235,000)	0	0	0	0

Staffing			<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>
Job Class	Salary							
ENVIRONMENTAL ENGINEER 5	105,381			(1.60)				
NATURAL RESOURCE SCIENTIST 4	88,646			(0.50)				
NATURAL RESOURCE SCIENTIST 2	65,928			(0.50)				
ENVIRONMENTAL SPECIALIST 5	78,412			(8.00)				
ENVIRONMENTAL SPECIALIST 4	70,959			(0.20)				
ENVIRONMENTAL SPECIALIST 3	61,219			(3.50)				
ENVIRONMENTAL PLANNER 4	86,483			(3.00)				
OFFICE ASSISTANT 3	42,420			(1.00)				
FISCAL ANALYST 2				(1.83)				
IT APP DEVELOPMENT-JOURNEY				(0.92)				
Total FTEs			0.0	(21.1)	0.0	0.0	0.0	0.0

Explanation of costs by object:

Salary estimates are current biennium actual rates at Step L.

Benefits are the agency average of 36.6% of salaries.

Goods and Services are the agency average of \$5,724 per direct program FTE. In addition, EAP laboratory analysis costs are reduced by \$30,349, and Water Resources goods and services are reduced by an additional \$460,000.

Travel is the agency average of \$2,787 per direct program FTE, as well as \$50,000 additional reduction in Water Resources.

Equipment is the agency average of \$1,637 per direct program FTE, as well as \$50,000 additional reduction in Water Resources.

Agency Administrative Overhead is calculated at the federally approved agency indirect rate of 27.4% of direct program salaries and benefits, and is shown as object T. Agency Administrative Overhead FTEs are included at 0.15 FTE per direct program FTE, and are identified as Fiscal Analyst 2 and IT App Development-Journey.

Strategic and Performance Outcomes

Strategic framework:

The reductions formalized by this decision package affect Ecology’s ability to implement its strategic plan, and lessens support for the Governor’s Results Washington Goals, by reducing funding for core environmental and public health work across Washington in Fiscal Year 2021.

Performance outcomes:

The outcome of this request will be the formalized reduction of funding for core environmental and public health work throughout the state in Fiscal Year 2021.

Other Collateral Connections

Puget Sound recovery:

N/A

Legal or administrative mandates:

The following provisos in the 2019-21 Operating Budget should be amended to align with appropriations Ecology has put in reserve status.

ESSB 6168, Section 302(16) \$290,000 of the general fund—state appropriation for fiscal year 2020 ~~and \$290,000 of the general fund—state appropriation for fiscal year 2021~~ are provided solely for rulemaking to change standards to allow for a higher volume of water to be spilled over Columbia river and Snake river dams to increase total dissolved gas for the benefit of Chinook salmon and other salmonids.

ESSB 6168, Section 302(18) \$319,000 of the general fund—state appropriation for fiscal year 2020 and ~~\$319,000~~ **\$119,000** of the general fund—state appropriation for fiscal year 2021 are provided solely for the department to increase coordination in reviewing shoreline armoring proposals to better protect forage fish.

ESSB 6168, Section 302(19) \$247,000 of the general fund—state appropriation for fiscal year 2020 and ~~\$435,000~~ **\$260,000** of the general fund—state appropriation for fiscal year 2021 are provided solely for monitoring nutrient cycling and ocean acidification parameters at twenty marine stations in Puget Sound and Hood canal.

Intergovernmental:

This decision package is being submitted at the direction of OFM. One of the identified options above achieves GF-S savings in Fiscal Year 2021 by shifting staff costs from GF-S to a federally-funded inter-agency agreement (IAA) with the Department of Fish and Wildlife. Ecology coordinated with the Department of Fish and Wildlife when this option was identified and submitted to OFM on June 1, 2020 as part of Ecology's Fiscal Year 2021 savings options.

Stakeholder response:

Because the funding for these reductions has already been placed in reserve or unallotted status, stakeholders have already been impacted by reduced funding for core environmental and public health work across Washington. This decision package only formalizes those actions already taken to save GF-S in Fiscal Year 2021.

Changes from current law:

N/A

State facilities impacts:

N/A

State workforce impacts:

N/A

Reference Documents

[FY21 Budget Savings Options-OFM Memo.pdf](#)

IT Addendum

Does this Decision Package include funding for any IT-related costs, including hardware, software, (including cloud-based services), contracts or IT staff?

No

Objects of Expenditure

Objects of Expenditure <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2020	2021	2019-21	2022	2023	2021-23
Obj. A	\$0	(\$1,403)	(\$1,403)	\$0	\$0	\$0
Obj. B	\$0	(\$514)	(\$514)	\$0	\$0	\$0
Obj. E	\$0	(\$602)	(\$602)	\$0	\$0	\$0
Obj. G	\$0	(\$103)	(\$103)	\$0	\$0	\$0
Obj. J	\$0	(\$80)	(\$80)	\$0	\$0	\$0
Obj. T	\$0	(\$533)	(\$533)	\$0	\$0	\$0

Agency Contact Information

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STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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May 13, 2020

TO: Agency Directors

FROM: David Schumacher
Director

A handwritten signature in blue ink, appearing to be "DS", written over the printed name of David Schumacher.

SUBJECT: IMMEDIATE ACTIONS TO CAPTURE OPERATING BUDGET SAVINGS

It has been more than six weeks since Washington began taking sweeping actions to combat the worst global pandemic in more than a century. The good news is these actions appear to be working to “flatten the curve” of COVID-19 cases and we are saving lives.

Unfortunately, these necessary efforts to combat the deadly coronavirus are taking a significant toll on our economy. We recently got our first glimpse of how state revenue collections will be impacted. As expected, the news was grim.

In an unofficial update to the state’s revenue forecast, the state’s chief economist projected that revenue collections over the next three fiscal years will be about \$7 billion lower than was forecast less than three months ago. The unofficial revenue update on April 30 is based on incomplete data, and we won’t have official projections until the next state revenue forecast in June.

It is clear, however, that we must start taking steps now to confront this fiscal crisis. Even using all of the reserves, if the unofficial forecast holds true, we estimate the state would still face a \$4.1 billion shortfall over the next three years.

Therefore, I am directing agencies to identify operating budget savings options from their fiscal year 2021 appropriations. OFM’s immediate combined savings options target is \$1.9 billion. (See the attachment for specific agency targets.) All agencies are not listed because they have little opportunity for Near General Fund savings. However, all agencies should identify savings they can make on their own or which require legislation and must be included in a second supplemental budget.

In addition, all agencies should be planning to propose reductions as part of their 2021–23 budget submittals. Any reductions taken in a second supplemental budget may help alleviate the scale of the budget problem next biennium.

Today the governor issued a directive requiring agencies to place a freeze on new hires, personal services contracts and equipment purchases, effective May 18, 2020. Some agency savings will be realized by complying with the freeze.

In looking for additional savings, agencies should:

- Identify under-expenditures, premium adjustments and efficiencies
- Focus mainly on Near General Fund accounts, but consider all accounts for savings
- Use other funds in lieu of General Fund-State whenever possible

- Reduce, delay or eliminate programs
- Identify programs or services that do not meet your core mission
- Look for opportunities to immediately realize savings through program changes that you anticipate proposing in your 2021–23 budget requests

During this exercise, please also consider the following:

- Central services charge programs (would the action drive up central service costs?)
- Offsets to savings (does the reduction to one program move the problem and cost to another program?)
- Overlapping programs (does the reduction cross programs and/or agencies?)
- Timing of savings (how long would implementation of reductions actually take?)
- Are legislative changes required to implement any of the savings options?

Please work with your [OFM budget analyst](#) so they are prepared with options by June 1. Use this [savings template](#) to identify your savings options and send it to ofm.budget@ofm.wa.gov and your budget analyst. Any savings that can be realized now will require agencies to submit allotment amendments that reflect the reductions.

Although this budget savings options exercise applies to cabinet agencies, I urge the presidents of higher education institutions, boards and commissions, and our separately elected officials to undertake a similar budget savings exercise within their agencies and jurisdictions.

Thank you for your efforts on this challenging task.

Attachment: Targeted Reduction Amount by Agency

FY 2021 Near-GFS Appropriations and Reduction Targets

(Dollars In Thousands)

	FY 2021 Appropriation	Reduction Amount 15%
Totals	\$ 12,492,924	\$ 1,873,939
<i>Governmental Operations</i>		
Office of the Governor	9,165	1,375
Office of the Lieutenant Governor	1,545	232
Public Disclosure Commission	5,456	818
Office of the Secretary of State	19,562	2,934
Office of the Attorney General	16,472	2,471
Caseload Forecast Council	2,063	309
Department of Commerce	144,041	21,606
Office of Financial Management	13,649	2,047
Department of Revenue	153,625	23,044
Board of Tax Appeals	2,598	390
Department of Enterprise Services	6,324	949
Military Department	11,403	1,710
Public Employment Relations Comm	2,291	344
Dept of Arch and Hist Preservation	2,328	349
Total Governmental Operations	390,522	58,578
<i>Other Human Services</i>		
Wash State Health Care Authority	3,082,951	462,443
Human Rights Commission	3,007	451
Criminal Justice Training Comm	31,339	4,701
Department of Labor and Industries	26,698	4,005
Department of Health	83,283	12,492
Department of Veterans Affairs	25,755	3,863
Dept of Children, Youth, & Families	1,035,774	155,366
Department of Corrections	1,208,986	181,348
Dept of Services for the Blind	3,971	596
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<i>Dept of Social & Health Services</i>		
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Economic Services Administration	364,389	54,658
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Payments to Other Agencies	41,064	6,160
Total Dept of Social & Health Services	3,373,609	506,041

	FY 2021 Appropriation	Reduction Amount 15%
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Department of Ecology	30,955	4,643
State Parks and Recreation Comm	20,906	3,136
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State Conservation Commission	8,208	1,231
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Department of Natural Resources	67,017	10,053
Department of Agriculture	20,197	3,030
Total Natural Resources	241,721	36,258
<i>Transportation</i>		
Washington State Patrol	58,675	8,801
Department of Licensing	6,109	916
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<i>Public Schools</i>		
Non Basic Education	645,000	96,750
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University of Washington	374,741	56,211
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Western Washington University	89,530	13,430
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Total Higher Education	2,067,195	310,079
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Eastern Wash State Historical Society	2,841	426
Total Other Education	35,328	5,299
<i>Special Appropriations</i>		
Special Approp to the Governor	173,001	25,950
Total Special Appropriations	173,001	25,950

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Agency Recommendation Summary

This request is in response to the Office of Financial Management's instructions to submit decision packages for Fiscal Year 2021 that reflect the individual component savings options that agencies identified pursuant to the Governor's directives and OFM memoranda for achieving operating budget savings this biennium. The COVID-19 pandemic has had a significant impact on Washington's economy, and state revenues are projected to be down significantly through at least the 2021-23 Biennium. To help address the economic downturn, on May 13, 2020, agencies were directed to identify and submit operating budget savings options equal to 15 percent of their Fiscal Year 2021 General-Fund State (GF-S) appropriations to OFM. As part of that exercise, Ecology identified two one-time fund shifts of specific operating budget activities from General Fund-State to the Model Toxics Control Operating Account. These shifts will reduce the demand on GF-S this biennium, while maintaining funding needed for critical environmental and public health work done throughout the state. (General Fund-State, Model Toxics Control Operating Account)

Fiscal Summary

Fiscal Summary <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2020	2021	2019-21	2022	2023	2021-23
Operating Expenditures						
Fund 001 - 1	\$0	(\$651)	(\$651)	\$0	\$0	\$0
Fund 23P - 1	\$0	\$651	\$651	\$0	\$0	\$0
Total Expenditures	\$0	\$0	\$0	\$0	\$0	\$0

Decision Package Description

Projected GF-S Shortfall and 15 Percent Budget Savings Options Requirement

The impacts of the COVID-19 pandemic on Washington's economy have been widespread and significant. Nearly every sector of the state's economy has been affected, and revenue collections are now projected to be down significantly over the next three fiscal years. Beginning in April, Governor Inslee and the Office of Financial Management (OFM) began taking steps to address the economic crisis. The Governor used his line-item veto authority to trim nearly \$445 million in General Fund-State (GF-S) spending over the next three fiscal years from the 2020 Supplemental Operating Budget. In May, cabinet agencies were directed to freeze hiring, personal services contracts, and equipment purchases, while also identifying options to reduce GF-S spending by 15 percent during Fiscal Year 2021. In June, general wage increases were rescinded for certain state employees, and furloughs began for most employees in July.

Also in June, the state reduced its Near General Fund-State revenue forecast by nearly \$4.5 billion for the remainder of the 2019-21 Biennium, and by more than \$4.3 billion for the 2021-23 Biennium. As a result, as part of its 2021 Supplemental Budget Instructions, OFM directed agencies submit decision packages that reflect the individual component savings options that agencies identified pursuant to the Governor's directives and OFM memoranda for achieving savings this biennium.

One of those memos, issued May 13, 2020, directed agencies to identify and submit operating budget savings options equal to 15 percent of their Fiscal Year 2021 GF-S appropriations. For Ecology, this equated to a savings target of \$4,643,000. GF-S represents about 10 percent of Ecology's biennial operating budget, with nearly 80 percent of that funding in the Water Resources Program. The remainder of Ecology's operating budget comes dedicated environmental funds, federal and private/local funds, and interagency agreements.

Ecology 15 Percent Budget Savings Options

To achieve a portion of its Fiscal Year 2021 savings target, Ecology proposed two one-time fund shifts of specific operating budget activities from GF-S to the Model Toxics Control Operating Account (MTCA-Operating), totaling \$651,000. Consistent with that directive, Ecology is now proposing these shifts be included in the 2021 Supplemental Operating Budget. The two items Ecology is proposing to shift were both funded in the 2020 Supplemental Operating Budget:

- Clean Energy, \$502,000 – The 2019-21 budget provided funding for Ecology to implement the Clean Energy Act, Chapter 288, Laws of 2019 (E2SSB 5116), which transitions Washington's electric utilities to carbon neutrality starting in 2030. Additional funding allows Ecology to conduct greenhouse gas content calculation rulemaking, establish emission rates for unspecified electricity, and develop energy transformation project requirements. Ecology will conduct a lifecycle greenhouse gas emissions analysis of waste management practices and participate in the transmission corridors work group.
- Zero Emission Vehicle Program, \$149,000 – Ongoing funding is provided to manage a Zero Emission Vehicle program authorized by Senate Bill 5811 (Clean car standards & prog.), including tracking eligible vehicles, monitoring compliance from manufacturers, outreach, monitoring credits, and coordinating with other states and other agencies.

These proposed fund shifts provide real dollar for dollar GF-S savings for the state, while maintaining important environmental and public health

work done across the state. Please note, Ecology also proposed these two items be shifted, on a one-time basis, as part of a separate decision package for the 2021-23 Biennium. While these items are eligible to be funded in MTCA-Operating, Ecology recommends that they be funded from GF-S in the long-term.

The remainder of Ecology's Fiscal Year 2021 savings options to reach its directed target are detailed in a separate decision package. Please note, Ecology did not include, in either decision package, a final item submitted as part Ecology's Fiscal Year 2021 GF-S budget savings options to OFM on June 1, 2020, which proposed a one-time revenue transfer of \$750,000 from the Water Rights Tracking System Account (Fund 10G) to GF-S in Fiscal Year 2021. Ecology did not propose this option in any of our 2021 supplemental decision packages because it is a revenue transfer and not an appropriation reduction.

Impacts on Population Served:

This requested fund shift will deliver on GF-S savings and avoid having to make deep cuts to core environmental and public health work, which benefits all Washington residents, the state's natural resources, and our economy. By shifting the proposed activities from GF-S to MTCA-Operating, this request helps address the state's GF-S shortfall, while enabling Ecology to continue improving environmental and public health outcomes across the state.

Focus on Equity:

This budget request will avoid having to make deeper cuts to Ecology's core environmental and public health work in Fiscal Year 2021, which would negatively impact diverse communities across the state.

Alternatives Explored:

The alternative to this budget request would be additional cuts to Ecology's core environmental and public health work in Fiscal Year 2021 in order to meet the directed 15 percent GF-S savings options target.

Consequences of Not Funding This Request:

If the proposed activities were not shifted from GF-S to MTCA-Operating, and other GF-S specific reductions were required, deeper cuts to core environmental and public health work across the state would be required for Fiscal Year 2021. Ecology would have to identify and cut activities, including possibly the items proposed as shifts in this request, to meet the directed 15 percent savings options target. Cutting these activities, versus shifting them, would significantly impact statewide efforts currently underway to mitigate the impacts of climate change in our state.

Assumptions and Calculations

Expansion or alteration of a current program or service:

This is not an expansion or alteration of a current program or service. This request shifts appropriation for existing work from GF-S to the MTCA Operating Account on a one-time basis in Fiscal Year 2021.

Detailed assumptions and calculations:

This request shifts GF-S appropriations to the MTCA Operating Account based on previous shift proposals in Ecology's Fiscal Year 2021 GF-S budget savings options submitted to OFM June 1, 2020. These shifts are summarized below.

Air Quality Program

- Clean Energy: \$502,000 in FY21 one-time, including Agency Administrative Overhead.
- Zero Emission Vehicle Program: \$149,000 in FY21 one-time, including Agency Administrative Overhead.

Workforce Assumptions:

N/A

Strategic and Performance Outcomes

Strategic framework:

Strategic framework:

This request is essential to implementing the following goals in Ecology's strategic plan because it enables the agency to continue core environmental and public health work across the state.

- Goal 1: Support and engage our communities, customers, and employees.
- Goal 2: Reduce and prepare for climate impacts.
- Goal 3: Prevent and reduce toxic threats and pollution.
- Goal 5: Protect and Restore Puget Sound.

This request provides essential support to the following Governor's Results Washington Goals by ensuring that funds are available for core environmental and public health work across Washington.

- Goal 2: Prosperous Economy.
- Goal 3: Sustainable Energy and a Clean Environment.
- Goal 4: Healthy and Safe Communities.

Performance outcomes:

The outcome of this request will be continuation of core environmental and public health work throughout the state. By shifting the proposed activities from GF-S to MTCA-Operating, this request will help address the state's GF-S revenue shortfall, while enabling Ecology to continue its important work.

Other Collateral Connections

Puget Sound recovery:

N/A

Legal or administrative mandates:

N/A

Intergovernmental:

Local governments, other state and federal agencies, and a number of non-governmental organizations all rely on the environmental and public health work done by Ecology. If the proposed fund shifts were not enacted, and Ecology had to make cuts in these, or other areas, such as water resources, the impacts would be felt across the entire state.

Ecology partners with agencies, such as the Department of Commerce, the Environmental Protection Agency (EPA), as well as the state's local air authorities on curbing carbon pollution in trying to mitigate the impacts of climate change. Having to reduce funding needed to implement recent legislation and policy decisions in these areas would hinder progress, not just for Ecology, but for our partners as well.

Stakeholder response:

In general, Ecology anticipates stakeholders being supportive of this fund shift as it allows core work for addressing the impacts of climate change to continue while delivering real GF-S savings. Some MTCA stakeholders will have concerns with the fund shift as they will prefer the capacity to be used for "new" investments in the next biennium.

Changes from current law:

The identified amounts in this decision package would need to be shifted from GF-S to the MTCA-Operating Account in the 2019-21 Operating Budget. The following proviso in the 2019-21 Operating Budget should also be amended to align with the proposed Clean Energy fund shift

ESSB 6168, Section 302(8) \$120,000 of the general fund—state appropriation for fiscal year 2020 and ~~\$569,000~~ **\$67,000** of the general fund—state appropriation for fiscal year 2021 **and \$502,000 of the model toxics control operating account—state appropriation** are provided solely for the implementation of Engrossed Second Substitute Senate Bill No. 5116 (clean energy).

State facilities impacts:

N/A

State workforce impacts:

N/A

Reference Documents

[Air Quality Program Fund Shifts-Attachment.pdf](#)

IT Addendum

Does this Decision Package include funding for any IT-related costs, including hardware, software, (including cloud-based services), contracts or IT staff?

No

Agency Contact Information

Garret Ward
(360) 407-7282
garret.ward@ecy.wa.gov



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

May 13, 2020

TO: Agency Directors

FROM: David Schumacher
Director

A handwritten signature in blue ink, appearing to be "DS", written over the printed name of David Schumacher.

SUBJECT: IMMEDIATE ACTIONS TO CAPTURE OPERATING BUDGET SAVINGS

It has been more than six weeks since Washington began taking sweeping actions to combat the worst global pandemic in more than a century. The good news is these actions appear to be working to “flatten the curve” of COVID-19 cases and we are saving lives.

Unfortunately, these necessary efforts to combat the deadly coronavirus are taking a significant toll on our economy. We recently got our first glimpse of how state revenue collections will be impacted. As expected, the news was grim.

In an unofficial update to the state’s revenue forecast, the state’s chief economist projected that revenue collections over the next three fiscal years will be about \$7 billion lower than was forecast less than three months ago. The unofficial revenue update on April 30 is based on incomplete data, and we won’t have official projections until the next state revenue forecast in June.

It is clear, however, that we must start taking steps now to confront this fiscal crisis. Even using all of the reserves, if the unofficial forecast holds true, we estimate the state would still face a \$4.1 billion shortfall over the next three years.

Therefore, I am directing agencies to identify operating budget savings options from their fiscal year 2021 appropriations. OFM’s immediate combined savings options target is \$1.9 billion. (See the attachment for specific agency targets.) All agencies are not listed because they have little opportunity for Near General Fund savings. However, all agencies should identify savings they can make on their own or which require legislation and must be included in a second supplemental budget.

In addition, all agencies should be planning to propose reductions as part of their 2021–23 budget submittals. Any reductions taken in a second supplemental budget may help alleviate the scale of the budget problem next biennium.

Today the governor issued a directive requiring agencies to place a freeze on new hires, personal services contracts and equipment purchases, effective May 18, 2020. Some agency savings will be realized by complying with the freeze.

In looking for additional savings, agencies should:

- Identify under-expenditures, premium adjustments and efficiencies
- Focus mainly on Near General Fund accounts, but consider all accounts for savings
- Use other funds in lieu of General Fund-State whenever possible

- Reduce, delay or eliminate programs
- Identify programs or services that do not meet your core mission
- Look for opportunities to immediately realize savings through program changes that you anticipate proposing in your 2021–23 budget requests

During this exercise, please also consider the following:

- Central services charge programs (would the action drive up central service costs?)
- Offsets to savings (does the reduction to one program move the problem and cost to another program?)
- Overlapping programs (does the reduction cross programs and/or agencies?)
- Timing of savings (how long would implementation of reductions actually take?)
- Are legislative changes required to implement any of the savings options?

Please work with your [OFM budget analyst](#) so they are prepared with options by June 1. Use this [savings template](#) to identify your savings options and send it to ofm.budget@ofm.wa.gov and your budget analyst. Any savings that can be realized now will require agencies to submit allotment amendments that reflect the reductions.

Although this budget savings options exercise applies to cabinet agencies, I urge the presidents of higher education institutions, boards and commissions, and our separately elected officials to undertake a similar budget savings exercise within their agencies and jurisdictions.

Thank you for your efforts on this challenging task.

Attachment: Targeted Reduction Amount by Agency

FY 2021 Near-GFS Appropriations and Reduction Targets

(Dollars In Thousands)

	FY 2021 Appropriation	Reduction Amount 15%
Totals	\$ 12,492,924	\$ 1,873,939
<i>Governmental Operations</i>		
Office of the Governor	9,165	1,375
Office of the Lieutenant Governor	1,545	232
Public Disclosure Commission	5,456	818
Office of the Secretary of State	19,562	2,934
Office of the Attorney General	16,472	2,471
Caseload Forecast Council	2,063	309
Department of Commerce	144,041	21,606
Office of Financial Management	13,649	2,047
Department of Revenue	153,625	23,044
Board of Tax Appeals	2,598	390
Department of Enterprise Services	6,324	949
Military Department	11,403	1,710
Public Employment Relations Comm	2,291	344
Dept of Arch and Hist Preservation	2,328	349
Total Governmental Operations	390,522	58,578
<i>Other Human Services</i>		
Wash State Health Care Authority	3,082,951	462,443
Human Rights Commission	3,007	451
Criminal Justice Training Comm	31,339	4,701
Department of Labor and Industries	26,698	4,005
Department of Health	83,283	12,492
Department of Veterans Affairs	25,755	3,863
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Special Approp to the Governor	173,001	25,950
Total Special Appropriations	173,001	25,950



Dollars in Thousands

**ABS 029 Summarized Revenue by Account and Source
 Department of Ecology
 Agency Level
 2021 Second Supplemental Budget Session
 S2 - 2021 Supplemental Agency Request**

	Maintenance Level		Policy Level		Annual Totals		
	FY2020	FY2021	FY2020	FY2021	FY2020	FY2021	Biennial Total
001 - General Fund							
0366 - Environ Protection A - F							
GA - Agency Furlough Savings	0	0	0	(592)			
GB - Cancellation of Wage Increase	0	0	0	(60)			
Total - 0366 - Environ Protection A - F	0	0	0	(652)		(652)	(652)
0597 - Reimburs Contracts - P/L							
GA - Agency Furlough Savings	0	0	0	(56)			
GB - Cancellation of Wage Increase	0	0	0	(3)			
Total - 0597 - Reimburs Contracts - P/L	0	0	0	(59)		(59)	(59)
001 - General Fund - Federal				(652)		(652)	(652)
001 - General Fund - Private/Local				(59)		(59)	(59)
Total - 001 - General Fund						(711)	(711)
20R - Radioactive MW Acct							
0294 - Hazardous Waste Fees - S							
GA - Agency Furlough Savings	0	0	0	(208)			
GB - Cancellation of Wage Increase	0	0	0	(33)			
Total - 0294 - Hazardous Waste Fees - S	0	0	0	(241)		(241)	(241)
20R - Radioactive MW Acct - State				(241)		(241)	(241)
Total - 20R - Radioactive MW Acct						(241)	(241)
Agency: 461 ECY - State				(241)		(241)	(241)
Agency: 461 ECY - Federal				(652)		(652)	(652)
Agency: 461 ECY - Private/Local				(59)		(59)	(59)
Total - Agency: 461 ECY				(952)			

2021 Supplemental Requested Fund Transfers

Department of Ecology

September 2020

Purpose: This table summarizes Treasurer fund transfers identified by Ecology for inclusion in the 2021 Supplemental Budget.

Item	Budget Reference	Account From	Account To	FY 20 Amt	FY 21 Amt	Biennium Total	Explanation & Statutory Citation
1	Operating	Water Rights Tracking System Account (<u>10G</u>)	General Fund State (<u>001</u>)	\$0	\$750,000	\$750,000	One-time Revenue Transfer from the Water Rights Tracking System Account to General Fund State in FY21. This transfer option was provided by Ecology to OFM June 1, 2020, to achieve a portion of the required 15% GFS target in FY21.