

2017-19 Biennium Budget Decision Package

Agency: 465 State Parks and Recreation Commission

Decision Package Code/Title: M2-8L Lease Rate Adjustments

Budget Period: 2017-19

Budget Level: M2 - Maintenance Level

Agency Recommendation Summary Text:

Washington State Parks leases facilities for its eastern regional office and maintenance shop. An additional \$51,600 is needed in the 2017-19 biennium to pay for an estimated 15 percent rate increase that is effective January 1, 2018. (General Fund - State)

Fiscal Summary:

Operating Expenditures	FY 2018	FY 2019	FY 2020	FY 2021
Fund 001-1 GF-S	17,200	34,400	34,400	34,400
Total Cost	17,200	34,400	34,400	34,400
Staffing	FY 2018	FY 2019	FY 2020	FY 2021
FTEs	0.0	0.0	0.0	0.0
Revenue	FY 2018	FY 2019	FY 2020	FY 2021
Fund	0	0	0	0
Object of Expenditure	FY 2018	FY 2019	FY 2020	FY 2021
Obj. E Goods/Other Services	17,200	34,400	34,400	34,400

Package Description:

Washington State Parks leases its eastern regional office and maintenance shop which are located in Wenatchee, Washington. These facilities house staff who provide administrative and management support and provides space to store and maintain shared equipment used by state parks on the eastern side of the mountains.

The current lease term is for 4 years and ends on December 31, 2017. Based on past history, the agency anticipates a 15 percent rate increase for a new or extended lease effective January 1, 2018.

The current lease payment is \$19,125. A 15 percent rate increase would bring the lease payment to \$21,995 per month, an increase of \$2,870 per month. Since the new lease would be effective January 1, 2018, an additional \$17,200 is needed for 6 months in FY 2019. On-going funding of \$34,400 would be needed in subsequent fiscal years.

Type	Size	Current Monthly Rate	15% Increase	New Monthly Rate
Office space	7,500 ft ²	\$12,750	\$1,914	\$14,664
Warehouse space	6,000 ft ²	\$6,375	\$956	\$7,331
Total space	13,500 ft ²	\$19,125	\$2,870	\$21,995

Decision Package Justification and Impacts:

Activity

Incremental Changes
FY18 FY 19

A004 – Park Operations

- No measures submitted for this activity

A019 – Park Improvement and Real Estate Management

- No measures submitted for this activity

What specific performance outcomes does the agency expect?

This package funds administrative costs that help support State Parks operations and the 2014-19 Strategic Plan to advance the goal of a healthy and sustainable park system.

Impact(s) To:		Identify / Explanation
Regional/County impacts?	No	Identify:
Other local gov't impacts?	No	Identify:
Tribal gov't impacts?	No	Identify:
Other state agency impacts?	Yes	Identify: Work with the Dept. of Enterprise Services to lease property under RCW 43.82.0101.
Responds to specific task force, report, mandate or exec order?	No	Identify:
Does request contain a compensation change?	No	Identify:
Does request require a change to a collective bargaining agreement?	No	Identify:
Facility/workplace needs or impacts?	No	Identify:
Capital Budget Impacts?	No	Identify:
Is change required to existing statutes, rules or contracts?	No	Identify:
Is the request related to or a result of litigation?	No	Identify lawsuit (please consult with Attorney General's Office):
Is the request related to Puget Sound recovery?	No	
Identify other important connections		

What alternatives were explored by the agency and why was this option chosen?

No other alternatives were explored, as the space is needed to house centralized maintenance and administrative services for the eastern region. State Parks will work with DES to obtain an appropriate lease.

What are the consequences of not funding this request?

Since these costs are mandatory and must be paid even if this package is not funded, expenditure reductions would need to occur elsewhere, resulting in reducing services provided to State Parks customers.

How has or can the agency address the issue or need in its current appropriation level?

The agency continues to rebuild operations to meet customer expectations and needs. Diversion of dollars to cover mandatory cost increases will diminish direct services.

Other supporting materials:

See attached “Current and Projected Leased Facility Costs for Facility Lease-Related Decision Package” and leases SRL 192-13-0010 and SRL 192-13-0011 dated February 4, 2013.

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

No



Yes Continue to IT Addendum below and follow the directions on the bottom of the addendum to meet requirements for OCIO review.)

Thad L. Duvall, Auditor, Douglas County, WA
AFN # 3774901 Recorded 12:06 PM 12/09/2013
LEASE Page: 1 of 9 560.00
DEPARTMENT OF ENTERPRISE SERVICES

AFTER RECORDING RETURN TO:

Department of Enterprise Services
Real Estate Services
P. O. Box 41015
Olympia, Washington 98504-1015

Lease No. SR1-13-0010
SR 192-09-12

(East Wenatchee) RLW/ens
Page 1 of 9
Date: October 31, 2013

LEASE

THIS LEASE is made and entered into between East Wenatchee Investments, LLC, a Washington limited liability company whose address is Post Office Box 2130, Corvallis, Oregon, 97339-2130, for its heirs, executors, administrators, successors, and assigns, hereinafter called the Lessor, and the STATE OF WASHINGTON, Parks and Recreation Commission, acting through the Department of Enterprise Services, hereinafter called the Lessee.

WHEREAS, the Department of Enterprise Services is granted authority to lease property under RCW 43.82.010;

WHEREAS, the Lessor and Lessee deem it to be in the best public interest to enter into this Lease;

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein, IT IS MUTUALLY AGREED AS FOLLOWS:

LEASED PREMISES

1. The Lessor hereby leases to the Lessee the following described premises:

Tax Parcel Number: 40100001706

Common Street Address: 270 9th Street NE, East Wenatchee, Washington, 98802-4477

Approximately 7,500 BOMA usable square feet of office space defined as Suite 200 and use of the telecom room as shown on Exhibit C-2 (as further defined in paragraph 26) for state agencies in a portion of the Building, located at 270 9th Street N.E., East Wenatchee, 98802-4477 as shown on Exhibit C, together with on-site parking spaces, vehicle drive aisles, and walkways as required by municipal code; legally described as follows:

EASTMONT PLAZA SHORT PLAT #2010-01 LOT L, DOUGLAS COUNTY, WASHINGTON

USE

2. The premises shall be used by the Parks and Recreation Commission and/or other state agencies for the following purpose(s): office space.



TERM

3. TO HAVE AND TO HOLD the premises with their appurtenances for the term beginning March 1, 2013 and ending December 31, 2017.

RENTAL RATE

4. The Lessee shall pay rent to the Lessor for the premises at the following rate:

Twelve Thousand Seven Hundred Fifty Dollars and No Cents

\$12,750.00 per month

Payment shall be made at the end of each month upon submission of properly executed vouchers.

EXPENSES

5. During the term of this Lease, Lessor shall pay all real estate taxes, all property assessments, insurance, storm water, water, sewer, garbage collection, and maintenance and repair as described below, together with natural gas, electricity, elevator service, exterior window washing, and landscape and irrigation water.

5.1. Lessee shall reimburse Lessor for its private share of the following costs: electricity, water, sewer, natural gas, janitorial service and supplies for the Exhibit C-1 common area, restroom supplies for the Exhibit C-1 restroom and garbage collection. Lessor shall submit a monthly voucher (with a copy of all bills and proof of payment for which reimbursement is requested) to be paid by Lessee for its private portion based on Lessee's leased space.

5.2. Reimbursements for the above referenced expenses shall be determined by multiplying the expense to be reimbursed by a fraction, the numerator of which is the area leased by Lessee and the denominator of which is the total leased and occupied area served by the expense plus the common area shown on Exhibit C-1 as more particularly described below:

- a. Water, sewer, natural gas, and garbage collection shall be reimbursed at a ratio of Lessee's space to total occupied space in the Building plus the common area shown on Exhibit C-1. At the time of execution of this Lease, the ratio described in this sub-paragraph is 7,500 square feet / 13,041 square feet
- b. Electricity shall be reimbursed at a ratio of Lessee's space to total occupied space serviced by the electrical meter plus the common area shown on Exhibit C-1. At the time of execution of this lease, meter number 50603 services the areas leased in SRL 07-0046 dated May 14, 2007 totaling 14,911 sq. ft. Additionally, at the time of execution of this Lease, the ratio described in this sub-paragraph is 7,500 square feet / 8,447 square feet
- c. Janitor service and restroom supplies for the common area and restrooms depicted on Exhibit C-1 along with the expenses from sub paragraphs a and b above attributable to the Exhibit C-1 common area shall be reimbursed at a ratio of Lessee's space to the total leased and occupied space of Suites 200 and 210. At the time of execution of this Lease, the total area for Suites 200 and 210 is 11,353 square feet. Additionally, at the time of execution of this Lease, the ratio described in this sub-paragraph is 7,500 square feet / 7,500 square feet
- d. Notwithstanding sub-paragraphs c and d, Lessee's reimbursement for electricity shall not exceed 75% of the total electric bill. Additionally, while the Lower Suite is unoccupied, Landlord shall cause the HVAC heating/cooling settings to be 55°/80°.
- e. For additional clarification of Lessee reimbursements see attached Memorandum dated April 17, 2013 which is incorporated herein.

5.3. Lessor shall promptly recalculate the fractions described in paragraph 5.2 whenever either the numerator or denominator changes. Lessor shall provide written notice of all recalculations under this paragraph.



Attachment

Todd L. Duvall, Auditor, Douglas County, WA
APN # 3174902, Recorded 12:06 PM 12/23/2013
LEASE Page 1 of 7 \$78.00
DEPARTMENT OF ENTERPRISE SERVICES

AFTER RECORDING RETURN TO:

Department of Enterprise Services
Real Estate Services
P. O. Box 41015
Olympia, Washington 98504-1015

Lease No. SKL 13-0011
SR 192-09-12

(East Wenatchee) RLW/ons
Page 1 of 7
Date: February 4, 2013

LEASE

THIS LEASE is made and entered into between East Wenatchee Investments, LLC, a Washington limited liability company whose address is Post Office Box 2130, Corvallis, Oregon 97330-2130, for its heirs, executors, administrators, successors, and assigns, hereinafter called the Lessor, and the STATE OF WASHINGTON, Parks and Recreation Commission, acting through the Department of Enterprise Services, hereinafter called the Lessee.

WHEREAS, the Department of Enterprise Services is granted authority to lease property under RCW 43.82.010;

WHEREAS, the Lessor and Lessee deem it to be in the best public interest to enter into this Lease;

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein, IT IS MUTUALLY AGREED AS FOLLOWS:

LEASED PREMISES

1. The Lessor hereby leases to the Lessee the following described premises:

Tax Parcel Number: 40100001709

Common Street Address: 300 9th Street NE, East Wenatchee, Washington 98802

Approximately 6,000 square feet of warehouse space in Building 4 located at 300 9th Street NE, Suite 300 East Wenatchee 98802, legally described as follows:

EASTMONT PLAZA, SHORT PLAT #2010-01 LOT 4, DOUGLAS COUNTY, WASHINGTON

USE

2. The premises shall be used by the Parks and Recreation Commission and/or other state agencies for the following purpose(s): warehouse storage.

TERM

3. TO HAVE AND TO HOLD the premises with their appurtenances for the term beginning May 1, 2013 and ending December 31, 2017.



RENTAL RATE

4. The Lessee shall pay rent to the Lessor for the premises at the following rate:

Six Thousand Three Hundred Seventy-five Dollars and No Cents \$6,375.00 per month

Payment shall be made at the end of each month upon submission of properly executed vouchers.

EXPENSES

5. During the term of this Lease, Lessor shall pay all real estate taxes, all property assessments, insurance, storm water, irrigation water, and maintenance and repair as described below.

5.1 Lessee shall pay for only natural gas, electricity, water, sewer, garbage collection, janitorial service and restroom supplies.

MAINTENANCE AND REPAIR

6. The Lessor shall maintain the premises in good repair and tenurable condition during the continuance of this Lease, except in case of damage arising from the negligence of the Lessee's clients, agents or employees. For the purposes of maintaining and repairing the premises, the Lessor reserves the right at reasonable times to enter and inspect the premises and to make any necessary repairs to the building. Lessor's maintenance and repair obligations shall include, but not be limited to, the mechanical, electrical, interior lighting (including replacement of ballasts, starters and fluorescent tubes as required), plumbing, heating, ventilating and air-conditioning systems (including replacement of filters as recommended in equipment service manual); floor coverings; window coverings; elevators (including communications systems); inside and outside walls (including windows and entrance and exit doors); all structural portions of the building (including the roof and the watertight integrity of same); porches, stairways; sidewalks; exterior lighting; parking lot (including snow removal, cleaning and restriping as required); wheel bumpers; drainage; landscaping and continuous satisfaction of all governmental requirements generally applicable to similar office buildings in the area (example: fire, building, energy codes, indoor air quality and requirements to provide architecturally barrier-free premises for persons with disabilities, etc.).

ASSIGNMENT/SUBLEASE

7. The Lessee may assign this Lease or sublet the premises with the prior written consent of the Lessor, which consent shall not be unreasonably withheld. Lessee shall not permit the use of the premises by anyone other than the Lessee, such assignee or sublessee, and the employees, agents and servants of the Lessee, assignee, or sublessee.

RENEWAL/CANCELLATION

8. The Lease may be renegotiated for an additional five (5) years upon mutual agreement of Lessor and Lessee.

PAYMENT

9. Any and all payments provided for herein when made to the Lessor by the Lessee shall release the Lessee from any obligation therefor to any other party or assignee.



2017-19 Biennium Budget Decision Package

Agency: 465 State Parks and Recreation Commission

Decision Package Code/Title: M2-8V Lease Adjustments (> 20,000 sq. ft.)

Budget Period: 2017-19

Budget Level: M2 - Maintenance Level

Agency Recommendation Summary Text:

Washington State Parks leases 46,856 square feet for its headquarters building. This request is to fund an additional \$56,300 in 2017-19 to pay for a scheduled 7 percent increase in lease costs effective December 1, 2018. (General Fund - State)

Fiscal Summary:

Operating Expenditures	FY 2018	FY 2019	FY 2020	FY 2021
Fund 001-1 GF-S	0	56,300	96,500	96,500
Total Cost	0	56,300	96,500	96,500
Staffing	FY 2018	FY 2019	FY 2020	FY 2021
FTEs	0.0	0.0	0.0	0.0
Revenue	FY 2018	FY 2019	FY 2020	FY 2021
Fund	0	0	0	0
Object of Expenditure	FY 2018	FY 2019	FY 2020	FY 2021
Obj. E Goods and Services	0	56,300	96,500	96,500

Package Description:

State Parks’ headquarters building is located in Tumwater, Washington. The current lease term is for 15 years and ends on November 30, 2023. This request asks for \$56,300 in 2017-19 to cover the cost associated with a contractual rate increase of 7 percent effective December 1, 2018.

The headquarters’ lease space is 46,856 square feet. On December 1, 2018, the cost per square foot will increase from \$29.43 per square foot to \$31.49 per square foot. This raises the monthly cost from \$114,916 to \$122,958, or \$8,042 per month. For FY19, an additional \$56,300 is needed to cover 7 months of higher costs. On-going funding of \$96,500 would be needed in FY2020 and beyond.

Decision Package Justification and Impacts:

Activity

Incremental Changes
FY18 FY 19

A002 – Administration

No measures submitted for this activity

A019 – Park Improvement and Real Estate Management

No measures submitted for this activity

What specific performance outcomes does the agency expect?

This package funds administrative costs that help support State Parks operations and the 2014-19 Strategic Plan to advance the goal of a healthy and sustainable park system.

What are other important connections or impacts related to this proposal?

Impact(s) To:		Identify / Explanation
Regional/County impacts?	No	Identify:
Other local gov't impacts?	No	Identify:
Tribal gov't impacts?	No	Identify:
Other state agency impacts?	No	Identify:
Responds to specific task force, report, mandate or exec order?	No	Identify:
Does request contain a compensation change?	No	Identify:
Does request require a change to a collective bargaining agreement?	No	Identify:
Facility/workplace needs or impacts?	No	Identify:
Capital Budget Impacts?	No	Identify:
Is change required to existing statutes, rules or contracts?	No	Identify:
Is the request related to or a result of litigation?	No	Identify lawsuit (please consult with Attorney General's Office):
Is the request related to Puget Sound recovery?	No	If yes, see budget instructions Section 14.4 for additional instructions
Identify other important connections		

What alternatives were explored by the agency and why was this option chosen?

No other alternatives were explored. The headquarters lease is a contractual obligation, and the space is needed to house agency staff.

What are the consequences of not funding this request?

Since these costs are mandatory and must be paid even if this package is not funded, expenditure reductions would need to occur elsewhere, reducing services provided to State Parks customers.

How has or can the agency address the issue or need in its current appropriation level?

The agency continues to rebuild operations to meet customer expectations and needs. Since these costs are mandatory and must be paid, funds would need to be diverted from other services to cover these costs.

Other supporting materials:

See attached “Current and Projected Leased Facility Costs for Facility Lease-Related Decision Package” and “Lease Agreement SRL 07-0095” dated September 14, 2007.

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

No 

Yes Continue to IT Addendum below and follow the directions on the bottom of the addendum to meet requirements for OCIO review.)

ATTENTION RECORDING RETURN TO:

Department of General Administration
Buildings, Grounds and Real Estate Services
P. O. Box 41015
Olympia, Washington 98504-1015

Lease No. SRL 07-0095
SR 238-77-06

(Everwater) K56j
Page 1 of 12
Date: September 14, 2007

LEASE

THIS LEASE is made and entered into between M. PARSONS PLAZA, LLC, a Washington limited liability company whose address is 4001 Herwick Lane SE, Olympia, WA 98501, for its heirs, executors, administrators, successors, and assigns, hereinafter called the Lessor, and the STATE OF WASHINGTON, Parks and Recreation Commission, acting through the Department of General Administration, hereinafter called the Lessee.

WHEREAS, the Department of General Administration is granted authority to lease property under RCW 43.82.010;

WHEREAS, the Lessor and Lessee deem it to be in the best public interest to enter into this Lease;

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein, IT IS MUTUALLY AGREED AS FOLLOWS:

LEASED PREMISES

1. The Lessor hereby leases to the Lessee the following described premises:

Tax Parcel Number: 82700618100

S B T 17 R 2 W

2. Year

Common Street Address: 1111 Jacol Road SW, Tumwater, Washington 98601

Between 45,000 and 47,000 square feet of BOMA rentable office space in a building to be constructed, together with at least 168 on site standard parking stalls, and two (2) RV parking stalls, on the following property:

Parcel 1: The north half of Lot 5, West Brighton Park, as recorded in Volume 7 of Plats, Pages 191 and 192. Excepting therefrom that portion conveyed to the State of Washington by instrument recorded October 19, 1934 under Auditor's File No. 538090. Also except that portion condemned by the State of Washington in Decree rendered January 21, 1935 in Thurston County Superior Court, Cause No. 35-5-324-2.

Parcel 2: An easement for ingress and egress over and across the east 30 feet of that portion of Lot 6 (viz) north of Parcel 1 above.

1.1 The final area of the Premises shall be equal to the actual area occupied by Lessee as indicated by plans and specifications approved by the State, which will be delivered to Lessor pursuant to paragraph 14 (Construction). The measurement of said area shall be in accordance with the standard method for measuring rentable floor area of office buildings approved by the Building Owners and Managers Association (BOMA). This Lease shall be amended to reflect the final area.



P-1
Her Building Mngmt

1.2 Fifteen (15) off-site parking stalls are also available for Lessee's use at a rental rate of \$15.00 per stall per month. They are located one block to the east of the premises at Meadowbrook Apartments.

USE

2. The premises shall be used by the Parks and Recreation Commission and/or other state agencies for the following purpose(s): Office space.

TERM

3. TO HAVE AND TO HOLD the premises with their appurtenances for the term beginning December 1, 2008 and ending November 30, 2023.

3.1 Lessor shall provide beneficial occupancy commencing on November 1, 2008 to allow Lessee to begin moving furniture and equipment into the Leased Premises. Said beneficial occupancy shall be subject to the terms and conditions of this Lease except for the December 1, 2008 commencement date of the Term and obligation to pay rent as provided herein.

3.2 In the event that Lessor does not obtain an occupancy permit and provide substantial completion of the construction of the Leased Premises and deliver said Leased Premises for Lessee's occupancy and use on or before December 1, 2008, as provided herein, in addition to all other remedies and damages allowable by law, Lessor shall pay Lessee, in the form of a rent credit or other mutually agreed upon method, \$1,11.05 for each day after December 1, 2008 that the construction work is not substantially completed. This payment reflects the amount of Lessee's rent in its current leased space and shall be effective provided that a lease is signed by September 26, 2007.

RENTAL RATE

4. The Lessee shall pay rent to the Lessor for the premises at the following rate:

December 1, 2008 to November 31, 2013; Twenty-seven Dollars and No Cents	\$27.00 per square foot per year
December 1, 2013 to November 31, 2018; Twenty-nine Dollars and Forty-three Cents	\$29.43 per square foot per year
December 1, 2018 to November 31, 2023; Thirty-one Dollars and Four-nine Cents	\$31.49 per square foot per year

Payment shall be made at the end of each month upon submission of properly executed vouchers.

4.1 In the event the leased premises are substantially completed and an Occupancy Permit is issued and Lessee takes occupancy prior to December 1, 2008, rent shall be prorated to the actual date of occupancy. In the event the leased premises are not substantially completed on December 1, 2008, rent shall be prorated to the actual date of occupancy.

4.2 In the event that the Lessee leases the entire building (designed to be approximately 52,999 square feet BOMA rentable) prior to the commencement date, there shall be no rent on 2,000 BOMA rentable square feet for the first two (2) years of this lease. Lessee may sublet any of the premises to another state agency, department, institution, board or commission. It is understood and agreed that the Lessor shall provide Lessee with an exclusive First Right to lease any vacant space in the building. The Lessor shall notify the Lessee in writing and the Lessee shall have thirty (30) business days to respond in writing, stating their intent with respect to leasing such space. If Lessee does not respond within the thirty (30) day period the Lessor may lease the vacant space.



2017-19 Biennium Budget Decision Package

Agency: 465 – Parks and Recreation Commission

Decision Package Code/Title: M2 - 9V Operating Costs 15-17 Just Completed Projects

Budget Period: 2017-19

Budget Level: M2 – Maintenance Level

Agency Recommendation Summary Text:

Capital projects create new or additional responsibilities to the park system through acquisition, development, construction and renovation of park facilities. These increased responsibilities frequently require on-going expenditures and staffing to meet operations and maintenance needs. The projects in this decision package have no prior operating impact requests associated with them. Reasons may be because they are a recent acquisition, emergency project or there has been a change in the scope of the original project. This request allows State Parks to properly operate and maintain newly acquired, constructed, or renovated facilities. (General Fund-State, Parks Renewal & Stewardship Account)

Fiscal Summary:

Operating Expenditures	FY 2018	FY 2019	FY 2020	FY 2021
Fund 001-1 GF-S	68,050	56,550	44,100	44,100
Fund 269-1 PRSA	56,050	83,950	90,400	90,400
Total Cost	124,100	140,500	134,500	134,500
Staffing	FY 2018	FY 2019	FY 2020	FY 2021
FTEs	1.5	1.9	2.0	2.0
Revenue	FY 2018	FY 2019	FY 2020	FY 2021
Fund 269-1 PRSA	56,050	83,950	90,400	90,400
Object of Expenditure	FY 2018	FY 2019	FY 2020	FY 2021
Obj. A - Salaries	44,700	56,600	57,600	57,600
Obj. B - Benefits	25,100	31,700	32,200	32,200
Obj. E - Goods/Other Services	36,600	21,100	21,100	21,100
Obj. G - Travel	800	900	1,000	1,000
Obj. J - Equipment	0	8,800	800	800
Obj. T - Intra-agency Reimb.	16,900	21,400	21,800	21,800

Package Description

The operating and maintenance impacts requested in this decision package are the result of legislatively approved capital projects, new acquisitions, emergency projects or changes in the original project scope. These projects create additional responsibilities to the park system through acquisition, development or construction of new improved facilities or services. The sum of this decision package is \$264,600, 1.8 FTEs and \$140,000 in additional revenue. Indirect calculations for FTE are 11% of requested FTEs and 24.3% of salary and benefits.

The 2017-19 biennium impacts are briefly discussed below with details attached:

SOUTHWEST REGION

Belfair – Welcome Center Replacement

Funding: \$30,000

Revenue: \$0

FTE: 0.1

This project will replace the non-ADA compliant Welcome Center which has surpassed its useful life and is in poor condition. The new Welcome Center will provide an accessible office and contact point for park visitors, and restroom facilities for staff and visitors. The new welcome center will be constructed in an area that can serve visitors to the campground and beach areas. An accessible unisex restroom will be constructed and connected to the sewage system. Operating costs are needed for office equipment, utilities, supplies, and an additional 0.1 FTE to clean and maintain new facility and restroom.

EASTERN REGION

Steamboat Rock Build Dunes Campground

Funding: \$149,600

Revenue: \$83,700

FTE: 1.0

This project will add approximately 31 campsites and a restroom to the Dunes campground that will increase the use of the park and provide additional revenue. Steamboat Rock is a very popular destination park and the assumption is that these new sites will be at full capacity during the peak season. Operating costs are needed for equipment, training, utilities, supplies, and an additional 1.0 FTE to clean, maintain and monitor the new campsites and restroom. The additional revenue is anticipated from camping fees.

NORTHWEST REGION

Fort Casey – Fortification Preservation and Interpretation

Funding: \$5,000

Revenue: \$0.00

FTE: 0.1

Interpretive panels on pedestals will be installed in areas where there is currently lawn. Placement of these structures will require additional trimming with weed cutting tools as opposed to just mowing through the area. A minimal amount of staff time will be needed to clean and maintain the displays and the surrounding area. In total, an additional 0.1 FTE would be needed.

Cama Beach Relocate Historic Bungalows A & H

Funding: \$80,000

Revenue: \$56,300

FTE: 0.6

This project will relocate two historic bungalows at Cama Beach. One bungalow is currently uninhabitable and the other is only inhabitable for three months out of the year due to landslide hazard. This project addresses the need to relocate the two bungalows to a stable location as well as make them ADA accessible. This relocation will enable the bungalows to be open year round, increasing their revenue potential. These structures are the only multiple bedroom facilities at Cama Beach and are anticipated to be in high demand. Operating costs are needed for utilities, supplies, and an additional 0.6 FTE to clean and maintain the facilities. The additional revenue is anticipated from overnight accommodation fees.

Expenditure Calculations and Assumptions:

Operating and maintenance impacts are described within each project. Estimates for staffing, goods and services and one-time costs are based on prior agency operating impacts for similar park facilities and lands. Staff costs are computed using the salary schedule.

This request would be impacted by any increase to compensation and benefits that are introduced through the Governor's or legislative budget proposals. Parks estimate that an increase of 5% of the salary and benefits would be needed to cover those proposals.

Revenue Calculations and Assumptions:

Revenue is calculated on a project by project basis. If revenue is calculated for increased day-use visitation, the general assumption is 1% growth.

Distinction between one-time and ongoing costs:

Total one-time costs are \$23,500 for equipment. All remaining costs are considered ongoing.

Decision Package Justification and Impacts

The agency anticipates an increase in visitation because of the repairs, renovations and improvements made at state parks that will have an indeterminate positive impact to economic growth, increasing state and local revenue and business income.

Performance Measure detail:

Activity

Incremental Changes

A004 – Park Operations

No Performance Measures were submitted with this package.

Outcome Measures	<u>FY 2018</u>	<u>FY 2019</u>	<u>Total</u>
3100 Total revenue generated	\$56,050	\$83,950	140,000

What are other important connections or impacts related to this proposal?

These proposed capital projects directly relate to one or more of the following Governor's Result Washington priorities:

- Goal 2 - Prosperous Economy Sustainable, Efficient Infrastructure – Reliable Infrastructure to maintain or improve percentage of other non-transportation infrastructure assets in fair or better condition from 2013 baseline. Investing in improvement to electrical and wastewater systems are more efficient and better for the environment.
- Goal 3 - Sustainable Energy and a Clean Environment:
 - Clean and Restored Environment – Clean, Cool Water: 3.2.a. Increase the number of projects that provide stormwater treatment or infiltration and increase the percentage of (waterways) meeting good water quality.
 - Outdoor Recreation. With limited resources, Parks will invest in projects that preserve and protect cultural and recreational assets while encouraging park use. 4.3.a. Increase access to public recreation lands by increasing the number of annual Discover and daily passes sold. 4.3.b. Increase participation in State Parks environmental education and interpretive programs.
 - Working and Natural Lands – Habitat Protection by reducing the rate of loss of priority habitats.
- Goal 4 - Healthy and Safe Communities – Healthy People: Recreational opportunities offered by state parks will encourage people of all ages to get outdoors and be active that is good for mental and physical well-being.
- Goal 5 - Efficient, Effective and Accountable Government - Resource Stewardship, Cost-Effective Government: The number of value added improvement ideas will increase by engaging volunteers who assist with park operations. Improvements to facilities will reduce the statewide energy use index of state facilities. Also, providing staff with access to data needed for effective decision making.

These proposed capital projects support the agency's 2014-19 Strategic Plan and the following initiatives that support State Parks' 2017-19 Strategic Priorities:

- Concentrating on Customer Service: "Clean, Green and Be Seen" by keeping public facilities, such as restrooms, campgrounds, and picnic shelters safe, clean and welcoming.
- Improving Facility Condition by focusing significant and ongoing investment in both capital and operating budgets to improve the condition of state parks facilities.
- Understanding Resources in our Care by carrying out specific and prioritized efforts to restore, protect and preserve Park assets for future generations.

Impact(s) To:		Identify / Explanation
Regional/County impacts?	Yes	Identify: Increased annual attendance will lead to additional revenue generated for state and local governments and businesses.
Other local gov't impacts?	Yes	Identify: Increase annual attendance will lead to additional revenue generated for state and local governments and businesses.
Tribal gov't impacts?	No	Identify:
Other state agency impacts?	Yes	Identify: Increased Discover Pass sales will result in additional revenue for WA Department of Fish & Wildlife and Department of Natural Resources.
Responds to specific task force, report, mandate or exec order?	No	Identify:
Does request contain a compensation change?	No	Identify:
Does request require a change to a collective bargaining agreement?	No	Identify:
Facility/workplace needs or impacts?	No	Identify:
Capital Budget Impacts?	No	Identify:
Is change required to existing statutes, rules or contracts?	No	Identify:
Is the request related to or a result of litigation?	No	Identify lawsuit (please consult with Attorney General's Office):
Is the request related to Puget Sound recovery?	No	If yes, see budget instructions Section 14.4 for additional instructions
Identify other important connections		

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

All of the requested operating impacts are the result of improvements to a current service (i.e. interpretation) and/or safety of an existing facility, or enable the daily operation of additional lands or public facilities open to the general public. The agency expects day-use Discover Pass sales growth from the anticipated growth of visitors to state parks as a result of the new or renovated accommodations and facilities and an improved trail system will provide positive secondary impacts to economic growth, which will increase state and local revenue and business income.

What alternatives were explored by the agency and why was this option chosen?

The only alternative explored was non-funding of the operating costs of each individual capital project. If project impacts are not funded, portions of the parks may not be opened to the general public which will nullify the purposes for which the capital projects were intended.

What are the consequences of not funding this request?

State Parks is faced with growing challenges with inadequate funding to manage its facilities and infrastructure. Adopting this package will help the agency preserve the conditions of its assets and avoid an ever increasing list of deferred maintenance needs. If not funded, capital projects may not open as planned and the public will not have safe and/or upgraded facilities or the demand for increased public parklands and facilities will not be met.

How has or can the agency address the issue or need in its current appropriation level?

State Parks does not have sufficient funding to address these impacts within its current appropriation level.

Other supporting materials:

Attached are operating impact worksheet for each of the capital projects listed in this request.

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

No 

Yes Continue to IT Addendum below and follow the directions on the bottom of the addendum to meet requirements for OCIO review.)

2017-19 Capital Operating Impacts (9V)	FTE		Funding		Total Costs	Revenue		Total Revenue
	FY 2018	FY 2019	FY 2018	FY 2019		FY 2018	FY 2019	
Belfair Welcome Center Replacement	0.1	0.1	22,000	8,000	30,000	-	-	-
Steamboat Rock Build Dunes Campground	0.8	1.2	59,600	90,000	149,600	27,900	55,800	83,700
Fort Casey Fortification Preservation and Interpretation	0.1	0.1	2,500	2,500	5,000	-	-	-
Cama Beach Relocate Historic Bungalows A & H	0.6	0.6	40,000	40,000	80,000	28,150	28,150	56,300
Grand Total	1.6	2.0	124,100	140,500	264,600	56,050	83,950	140,000

2017-19 Capital Operating Impacts (9V)	FTE		Funding		Total Costs	Revenue		Total Revenue
	FY 2020	FY 2021	FY 2020	FY 2021		FY 2020	FY 2021	
Belfair Welcome Center Replacement	0.1	0.1	8,000	8,000	16,000	-	-	-
Steamboat Rock Build Dunes Campground	1.2	1.2	84,000	84,000	168,000	55,800	55,800	111,600
Fort Casey Fortification Preservation and Interpretation	0.1	0.1	2,500	2,500	5,000	-	-	-
Cama Beach Relocate Historic Bungalows A & H	0.6	0.6	40,000	40,000	80,000	34,600	34,600	69,200
Grand Total	2.0	2.0	134,500	134,500	269,000	90,400	90,400	180,800

Project Number: 30000729

Project Name: Build Dunes Campground

EMPLOYMENT CLASS

EMPLOYMENT CLASS	2018		2019		2020		2021	
	Salary	FTE	Salary	FTE	Salary	FTE	Salary	FTE
Park Aide	24,273	0.3	7,282	0.5	12,137	0.5	12,137	0.5
Sr Park Aide	29,619	0.1	2,962	0.1	1,968	0.1	2,962	0.1
Custodian 2/Caretaker	45,304	-	-	-	-	-	-	-
Heavy Equipment Operator	45,304	-	-	-	-	-	-	-
Truck Driver 2	41,437	-	-	-	-	-	-	-
CAM Project Specialist	57,144	-	-	-	-	-	-	-
CAM Project Lead	61,512	-	-	-	-	-	-	-
CAM Project Supervisor	64,620	-	-	-	-	-	-	-
Grounds & Nursery Spec 1	31,224	-	-	-	-	-	-	-
Grounds & Nursery Spec 2	33,508	-	-	-	-	-	-	-
Fiscal Tech 1	33,508	-	-	-	-	-	-	-
Interpretive Assistant	34,278	-	-	-	-	-	-	-
Interpretive Specialist	39,444	-	-	-	-	-	-	-
Customer Service Spec 1	35,927	-	-	-	-	-	-	-
Park Ranger 1 In Training	40,423	0.3	12,127	0.5	20,212	0.5	20,212	0.5
Park Ranger 3	64,620	-	-	-	-	-	-	-
Office Assistant 2	29,160	-	-	-	-	-	-	-
Administrative Assistant 2	38,541	-	-	-	-	-	-	-
WMS	75,192	-	-	-	-	-	-	-
Maintenance Mech 1	45,684	-	-	-	-	-	-	-

Requested FTE/total

Annual Summary

Biennial Summary

Revenue

Formulas:

Project Description:

Financial Assumptions:

Additional travel, supplies/materials, equipment, etc.

Revenue projections (with 1% annual increase)

PRSA

55,800

55,800

55,800

55,800

55,800

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Park Area and Park: Fort Casey State Park		T25-3902		Parent Project Number: 30000947		Project Number: 30000504		Project completion date: June 2017 (FY 18)				
EMPLOYMENT CLASS	2018	2019	2020	2021	2018	2019	2020	2021	2018	2019	2020	2021
	FTE	Salary	FTE	Salary	FTE	Salary	FTE	Salary	No. Needed	Est. Cost	No. Needed	Est. Cost
Park Aide	22-E	24,273	0.1	1,214	0.1	1,214	0.1	1,214	-	-	-	-
Sr Park Aide	29-G	28,819	-	-	-	-	-	-	-	-	-	-
Custodian 2/Caretaker	28-L	32,690	-	-	-	-	-	-	-	-	-	-
Heavy Equipment Operator	45-L	49,304	-	-	-	-	-	-	-	-	-	-
Truck Driver 2	36-L	41,437	-	-	-	-	-	-	-	-	-	-
C&M Project Specialist	51-L	57,144	-	-	-	-	-	-	-	-	-	-
C&M Project Lead	54-L	61,512	-	-	-	-	-	-	-	-	-	-
C&M Project Supervisor	56-L	64,620	-	-	-	-	-	-	-	-	-	-
Grounds & Nursery Spec 1	26-L	31,224	-	-	-	-	-	-	-	-	-	-
Grounds & Nursery Spec 2	29-L	33,508	-	-	-	-	-	-	-	-	-	-
Fiscal Tech 1	29-L	33,508	-	-	-	-	-	-	-	-	-	-
Interpretive Assistant	30-L	34,276	-	-	-	-	-	-	-	-	-	-
Interpretive Specialist	36-L	39,444	-	-	-	-	-	-	-	-	-	-
Customer Service Spec 1	32-L	35,927	-	-	-	-	-	-	-	-	-	-
Park Ranger 1 In Training	44-E	40,423	-	-	-	-	-	-	-	-	-	-
Park Ranger 3	56-L	64,620	-	-	-	-	-	-	-	-	-	-
Office Assistant 2	28-G	28,160	-	-	-	-	-	-	-	-	-	-
Administrative Assistant 2	35-L	38,941	-	-	-	-	-	-	-	-	-	-
WMS		75,192	-	-	-	-	-	-	-	-	-	-
Maintenance Mech 1	42G-L	45,684	-	-	-	-	-	-	-	-	-	-
Requested FTE/total			0.1	1,214	0.1	1,214	0.1	1,214				
Annual Summary			2018	2019	2020	2021	2018	2019	2020	2021	2018	2021
FTE			0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1
Salary	11%		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Benefits (24% pt time)	70%		1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Indirect (on A & B)	24.3%		800	800	800	800	800	800	800	800	800	800
Travel	500 per FTE		500	500	500	500	500	500	500	500	500	500
Goods and Services			-	-	-	-	-	-	-	-	-	-
One time Equipment			-	-	-	-	-	-	-	-	-	-
On going Equipment			-	-	-	-	-	-	-	-	-	-
Annual Totals			2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Biennial Summary			2017-2019	2019-2021	2018	2020	2019	2021	2018	2020	2021	2019
FTE			0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1
Salary			0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Benefits			2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400
Travel			1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600
Goods and Services			-	-	-	-	-	-	-	-	-	-
Equipment			-	-	-	-	-	-	-	-	-	-
Indirect			1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Biennium Total			5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Revenue Formulas:												
Project Description:			This project provides designed interpretive site elements telling the story of the historic coastal defense functions of the park.									
Financial Assumptions:			Interpretive panels on pedestals will be installed in areas where there is currently lawn. The introduction of these structures will require additional trimming with weed cutting tools as opposed to just mowing through the area. In addition minimal amount of staff time will be necessary to clean and maintain the displays. (Estimated with 3% cost escalation rate.)									
Subtotal Equipment												
Goods and Services												
Operating												
Ranger Initial Package (one-time)			13,000									
Ranger Ongoing Package - Manually Enter			6,250									
Employee Training			200									
Small tool replacement/repair			800									
Computer - (on-going lease cost)			1,000									
Operating up keepfuel for new vehicles			2,000									
Utilities (water, gas, electric, sewer, etc...) (list amount)			-									
Phone & Communications (list amount)			-									
Interagency Agreements			-									
Other Goods & Services - List & fill in amount			-									
One-time small equipment (less than 5,000)												
Operating												
Radio Hand-Held or Vehicle			1,500									
Cell Phone Accessories			200									
Workstation/Phone			2,700									
Maintenance Tool Package			5,000									
Groundskeeping Package/Mower Trailer			3,500									
Other One Time Equipment - List & fill in amount			-									
Subtotal of Goods and Services												
Data for CBS Entry: (with 3% cost escalation)												
One Time Startup Cost												
Ongoing Costs												
Total Costs												

Park Area and Park: Cama Beach State Park												Parent Project Number: Minor Works 300000946											
Project Name: Relocate Historic Bungalows A & H												Project Number: 300000886											
Project completion date: August 2017 (FY 18)																							
EMPLOYMENT CLASS	2018		2019		2020		2021		2018		2019		2020		2021		Unit Price	Description	2018	2019	2020	2021	
	Salary	FTE	Salary	FTE	Salary	FTE	Salary	FTE	Est. Cost	No. Needed	Est. Cost	No. Needed	Est. Cost	No. Needed	Est. Cost	No. Needed							
Park Aide	24.23	0.3	24.23	0.3	24.23	0.3	24.23	0.3	7,282	0.3	7,282	0.3	7,282	0.3	7,282	0.3	36,000	Heavy Duty Reg Cab 2WD	-	-	-	-	
SI Park Aide	29,819	-	29,819	-	29,819	-	29,819	-	-	-	-	-	-	-	-	-	20,000	Light Duty Extended Cab 2WD	-	-	-	-	
Custodian/2 Caretaker	29-L	32,630	-	-	-	-	-	-	-	-	-	-	-	-	-	-	23,000	Ranger Vehicle Package	-	-	-	-	
Heavy Equipment Operator	45-L	49,304	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,500	Add 4WD Option	-	-	-	-	
Truck Driver 2	38-L	41,437	-	-	-	-	-	-	-	-	-	-	-	-	-	-	28,000	Hybrid Vehicle	-	-	-	-	
C&M Project Specialist	51-L	57,144	0.2	11,429	0.2	11,429	0.2	11,429	0.2	11,429	0.2	11,429	0.2	11,429	0.2	11,429	8,000	4WD Trail Maintenance Vehicle	-	-	-	-	
C&M Project Lead	54-L	61,512	-	-	-	-	-	-	-	-	-	-	-	-	-	-	45,000	Large Tractor/Mower w/attach	-	-	-	-	
C&M Project Supervisor	56-L	64,620	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30,000	Small Tractor/Mower w/attach	-	-	-	-	
Grounds & Nursery Spec 1	26-L	31,224	-	-	-	-	-	-	-	-	-	-	-	-	-	-	40,000	Boat, motor and trailer	-	-	-	-	
Grounds & Nursery Spec 2	29-L	33,508	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13,000	Utility Vehicle	-	-	-	-	
Fiscal Tech 1	29-L	33,508	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Other Equipment - List & fill in amount	-	-	-	-	
Interpretive Assistant	30-L	34,278	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Interpretive Specialist	30-L	34,278	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Customer Service Spec 1	35-L	35,927	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Park Ranger 1 In Training	44-E	40,423	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Park Ranger 3	56-L	64,620	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Office Assistant 2	28-G	29,160	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Administrative Assistant 2	35-L	38,541	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
WMS	75,192	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Maintenance Mech 1	42G-L	45,684	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Requested FTE/total	-	0.5	18,711	0.5	18,711	0.5	18,711	0.5	18,711	0.5	18,711	0.5	18,711	0.5	18,711	0.5	-	-	-	-	-	-	
Annual Summary	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
FTE Indirect	11%	0.5	18,711	0.5	18,711	0.5	18,711	0.5	18,711	0.5	18,711	0.5	18,711	0.5	18,711	0.5	15,000	Operating	-	-	-	-	
Salary	55%	10,300	18,700	18,700	18,700	18,700	18,700	18,700	18,700	18,700	18,700	18,700	18,700	18,700	18,700	18,700	6,250	Ranger Initial Package (one-time)	-	-	-	-	
Indirect (on A & B)	24.3%	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	200	Employee Training	-	-	-	-	
Travel	500 per FTE	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	800	Small tool replacement/repair	-	-	-	-	
Goods and Services	3,700	3,700	3,700	3,700	3,700	3,700	3,700	3,700	3,700	3,700	3,700	3,700	3,700	3,700	3,700	3,700	1,000	Computer - (on-going lease cost)	-	-	-	-	
One time Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000	Operating up keep/fuel for new vehicles	-	-	-	-	
On going Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,000	Utilities (water, gas, electric, sewer, etc...) (list amount)	-	-	-	-	
Annual Totals	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	700	Phone & Communications (list amount)	-	-	-	-	
Biennial Summary	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Interagency Agreements	-	-	-	-	
FTE Indirect	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	-	Other Goods & Services - List & fill in amount	-	-	-	-	
Salary	37,400	37,400	37,400	37,400	37,400	37,400	37,400	37,400	37,400	37,400	37,400	37,400	37,400	37,400	37,400	37,400	700	Cleaning supplies, light bulbs, toilet paper	-	-	-	-	
Benefits	20,600	20,600	20,600	20,600	20,600	20,600	20,600	20,600	20,600	20,600	20,600	20,600	20,600	20,600	20,600	20,600	-	One-time small equipment (less than 5,000)	-	-	-	-	
Travel	600	600	600	600	600	600	600	600	600	600	600	600	600	600	600	600	-	Operating	-	-	-	-	
Goods and Services	7,400	7,400	7,400	7,400	7,400	7,400	7,400	7,400	7,400	7,400	7,400	7,400	7,400	7,400	7,400	7,400	1,500	Radio Hand-Held or Vehicle	-	-	-	-	
Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	200	Cell Phone Accessories	-	-	-	-	
Indirect	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	2,700	Workstation/Phone	-	-	-	-	
Biennium Total	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	3,500	Maintenance Tool Package	-	-	-	-	
Revenue	28,150	28,150	28,150	28,150	28,150	28,150	28,150	28,150	28,150	28,150	28,150	28,150	28,150	28,150	28,150	28,150	-	Groundskeeping Package/Mower Trailer	-	-	-	-	
Formulas:	2015 report: 286K visits and 2,883 DP. If assume 1% growth, 10% purchased \$10 day passes ~ \$2,863 year. DP sales of \$96K (2,883 DP) and assume 1% of visitation growth, purchased \$30 Discover Pass ~ \$1,000 = \$3,863/year.	2017-2019	2018	2019	2020	2021	2018	2019	2020	2021	2018	2019	2020	2021	2018	2019	2020	-	Other One Time Equipment - List & fill in amount	-	-	-	-
Project Description:	Bungalow: #170 nights @ \$120 (\$70-150) ~ \$16,200 x 1.5 occupancy increase = \$24,300																						
Financial Assumptions:	One of the two bungalows has been closed for 2.5 years. At the same time staff was reduced through budget reductions. The second bungalow was reduced to seasonal operation due to environmental factors. This project will relocate two popular historic bungalows one of which is uninhabitable and the other only inhabitable for three months out of the year due to landslide hazard; necessitating the need to relocate them to a stable location as well as make ADA accessible.																						
Additional Info:	This project will enable both bungalows to be open year round increasing revenue potential. These are the only multiple bedroom facilities at Cama Beach and therefore very popular. Consequently, this will increase maintenance, frequency of cleaning and more utility consumption.																						
Equipment (C):	Impacts begin in August 2017. This project will have an increase in utility costs and goods and services due to the increased public amenities. A 0.37 FTE Park Aide is needed for 15 hrs./wk. for 52 weeks and 0.2 FTE C&M = 416 hrs./year = avg 8 hrs. a week/52 wks./year.																						

2017-19 Biennium Budget Decision Package

Agency: 465 – Parks and Recreation Commission

Decision Package Code/Title: M2 - 9W Operating Costs 17-19 from Proposed Capital Projects

Budget Period: 2017-19

Budget Level: M2 – Maintenance Level

Agency Recommendation Summary Text:

Capital projects create new or additional responsibilities to the park system through acquisition, development, construction and renovation of park facilities. These increased responsibilities frequently require on-going expenditures and staffing to meet operations and maintenance needs. The projects in this decision package have no prior operating impact requests associated with them. Funding this request would allow State Parks to properly operate and maintain newly acquired, constructed, or renovated facilities throughout the park system. (General Fund-State, Parks Renewal & Stewardship Account)

Fiscal Summary:

Operating Expenditures	FY 2018	FY 2019	FY 2020	FY 2021
Fund 001-1 GF-S	0	417,600	532,900	532,900
Fund 269-1 PRSA	0	59,400	151,200	151,200
Total Cost	0	477,000	684,100	684,100
Staffing	FY 2018	FY 2019	FY 2020	FY 2021
FTEs	0	9.1	15.2	15.2
Revenue	FY 2018	FY 2019	FY 2020	FY 2021
Fund 269-1 PRSA	0	59,400	151,200	151,200
Object of Expenditure	FY 2018	FY 2019	FY 2020	FY 2021
Obj. A - Salaries	0	246,500	402,000	402,000
Obj. B - Benefits	0	81,400	132,600	132,600
Obj. E - Goods/Other Services	0	9,800	15,200	15,200
Obj. G - Travel	0	4,200	6,800	6,800
Obj. J - Equipment	0	66,000	2,000	2,000
Obj. T - Intra-agency Reimb.	0	69,100	125,500	125,500

Package Description

The operating and maintenance impacts requested in this decision package will be the results of legislatively approved capital projects, new acquisitions or emergency projects. These projects create additional responsibilities to the park system through acquisition, development or construction of new improved facilities or services. The sum of this decision package is \$477,000, 4.7 FTEs and \$59,400 in additional revenue. Indirect calculations for FTE are 11% of requested FTEs and 24.3% of salary and benefits.

The 2017-19 biennium impacts are briefly discussed below with details/worksheets attached:

SOUTHWEST REGION

Fort Columbia – Historic Preservation

Funding: \$7,700

Revenue: \$6,000

FTE: 0.1

This phased project will address the building complex at Fort Columbia, built between 1902 and 1905. The structures are constantly battered by the harsh weather conditions off of the Pacific Ocean. The buildings, located in an open and exposed location along the river, require new roofs, structural repairs and historic structure assessment. Repairs to these buildings allows for their continued use, which is recognized as an important part of historic preservation, and will make an unused building rentable. Operating costs are need for supplies and an additional 0.1 FTE to clean and maintain new facility. The additional revenue is anticipated from overnight accommodation fees.

EASTERN REGION

Goldendale Observatory – Observatory Enhancements Phase 4

Funding: \$99,900

Revenue: \$1,300

FTE: 1.1

This phase of work is the completion and final build out of programming and schematic design elements identified and developed in the 15-17 biennium. Elements of this work include: major telescope and observatory improvements, new interpretive exhibition hall, new classroom/presentation spaces, parking upgrades, landscape/site improvements, facility upgrades, main building improvements, expansion of outdoor viewing areas, improved restroom facilities, gallery and administrative spaces. Operating costs are need for an additional 1.1 FTE to accommodate expanded facility hours and increased capacity. The additional revenue is anticipated from day-use pass sales.

John Wayne Pioneer Trail – Lind to Malden Phase 1 Development

Funding: \$63,800

Revenue: \$3,000

FTE: 0.3

This project will provide repairs to tunnels 43 & 44, trestles 128 and 130, and Cow Creek. In addition, this project will add new trailheads at Hole in the Wall, Ewan, Revere, Marango and Lind. These new trailheads will consist of parking for 8 - 12 cars on gravel surface, a bulletin board, CXT restroom, no water services, garbage collection, gates, fencing, pay box for Discover Pass, signing and trail bollards. Three times per week, each trailhead (2) will have its CXT cleaned, a check / enforcement of Discover Pass, and inspection of trail surface. This level of service will be primarily implemented for 8 months of the year. Operating costs are needed for supplies, equipment, and an additional 0.3 FTE to clean and

Statewide - Cabins

Funding: \$9,000

Revenue: \$17,500

FTE: 0.1

This project will continue developing convenience cabins and associated sanitary facilities. Location of the cabins and yurts will be determined as part of a system-wide business plan to ensure they are developed for optimal financial and public benefit. Parks being considered for these 10 additional cabins include Moran and Scenic Beach. Operating costs are needed for increased utility costs, supplies, and an additional 0.1 FTE to clean and maintain new facilities and provide customer service. The additional revenue is anticipated from overnight accommodation fees beginning in May 2019.

Statewide - Provide Event Infrastructure

Funding: \$115,600

Revenue: \$18,600

FTE: 1.7

This project will provide site hardening, power and communication infrastructure to accommodate large events and festivals in parks where this type of use is typical. Operating costs are needed for communications and an additional 1.7 FTE for custodial and grounds maintenance. Additional revenue is anticipated from day-use pass sales.

Expenditure Calculations and Assumptions:

Operating and maintenance impacts are described within each project. Estimates for staffing, goods and services and one-time costs are based on prior agency operating impacts for similar park facilities and lands. Staff costs are computed using the salary schedule.

This request would be impacted by any increase to compensation and benefits that are introduced through the Governor's or legislative budget proposals. Parks estimate that an increase of 5% of the salary and benefits would be needed to cover those proposals.

Revenue Calculations and Assumptions:

Revenue is calculated on a project by project basis. Most revenue is calculated based on increased day-use visitation; assumes 1% growth.

Distinction between one-time and ongoing costs:

Total one-time costs are \$60,000 for equipment. All remaining costs are considered ongoing.

Decision Package Justification and Impacts

The agency anticipates an increase in visitation because of the repairs, renovations and improvements made at state parks that will have an indeterminate positive impact to economic growth, increasing state and local revenue and business income.

Performance Measure detail:

Activity

Incremental Changes

A004 – Park Operations

No Performance Measures were submitted with this package.

Outcome Measures	<u>FY 2018</u>	<u>FY 2019</u>	<u>Total</u>
3100 Total revenue generated	\$0	\$59,400	\$59,400

What are other important connections or impacts related to this proposal?

These proposed capital projects directly relate to one or more of the following Governor’s Result Washington priorities:

- Goal 2 - Prosperous Economy Sustainable, Efficient Infrastructure – Reliable Infrastructure to maintain or improve percentage of other non-transportation infrastructure assets in fair or better condition from 2013 baseline. Investing in improvement to electrical and wastewater systems are more efficient and better for the environment.
- Goal 3 - Sustainable Energy and a Clean Environment:
 - Clean and Restored Environment – Clean, Cool Water: 3.2.a. Increase the number of projects that provide stormwater treatment or infiltration and increase the percentage of (waterways) meeting good water quality.
 - Outdoor Recreation. With limited resources, Parks will invest in projects that preserve and protect cultural and recreational assets while encouraging park use. 4.3.a. Increase access to public recreation lands by increasing the number of Discover and daily passes sold. 4.3.b. Increase participation in State Parks environmental education and interpretive programs.
 - Working and Natural Lands – Habitat Protection by reducing the rate of loss of priority habitats.
- Goal 4 - Healthy and Safe Communities – Healthy People: Recreational opportunities offered by state parks will encourage people of all ages to get outdoors and be active that is good for mental and physical well-being.
- Goal 5 - Efficient, Effective and Accountable Government - Resource Stewardship, Cost-Effective Government: The number of value added improvement ideas will increase by engaging volunteers who assist with park operations. Improvements to facilities will reduce the statewide energy use index of state facilities.

These proposed capital projects support the agency’s 2014-19 Strategic Plan and the following initiatives that support State Parks’ 2017-19 Strategic Priorities:

- Concentrating on Customer Service: “Clean, Green and Be Seen” by keeping public facilities, such as restrooms, campgrounds, and picnic shelters safe, clean and welcoming.
- Improving Facility Condition by focusing significant and ongoing investment in both capital and operating budgets to improve the condition of state parks facilities.
- Understanding Resources in our Care by carrying out specific and prioritized efforts to restore, protect and preserve Park assets for future generations.

- Developing Trail Access and Improving Trail Management by increasing outreach to trail users, improving trail conditions, better meeting responsibilities to trail neighbors, and drawing in partners for programming and facility development.

Impact(s) To:		Identify / Explanation
Regional/County impacts?	No	Identify: Increased visitation to parks would generate more positive economic impact to government.
Other local gov't impacts?	No	Identify:
Tribal gov't impacts?	No	Identify:
Other state agency impacts?	Yes	Identify: Increased Discover Pass sales will result in additional revenue for WFWD and DNR
Responds to specific task force, report, mandate or exec order?	No	Identify:
Does request contain a compensation change?	No	Identify:
Does request require a change to a collective bargaining agreement?	No	Identify:
Facility/workplace needs or impacts?	No	Identify:
Capital Budget Impacts?	No	Identify:
Is change required to existing statutes, rules or contracts?	No	Identify:
Is the request related to or a result of litigation?	No	Identify lawsuit (please consult with Attorney General's Office):

Is the request related to Puget Sound recovery?	No	If yes, see budget instructions Section 14.4 for additional instructions
Identify other important connections		

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

All of the requested operating impacts are the result of improvements to a current service (i.e. interpretation) and/or safety of an existing facility, or enable the daily operation of additional lands or public facilities open to the general public. The agency expects day-use Discover Pass sales growth from the anticipated growth of visitors to state parks as a result of the new or renovated accommodations and facilities and an improved trail system will provide positive secondary impacts to economic growth, which will increase state and local revenue and business income.

What alternatives were explored by the agency and why was this option chosen?

The only alternative explored was not requesting the operating costs of each individual capital project. If project impacts are not funded, portions of the parks may not be opened to the general public which will nullify the purposes for which the capital projects were intended, or resources would need to be moved from other park services negating any positive impact to visitation and revenue.

What are the consequences of not funding this request?

State Parks is faced with growing challenges with inadequate funding to manage its facilities and infrastructure. Adopting this package will help the agency preserve the conditions of its assets and avoid an ever increasing list of deferred maintenance needs. If not funded, capital projects may not open as planned, the public will not have safe and/or upgraded facilities, or the demand for increased public parklands and better facilities will not be met.

How has or can the agency address the issue or need in its current appropriation level?

State Parks does not have sufficient funding to address these impacts within its current appropriation level. Other resources or services would be reduced or eliminated to cover the additional operating costs.

Other supporting materials:

Attached are operating impact worksheet for each of the capital projects listed in this request.

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

No 

Yes Continue to IT Addendum below and follow the directions on the bottom of the addendum to meet requirements for OCIO review.)

2017-19 Operating Impacts (9W)

2017-19 Capital Operating Impacts (9W)	FTE		Funding		Total	Revenue		Total
	FY 2018	FY 2019	FY 2018	FY 2019	Costs	FY 2018	FY 2019	Revenue
Dash Point Replace Bridge (Pedestrian)	-	0.6	-	20,200	20,200	-	2,000	2,000
Fort Columbia Historic Preservation	-	0.2	-	7,700	7,700	-	6,000	6,000
Goldendale Observatory Observatory Enhancements Phase 4	-	2.1	-	99,900	99,900	-	1,300	1,300
Iron Horse JWPT - Lind to Malden Phase 1 Development	-	0.7	-	63,800	63,800	-	3,000	3,000
Iron Horse Rosalia Trailhead	-	0.7	-	63,800	63,800	-	3,000	3,000
Klickitat Trail Klickitat to Surburbia Bridges and Trail Improvements	-	1.3	-	92,900	92,900	-	3,000	3,000
Statewide Amphitheaters	-	0.1	-	4,100	4,100	-	5,000	5,000
Statewide Cabins	-	0.1	-	9,000	9,000	-	17,500	17,500
Statewide Provide Event Infrastructure	-	3.3	-	115,600	115,600	-	18,600	18,600
Grand Total	0.0	9.2	0	477,000	477,000	0	59,400	59,400

2017-19 Capital Operating Impacts (9W)	FTE		Funding		Total	Revenue		Total
	FY 2020	FY 2021	FY 2020	FY 2021	Costs	FY 2020	FY 2021	Revenue
Dash Point Replace Bridge (Pedestrian)	0.6	0.6	20,200	20,200	40,400	5,500	5,500	11,000
Fort Columbia Historic Preservation	0.2	0.2	8,300	8,300	16,600	6,000	6,000	12,000
Goldendale Observatory Observatory Enhancements Phase 4	4.0	4.0	192,000	192,000	384,000	2,100	2,100	4,200
Iron Horse JWPT - Lind to Malden Phase 1 Development	0.7	0.7	41,800	41,800	83,600	3,000	3,000	6,000
Iron Horse Rosalia Trailhead	0.7	0.7	43,800	43,800	87,600	3,000	3,000	6,000
Klickitat Trail Klickitat to Surburbia Bridges and Trail Improvements	1.3	1.3	70,900	70,900	141,800	3,000	3,000	6,000
Statewide Amphitheaters	0.2	0.2	8,100	8,100	16,200	5,000	5,000	10,000
Statewide Cabins	0.9	0.9	55,100	55,100	110,200	105,000	105,000	210,000
Statewide Provide Event Infrastructure	6.7	6.7	243,900	243,900	487,800	18,600	18,600	37,200
Grand Total	15.3	15.3	684,100	684,100	1,368,200	151,200	151,200	302,400

Project completion date: June 18 Thru June 2023																	
Project Number:																	
EMPLOYMENT CLASS	2018		2019		2020		2021		2018		2019		2020		2021		
	Salary	FTE	Salary	FTE	Salary	FTE	Salary	FTE	Unit Price	No. Needed	Est. Cost	No. Needed	Est. Cost	No. Needed	Est. Cost	No. Needed	
Park Area and Park - Long Beach - Fort Columbia Project Name: Fort Columbia Historic Preservation																	
Park Aide	22-E 24,273	-	0.2	4,855	0.2	4,855	0.2	4,855	36,000	-	-	-	-	-	-	-	-
Sr Park Aide	29-G 29,819	-	-	-	-	-	-	-	20,000	-	-	-	-	-	-	-	-
Custodian 2/Caretaker	28-L 32,690	-	-	-	-	-	-	-	23,000	-	-	-	-	-	-	-	-
Heavy Equipment Operator	45-L 49,304	-	-	-	-	-	-	-	9,500	-	-	-	-	-	-	-	-
Truck Driver 2	38-L 41,437	-	-	-	-	-	-	-	28,000	-	-	-	-	-	-	-	-
C&M Project Specialist	51-L 57,144	-	-	-	-	-	-	-	8,000	-	-	-	-	-	-	-	-
C&M Project Lead	54-L 61,512	-	-	-	-	-	-	-	45,000	-	-	-	-	-	-	-	-
C&M Project Supervisor	56-L 64,620	-	-	-	-	-	-	-	30,000	-	-	-	-	-	-	-	-
Grounds & Nursery Spec 1	26-L 31,224	-	-	-	-	-	-	-	40,000	-	-	-	-	-	-	-	-
Grounds & Nursery Spec 2	29-L 33,508	-	-	-	-	-	-	-	13,000	-	-	-	-	-	-	-	-
Fiscal Tech 1	29-L 33,508	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interpretive Assistant	30-L 34,278	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interpretive Specialist	36-L 39,444	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Customer Service Spec 1	32-L 35,927	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Park Ranger 1 In Training	44-E 40,423	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Park Ranger 3	56-L 64,620	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Assistant 2	28-G 29,160	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Administrative Assistant 2	35-L 38,541	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
WMS	75,192	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other (list class & salary)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Requested FTE(s)		0.2	4,855	0.2	4,855	0.2	4,855	0.2	4,855								
Annual Summary																	
FTE		0.2	0.2	0.2	0.2	0.2	0.2	0.2	27,000								
Salary	11%	-	0.0	0.0	0.0	0.0	0.0	0.0	6,250								
Benefits (24% pt time)	33%	-	4,900	4,900	4,900	4,900	4,900	4,900	200								
Indirect (on A & B)	23.5%	-	1,600	1,600	1,600	1,600	1,600	1,600	800								
Travel	500 per FTE	-	900	900	900	900	900	900	1,000								
Goods and Services		-	300	300	300	300	300	300	2,000								
One time Equipment		-	-	-	-	-	-	-	-								
On going Equipment		-	-	-	-	-	-	-	-								
Annual Totals		-	7,700	8,300	8,300	8,300	8,300	8,300	300		1	300	1	300	1	300	1
Biennial Summary																	
FTE		0.1	0.1	0.1	0.1	0.1	0.1	0.1	1,500								
Salary		0.0	0.0	0.0	0.0	0.0	0.0	0.0	200								
Benefits		4,900	4,900	4,900	4,900	4,900	4,900	4,900	2,700								
Travel		1,600	1,600	1,600	1,600	1,600	1,600	1,600	5,000								
Goods and Services		300	300	300	300	300	300	300	3,500								
Equipment		-	-	-	-	-	-	-	-								
Indirect		900	900	900	900	900	900	900	-								
Biennium Total			7,700	8,300	8,300	8,300	8,300	8,300	-								
Revenue			6,000	6,000	6,000	6,000	6,000	6,000	-								
Formulas:			Increase in revenue due to new overnight accommodations. Assumes 50 days of occupancy per year at approximately \$120/day = 50 x \$120/day = \$6,000/year.														
Project Description:			Park Aide = 8 hours per week / 40 hour work week = 0.2 FTE This phased project will address the building complex at Fort Columbia, built between 1902 and 1905. The structures are constantly battered by the harsh weather conditions off of the Pacific Ocean. The buildings, located in an open and exposed location along the river, require new roofs, structural repairs and historic structure assessment. Repairs to these buildings allows for their continued use, which is recognized as an important part of historic preservation. Repairs will make unused building rentable, requiring additional cleaning and prepping of these buildings. (includes costs associated with new FTE(s), additional travel, supplies/materials, equipment, etc.)														
Financial Assumptions:			Repairs will make unused building rentable, requiring additional cleaning and prepping of these buildings. (includes costs associated with new FTE(s), additional travel, supplies/materials, equipment, etc.)														
Subtotal of Goods and Services																	
Subtotal of Goods and Services																	
Reserved for Capital																	

Park Area and Park: Goldendale Observatory

Project Name: Observatory Enhancements

Project completion date: October 2018, June 2021

Project Number:

EMPLOYMENT CLASS	2018			2019			2020			2021			2018			2019			2020			2021		
	Salary	FTE	Unit Price	Salary	FTE	Unit Price	Salary	FTE	Unit Price	Salary	FTE	Unit Price	Est. Cost	No. Needed										
Park Aide	22-E 24,273	-	-	0.4	9,709	0.6	14,564	0.6	14,564	0.6	14,564	-	-	-	-	-	-	-	-	-	-	-		
Sr Park Aide	29-G 29,819	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Custodian 2/Caretaker	28-L 32,680	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Heavy Equipment Operator	45-L 49,304	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Truck Driver 2	38-L 41,437	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
C&M Project Specialist	51-L 57,144	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
C&M Project Lead	54-L 61,512	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
C&M Project Supervisor	56-L 64,620	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Grounds & Nursery Spec 1	26-L 31,224	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Grounds & Nursery Spec 2	29-L 33,508	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Fiscal Tech 1	29-L 33,508	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Interpretive Assistant	30-L 34,278	-	-	1.2	41,134	2.5	85,695	2.5	85,695	2.5	85,695	-	-	-	-	-	-	-	-	-	-	-		
Interpretive Specialist	36-L 39,444	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Customer Service Spec 1	32-L 35,927	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Park Ranger 1 In Training	44-E 40,423	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Park Ranger 3	56-L 64,620	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Office Assistant 2	28-G 29,160	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Administrative Assistant 2	35-L 38,541	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
WMS	75,192	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Maintenance Mech 1	42G-L 45,684	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Retail Clerk	28L 31,175	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Requested FTE/total				1.9	60,195	3.6	115,846	3.6	115,846	3.6	115,846													
Annual Summary																								
FTE Indirect	11%	-	-	1.9	3.6	0.4	3.6	0.4	3.6	0.4	3.6	-	-	-	-	-	-	-	-	-	-	-		
Salary		-	-	60,200	115,800	38,200	115,800	38,200	115,800	38,200	115,800	-	-	-	-	-	-	-	-	-	-	-		
Benefits (24% pt time)		-	-	19,900	38,200	18,800	38,200	18,800	38,200	18,800	38,200	-	-	-	-	-	-	-	-	-	-	-		
Indirect (on A & B)	23.5%	-	-	1,000	1,800	1,800	1,800	1,800	1,800	1,800	1,800	-	-	-	-	-	-	-	-	-	-	-		
Travel	500 per FTE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Goods and Services		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
One time Equipment		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
On going Equipment		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Annual Totals		-	-	99,900	192,000																			
Biennial Summary																								
FTE		1.0	3.6	1.0	3.6	0.4	3.6	0.4	3.6	0.4	3.6													
Salary		60,200	115,800	60,200	115,800	38,200	115,800	38,200	115,800	38,200	115,800	1,500												
Benefits		19,900	38,200	19,900	38,200	18,800	38,200	18,800	38,200	18,800	38,200	2,700												
Travel		1,000	1,800	1,000	1,800	1,800	1,800	1,800	1,800	1,800	1,800	5,000												
Goods and Services		-	-	-	-	-	-	-	-	-	-	3,500												
Equipment		-	-	-	-	-	-	-	-	-	-	-												
Indirect		-	-	-	-	-	-	-	-	-	-	-												
Biennial Total		99,900	192,000	99,900	192,000	384,000																		
Revenue Formulas:																								
Project Description:																								
Financial Assumptions:																								

Park Area and Park: Iron Horse Project Name: Rosalia Trailhead		Project Number:											
		2018			2019			2020			2021		
EMPLOYMENT CLASS	Salary	FTE	Salary	FTE	Salary	FTE	Salary	FTE	Salary	FTE	Salary	FTE	
Park Aide	24,273	-	0.2	4,855	0.2	4,855	0.2	4,855	0.2	4,855	0.2	4,855	
Sr Park Aide	29,819	-	-	-	-	-	-	-	-	-	-	-	
Custodian 2/Caretaker	32,650	-	-	-	-	-	-	-	-	-	-	-	
Heavy Equipment Operator	49,304	-	-	-	-	-	-	-	-	-	-	-	
Truck Driver 2	41,437	-	-	-	-	-	-	-	-	-	-	-	
C&M Project Specialist	57,144	-	0.1	5,714	0.1	5,714	0.1	5,714	0.1	5,714	0.1	5,714	
C&M Project Lead	61,512	-	-	-	-	-	-	-	-	-	-	-	
C&M Project Supervisor	64,620	-	-	-	-	-	-	-	-	-	-	-	
Grounds & Nursery Spec 1	31,224	-	-	-	-	-	-	-	-	-	-	-	
Grounds & Nursery Spec 2	33,508	-	-	-	-	-	-	-	-	-	-	-	
Fiscal Tech 1	33,508	-	-	-	-	-	-	-	-	-	-	-	
Interpretive Assistant	34,278	-	-	-	-	-	-	-	-	-	-	-	
Interpretive Specialist	39,444	-	-	-	-	-	-	-	-	-	-	-	
Customer Service Spec 1	35,927	-	-	-	-	-	-	-	-	-	-	-	
Park Ranger 1 In Training	40,423	-	0.2	8,085	0.2	8,085	0.2	8,085	0.2	8,085	0.2	8,085	
Park Ranger 3	64,620	-	0.1	6,462	0.1	6,462	0.1	6,462	0.1	6,462	0.1	6,462	
Office Assistant 2	28,160	-	-	-	-	-	-	-	-	-	-	-	
Administrative Assistant 2	38,541	-	-	-	-	-	-	-	-	-	-	-	
WMS	75,192	-	-	-	-	-	-	-	-	-	-	-	
Maintenance Mech 1	45,684	-	-	-	-	-	-	-	-	-	-	-	
Requested FTE/total			0.6	25,116									
Annual Summary													
FTE Indirect	11%	-	-	0.6	-	0.6	-	0.6	-	0.6	-	0.6	
Salary		-	25,100	0.1	25,100	0.1	25,100	0.1	25,100	0.1	25,100	0.1	
Benefits (24% of time)	33%	-	8,300	8,300	8,300	8,300	8,300	8,300	8,300	8,300	8,300	8,300	
Indirect (on A & B)	23.5%	-	7,800	7,800	7,800	7,800	7,800	7,800	7,800	7,800	7,800	7,800	
Travel	500 per FTE	-	300	300	300	300	300	300	300	300	300	300	
Goods and Services		-	300	300	300	300	300	300	300	300	300	300	
One time Equipment		-	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	
On going Equipment		-	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	
Annual Totals			63,800										
Biennial Summary													
FTE Indirect		-	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	
Salary		-	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Benefits		-	25,100	25,100	25,100	25,100	25,100	25,100	25,100	25,100	25,100	25,100	
Travel		-	8,300	8,300	8,300	8,300	8,300	8,300	8,300	8,300	8,300	8,300	
Goods and Services		-	300	300	300	300	300	300	300	300	300	300	
Equipment		-	22,000	22,000	22,000	22,000	22,000	22,000	22,000	22,000	22,000	22,000	
Indirect		-	7,800	7,800	7,800	7,800	7,800	7,800	7,800	7,800	7,800	7,800	
Biennium Total			63,800										
Revenue													
Formulas:			3,000										
Project Description:	Park Aide = 8 hours per week / 40 hour work week = 0.2 FTE, C&M = 4 hours per week / 40 hour work week = 0.1 FTE, Ranger 1 = 8 hours per week / 40 hour work week = 0.2 FTE, Ranger 3 = 4 hours per week / 40 hour work week = 0.1 FTE Estimated visitation of 30,000/year and 1% purchase rate of Day Pass = 30,000 x 1% x \$10 = \$3,000 These new trailheads would consist of parking for 8 - 12 cars on gravel surface, bulletin board, CXT restroom, garbage collection, gates, fencing, pay box for Discover Pass, signing and trail bollards. Each trailhead (2) would have 3x week cleaning of CXT and check / enforcement of DP / inspection of trail surface. Level of service would be primary for 8 months of year. Formulas include travel to the location from existing duty station/developed site. No new stewardship costs above or beyond the basic costs of weed control are anticipated prior to development. Operating costs are for maintenance primarily from cleaning of CXT, garbage litter collection, vandalism, fee collection and trail patrol. The trestles and tunnels would have minimal ongoing maintenance impacts: inspection, sign replacements, fencing inspection and replacement.												
Financial Assumptions:	(includes costs associated with new FTE's: additional materials, equipment, etc.)												

Program/Park Area/Park: Dash Point																	
Project Name: Replace Bridge (Pedestrian)																	
Project completion date: May 2018																	
Project Number: 30000538																	
EMPLOYMENT CLASS	2018		2019		2020		2021		2018		2019		2020		2021		
	Salary	FTE	Salary	FTE	Salary	FTE	Salary	FTE	Unit Price	No. Needed	Est. Cost						
Park Aide	22-E	24,273	-	0.5	12,137	0.5	12,137	0.5	12,137	-	-	-	-	-	-	-	-
Sr Park Aide	29-G	29,819	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Custodian 2/Caraker	28-L	32,690	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Heavy Equipment Operator	45-L	49,304	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Truck Driver 2	38-L	41,437	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C&M Project Specialist	51-L	57,144	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C&M Project Lead	54-L	61,512	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C&M Project Supervisor	56-L	64,620	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grounds & Nursery Spec 1	26-L	31,224	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grounds & Nursery Spec 2	29-L	33,508	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fiscal Tech 1	29-L	33,508	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interpretive Assistant	30-L	34,278	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interpretive Specialist	36-L	39,444	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Customer Service Spec 1	32-L	35,927	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Park Ranger 1 In Training	44-E	40,423	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Park Ranger 3	56-L	64,620	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Assistant 2	28-G	29,160	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Administrative Assistant 2	35-L	38,541	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
WMS		75,192	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Maintenance Mech 1	42G-L	45,684	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Program Specialist 2	42-L	44,880	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Program Specialist 3	53-L	58,956	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Requested FTE/Total			0.5	12,137	0.5	12,137	0.5	12,137	0.5	12,137							
Annual Summary																	
FTE			0.5	0.5	0.5	0.5	0.5	0.5	0.5								
Indirect	11%			0.1	0.1	0.1	0.1	0.1	0.1								
Salary		12,100	12,100	12,100	12,100	12,100	12,100	12,100	12,100								
Benefits (24% pt time)	33%	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000								
Indirect (on A & B)	23.5%	3,800	3,800	3,800	3,800	3,800	3,800	3,800	3,800								
Travel	500 per FTE	300	300	300	300	300	300	300	300								
Goods and Services																	
One time Equipment																	
On going Equipment																	
Annual Totals																	
			20,200	20,200	20,200	20,200	20,200	20,200	20,200								
Biennial Summary																	
FTE			0.3	0.3	0.3	0.3	0.3	0.3	0.3								
Indirect			0.0	0.0	0.0	0.0	0.0	0.0	0.0								
Salary		12,100	12,100	12,100	12,100	12,100	12,100	12,100	12,100								
Benefits		4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000								
Travel		300	300	300	300	300	300	300	300								
Goods and Services																	
Equipment																	
Indirect			3,800	3,800	3,800	3,800	3,800	3,800	3,800								
Biennium Total																	
			20,200	20,200	20,200	20,200	20,200	20,200	20,200								
Revenue			2,000	2,000	2,000	2,000	2,000	2,000	2,000								
Formulas:																	
			Impact of a 6-month seasonal park aide position for the trail maintenance is needed. 1,040 hrs./year.														
			= 0.5 FTE. Revenue increase projection based on projected 0.25% growth from the 2015 Day Use														
			Attendance = 220,012 x 0.25% = 5,500 x \$10/day (day use pass) = \$5,500 day use passes.														
Project Description:			This project to replace a footbridge in Dash Point State Park is designed and permitted. This bridge has been condemned due to structural failure. Replacement of the bridge will reopen a large portion of the park's trail system.														
Financial Assumptions:			The old bridge has been washed out twice and needs to be replaced with a new bridge relocated to a more stable site. The trail has been closed off. Impact needs Park Aide to regularly maintain trail, clear brush, vegetation management, noxious weed control, and maintain gravel base before rutting and mountain bike use cause a drainage issue in multiple locations. Currently, there are four volunteers working the trail repairs regularly but needs to be assigned to a Park Aide.														
			(Include cost for materials, FTE(s), additional base, supplies, materials, equipment, etc.)														

Park Area and Park: Statewide		Project Number: 3000089										Project completion date: June 2018, June 2019 (Phased Delivery)									
Project Name: Amphitheaters (Lime Klin/Cama Beach)		2018		2019		2020		2021		2018		2019		2020		2021					
EMPLOYMENT CLASS	Salary	FTE	Salary	FTE	Salary	FTE	Salary	FTE	Salary	FTE	Unit Price	No. Needed	Est. Cost	No. Needed	Est. Cost	No. Needed	Est. Cost				
Park Aide	22-E	24,273	-	0.1	2,427	0.2	4,855	0.2	4,855	-	36,000	-	-	-	-	-	-				
Sr Park Aide	29-G	29,819	-	-	-	-	-	-	-	-	20,000	-	-	-	-	-	-				
Custodian 2/Caretaker	28-L	32,690	-	-	-	-	-	-	-	-	23,000	-	-	-	-	-	-				
Heavy Equipment Operator	45-L	49,304	-	-	-	-	-	-	-	-	3,500	-	-	-	-	-	-				
Truck Driver 2	38-L	41,437	-	-	-	-	-	-	-	-	28,000	-	-	-	-	-	-				
C&M Project Specialist	51-L	57,144	-	-	-	-	-	-	-	-	45,000	-	-	-	-	-	-				
C&M Project Lead	54-L	61,512	-	-	-	-	-	-	-	-	30,000	-	-	-	-	-	-				
C&M Project Supervisor	56-L	64,620	-	-	-	-	-	-	-	-	40,000	-	-	-	-	-	-				
Grounds & Nursery Spec 1	26-L	31,224	-	-	-	-	-	-	-	-	13,000	-	-	-	-	-	-				
Grounds & Nursery Spec 2	29-L	33,508	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Fiscal Tech 1	29-L	33,508	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Interpretive Assistant	30-L	34,278	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Interpretive Specialist	36-L	39,444	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Customer Service Spec 1	32-L	35,927	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Park Ranger 1 In Training	44-E	40,423	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Park Ranger 3	56-L	64,620	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Office Assistant 2	28-G	29,160	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Administrative Assistant 2	35-L	38,541	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
WMS		75,192	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Maintenance Mech 1	42G-L	45,684	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Requested FTE/total			-	0.1	2,427	0.2	4,855	0.2	4,855	-											
Annual Summary																					
FTE				0.1	2,427	0.2	4,855	0.2	4,855												
Salary	11%			0.0	0.0	0.0	0.0	0.0	0.0												
Benefits (24% pt time)	33%			2,400	4,900	1,600	4,900	1,600	4,900												
Indirect (on A & B)	23.5%			800	1,600	1,600	1,600	1,500	1,500												
Travel	500 per FTE			100	100	100	100	100	100												
Goods and Services				-	-	-	-	-	-												
One time Equipment				-	-	-	-	-	-												
On going Equipment				-	-	-	-	-	-												
Annual Totals				4,100	8,100	8,100	8,100	8,100	8,100												
Biennial Summary																					
FTE				0.1	2,427	0.2	4,855	0.2	4,855												
Salary				0.0	0.0	0.0	0.0	0.0	0.0												
Benefits				2,400	4,900	1,600	4,900	1,600	4,900												
Travel				800	1,600	1,600	1,600	1,500	1,500												
Goods and Services				-	-	-	-	-	-												
Equipment				-	-	-	-	-	-												
Indirect				-	-	-	-	-	-												
Biennium Total				4,100	8,100	8,100	8,100	8,100	8,100												
Revenue				5,000	5,000	5,000	5,000	5,000	5,000												
Formulas:				New amphitheaters will lead to higher visitation for new events. Parks report 500,000 visitation in 2015 for these parks. If assume 1% growth; 10% purchased \$10 day passes - \$5,000 year. Park Aide = 4 hours per week / 40 hour work week = 0.1 FTE																	
Project Description:				This project will provide Amphitheaters for interpretive and arts programs at various parks throughout the state.																	
Financial Assumptions:				There will be additional operational and maintenance costs due to the new facilities and offering of events. Park aide needed for 8 hr./wk. during peak season 26 weeks = .1 FTE per park. (includes costs associated with new FTE(s), additional materials, equipment, etc.)																	

Project Name: Installation of 10 cabins		Project Number:										Project completion date: May 2019									
		2018		2019		2020		2021		2018		2019		2020		2021					
EMPLOYMENT CLASS	Salary	FTE	Salary	FTE	Salary	FTE	Salary	FTE	Salary	FTE	Unit Price	No. Needed	Est. Cost	No. Needed	Est. Cost	No. Needed	Est. Cost				
Park Aide	24,273	-	-	-	-	-	-	-	-	-	36,000	-	-	-	-	-	-				
Sr. Park Aide	29,819	-	0.1	2,982	0.6	17,891	0.6	17,891	-	-	20,000	-	-	-	-	-	-				
Custodian 2/Caretaker	32,690	-	-	-	-	-	-	-	-	-	23,000	-	-	-	-	-	-				
Heavy Equipment Operator	49,304	-	-	-	-	-	-	-	-	-	3,500	-	-	-	-	-	-				
Truck Driver 2	41,437	-	-	-	-	-	-	-	-	-	28,000	-	-	-	-	-	-				
C&M Project Specialist	57,144	-	0.0	1,714	0.2	11,429	0.2	11,429	-	-	8,000	-	-	-	-	-	-				
C&M Project Lead	61,512	-	-	-	-	-	-	-	-	-	45,000	-	-	-	-	-	-				
C&M Project Supervisor	64,620	-	-	-	-	-	-	-	-	-	30,000	-	-	-	-	-	-				
Grounds & Nursery Spec 1	31,224	-	-	-	-	-	-	-	-	-	40,000	-	-	-	-	-	-				
Grounds & Nursery Spec 2	33,508	-	-	-	-	-	-	-	-	-	13,000	-	-	-	-	-	-				
Fiscal Tech 1	33,508	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Interpretive Assistant	34,278	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Interpretive Specialist	39,444	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Customer Service Spec 1	35,927	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Park Ranger 1 In Training	40,423	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Park Ranger 3	64,620	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Office Assistant 2	29,160	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Administrative Assistant 2	38,541	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
WMS	75,192	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Maintenance Mech 1	45,684	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Program Specialist 2	44,880	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Program Specialist 3	58,956	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Requested FTE/total		-	0.1	4,696	0.8	29,320	0.8	29,320	-	-											
Annual Summary																					
FTE																					
Indirect	11%	-	-	0.1	0.8	0.8	0.1	0.1	-	-	15,000	-	-	-	-	-	-				
Salary		-	-	4,700	29,300	29,300	9,700	29,300	-	-	6,250	-	-	-	-	-	-				
Benefits (24% of time)		-	-	1,600	9,700	9,700	1,600	9,700	-	-	200	-	-	-	-	-	-				
Indirect (on A & B)	23.5%	-	-	1,500	9,200	9,200	1,500	9,200	-	-	1,000	-	-	-	-	-	-				
Travel	500 per FTE	-	-	100	400	400	100	400	-	-	2,000	-	-	-	-	-	-				
Goods and Services		-	-	1,100	6,500	6,500	-	6,500	-	-	400	-	-	-	-	-	-				
One time Equipment		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
On going Equipment		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Annual Totals		-	-	9,000	55,100	55,100	9,000	55,100	-	-	250	-	-	2	418	10	2,500				
Biennial Summary																					
FTE																					
Indirect		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Salary		-	-	4,700	29,300	29,300	9,700	29,300	-	-	1,500	-	-	-	-	-	-				
Benefits		-	-	1,600	9,700	9,700	1,600	9,700	-	-	200	-	-	-	-	-	-				
Travel		-	-	100	400	400	100	400	-	-	2,700	-	-	-	-	-	-				
Goods and Services		-	-	1,100	6,500	6,500	-	6,500	-	-	5,000	-	-	-	-	-	-				
Equipment		-	-	-	-	-	-	-	-	-	3,500	-	-	-	-	-	-				
Indirect		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Biennial Total		-	-	9,000	55,100	55,100	9,000	55,100	-	-	-	-	-	-	-	-	-				
Revenue																					
Formulas:																					
	Revenue Est. 150 day/yr based on historical occupancy rates for 10 cabins at \$70/daily rental rate.																				
	150 x \$70 x 10 = \$105,000 annual																				
	Sr. Park Aide = 24 hours per week / 40 hour work week = 0.6 FTE, C&M = 8 hours per week / 40 hour work week = 0.2 FTE																				
Project Description:	This project will continue developing convenience cabins and associated sanitary facilities. Location of the cabins and years will be determined as part of a system-wide business plan to ensure they are developed for optimal financial and public benefit. Parks being considered for these 10 additional cabins include Moran and Scenic Beach.																				
Financial Assumptions:	1 FTE = 2,088 hrs./year Sr. Park Aide 0.6 FTE = 1253 hrs./year Est. average of 24 hrs/week x 52 weeks. (includes costs associated with new FTE's; additional travel, supplies, materials, equipment, etc.) CM Specialist 0.2 FTE = 416 hrs./year Est. average of 8 hrs/week x 52 weeks.																				
Subtotal Equipment																					
Goods and Services																					
Operating																					
Ranger Initial Package (one-time)																					
Ranger Ongoing Package - Manually Enter																					
Employee Training																					
Small tool replacement/repair																					
Computer - (on-going lease cost)																					
Operating up, keep/fuel for new vehicles																					
Utilities (water, gas, electric, sewer, etc...) (list amount)																					
Phone & Communications (list amount)																					
Interagency Agreements																					
Other Goods & Services - List & fill in amount																					
Supplies/Materials																					
One-time small equipment (less than 5,000)																					
Operating																					
Description																					
Radio Hand-Held or Vehicle																					
Call Phone Accessories																					
Workstation/Phone																					
Maintenance Tool Package																					
Groundskeeping Package/Mower Trailer																					
Other One Time Equipment - List & fill in amount																					
Subtotal of Goods and Services																					
Reserved for Capital																					

Park Area and Park: Statewide		Project Number: 3000887										Project completion date: June 2018, June 2019 (Phased Delivery)									
Project Name: Provide Event Infrastructure		2018		2019		2020		2021		2018		2019		2020		2021					
EMPLOYMENT CLASS	Salary	FTE	Salary	FTE	Salary	FTE	Salary	FTE	Salary	Unit Price	No. Needed	Est. Cost	No. Needed	Est. Cost	No. Needed	Est. Cost	No. Needed	Est. Cost			
Park Aide	24,273	-	3.0	72,819	6.0	145,638	6.0	145,638	6.0	36,000	-	-	-	-	-	-	-	-			
Sr Park Aide	29,819	-	-	-	-	-	-	-	-	20,000	-	-	-	-	-	-	-	-			
Custodian 2/Carotaker	32,690	-	-	-	-	-	-	-	-	23,000	-	-	-	-	-	-	-	-			
Heavy Equipment Operator	49,304	-	-	-	-	-	-	-	-	3,500	-	-	-	-	-	-	-	-			
Truck Driver 2	41,437	-	-	-	-	-	-	-	-	28,000	-	-	-	-	-	-	-	-			
C&M Project Specialist	57,144	-	-	-	-	-	-	-	-	8,000	-	-	-	-	-	-	-	-			
C&M Project Lead	61,512	-	-	-	-	-	-	-	-	45,000	-	-	-	-	-	-	-	-			
C&M Project Supervisor	64,620	-	-	-	-	-	-	-	-	40,000	-	-	-	-	-	-	-	-			
Grounds & Nursery Spec 1	31,224	-	-	-	-	-	-	-	-	13,000	-	-	-	-	-	-	-	-			
Grounds & Nursery Spec 2	33,508	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Fiscal Tech 1	33,508	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Interpretive Assistant	34,278	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Interpretive Specialist	39,444	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Customer Service Spec 1	35,927	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Park Ranger 1 in Training	40,423	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Park Ranger 3	64,620	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Office Assistant 2	29,160	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Administrative Assistant 2	38,541	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
WMS	75,192	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Maintenance Mech 1	45,684	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
42G-L	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Requested FTE/total			3.0	72,819	6.0	145,638	6.0	145,638	6.0												
Annual Summary																					
FTE Indirect	11%	-	0.3	7,282	0.7	14,564	0.7	14,564	0.7	800	-	-	-	-	-	-	-	-			
Salary		-	72,800	145,600	145,600	145,600	145,600	145,600	145,600	1,000	-	-	-	-	-	-	-	-			
Benefits (24% pt time)		-	24,000	48,000	48,000	48,000	48,000	48,000	48,000	2,000	-	-	-	-	-	-	-	-			
Indirect (on A & B)	23.5%	-	15,500	45,500	45,500	45,500	45,500	45,500	45,500	1,800	-	-	-	-	-	-	-	-			
Travel	500 per FTE	-	1,500	3,000	3,000	3,000	3,000	3,000	3,000	1,800	-	-	-	-	-	-	-	-			
Goods and Services		-	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	-	-	-	-	-	-	-	-			
One time Equipment		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
On going Equipment		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Annual Totals																					
Biennial Summary																					
FTE	187,525	-	1.5	187,525	1.5	187,525	1.5	187,525	1.5	1,500	-	-	-	-	-	-	-	-			
FTE Indirect		-	0.2	18,752	0.2	18,752	0.2	18,752	0.2	200	-	-	-	-	-	-	-	-			
Salary	1,875	-	72,800	145,600	145,600	145,600	145,600	145,600	145,600	2,700	-	-	-	-	-	-	-	-			
Benefits	18,752.54	-	24,000	48,000	48,000	48,000	48,000	48,000	48,000	5,000	-	-	-	-	-	-	-	-			
Travel		-	1,500	3,000	3,000	3,000	3,000	3,000	3,000	3,500	-	-	-	-	-	-	-	-			
Goods and Services		-	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	-	-	-	-	-	-	-	-			
Equipment		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Indirect		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Biennial Total																					
Revenue																					
Formulas:																					
	Attendance assumes statewide average of parks, trails, properties (164); 3% increase in day use.																				
	Average attendance = 30,504,000 x 164 properties = 186,000 average attendance per property x 1%																				
	projected increase in attendance = 1,860 x \$10/day pass = \$18,600 increase in revenue.																				
Project Description:	This project will provide site hardening, power and communication infrastructure to accommodate large events and festivals in parks where this type of use is typical.																				
Financial Assumptions:	There will be additional operational and maintenance costs due to the increase in events. Increased communications are for credit card lines and associated service fees @ \$150/month = \$1,800/year. Additional custodial / grounds staffing. 6 FTE of park aide time would allow 12 - 6 month positions, which seems reasonable. Revenue increase is expected due to ability to hold more and larger events at the completion of this project.																				
	(We did not include new FTEs; additional travel, supplies/materials, equipment, etc.)																				

2017-19 Biennium Budget Decision Package

Agency: 465 – Parks and Recreation Commission

Decision Package Code/Title: ML-CC Credit Card Transaction Costs

Budget Period: 2017-19

Budget Level: PL – Performance Level

Agency Recommendation Summary Text:

This request asks for increased spending authority and additional general fund dollars to cover the cost of processing a higher volume of credit card transactions caused by growth in Discover Pass sales, camping reservations and other on-line sales. (General Fund – State, Parks Renewal & Stewardship Account)

Fiscal Summary:

Operating Expenditures	FY 2018	FY 2019	FY 2020	FY 2021
Fund 001-1 GF-S	66,000	66,000	66,000	66,000
Fund 269-1 PRSA	84,000	84,000	84,000	84,000
Total Cost	150,000	150,000	150,000	150,000
Staffing	FY 2018	FY 2019	FY 2020	FY 2021
FTEs	0.0	0.0	0.0	0.0
Revenue	FY 2018	FY 2019	FY 2020	FY 2021
Fund 269	0	0	0	0
Object of Expenditure	FY 2018	FY 2019	FY 2020	FY 2021
Obj. E Goods/Other Services	150,000	150,000	150,000	150,000

Package Description

Revenue collection is vital to the operations and maintenance of the parks. The use of credit cards as the primary method of payment is convenient for and expected by the customer and also is efficient for Parks. The number of credit card transactions continues to raise, mainly a result of increased sale of Discover Passes and a higher number of camping transactions. While these sales generate more revenue, they also result in more cost to the agency for processing the electronic payment transactions.

Decision Package expenditure, FTE and revenue assumptions, calculations and details

Table 1 shows the actual amount generated by credit card sales, the number of transactions, amount paid in fees and the growth in the number of transactions for the past 3 fiscal years. Sales have increased by \$7M or 34 percent during this period of time.

Credit Card Transactions			
	FY14	FY15	FY16
	Actuals		
Gross sales	\$20,854,695	\$25,351,156	\$27,886,636
Gross # of transactions	368,237	449,924	474,331
Associated fees	\$351,854	\$438,529	\$601,201
Growth over prior year	167,958	86,675	24,407
Table 1: Growth in the number of transactions per year			

For fiscal year 2016, the allotted cost is \$450,000; however, the actual cost was more than \$600,000, and this trend is expected to continue. Using the base year of FY16, Parks is requesting an increase in funding of \$150,000 a fiscal year (or \$300,000 for the 2017-19 biennium) to help cover the volume-related increase in credit card transaction fees.

Decision Package Justification and Impacts

Activity

Incremental Changes **FY18 FY 19**

A002 – Administration

- No measures submitted for this activity

What specific performance outcomes does the agency expect?

The agency engages in marketing efforts to increase awareness of State Park amenities and sale of the Discover Pass, overnight accommodations and other parks services. By providing the convenience of using a credit card to pay for a service or fee at the park or over the internet meets customer’s expectations and streamlines revenue collection for Parks.

In this age of information technology, electronic payment systems are commonly accepted by the general population. Automated payments also reduce the number of insufficient funds (NFS) checks that are costly to recoup. Electronic payments are more efficient and require less staff time spent on manual cash sales.

What are other important connections or impacts related to this proposal?

This package contributes to the Governor’s Results Washington Goal 5: Efficient, Effective and Accountable Government, under the sub-topics of Customer Satisfaction and Transparency and Accountability.

It also supports the Governor’s Results Washington Goal 3, subsection 4.3, to increase participation in outdoor experiences on state public recreation lands and waters– including use of park services, by making the payment process more convenient for the customers. Increased convenience equates to increased credit card transaction fees and increased revenue.

This package supports State Parks operations and the 2014-19 Strategic Plan Goal #2: Adopt a business approach to park system administration. Parks continues to evaluate the program to

find efficiencies to assist the agency in the collection and oversight of fees and additional costs and make the collection process more convenient and efficient.

Impact(s) To:		Identify / Explanation
Regional/County impacts?	No	Identify:
Other local gov't impacts?	No	Identify:
Tribal gov't impacts?	No	Identify:
Other state agency impacts?	No	Identify:
Responds to specific task force, report, mandate or exec order?	No	Identify:
Does request contain a compensation change?	No	Identify:
Does request require a change to a collective bargaining agreement?	No	Identify:
Facility/workplace needs or impacts?	No	Identify:
Capital Budget Impacts?	No	Identify:
Is change required to existing statutes, rules or contracts?	No	Identify:
Is the request related to or a result of litigation?	No	Identify lawsuit (please consult with Attorney General's Office):
Is the request related to Puget Sound recovery?	No	If yes, see budget instructions Section 14.4 for additional instructions
Identify other important connections		

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

None.

What alternatives were explored by the agency and why was this option chosen?

None. Customers expect to be able to pay by credit card, especially for on-line transactions. Electronic payments are more efficient for the agency and improve internal controls and cash receipt procedures.

What are the consequences of not funding this request?

Other resources and services would have to be reduced or eliminated to cover these volume-related costs.

How has or can the agency address the issue or need in its current appropriation level?

Since these costs are mandatory and must be paid, funds would need to be diverted from other services to cover these costs.

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

No 

Yes Continue to IT Addendum below and follow the directions on the bottom of the addendum to meet requirements for OCIO review.)

2017-19 Biennium Budget Decision Package

Agency: 465 – Parks and Recreation Commission

Decision Package Code/Title: M2 - FC Discover Pass Fulfillment

Budget Period: 2017-19

Budget Level: M2 – Maintenance Level

Agency Recommendation Summary Text:

State Parks requests an increase in spending authority to pay for higher costs associated with Discover Pass printing and fulfillment (order processing and mailing). These higher costs are a result of rate and sales volume increases. (Parks Renewal and Stewardship Account)

Fiscal Summary:

Operating Expenditures	FY 2018	FY 2019	FY 2020	FY 2021
Fund 269-1 PRSA	180,000	150,000	180,000	150,000
Total Cost	180,000	150,000	180,000	150,000
Staffing	FY 2018	FY 2019	FY 2020	FY 2021
FTEs	0.0	0.0	0.0	0.0
Revenue	FY 2018	FY 2019	FY 2020	FY 2021
Fund	0	0	0	0
Object of Expenditure	FY 2018	FY 2019	FY 2020	FY 2021
Obj. E – Good/Services	180,000	150,000	180,000	150,000

Package Description

State Parks is responsible for the physical production and delivery of Discover Passes. Costs associated with the printing and fulfillment are a basic cost of doing business. State Parks is requesting \$330,000 in spending authority to pay for these higher costs, as well as cover increased costs related to payments to Washington Department of Fish and Wildlife (WDFW) for use of their call center. In total, the agency expects to pay about \$900,000 for Discover Pass printing and fulfillment in the 2017-19 biennium.

Discover Pass

To meet durability standards, a new annual pass with improved design and higher quality material was developed in January 2015 increasing the printing costs from \$0.10 for the paper receipt to \$0.17 for the newly designed durable placard pass.

Sales Channels

The Discover Pass sale channels are:

- 79 park locations and 3 region offices
- 600 WDFW WILD dealers (i.e. Fred Meyer, Walmart, other license-selling locations)
- 64 merchants (i.e. REI and other local businesses)
- Department of Licensing (DOL) – vehicle registration/tab renewal and on-line sales
- CAMIS – State Parks’ on-line reservation system

Currently, there are 600 store locations and approximately 700 machines that need an adequate stock of passes available for sale; in addition to the inventory kept at State Park locations. Parks is finding that various selling locations are running out of passes and requesting to restock with no lead time; increasing the cost to print, fulfill, and ship overnight.

Each selling location needs to have a supply of passes on hand for sale at all times. Generally, the number of passes on hand should cover several months of sales, in order to ensure efficiency in shipping and handling logistics and guarantee no location runs out of product. For example, it typically costs around \$6 to ship passes to Deception Pass State Park, but when the park runs out of inventory and passes have to be shipped overnight the cost is \$60.

DFWD – WILD System

The Department of Fish and Wildlife bills State Parks each quarter for a portion of their expenses related to Discover Pass sales. In August 2016, WDFW amended their billing method for the call center (changed from number of calls to minutes) and increased rates for correspondence and booklet orders. Parks is not able to supplement these additional costs on an on-going basis at the current funding level.

Decision Package expenditure, FTE and revenue assumptions, calculations and details:

State Parks’ current carryforward level of \$570,000 for Discover Pass is not sufficient to cover the costs resulting from:

- an increased cost to produce a durable pass
- an increase demand for annual Discover Passes from sales channels
- an increased demand for inventory needs
- an increase in the number of point-of-sale locations
- a rate increase for customer service support for WDFW WILD system
- a price increase for products through WDFW

State Parks current 2015-17 budget supports 600,000 annual passes per fiscal years for all sales channels (State Parks, DOL and WDFW). To keep up with demand, this number needs to be doubled to supply the number of passes printed, fulfilled and available for sale by State Parks and other selling locations to avoid loss of revenue from being out-of-stock.

For 2015-17, the allotted cost is \$570,000; however, the actual cost for FY16 is \$460,000 and FY17 is expected to be \$440,000 for an estimated total of \$900,000. An additional \$330,000 is needed to cover increased demand for the Discover Pass, the need to increase the inventory of passes, the higher cost of producing the pass and the rate increase for customer service support for the 2017-19 biennium as follows:

- \$100,000 Volume increase for printing (600,000 passes x \$0.17 cost per placard)
- \$150,000 Fulfillment for demand increase (122,000 requests x \$1.21 cost for on-line sale)
- \$30,000 Other costs associated with increased demand (labels, envelopes, etc.)
- \$50,000 Rate increase from WDFW billing for customer support and materials

Decision Package Justification and Impacts

<u>Activity</u>	<u>Incremental Changes</u>	
	<u>FY18</u>	<u>FY19</u>

A002 - Administration

- No performance measures submitted with this package.

A023 – Business Development, Partnerships and Marketing

- No performance measures submitted with this package.

What specific performance outcomes does the agency expect?

Funding this request will ensure State Parks can meet customer’s demand for purchasing Discover Pass by printing enough passes to maintain an adequate inventory to ensure the product is available at time of purchase, avoiding missed sales opportunities and customer dissatisfaction.

Other outcomes include:

- Providing customers with a quality product; more durable pass
- Reducing costs for emergency printing and overnight shipping
- Maximizing revenue collection

What are other important connections or impacts related to this proposal?

This package contributes to the Governor’s Results Washington Goal 2: Prosperous economy. Discover Pass sales promote economic development. A recent study done by Earth Economics reported on the economic activity associated with the Washington State’s park system. The final report showed that state parks economic contribution totaled \$1.4 billion per year and approximately 57% of that was a direct contribution from initial consumer expenditures associated with traveling to State Parks and the purchase of outdoor recreation equipment.

Results WA Goal 3: Sustainable energy & a clean environment. The sale of Discover Passes directly relates to indicator 4.3.a to increase access to public recreation lands by increasing the number of Discover Passes and daily permits sold by 1% each fiscal year.

This package supports State Parks operations and the 2014-19 Strategic Plan’s Goal 2: Adopt a business approach to park system administration and the agency’s Marketing Initiative to promote the value of the park system to the public and stimulate sales.

Impact(s) To:		Identify / Explanation
Regional/County impacts?	No	Identify:
Other local gov't impacts?	No	Identify:
Tribal gov't impacts?	No	Identify:
Other state agency impacts?	Yes	Identify: DFWD and DNR each pay for Discover Pass printing and fulfillment costs.
Responds to specific task force, report, mandate or exec order?	No	Identify:
Does request contain a compensation change?	No	Identify:
Does request require a change to a collective bargaining agreement?	No	Identify:
Facility/workplace needs or impacts?	No	Identify:
Capital Budget Impacts?	No	Identify:
Is change required to existing statutes, rules or contracts?	No	Identify:
Is the request related to or a result of litigation?	No	Identify lawsuit (please consult with Attorney General's Office):
Is the request related to Puget Sound recovery?	No	If yes, see budget instructions Section 14.4 for additional instructions
Identify other important connections		

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

The 3 natural resources agencies (State Parks, WDFW and DNR) share in the distribution of the Discover Pass revenue; as well as help pay for associated costs. WDFW and DNR would be responsible to pay their 8% share of the Discover Pass printing and fulfillment costs.

What alternatives were explored by the agency and why was this option chosen?

Not applicable. The Discover Pass is a product that must be produced and sold to collect revenue. In addition, State Parks went through the competitive bid process to find a vendor for printing and fulfillment of the Discover Pass. The vendor chosen had the most experience, best methods and pricing, and could provide both the printing and fulfillment services.

What are the consequences of not funding this request?

The agency would have to reduce other essential programs and services to cover these volume and pricing related costs of producing and selling passes to continue this revenue stream.

How has or can the agency address the issue or need in its current appropriation level?

Other critical resources and services would have to be reduced to cover these costs. Supplying Discover Passes for sale is an essential part of the program.

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

No 

Yes Continue to IT Addendum below and follow the directions on the bottom of the addendum to meet requirements for OCIO review.)

**2017-19 Biennium Budget
Decision Package**

Agency: 465 State Parks and Recreation Commission

Decision Package Code/Title: TR - Road Repair Inflation Costs

Budget Period: 2017-2019

Budget Level: M2 – Maintenance Level

Agency Recommendation Summary Text:

State Parks requests an inflation increase for road maintenance. The agency has not requested an increase in funding in its biennial appropriation for ten fiscal years to cover rising costs. The increased funding will help to maintain the 450 lane miles of roads within the state parks system. (Motor Vehicle Account).

Fiscal Summary:

Operating Expenditures	FY 2018	FY 2019	FY 2020	FY 2021
Fund 108 – Motor Vehicle	103,000	105,000	140,000	143,000
Total Cost	103,000	105,000	140,000	143,000
Staffing	FY 2018	FY 2019	FY 2020	FY 2021
FTEs	0	0	0	0
Revenue	FY 2018	FY 2019	FY 2020	FY 2021
Fund	0	0	0	0
Object of Expenditure	FY 2018	FY 2019	FY 2020	FY 2021
Obj. E – Goods/Services	103,000	105,000	140,000	143,000

Package Description

The biennial appropriation funding level for State Parks road maintenance has not changed in ten years, but costs to maintain roads and perform road-related work have increased. Additional funding would be used for asphalt maintenance and striping, repaving projects, ditch clearing, gravel work and filling potholes, maintaining beach roads, and snow plowing within the park system.

Decision Package expenditure, FTE and revenue assumptions, calculations and details:

With an estimated paved surface of 450 lane miles to maintain, the increase in funding would begin to address some of the backlog of road repairs. The highway cost index is used by the Washington State Department of Transportation (WSDOT) to calculate inflation costs. The last increase was during the 2005-07 biennium. Therefore, using fiscal year 2008 as the base year and using this index to calculate an inflation cost increase for the 2017-19 biennium, results in an increase of \$208,000 for a total of \$1,194,000 (Table 1).

State Parks and Recreation Commission		
WSDOT Cost Construction Index		
June 2016		
Year	Inflator Index	Cumulative w/Inflation
2008 (base)		503,000
2009	2.33%	514,701
2010	0.47%	517,122
2011	4.41%	539,907
2012	3.56%	559,114
2013	1.34%	566,585
2014	0.70%	570,530
2015	-0.53%	567,516
2016	-0.92%	562,304
2017	1.50%	570,733
2018	2.98%	587,739
2019	3.17%	606,356
2020	3.15%	625,475
2021	2.92%	643,708

Year	Approp	Cumulative w/Inflation	Proposed Increase
2018	485,000	587,739	103,000
2019	501,000	606,356	105,000
2020	485,000	625,475	140,000
2021	501,000	643,708	143,000

Table 1: Estimated annual increase based on CCI

Decision Package Justification and Impacts

What specific performance outcomes does the agency expect?

The agency will be able to address additional areas of deterioration (large potholes, cracks, erosion, etc.) statewide with this additional funding. Maintaining these surfaces extends the useful life of the roadways and results in a lower life cycle cost. Continued maintenance will help to ensure safe roadways for the public and staff to use within the park system.

Performance Measure detail:

Activity

Incremental Changes

FY18

FY19

A004 – Park Operations

- No measures submitted for this activity

A019 – Park Improvement and Real Estate Management

- No measures submitted for this activity

What are other important connections or impacts related to this proposal?

This package supports the Governor’s Results Washington Goals and State Parks 2014-19 Strategic Plan and 2017-19 agency priorities.

This package contributes to the Governor’s Results WA Goal 2: Prosperous economy (Sustainable and efficient infrastructure). There needs to be sufficient funding available to maintain the physical conditions of roads within State Park boundaries.

This package supports State Parks’ core mission to care for a diverse collection of public lands and provides meaningful recreational and educational experiences that connect Washingtonians to their State’s natural and culture heritage. It also supports Parks’ Strategy Plan 7 to develop amenities and acquire land that advances transformation. By improving park road conditions it provides safe access for the public to visit state parks.

Impact(s) To:		Identify / Explanation
Regional/County impacts?	Yes	Identify: Several state park entrance roads adjoin with local and county roads.
Other local gov’t impacts?	No	Identify:
Tribal gov’t impacts?	No	Identify:
Other state agency impacts?	No	Identify:
Responds to specific task force, report, mandate or exec order?	No	Identify:
Does request contain a compensation change?	No	Identify:
Does request require a change to a collective bargaining agreement?	No	Identify:
Facility/workplace needs or impacts?	No	Identify:
Capital Budget Impacts?	Yes	Identify: Without increased funding for roads ongoing maintenance roads will continue to

		deteriorate and become a larger more expensive capital project.
Is change required to existing statutes, rules or contracts?	No	Identify:
Is the request related to or a result of litigation?	No	Identify lawsuit (please consult with Attorney General's Office):
Is the request related to Puget Sound recovery?	No	If yes, see budget instructions Section 14.4 for additional instructions
Identify other important connections		

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

Its essential park roads are maintained in an effort to avoid more expensive capital projects. There are several park entrance roads that adjoin with county roads.

What alternatives were explored by the agency and why was this option chosen?

Current resources are not sufficient for all needed road work therefore some road repairs have not been completed. This results in further deterioration and higher future costs for road repair.

What are the consequences of not funding this request?

The backlog of road repairs will continue to increase and could deter patrons from visiting parks. Continued deterioration of roadways is a potential safety hazard for the public and staff.

How has or can the agency address the issue or need in its current appropriation level?

The agency could continue to provide minimal repairs at the current appropriation level.

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

No 

Yes Continue to IT Addendum below and follow the directions on the bottom of the addendum to meet requirements for OCIO review.)

2017-19 Biennium Budget Decision Package

Agency: 465 – Parks and Recreation Commission

Decision Package Code/Title: PL-BD Improve Business Decisions

Budget Period: 2017-19

Budget Level: PL – Performance Level

Agency Recommendation Summary Text:

State Parks is requesting funds to continue development of an open data environment that will provide access to a reliable repository of information within the agency. Parks currently lacks the information technology staffing and technology to assess, gather and organize the existing data sources into a centralized database to be shared by agency staff. A centralized data warehouse will improve collaboration between programs, create efficiencies and enable the agency to make better business decisions. (General Fund – State).

Fiscal Summary:

Operating Expenditures	FY 2018	FY 2019	FY 2020	FY 2021
Fund 001-1 GF-S	384,800	123,800	123,800	123,800
Total Cost	384,800	123,800	123,800	123,800
Staffing	FY 2018	FY 2019	FY 2020	FY 2021
FTEs	1.1	1.1	1.1	1.1
Revenue	FY 2018	FY 2019	FY 2020	FY 2021
Fund	0	0	0	0
Object of Expenditure	FY 2018	FY 2019	FY 2020	FY 2021
Obj. A - Salaries	75,000	75,000	75,000	75,000
Obj. B - Benefits	24,800	24,800	24,800	24,800
Obj. C - Contracts	261,000	0	0	0
Obj. G - Travel	500	500	500	500
Obj. T - Intra-agency Reimb.	23,500	23,500	23,500	23,500

Package Description

State Parks currently operates, supports, and maintains a multitude of databases (154) with varying programmatic requirements (i.e. energy usage, park attendance, Discover Pass, field staff models, land contracts, customer feedback, etc.). The agency needs a comprehensive data management strategy and the infrastructure to store, manage, and utilize the myriad of data generated daily by parks staff and shared with different audiences. For example, the agency does

not have the capacity to directly link revenue data to visitor attendance. With a centralized data warehouse these parameters could be easily queried.

One of State Parks’ seven strategic priorities is “Adopt a business approach to park system administration”. A Data Management strategic initiative was adopted in an effort to find out if the agency is collecting the right data to monitor goals and actions for decision making. The first step in completing the initiative was to form a business data analysis team to:

- identify existing data systems used in the agency and learn how data is stored
- define the value, security, inefficiencies, and
- determine unmet data needs and accessibility of agency data.

In March 2014, an employee survey was developed and distributed agency wide asking what databases were used and what type of information was being collected. Of the 48 responses, the results showed that there were some unique software used for specialized data needs, paper-based documents and 8 common types of software which includes MS Excel, MS Access, and Sequel Server. There were at least 154 different databases identified as being used to store data. The survey revealed that the respondents believed that 94 of 164 (or 60%) of the data systems are of high importance to their job and 65 of 154 (or 40%) were accessed on a daily or weekly basis. As the report surmises “Clearly there is a need for data management efficiencies.”

Category	Data Type	# of databases
Financial	Contracts, budget, revenue, expenditures, inventory	50
Lands/Property	Real estate and Land transactions	6
Stewardship	Resource usage, permitting, conservation, archaeology	20
Capital Development	Project data, planning, facility assessments	1
Maintenance	Infrastructures, vehicles, heavy equipment	14
Boating Administration	Boater safety/education	3
Winter Recreation Administration	Sno Parks/trail grooming	5
Communications	Contact lists, mailing lists, interpretive activities, customer surveys, signage, park activities	14
Law Enforcement Administration	Inventory, mandatory training, certification, citations, incident reporting	4
Reporting	Public disclosure requests, Results WA, Commission, Legislative, employee surveys	14
Internal Staff Management	Administration, management, training, health & safety, housing, employee information, volunteer hours, PDP's, hiring, employee recognition	16
Business Operations	Campground management, attendance, permits, park management tracking	17
	Total databases (some belonging to multiple data categories)	164
Total available databases (unduplicated)		154

Decision Package expenditure, FTE and revenue assumptions, calculations and details

In support of the agency's data management initiative, this package requests \$508,600 in 2017-19 to implement a business approach to data management. This includes \$199,600 of on-going funds to hire an IT Specialist 4 at 1.0 FTE to build, feed and maintain the centralized data warehouse and engage with program staff and consultants to assess the fundamental data needs of the agency.

In addition, this package requests \$261,000 for one-time consultant services to conduct a strategic analysis and recommend data solutions that support a framework for State Parks operational data structure.

Total cost \$508,600 (Biennial):

- \$199,600 1.0 FTE salary and benefits (IT Specialist 4)
- \$261,000 consulting services (est. cost \$250/hr x 1,044 hrs)
- \$1,000 staff related costs
- \$47,000 indirect costs

State Parks is requesting funding for indirect costs associated with this package. Indirect is calculated at 23.5% of salaries and benefits and 11% of FTE for \$47,000.

This request would be impacted by any increase to compensation and benefits that are introduced through the Governor's or legislative budget proposals. Parks estimate that an increase of 5% of the salary and benefits would be needed to cover this cost.

Decision Package Justification and Impacts

What specific performance outcomes does the agency expect?

Funding this request will maximize the usefulness and relevance of existing databases by streamlining sources used and managing the data accurately, efficiently and securely in a centralized infrastructure.

Outcomes will be to:

- Provide reliability and agency-wide consistency of information collected.
- Provide real-time data for decision making that increases operational effectiveness.
- Allow for ease of data queries to a wider audience.
- Provide data to evaluate business decisions that will increase efficiency of planning efforts.
- Reduce efforts and time needed to gather data for various reports (i.e. eliminate replicated work).
- Reduce consultant costs by better tailoring agency requests, which allows for more informed recommendations.
- Provide better security of data storage.

Performance Measure detail:

Activity

Incremental Changes

A002 Administration

FY18

FY19

- No performance measures submitted with this package.

What are other important connections or impacts related to this proposal?

This package supports the Governor’s Results Washington Goal 5: Efficient, effective & accountable government and Section 3.1.a: Increase variety of data available on state portals by 10 percent. Improved data solutions will result in increased accountability, service reliability and customer satisfaction.

This package funds technology costs that support State Parks agency’s strategic plan and 2017-19 agency priorities. Strategy 2: Adopt a business approach to park system administration. Supports the data management initiative by assessing agency data collections and identifying ways to streamline reporting and providing access to data in a central location accessible to staff and the public. Additionally, this request supports the agency’s 2017-19 priority to make smarter decisions with better data.

Impact(s) To:		Identify / Explanation
Regional/County impacts?	No	Identify:
Other local gov’t impacts?	No	Identify:
Tribal gov’t impacts?	No	Identify:
Other state agency impacts?	No	Identify:
Responds to specific task force, report, mandate or exec order?	No	Identify: Office of the Chief Information Officer (OCIO) Open Data Policy 187. RCW 43.105.351 Electronic access to public records.
Does request contain a compensation change?	No	Identify:
Does request require a change to a collective bargaining agreement?	No	Identify:
Facility/workplace needs or impacts?	No	Identify:

Capital Budget Impacts?	No	Identify:
Is change required to existing statutes, rules or contracts?	No	Identify:
Is the request related to or a result of litigation?	No	Identify lawsuit (please consult with Attorney General's Office):
Is the request related to Puget Sound recovery?	No	If yes, see budget instructions Section 14.4 for additional instructions
Identify other important connections		

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

As part of OCIO's Open Data Policy 187, State Parks is committed to incorporating open data when acquiring, building or redesigning information systems. This includes maintaining a central system inventory that identifies categories of data held in the agency's databases.

What alternatives were explored by the agency and why was this option chosen?

Not applicable. State Parks does not have the resources to support this request. The alternative will be to continue maintaining multiple databases on an as-needed basis.

What are the consequences of not funding this request?

The agency will continue to compile, manage and analyze data manually; consuming staff time that could be better spent making decisions, correcting deficiencies, and improving customer service. The agency would continue to have limited data to help make business decisions.

How has or can the agency address the issue or need in its current appropriation level?

The agency will continue to utilize current resources.

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

No 

Yes Continue to IT Addendum below and follow the directions on the bottom of the addendum to meet requirements for OCIO review.)

IT Addendum

Part 1: Itemized IT Costs

Please itemize any IT-related costs, including hardware, software, services (including cloud-based services), contracts (including professional services, quality assurance, and independent verification and validation), or IT staff. Be as specific as you can. (See chapter 12.1 of the operating budget instructions for guidance on what counts as “IT-related costs”)

Information Technology Items in this DP <i>(insert rows as required)</i>	FY 2018	FY 2019	FY 2020	FY 2021
Consultant Services – IT assessment	261,000	0	0	0
IT Specialist 4 – Open data	99,800	99,800	99,800	99,800
Total Cost	360,800	99,800	99,800	99,800

Part 2: Identifying IT Projects

If the investment proposed in the decision package is the development or acquisition of an IT project/system, or is an enhancement to or modification of an existing IT project/system, it will also be reviewed and ranked by the OCIO as required by RCW 43.88.092. The answers to the three questions below will help OFM and the OCIO determine whether this decision package is, or enhances/modifies, an IT project:

1. Does this decision package fund the development or acquisition of a new or enhanced software or hardware system or service? Yes No
2. Does this decision package fund the acquisition or enhancements of any agency data centers? (See [OCIO Policy 184](#) for definition.) Yes No
3. Does this decision package fund the continuation of a project that is, or will be, under OCIO oversight? (See [OCIO Policy 121](#).) Yes No

If you answered “yes” to any of these questions, you must complete a concept review with the OCIO before submitting your budget request. Refer to chapter 12.2 of the operating budget instructions for more information.

This email is to summarize your Decision Package (DP) Consultation with WaTech. Your Service Request ticket number is *SR1608_05347 - State Parks – Improve Business Decisions*.

Based on information included in your DP and gathered during the consultation PARKS is requesting funding for the acquisition of consulting services related to your agency's Business Data Analysis Transformation Strategy. WaTech does not currently provide services that directly align with your requirements.

WaTech anticipates IPv6 will become the state standard within two years. Therefore, we advise all agencies identify IPv6 support as a requirement for all IT projects including application development and acquisitions of IT equipment, software, and cloud services.

If your requirements change, please send a new request to the WaTech Support Center at support@watech.wa.gov and include in the subject line **Consultation Request for 2017-19 Biennial Budget Submittal for (insert your agency name and DP title)**. Please let me know if you have any questions.

Best,

Steve

Steve Lovaas | **Customer Account Manager**

Washington Technology Solutions (WaTech)

✉ steve.lovaas@watech.wa.gov | [Skype-IM](#)

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2017-19 Biennium Budget Decision Package

Agency: 465 – Parks and Recreation Commission

Decision Package Code/Title: PL - CN Meet Customer Needs

Budget Period: 2017-19

Budget Level: PL – Performance Level

Agency Recommendation Summary Text:

Additional park staff is needed for State Parks to provide increased direct customer service and improve public safety. Adequate customer service is essential for long-term stability, visitor satisfaction, and revenue generation; all essential to the operation of a healthy, sustainable park system. Because the agency relies on the majority of funding to come from customers, satisfying their expectations is necessary for the financial stability of the state park system. Providing adequate park staff that is available when needed to respond to questions and concerns and to provide a secure environment is essential to customer service in areas such as visitor contact, public safety, education, enforcement and interpretation. (General Fund – State)

Fiscal Summary:

Operating Expenditures	FY 2018	FY 2019	FY 2020	FY 2021
Fund 001-1	1,284,800	1,220,100	1,220,100	1,220,100
Total Cost	1,284,800	1,220,100	1,220,100	1,220,100
Staffing	FY 2018	FY 2019	FY 2020	FY 2021
FTEs	22.8	22.8	22.8	22.8
Revenue	FY 2018	FY 2019	FY 2020	FY 2021
Fund	0.0	0.0	0.0	0.0
Object of Expenditure	FY 2018	FY 2019	FY 2020	FY 2021
Obj. A	702,800	702,800	702,800	702,800
Obj. B	231,900	231,900	231,900	231,900
Obj. E	112,700	48,000	48,000	48,000
Obj. G	10,300	10,300	10,300	10,300
Obj. T	227,100	227,100	227,100	227,100

Package Description

State Parks has an important dual mission; to provide healthy outdoor recreation opportunities that our customers want and to ensure the care and protection of a vast collection of natural, cultural and historical resources. The mission also guides State Parks to connect people with their Washington heritage. As one of the major outdoor recreation providers in the state, Parks creates opportunities for people of all ages to experience the outdoors, improving their health and quality of life. State Parks also is an economic driver for the State as Washingtonians and out-of-state tourists visit parks and spend dollars in the local communities, generating revenue for state and local governments and business.

Use fees and Discover Pass sales comprise the majority of revenue to support State Parks' budget. Meeting customer's expectations is critical to maintain or increase this current revenue stream. In a 2014 customer survey of overnight camping users, the top three areas customers identified as needing improvement were:

1. Park Conditions – cleanliness, operations and maintenance
2. Camping Fees related to variable pricing
3. Staff Service – both customer service and ranger presence

Additional staff is needed to answer questions, collect fees, ensure a safe, family friendly environment, and provide other critical services. This package requests funding to provide the resources necessary for State Parks to effectively concentrate efforts on enhancing the customer experience.

Enhance Customer Experience

To enhance the overall customer experience, this package requests an additional 20.5 FTE (average of 0.2 FTE per park) to improve customer contact, public safety, education, enforcement, partnership development, and interpretive services. The value of customer satisfaction is return visits and the sharing of positive experience with others. This benefits State Parks by maintaining and increasing revenues from fees. It is also less costly to retain customers than to acquire new ones. Resources requested in this package would be targeted at:

1. Visitor Contact

When visitors enter the park, there is an expectation that park staff will be available to register campers, sell parking permits and answer questions. Currently, booth hours are limited and ranger presence in the park is minimal. This can lead to frustration, confusion and dissatisfaction with visitors. The majority of our budget is through fees and Discover Pass sales. Customer experience and satisfaction is critical to protect these revenue sources. This package requests 5.0 FTE (average of 84 additional hours per park) in Park Aide positions and 5.0 FTE (average of 84 additional hours per park) in Sr. Park Aide positions to provide more staff hours for booth coverage and time for visitor contact, including responding to customers.

2. Public Safety, Education and Enforcement

The public expects parks to be a safe place for public recreation that includes opportunities to learn about the natural environment and cultural history of parks. Park Rangers are available for incident response and emergencies; however, an increase in

ranger presence would provide the ability to prevent incidents from occurring and bring additional stability to the park setting. Additional ranger staff would also encourage compliance of rules and fees/permits. Enforcement of the Discover Pass and other use fees is another avenue for protecting current revenues. As the agency continues to shift towards larger management areas, the need for lower level enforcement positions continues to increase. For public safety, education and enforcement, this package requests 5.0 FTE in Park Ranger 1 positions.

These positions would allow fully commissioned Rangers to handle higher level enforcement and more emergent issues while still maintaining a ranger presence for compliance and customer service.

An additional 0.5 FTE Park Ranger 1 for oversight of the Iron Horse/John Wayne Pioneer Trail is being requested in this package. This position will provide public safety and enforcement on the portion of the trail residing in the Blue Mountain Area.

3. Partnership Development

A 2.0 FTE investment will build upon current efforts to maintain field-based capacity for the development and coordination of partnership-based programming, special event management, and volunteer and Friends Group coordination. These partnerships provide many long-lasting benefits to the agency. For example, the Friends of Saint Edward provide financial and other assistance for the continued operation, repair, maintenance and improvement of all aspects of Saint Edward State Park. They also educate the community about the availability and benefits of using the various facilities at the park and help increase community involvement. Another example is volunteer hours donated to the agency. In fiscal year 2016, Parks had a total of 216,792 hours of volunteer work. At an estimated value of \$14 per hour, the total benefit of this time given to the agency was over 3 million dollars. This time was used for tasks such as completing small projects, performing trail maintenance, and staffing camp host sites.

These positions would allow Parks to leverage partnership opportunities, enhance visitor experiences, benefit from volunteer and Friends Group efforts, and increase community support and park visitation in two high-priority areas of the state. The two Management Areas targeted for these Program Specialist 2 coordinators are the Cascade Foothills Area (which includes the Federal Urban Wildlife Refuge Partnership at Lake Sammamish State Park) at 1.0 FTE; and the Blue Mountain Area (which includes an Interpretive Center, two Environmental Learning Centers, and four Heritage Sites) at 1.0 FTE.

4. Operation of Interpretive Centers

Field-based interpretive positions equating to 3.0 FTE are needed to re-establish key interpretive facility staffing and programming levels in five geographic areas and will ensure seasonal staffing at most state park interpretive centers. They will allow Parks to achieve its Fiscal Year 2019 Results Washington performance measure indicator of 268,000 interpretive contacts per year, and will provide professional customer service through direct visitor contacts and the development and delivery of attractive interpretive programs and events. This investment will also provide new capacity for environmental education and volunteer/Friends Group coordination related to the enhancement of interpretive facilities.

The additional geographic areas targeted for Interpretive Specialists are:

- 0.67 FTE for the Greater Spokane Area (including Riverside-Spokane House Interpretive Center); currently has 0.43 FTE Interpretive Assistant
- 0.67 FTE for the San Juan Area (including Lime Kiln Point and Moran interpretive facilities); currently has no interpretive staffing
- 0.67 FTE for the Tahoma Gateway Area (including Federation Forest Interpretive Center); currently has no interpretive staffing
- 0.67 FTE for the Cascade Foothills Area (including Lake Sammamish-Urban Wildlife Partnership); currently has no interpretive staffing
- 0.32 FTE for the Coulee Corridor Area (including the Dry Falls Visitor Center); currently has 0.67 FTE Interpretive Specialist and 0.58 FTE Interpretive Assistant

Expenditure Calculations and Assumptions:

Park Aides – This package is requesting funding for Park Aide salary and benefits, as well as associated costs for training and supplies. Total = \$330,500 and 5.0 FTEs.

Senior Park Aides – This package is requesting funding for Senior Park Aide salary and benefits, as well as associated costs for training and supplies. Total = \$403,600 and 5.0 FTEs.

Park Ranger 1 – This package is requesting funding for Park Ranger 1 salary and benefits, as well as associated costs for equipment, training, travel and supplies. Total = \$713,100 and 5.5 FTEs.

Interpretive Specialists – This package is requesting funding for Interpretive Specialist salary and benefits, as well as associated costs for equipment, training, travel and supplies. Total = \$340,100 and 3.0 FTEs.

Program Specialist 2 – This package is requesting funding for Program Specialist 2 salary and benefits, as well as associated costs for equipment, training, travel and supplies. Total = \$263,400 and 2.0 FTEs.

Indirect – State Parks is requesting funding for indirect costs associated with this package. Indirect is calculated at 24.3% of salaries and benefits and 11% of FTEs. Total = \$454,200 and 2.3 FTEs.

This request would be impacted by any increase to compensation and benefits that are introduced through the Governor’s or legislative budget proposals. Parks estimate that an increase of 5% of the salary and benefits would be needed to cover those proposals.

Revenue Calculations and Assumptions:

Funding this request will help to ensure that current revenue streams continue. The amount of additional revenue is indeterminate. A well-maintained park system with services that visitors expect and want will increase visitation and Discover Pass sales in future biennia. However, there is no sufficient data on which to base a projection.

Decision Package Justification and Impacts

Performance Measure detail:

<u>Activity</u>	<u>Incremental Changes</u>	
	<u>FY18</u>	<u>FY19</u>
A004 – Park Operations		
• No measures submitted for this package		
A023 – Business Development, Partnerships and Marketing		
• Interpretive contacts per year	16,700	16,700

This package will improve park operations by advancing customer service. Funding this next step of investment in Washington’s park system will further address its most critical areas to enhance visitor experience and help maintain and grow revenue streams to the state and local economies and businesses through park visitation and tourism. There is no sufficient data on which to base a projection for this growth.

Outcomes include:

- Increased staff availability for collecting fees and preparing campsites and accommodations
- Enhanced visitor and employee safety by providing more timely responses to public safety issues
- Greater access to staff for customer questions and information including more staff at welcome stations and interpretive centers – increasing visitor satisfaction
- Improved visitor services through expanded partnerships and more coordination and training of volunteers
- Enhanced capacity to engage with potential partners in emergent issues (i.e. trails)
- Greater compliance of fee payments and other regulations
- Cultivation of a family friendly experience in campgrounds and day use areas by providing more public contact and increased presence at parks
- Greater ability to keep parks open for recreational use
- Customer and revenue retention and growth

What are other important connections or impacts related to this proposal?

This package contributes to the Governor’s Results Washington Goal 3 – Sustainable Energy and a Clean Environment: Outdoor Recreation. 4.3.b. Increase participation in State Parks environmental education and interpretive programs.

Goal 4: Healthy and Safe Communities – Healthy People. Recreational opportunities offered by state parks will encourage people of all ages to get outdoors and be active and improve mental and physical well-being.

Goal 5: Efficient, Effective and Accountable Government – Resource Stewardship, Cost Effective Government. The number of value added improvement ideas will increase by engaging volunteers and partners who assist with park operations.

This package is associated with the following 2017-19 Strategic Priorities:

- Concentrating on Customer Service: “Clean, Green and Be Seen” by providing Parks staff who are available when needed to respond to questions and concerns and to provide a secure environment.
- Making Smarter Decisions with Better Data by better connecting with customers and potential customers.
- Understanding Resources in our Care by working with volunteers, non-profit conservation organizations and other public agencies to understand more deeply our stewardship assets and carry out specific and prioritized efforts to restore, protect and preserve those assets for future generations.
- Engaging Youth and Diverse Communities by making concerted efforts to reach out to youth and ethnic minorities and by seeking to better understand the recreation needs of various ethnic communities through improved communication efforts and provision of attractive services and facilities that respond to public preferences.

This package is directly related to the following Strategic Initiatives:

- Interpretation Initiative by restoring and enhancing interpretation into a fundamental park experience.
- Friends Group Initiative by recruiting active volunteers and interested community members to establish park friends groups.

The overall impact of the package will be adding needed resources to establish and maintain a healthy, sustainable park system that benefits all people now and into the future. Key attributes to this system will be:

- Having parks in good physical condition
- Providing recreation, enjoyment and learning
- Making sure State Parks’ mission of resource care and protection is fulfilled
- Having adequate staffing and customer service
- Developing public and community engagement
- Promoting Tourism and Economic Development

Impact(s) To:		Identify / Explanation
Regional/County impacts?	Yes	Identify: Increased annual attendance will lead to additional revenue generated for regional and county governments and businesses.
Other local gov’t impacts?	Yes	Identify: Increased annual attendance will lead to additional revenue generated for state and local governments and businesses.

Tribal gov't impacts?	No	Identify:
Other state agency impacts?	Yes	Identify: Discover Pass sales will result in maintaining revenue for the Department of Fish and Wildlife and the Department of Natural Resources.
Responds to specific task force, report, mandate or exec order?	No	Identify:
Does request contain a compensation change?	No	Identify:
Does request require a change to a collective bargaining agreement?	No	Identify:
Facility/workplace needs or impacts?	No	Identify:
Capital Budget Impacts?	No	Identify:
Is change required to existing statutes, rules or contracts?	No	Identify:
Is the request related to or a result of litigation?	No	Identify lawsuit (please consult with Attorney General's Office):
Is the request related to Puget Sound recovery?	No	If yes, see budget instructions Section 14.4 for additional instructions
Identify other important connections		

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

The agency expects revenue growth from the anticipated growth of visitors to state parks as a result of this investment, which will increase state and local revenue and business income. The anticipated growth in Discover Pass sales resulting from this package will impact the Department of Fish and Wildlife and the Department of Natural Resources, which both receive 8% of the revenue generated from these sales. There is no sufficient data on which to base projections for this growth.

What alternatives were explored by the agency and why was this option chosen?

None. The Washington State Parks and Recreation Commission has a dual mission to care for a diverse collection of public lands and provide meaningful recreational and educational

experiences that connect Washingtonians to their state’s natural and cultural heritage. The resources requested in this package take the agency a step closer to achieving this goal. Increased staffing is needed to improve service levels to continue progress toward a healthy, sustainable park system, which in turn will help sustain Parks through community support and revenue growth.

What are the consequences of not funding this request?

Not funding this package will result in a continuation of inadequate staffing levels needed to provide interpretation, education, enforcement, public safety, partnership development, and customer service. It will also hinder the development of public and community engagement.

How has or can the agency address the issue or need in its current appropriation level?

State Parks does not have sufficient funding to increase park staff within its current appropriation level.

Other supporting materials:

Additional expenditure detail is attached.

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

No 

Yes Continue to IT Addendum below and follow the directions on the bottom of the addendum to meet requirements for OCIO review.)

Park Area and Park: Operations		Project completion date:												
Project Name: Improve Customer Experience		Project Number:												
EMPLOYMENT CLASS	2018	2019	2020	2021	2018		2019		2020		2021			
					FTE	Salary	FTE	Salary	FTE	Salary	FTE	Salary		
Park Aide	22-E	24,324	5.0	121,620	5.0	121,620	5.0	121,620	5.0	121,620	5.0	121,620		
Sr Park Aide	28-G	29,820	5.0	149,100	5.0	149,100	5.0	149,100	5.0	149,100	5.0	149,100		
Custodian 2/Caretaker	28-L	32,688	5.0	163,440	5.0	163,440	5.0	163,440	5.0	163,440	5.0	163,440		
Heavy Equipment Operator	45-L	49,308	-	-	-	-	-	-	-	-	-	-		
Truck Driver 2	38-L	41,436	-	-	-	-	-	-	-	-	-	-		
C&M Project Specialist	51-L	57,144	-	-	-	-	-	-	-	-	-	-		
C&M Project Lead	54-L	61,512	-	-	-	-	-	-	-	-	-	-		
C&M Project Supervisor	56-L	64,620	-	-	-	-	-	-	-	-	-	-		
Grounds & Nursery Spec 1	26-L	31,224	-	-	-	-	-	-	-	-	-	-		
Grounds & Nursery Spec 2	29-L	33,504	-	-	-	-	-	-	-	-	-	-		
Fiscal Tech 1	29-L	33,504	-	-	-	-	-	-	-	-	-	-		
Interpretive Assistant	30-L	34,294	-	-	-	-	-	-	-	-	-	-		
Interpretive Specialist	36-L	39,444	3.0	118,332	3.0	118,332	3.0	118,332	3.0	118,332	3.0	118,332		
Customer Service Spec 1	32-L	35,928	-	-	-	-	-	-	-	-	-	-		
Park Ranger 1 in Training	44-E	40,428	5.5	222,354	5.5	222,354	5.5	222,354	5.5	222,354	5.5	222,354		
Park Ranger 3	56-L	64,620	-	-	-	-	-	-	-	-	-	-		
Office Assistant 2	28-G	28,172	-	-	-	-	-	-	-	-	-	-		
Program Specialist 2	42-L	45,684	2.0	91,368	2.0	91,368	2.0	91,368	2.0	91,368	2.0	91,368		
WMS		75,192	-	-	-	-	-	-	-	-	-	-		
Maintenance Mech 1	42-L	45,684	-	-	-	-	-	-	-	-	-	-		
Natural Resource Tech 3	39-L	42,492	-	-	-	-	-	-	-	-	-	-		
Requested FTE/total			20.5	702,774	20.5	702,774	20.5	702,774	20.5	702,774	20.5	702,774		
Annual Summary			2018	2019	2020	2021	2018	2019	2020	2021	2018	2021		
FTE Indirect	11%		20.5	20.5	20.5	20.5	20.5	20.5	20.5	20.5	20.5	20.5		
Salary			702,800	702,800	702,800	702,800	702,800	702,800	702,800	702,800	702,800	702,800		
Benefits (24% pt time)	33%		231,900	231,900	231,900	231,900	231,900	231,900	231,900	231,900	231,900	231,900		
Indirect (on A & B)	24.3%		227,100	227,100	227,100	227,100	227,100	227,100	227,100	227,100	227,100	227,100		
Travel	500 per FTE		10,300	10,300	10,300	10,300	10,300	10,300	10,300	10,300	10,300	10,300		
Goods and Services			112,700	48,000	48,000	48,000	48,000	48,000	48,000	48,000	48,000	48,000		
One time Equipment			-	-	-	-	-	-	-	-	-	-		
On going Equipment			-	-	-	-	-	-	-	-	-	-		
Annual Totals			1,284,800	1,220,100										
Biennial Summary			2017-2019		2019-2021		2017-2019		2019-2021		2017-2019		2019-2021	
FTE Indirect			20.5	20.5	20.5	20.5	20.5	20.5	20.5	20.5	20.5	20.5	20.5	
Salary			702,800	702,800	702,800	702,800	702,800	702,800	702,800	702,800	702,800	702,800	702,800	
Benefits			231,900	231,900	231,900	231,900	231,900	231,900	231,900	231,900	231,900	231,900	231,900	
Travel			10,300	10,300	10,300	10,300	10,300	10,300	10,300	10,300	10,300	10,300	10,300	
Goods and Services			112,700	48,000	48,000	48,000	48,000	48,000	48,000	48,000	48,000	48,000	48,000	
Equipment			-	-	-	-	-	-	-	-	-	-	-	
Indirect			-	-	-	-	-	-	-	-	-	-	-	
Biennial Total			2,504,900	2,440,200	2,440,200	2,440,200	2,504,900	2,440,200	2,440,200	2,440,200	2,504,900	2,440,200	2,440,200	
Revenue														
Formulas:														
Project Description:														
Financial Assumptions:														
(includes cost as a % of total new FTEs); additional travel, supplies, materials, equipment, etc)														
Subtotal of Goods and Services														
Reserved for Capital														

2017-19 Biennium Budget Decision Package

Agency: 465 – Parks and Recreation Commission

Decision Package Code/Title: PL-LD Local Improvement District Assessments

Budget Period: 2017-19

Budget Level: PL – Performance Level

Agency Recommendation Summary Text:

The payment of local improvement districts property assessments was transferred from the Office of Financial Management (OFM) to State Parks in the 2015-17 Enacted Budget. The actual costs associated with these payments are higher than the amount provided in the budget. This request asks for \$186,453.24 to pay for the full cost of these assessments in the 2017-19 biennium. (General Fund - State)

Fiscal Summary:

Operating Expenditures	FY 2018	FY 2019	FY 2020	FY 2021
Fund 001-1 GF-S	92,238.01	94,215.23	96,164.78	96,164.78
Total Cost	92,238.01	94,215.23	96,164.78	96,164.78
Staffing	FY 2018	FY 2019	FY 2020	FY 2021
FTEs	0.0	0.0	0.0	0.0
Revenue	FY 2018	FY 2019	FY 2020	FY 2021
Fund 269	35,600	35,600	35,600	35,600
Object of Expenditure	FY 2018	FY 2019	FY 2020	FY 2021
Obj. E - Goods and Services	92,238.01	94,215.23	96,164.78	96,164.78

Package Description

State Parks is requesting \$186,453.24 in additional funds to cover the anticipated cost for Local Improvement District (LID) payments made to municipalities for state lands managed or owned by State Parks.

In the 2015-17 biennium, OFM transferred responsibility for LID payments, along with \$100,000 in GF-S funds for each fiscal year (\$200,000 in total) to State Parks to make these payments. In FY 2016, State Parks paid \$187,704.03 (Attachment 1) for these assessments and expects to pay \$192,238.01 in FY17. These higher costs are expected to continue into the 2017-19 biennium with a slight increase.

The only rate increase that Parks is aware of is for the City of Issaquah. The city council passed Resolution 2749 (Attachment 2A) on November 2, 2015, to annually increase their storm water rates through calendar year 2020. Based on this information and the assumption that other municipalities would not increase their billings, Parks projects that an additional \$186,453.24 would be needed in the 2017-19 biennium to cover the full cost of the assessments.

Table 1 shows the City of Issaquah revised assessment with its proposed storm water rate increase beginning January 1, 2016 (Attachment 2B).

City of Issaquah Storm Water Utility			
Fiscal Year	Current Assessment	Projected Increase	Revised Assessment
FY17	53,084.85	2,437.20	55,522.05
FY18	53,084.85	4,533.98	57,618.83
FY19	53,084.85	6,511.20	59,596.05
FY20	53,084.85	8,460.75	61,545.60

Table 1: Projected cost increases for the City of Issaquah assessments only

Table 2 shows how Parks determined the amount needed to cover LID payments through FY2021.

Fiscal Year	FY16	FY17	FY18	FY19	FY20	FY21
City of Issaquah	53,084.85	55,522.05	57,618.83	59,596.05	61,545.60	61,545.60
All other municipalities	134,619.18	134,619.18	134,619.18	134,619.18	134,619.18	134,619.18
Revised Total	187,704.03	190,141.23	192,238.01	194,215.23	196,164.78	196,164.78
Less Carry Forward Appn	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
Anticipated Shortfall	87,704.03	90,141.23	92,238.01	94,215.23	96,164.78	96,164.78

Table 2: Summary of State Parks assessment costs

Decision Package Justification and Impacts:

Activity

Incremental Changes

FY18

FY 19

A004 – Park Operations

No measures submitted for this activity

What specific performance outcomes does the agency expect?

This package funds administrative costs that help support the State Parks operations and the 2014-19 Strategic Plan to advance the goal of a healthy and sustainable park system.

What are other important connections or impacts related to this proposal?

Impact(s) To:		Identify / Explanation
Regional/County impacts?	Yes	Identify: Tax revenue to municipalities.
Other local gov't impacts?	No	Identify:
Tribal gov't impacts?	No	Identify:
Other state agency impacts?	No	Identify:
Responds to specific task force, report, mandate or exec order?	No	Identify:
Does request contain a compensation change?	No	Identify:
Does request require a change to a collective bargaining agreement?	No	Identify:
Facility/workplace needs or impacts?	No	Identify:
Capital Budget Impacts?	No	Identify:
Is change required to existing statutes, rules or contracts?	No	Identify:
Is the request related to or a result of litigation?	No	Identify lawsuit (please consult with Attorney General's Office):
Is the request related to Puget Sound recovery?	No	If yes, see budget instructions Section 14.4 for additional instructions
Identify other important connections		

What alternatives were explored by the agency and why was this option chosen?

None. The local improvement district assessments were previously paid by OFM but are now paid by affected agencies, including State Parks.

What are the consequences of not funding this request?

Although State Parks generate its own revenue, the revenue collected is not enough to fund all park operations. Other programs and services would have to be reduced or eliminated to cover the increased cost of these tax obligations.

How has or can the agency address the issue or need in its current appropriation level?

To ensure resources are not diverted from direct programs or services to cover these costs, State Parks needs the additional funding. Also, Parks is planning to submit a 2017 Supplemental budget request (2015-17 biennium) to cover costs that exceed the original \$200,000 appropriation.

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

No 

Yes Continue to IT Addendum below and follow the directions on the bottom of the addendum to meet requirements for OCIO review.)

Attachment 1
Washington State Parks and Recreation Commission
FY2016 LID Payments to Municipalities
August 29, 2016

Municipality	Total Amount
Adams County Treasurer	465.00
Bellevue City Of	1,119.55
Chelan Co Treasurer	474.60
Clallam County Treasurer	140.89
Clark County Treasurer	2,363.02
Cowlitz County Treasurer	5,547.26
Ferry County Treasurer	16.00
Franklin County Treasurer	198.72
Grant County Treasurer	1,536.00
Grays Harbor Co Treasurer	342.00
Grays Harbor County	403.16
Iwaco City Of	270.00
Island County Treasurer	724.02
Issaquah City Of	53,084.85
Jefferson County Treasurer	976.70
King Co Treasury	51,210.76
Kittitas County Treasurer	2,162.08
Kittitas Reclamation District	384.00
Klickitat County Treasurer	527.09
Kootenai County Treasurer	118.92
Lewis County Treasurer	40.45
Lincoln County Treasurer	27.80
Mason County Treasurer	53.70
Okanogan County Treasurer	76.32
Pacific County Treasurer	3,306.80
Pierce County Budget & Financ	1,282.75
San Juan County Treasurer	8,342.43
Skagit County Treasurer	9,082.05
Skamania County Treasurer	53.96
Snohomish County Treasurer	5,261.97
Spokane Co Treasurer	593.03
Spokane County Treasurer	9,420.54
Tacoma City Of Public Utilitie	991.88
Thurston County Treasurer	18,262.75
Whatcom County Of	1,212.83
Whatcom County Treasurer	3,641.43
Whitman County Treasurer	3.12
Yakima County Treasurer	3,985.60
<i>FY 2016 Grand Total</i>	187,704.03
<i>Less GF-S Appn</i>	100,000.00
<i>Shortfall</i>	87,704.03

ORDINANCE NO. 2749

AN ORDINANCE OF THE CITY OF ISSAQUAH, WASHINGTON, AMENDING SECTIONS 13.30.050(C) OF THE ISSAQUAH MUNICIPAL CODE RELATING TO STORMWATER RATES AND ESTABLISHING JANUARY 1, 2016 AS THE EFFECTIVE DATE; AND AMENDING SECTION 13.30.055(A) GENERAL FACILITIES CHARGE AND ESTABLISHING JANUARY 1, 2016 AS THE EFFECTIVE DATE.

WHEREAS, the City of Issaquah provides service to over 6,400 stormwater accounts, of which about 90% are single-family residences. The service area includes the incorporated City.

WHEREAS, the City of Issaquah completed a combine utility rate study as required by the City's adopted financial policies, and

WHEREAS, the City of Issaquah last adopted a rate increase in July 2008.

WHEREAS, growth in utility revenues have not kept pace with Stormwater Fund needs since the last rate increase and

WHEREAS, during the period June of 2008 through June of 2015 the Consumer price index increased 11.3%.

WHEREAS, the current general facilities charge of \$789.00 per equivalent service units (ESU) is increased to \$1,256 to reflect the cost of service and,

WHEREAS, the City of Issaquah Council has reviewed and prioritized the expenses in the Stormwater Utility and, based on the need to continue these current and projected programs and projects, confirms the need to increase rates to support these expenses.

WHEREAS, the City Council wishes to amend Section 13.30.050(C) of the Issaquah Municipal Code to change the City's stormwater rates and Sections 13.30.055 to amend the general facilities charge and, NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF ISSAQUAH, WASHINGTON, DO ORDAIN
AS FOLLOWS:

Section 1. 13.30.050(C) of the Issaquah Municipal Code is hereby amended to read as

follows:

(C) Stormwater utility charges shall be in accordance with the schedule contained in this section entitled "Stormwater Utility Rates." For residential and undeveloped parcels, the service charge is a flat rate per parcel. For non-residential parcels, the service charge shall be computed as the product of the applicable rate times the number of ESUs (rate x ESU) present on that parcel. All developed parcels shall be charged a minimum of 1.0 ESU. Small undeveloped parcels with total area less than 5000 square feet, total assessed value less than or equal to \$10,000, and impervious surface area less than 0.5 ESU shall be considered exempt from stormwater fees.

STORMWATER UTILITY RATES-Effective January 1, 2016

Customer Classification	Rate
All Undeveloped Parcels	\$ 7.39 per parcel/month
Residential Developed	\$14.78 per parcel/month
Non-Residential Developed	\$14.78 per ESU/month, 1.0 ESU minimum

STORMWATER UTILITY RATES-Effective January 1, 2017

Customer Classification	Rate
All Undeveloped Parcels	\$ 7.69 per parcel/month
Residential Developed	\$15.37 per parcel/month
Non-Residential Developed	\$15.37 per ESU/month, 1.0 ESU minimum

STORMWATER UTILITY RATES-Effective January 1, 2018

Customer Classification	Rate
All Undeveloped Parcels	\$ 7.96 per parcel/month
Residential Developed	\$15.91 per parcel/month
Non-Residential Developed	\$15.91 per ESU/month, 1.0 ESU minimum

STORMWATER UTILITY RATES-Effective January 1, 2019

Customer Classification	Rate
All Undeveloped Parcels	\$ 8.24 per parcel/month
Residential Developed	\$16.47 per parcel/month
Non-Residential Developed	\$16.47 per ESU/month, 1.0 ESU minimum

STORMWATER UTILITY RATES-Effective January 1, 2020

Customer Classification	Rate
All Undeveloped Parcels	\$ 8.49 per parcel/month
Residential Developed	\$16.96 per parcel/month
Non Residential Developed	\$16.96 per ESU/month, 1.0 ESU minimum

Section 2. These Stormwater Rates will become effective the first full billing cycle after January 1, 2016 and hereinafter increased by the adopted rate schedule.

Section 3. 13.39.055(A) of the Issaquah Municipal Code relating to Stormwater Utility accounts is hereby replaced to read as follows:

(A) Beginning on the effective date of the ordinance codified in this section, and thereafter in addition to other fees required by ordinance or pursuant to agreement, there is imposed upon the owner of property seeking to connect to the City's stormwater system a general facility charge. This general facility charge is determined as \$1,256 times the number of equivalent service unit (ESU) ($\$1,256 \times \text{ESU}$).

Section 4. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

Section 5. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City, and shall take effect and be in full force five days following publication.

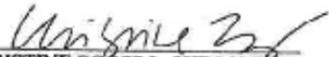
PASSED by the City Council of the City of Issaquah, the 2nd day of November, 2015.

APPROVED by the Mayor of the City of Issaquah the 2nd day of November, 2015.

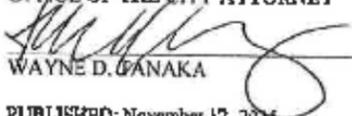
APPROVED:


FRED BUTLER, MAYOR

ATTEST/AUTHENTICATED:


CHRISTINE EGGERS, CITY CLERK

**APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY**


WAYNE D. KANAKA

PUBLISHED: November 12, 2015
EFFECTIVE DATE: November 17, 2015
ORDINANCE NO. 2749 / AB 7064

**CITY OF ISSAQUAH STORM WATER RATE SCHEDULE
 FOR CALENDAR YEARS 2015 - 2020***

Calendar Year	Fiscal Year Period	State FY	Period Cost	FY Cost	All other municipalities	Total FY Assessment Costs	Total Biennial Costs
2015	7/1/2015-12/31/2015		25,898.64				
2016	1/1/2016-6/30/2016	FY16	27,186.21	53,084.85	134,619.18	187,704.03	
2016	7/1/2016-12/31/2016		27,186.21				
2017	1/1/2017-6/30/2017	FY17	28,335.84	55,522.05	134,619.18	190,141.23	377,845.26
2017	7/1/2017-12/31/2017		28,335.83				
2018	1/1/2018-6/30/2018	FY18	29,283.00	57,618.83	134,619.18	192,238.01	
2018	7/1/2018-12/31/2018		29,283.00				
2019	1/1/2019-6/30/2019	FY19	30,313.05	59,596.05	134,619.18	194,215.23	386,453.24
2019	7/1/2019-12/31/2019		30,313.06				
2020	1/1/2020-6/30/2020	FY20	31,232.54	61,545.60	134,619.18	196,164.78	
2020	7/1/2020-12/31/2020		31,232.54				
2021	1/1/2021-6/30/2021	FY21	31,232.54	62,465.08	134,619.18	197,084.26	393,249.04
2021	7/1/2021-12/31/2021		31,232.54				
2022	1/1/2022-6/30/2022	FY22	31,232.54	62,465.08	134,619.18	197,084.26	

* Per city ordinance 2749 dated November 2, 2015.

2017-19 Biennium Budget Decision Package

Agency: 465 – Parks and Recreation Commission

Decision Package Code/Title: PL - MC Maintain Critical Park Services

Budget Period: 2017-19

Budget Level: PL – Performance Level

Agency Recommendation Summary Text:

State Parks requests restoration of \$10.0 million in funding removed from the 2015-17 carry-forward level budget. This funding is needed to replace the Litter Tax revenue stream that ends June 30, 2017. The agency has a critical need to restore these funds to continue providing existing core services and programs.

Restoration of the \$10.0 million (7.7% of budget) will retain approximately 93.0 FTEs which equates to about 190 park staff. The FTEs (13.7% of total) are critical to State Parks operations. Lower staffing levels will adversely impact the park system. Restoring the \$10.0 million will provide a base funding level equivalent to the 2015-17 biennium and will prevent service declines that will erode the system. Restoring this base level funding will enable Parks to continue current level of customer service, programs, enforcement and facility maintenance to accommodate and encourage visitations - and retain current revenue streams. (General Fund – State)

Fiscal Summary:

Operating Expenditures	FY 2018	FY 2019	FY 2020	FY 2021
Fund 001-1 GF - State	5,000,000	5,000,000	5,000,000	5,000,000
Total Cost	5,000,000	5,000,000	5,000,000	5,000,000
Staffing	FY 2018	FY 2019	FY 2020	FY 2021
FTEs	0	0	0	0
Revenue	FY 2018	FY 2019	FY 2020	FY 2021
Fund 269-1 PRSA	1,744,000	1,744,000	1,744,000	1,744,000
Object of Expenditure	FY 2018	FY 2019	FY 2020	FY 2021
Obj. A Salary and Wages	3,215,000	3,215,000	3,215,000	3,215,000
Obj. B Employee Benefits	1,230,000	1,230,000	1,230,000	1,230,000
Obj. E Goods/Other Services	465,000	465,000	465,000	465,000
Obj. G Travel	90,000	90,000	90,000	90,000
Total Objects	5,000,000	5,000,000	5,000,000	5,000,000

Package Description

State Parks requests reinstatement of \$10.0 million in funding removed in the 2017-19 carry-forward level. For 4 biennia, State Parks has received some form of “one-time” funding to support core operations. State Parks believes the on-going nature of this “one-time” designation of the funds shows the intent to provide a base level of funding, in addition to the earned revenue collected by the agency to support core operations.

Restoration of the \$10.0 million will continue current biennium base-level spending into the 2017-19 biennium. This will help ensure parks remain open and basic services provided. Without the additional funding, State Parks will have no alternative, but to reduce approximately 93.0 FTEs (190 Park staff) which will adversely impact programs and services in a significant way by reducing staffing below existing levels.

Funding this package will ensure State Parks will retain existing funding for services to maintain availability of campsites, cleanliness of restroom, continued enforcement efforts, and sufficient staff capacity to provide support services and programs. Existing parks will remain staffed to keep facilities open, retain garbage collection, stewardship protection, law enforcement and Discover Pass compliance. Maintaining current staffing levels is critical to adequately provide customer service and programs, and care for facilities, grounds and infrastructure. This funding is also essential for visitor and employee safety, public perception, partnerships, interpretive programs and volunteer opportunities. This package will allow State Parks to continue promoting Discover Pass and other agency services helping to maintain and grow revenue.

This package restores approximately 7.7 percent of the agency’s 2015-17 base level funding. The funding is critical to the agency to preserve core services and maintain facilities and grounds. This request supports the State Park’s mission and Strategic Plan. Without these resources the agency will need to re-prioritize programs and services to affect a reduction of this magnitude and re-evaluate the agency’s 2017-19 strategic priorities and initiatives.

Expenditure Calculations and Assumptions:

For costing purposes to reinstate the \$10.0 million, the assumption is that 80 percent of the funding pertains to park operations and 20 percent to all other areas of the agency. This split represents the approximate current budget ratio. Restoration of \$10.0 million equates to 93.0 FTEs for costing purposes. However, these FTEs are not reflected in this decision package as the carry-forward level adjustment did not reduce FTEs.

This request will be impacted by any increase to compensation and benefits that are introduced through the Governor’s or legislative budget proposals. Parks estimate that an increase of 5% of the salary and benefits would be needed to cover those proposals.

Revenue Calculations and Assumptions:

The following assumptions are made for calculating revenue:

- Camping revenue associated with reduced staffing levels at parks: \$1,910,600
 - Closing camping in parks in winter months at parks 5 to 6 months/year
 - All revenue for closing Interpretive or Retreat Centers
- Roofed Accommodations and Retreat Centers revenue associated with reduced staffing levels and some closure of facilities: \$367,400

- Discover Pass revenue was calculated based on sales in parks when closed or non-staffed. \$1,210,000
- Total Revenue: \$3,488,000

Decision Package Justification and Impacts:

Activity	Incremental Changes	
	<u>FY18</u>	<u>FY 19</u>
A002 – Administration		
Total Revenue Generated	\$1,744,000	\$1,744,000
A004 – Park Operations		
<ul style="list-style-type: none"> • No measures submitted for this activity 		
A019 – Park Improvement and Real Estate Management		
<ul style="list-style-type: none"> • No measures submitted for this activity 		
A021 – Natural and Cultural Resource Stewardship		
<ul style="list-style-type: none"> • No measures submitted for this activity 		
A023 – Business Development, Partnership and Marketing		
<ul style="list-style-type: none"> • Number of Discover Pass sold 	20,167	20,167

What specific performance outcomes does the agency expect?

Funding this package will enable State Parks to keep current base level staffing in parks for routine and preventive maintenance, safety and customer service. Park-based maintenance of facilities, campsites, lawns and grounds will continue at current base levels as well as ranger presence and support staff. This funding will help to ensure that day use parks are staffed, rather than occasionally spot checked by staff from other parks and Interpretive and Environmental Learning Centers that are currently open will continue operations. Stewardship activities will continue maintaining and preserving Parks natural and historic resources. The agency will continue with business development and marketing efforts to promote parks and increase fee revenue.

Elsewhere in the agency, programs such as Interpretive programs, Facilities Management, Business Development, and Marketing will continue to operate at near existing levels. Internal support and administrative areas will be retained at currently funded levels; such as human resources, payroll, payables, contracts, performance measurement and sustainability efforts.

Decision Package Justification and Impacts:

<u>Activity</u>	<u>Incremental Changes</u>	
	<u>FY 2016</u>	<u>FY2017</u>
A002 – Administration Total Revenue Generated	\$1,744,000	\$1,744,000
A023 – Business Development, Partnership and Marketing Number of annual Discover Passes sold	20,167	20,167

What are other important connections or impacts related to this proposal?

This package supports State Parks’ core mission to care for a diverse collection of public lands and provides meaningful recreational and educational experiences that connect Washingtonians to their State’s natural and culture heritage. It also supports all seven of the 2014-19 Strategic Plan.

Strategy 1: “Demonstrate that all Washingtonians benefit from their state parks.”

Strategy 2: “Adopt a business approach to park system administration”

Strategy 3: “Provide recreation, cultural, and interpretive opportunities people want”

Strategy 4: “Promote meaningful opportunities for volunteers, friends and donors”

Strategy 5: “Form strategic partnerships with other agencies, tribes and non-profits”

Strategy 6: “Expand use of land holdings for compatible revenue generating purposes”

Strategy 7: “Develop amenities and acquiring lands that advance transformation”

This package supports State Parks 2017-19 agency priorities.

- Customer focus: “Clean, green and be seen”
- Improving facility condition
- Making smarter decisions with better data
- Understanding resources in our care
- Engaging youth and diverse communities
- Developing rail access and improving trail management

This package contributes to the Governor’s Results Washington Goal 2: Prosperous economy. A recent study done by Earth Economics reported on the economic activity associated with the Washington State’s park system. The final report showed that state parks economic contribution totaled \$1.4 billion per year and approximately 57% of that was a direct contribution from initial consumer expenditures associated with traveling to State Parks and the purchase of outdoor recreation equipment.

Goal 3: Sustainable energy and a clean environment subsection - Clean & Restored Environment and subsection - Working & Natural Lands – Outdoor recreation. Sustaining current levels will protect parks and campgrounds from deterioration and vandalism and maintain natural resource management and historic preservation, and parks and programs staffed will preserve participation in outdoor experiences on state public recreation lands and waters.

Goal 4: Health and Safe Communities. This package contributes to personal well-being by enhancing physical and mental health. It contributes to one’s quality of life as Parks provides places to participate in outdoor recreation.

Goal 5: Efficient, effective, and accountable government. This package provides staffing levels that help maintain an efficient, effective and accountable government and support efforts to properly manage parks and the park system.

Impact(s) To:		Identify / Explanation
Regional/County impacts?	No	Identify: Increased annual attendance will lead to additional revenue generated for regional and county governments and businesses.
Other local gov’t impacts?	No	Identify: Increased annual attendance will lead to additional revenue generated for state and local governments and businesses.
Tribal gov’t impacts?	No	Identify:
Other state agency impacts?	No	Identify: Discover Pass sales will result in increased revenue for the DFW and DNR.
Responds to specific task force, report, mandate or exec order?	No	Identify:
Does request contain a compensation change?	No	Identify:
Does request require a change to a collective bargaining agreement?	No	Identify:
Facility/workplace needs or impacts?	No	Identify:
Capital Budget Impacts?	No	Identify: More preventive maintenance results in a lower number of capital projects in the future.
Is change required to existing statutes, rules or contracts?	No	Identify:
Is the request related to or a result of litigation?	No	Identify lawsuit (please consult with Attorney General’s Office):
Is the request related to Puget Sound recovery?	No	If yes, see budget instructions Section 14.4 for additional instructions
Identify other important connections		

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

The agency expects revenue growth (consistent with 2015-17 staffing levels) from the anticipated growth of visitors to state parks as a result of this investment, which will increase state and local revenue and business income. The anticipated growth in Discover Pass sales resulting from this package will impact the Department of Fish and Wildlife and the Department of Natural Resources, which both receive 8% of the revenue generated from these sales.

What alternatives were explored by the agency and why was this option chosen?

Not applicable. Restoration of these funds is needed to pay for existing staff, programs and services funded in the 2015-17 biennium.

What are the consequences of not funding this request?

Although State Parks generates its own revenue, the revenue collected is not enough to fund all park operations. Funding this package would allow the agency to retain approximately 7.7 percent of its base-level funding to continue managing the state park system at current levels.

If this request is not funded, Parks would have to reduce its workforce by about 190 staff. The agency would need to re-prioritize programs and services to affect a reduction of this magnitude and re-evaluate the agency’s 2017-19 strategic priorities and initiatives.

If current biennium spending levels are not restored, then routine and preventive maintenance will be reduced even further resulting in the faster decline in facility conditions – eventually leading to major repairs and renovation requiring capital projects.

Adopting this package will retain approximately \$3.5 million in revenue. If not funded, revenue will not be realized and further expenditure reductions will need to occur. In addition, if this is not funded the agency will need to reprioritize programs and service in order to implement a reduction of this magnitude.

How has or can the agency address the issue or need in its current appropriation level?

State Parks has received some source of “one-time” funding for the past four biennia to support core operations. Parks is asking to restore \$10 million in funding currently used to pay for existing, on-going programs and services. The agency cannot operate at current service levels if these funds are not restored.

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

No 

Yes Continue to IT Addendum below and follow the directions on the bottom of the addendum to meet requirements for OCIO review.)

2017-19 Biennium Budget Decision Package

Agency: 465 – Parks and Recreation Commission

Decision Package Code/Title: PL – PM Protect and Maintain Park Properties

Budget Period: 2017-19

Budget Level: PL – Performance Level

Agency Recommendation Summary Text

State Parks requests funds for staffing to continue preventive maintenance efforts to protect and maintain the physical condition of the parks and address the maintenance backlog, maintain Parks’ trail system, and provide stewardship of park lands. Adequate park maintenance is essential for long term sustainability, visitor satisfaction, and revenue generation that support a healthy, sustainable state park system. (General Fund – State)

Fiscal Summary:

Operating Expenditures	FY 2018	FY 2019	FY 2020	FY 2021
Fund 001-1 GF-State	4,076,300	3,421,700	3,409,700	3,409,700
Total Cost	4,076,300	3,421,700	3,409,700	3,409,700
Staffing	FY 2018	FY 2019	FY 2020	FY 2021
FTEs	27.8	27.8	27.8	27.8
Revenue	FY 2018	FY 2019	FY 2020	FY 2021
Fund	0	0	0	0
Object of Expenditure	FY 2018	FY 2019	FY 2020	FY 2021
Obj. A - Salaries	1,620,700	1,620,700	1,620,700	1,620,700
Obj. B - Benefits	534,800	534,800	534,800	534,800
Obj. C - Contracts	450,000	0	0	0
Obj. E – Goods/Services	831,800	747,200	735,200	735,200
Obj. G - Travel	12,500	12,500	12,500	12,500
Obj. J - Equipment	120,000	0	0	0
Obj. T – Intra-agency Reimb.	506,500	506,500	506,500	506,500

Package Description:

State Parks manages an extensive system of parks, parkways and undeveloped properties including 125 developed parks open to the public. The parks are located in nearly every county of the state, attracting visitors who contribute to local economies. In all locations, parks require

maintenance to meet public expectations. Preventive and regular skilled maintenance ensure public safety and health through well-functioning water, electrical and sewer systems and through structures and features that are safe, clean, attractive and functional.

The Governor and State Legislature made a significant investment in 2015-17 to fund preventive maintenance to stop further deterioration of grounds, buildings, structures, and facilities. This one-time funding using earned revenue is significantly improving park conditions. With the additional funding the agency was able to hire the level of maintenance staff with the skills necessary to complete the work. Unfortunately, the carry-forward staffing and funding level is not sufficient to maintain these efforts. To continue these efforts and build upon the gains made in the 2015-17 biennium, State Parks needs funding for additional maintenance staff.

Narrative Justification and Impact Statement

Preventive Maintenance - Protecting & Maintaining Parks Physical Condition

Even though the Legislature's 2015-17 investment in park condition has allowed State Parks to make improvements in this area, insufficient staffing ultimately and practically means putting preventive maintenance aside. Preventive maintenance followed by regular routine maintenance remains the most neglected activity in the parks. Consequences of neglected critical maintenance are public safety hazards, further deterioration of buildings, structures and facilities – and potentially, significant capital costs later. Unchecked, insufficient maintenance can result in the need to shut down use of trails, campsites, buildings and other facilities, which negatively affects visitation and revenue earnings. In a 2014 customer survey, Park condition (cleanliness, operations, and maintenance) was identified as the number one area of concern by overnight camping users.

The park ranger is relied upon to play multiple roles which include various levels of maintenance within the park. Over time it has become more challenging to recruit ranger staff that can meet both stringent law enforcement standards and excel in the area of maintenance. Additionally, the regulatory environment and complexity of systems within the parks has required a higher level of maintenance expertise, licensing and certification. This moves Parks to a structure that ties the park level maintenance staff to the Region Maintenance and Chief of Maintenance staff, rather than to the park ranger whose main responsibilities is administering park operations and providing security and enforcement. It also improves our methods of assessing needs, prioritizing projects and developing a plan for meeting maintenance needs.

This package requests to hire Construction & Maintenance Supervisors to streamline preventive maintenance within each of the 23 park areas. As park systems and facilities become more complex, there is a greater need to have skilled maintenance staff to supervise and lead the maintenance effort. Trained and specialized maintenance staff in the park has been a transition for the agency. Only larger park areas have journey level maintenance staff and at levels that have not been able to keep up with preventive maintenance needs.

These positions would supervise skilled maintenance staff representing a variety of trades, oversee, coordinate and prioritize essential construction and maintenance projects, manage the water and wastewater operations, coordinate equipment operation and training, and perform journey level work. Currently this oversight is provided by park rangers who already have heavy safety and management workloads associated with park operations and typically do not

have a background in the construction and maintenance trades. It is anticipated that the implementation of these positions would result in well-defined roles, responsibilities, and accountability and job specific training and development plans.

The increase in staff resources is also necessary to ensure that State Parks' skilled trades people, who serve as Parks' construction and maintenance specialists, have supervisors with the technical knowledge, training and experience to understand and manage the work they do. Construction and maintenance staff include carpenters, plumbers, electricians, heavy equipment operators, metal workers, mechanics and many others from skilled trades. The request also ensures proper workload distribution, allowing rangers and other park staff to focus on the core essential duties of their own job classes and attend to the day-to-day needs of customers, park programs and routine maintenance and park custodial care (clean bathrooms, mow lawns, etc.).

Background

In 2014, State Parks initiated a plan to develop metrics for routine and preventive maintenance needs. This plan helps the agency determine staffing levels based on actual measurements and inventory of a park, using time standards to complete a given task. Establishing maintenance standards enables the agency to identify, quantify and focus on maintenance needs and priorities. Use of the maintenance model tool enables the agency to better understand services we are providing and determine if there are more effective or efficient methods of planning for and conducting maintenance. A review of the 2015 maintenance model tool shows a deficiency in the number of construction and maintenance supervisors necessary for management of on-going projects and to address maintenance backlog.

The staff time requested in this package is intended to provide preventive maintenance.

Estimated cost for preventive maintenance is \$6,601,100/Biennium:

- \$3,953,500/ biennium 23.0 FTE (Construction & Maintenance staff)
- \$83,500/ on-going staff related costs
- \$1,400,000 materials/supplies and contracts for projects
- \$235,000/ one-time vehicles and maintenance tool packages
- \$929,100 indirect costs; 2.5 indirect FTEs

State Parks is requesting funding for indirect costs associated with this portion of the package. Indirect is calculated at 23.5% of salaries and benefits for \$929,100 and 11% of FTEs for 2.5 FTEs.

Preserve Park Properties

State Parks needs to address a very large and growing backlog of deferred historic preservation and natural resources management and maintenance activities. Additional resources are needed to 1) enhance assessment and management of historic properties; 2) identify, protect, and restore natural habitat and species of conservation concern; and 3) address forest health issues. Additional effort in these areas would help prevent these resources from degrading or disappearing. The preservation of historic buildings and heritage sites and stewardship of natural resources require staff with specialized planning expertise.

Historic Preservation

In May 2012, the Washington Trust for Historic Preservation placed the historic resources of Washington's state park system on its "2012 Most Endangered Properties List." The Trust's justification was that recent economic woes have made it increasingly challenging for the agency to sustain the needed level of maintenance at parks statewide, let alone address mounting capital needs."

Currently State Parks only has one historic preservation planner to manage 11 historical parks, 35 heritage sites, and 770 officially listed historic structures including military forts, homesteads, ranch buildings, lighthouses, and a seminary complex. This package would fund 1.5 FTEs that would work for the existing Historic Preservation Planner in all areas of historic preservation. These positions would provide historic property documentation, project development, planning, regulatory compliance, project management, and training. In addition, these positions would help identify appropriate maintenance for historic structures that would prevent more expensive capital projects and the accelerated loss of historic building fabric. By providing training to field staff, this position would help ensure that maintenance was completed in a timely and appropriate manner.

Estimated cost for Historic Preservation: \$358,600

- \$286,700/ biennium 1.5 FTE (Parks Planners)
- \$4,500/ on-going staff related costs
- \$67,400 indirect costs; 0.2 indirect FTE

Stewardship of Park Properties

This package also requests funding for basic boundary identification and protection with fencing and gates. Included in this request is funding for signage to inform the public of rules and permitting on the publicly accessible areas and protect private property interests along the trail.

Baseline biological surveys are the backbone of all natural resources stewardship projects. These surveys provide information about the habitats in our parks and their present condition. They also provide metrics to determine the significance of these habitats and reflect how to prioritize management efforts. This package would provide one-time funding to begin mapping vegetation communities and rare plant species. Approximately half of State Parks' land base [50-60,000 acres] is undeveloped and non-surveyed area. Results of this work would be utilized by staff engaged in natural resources protection and restoration projects. These surveys would merge with historic surveys and complement citizen science efforts to update past surveys.

Estimated cost for Stewardship: \$100,000

- \$100,000/ one-time vegetation survey

Maintain Trail System

Under basic stewardship care, there is a legal obligation to control noxious weeds along our trails as well as adjacent acreages along the trail. Control of vegetation is important for fire control and to provide legal easements and access to the trail. Because of the vast trail system within state parks (900+ miles of park trail data) there is a need to expand the focus on the statewide trail program to provided stewardship oversight of trails and improve connections with

stakeholders, work with adjacent landowners, and secure trail related grant funding. This would require additional funds for a statewide trail assessment and 0.5 FTE to maintain the Iron Horse trail (285 mile linear property) including the segment of trail known as the John Wayne Pioneer trail.

Estimated cost for trail management: \$438,300

- \$71,100/ biennium 0.5 FTE (Natural Resource Specialist).
- \$500/ on-going staff related costs.
- \$350,000/ one-time statewide trail assessment.
- \$16,700 indirect costs; 0.1 indirect FTE.

Decision Package expenditure, FTE and revenue assumptions, calculations and details

Total cost \$7,498,000 (Biennial):

- \$4,311,000 salary and benefits; 25.0 FTE.
- \$2,029,000 goods and services
- \$25,000 travel costs
- \$120,000 equipment costs
- \$1,013,000 indirect costs; 2.8 indirect FTE.

State Parks is requesting funding for indirect costs associated with this portion of the package. Indirect is calculated at 23.5% of salaries and benefits for \$1,013,000 and 11% of FTEs for 2.8 FTE.

This request would be impacted by any increase to compensation and benefits that are introduced through the Governor’s or legislative budget proposals. Parks estimate that an increase of 5% of the salary and benefits would be needed to cover those proposals.

Decision Package Justification and Impacts:

<u>Activity</u>	<u>Incremental Changes</u>	
	<u>FY18</u>	<u>FY19</u>
A004 – Park Operations		
• Increase annual attendance (The attendance increase is indeterminate; no data available to show what specific populations frequent state parks.)		
A019 – Park Improvement and Real Estate Management		
• No measures submitted for this activity		
A021 – Natural and Cultural Resource Stewardship		
• No measures submitted for this activity		

The 2016 Facility Condition Index (FCI) shows a 1.33% improvement from 2015 and an overall positive trend since 2013. The total facility deficiencies are still over \$473 million dollars as part of a total current replacement value of about \$ 1.27 billion dollars. Funding this request would help the agency achieve the targeted 2% FCI for 2017-19.

What specific performance outcomes does the agency expect?

State Parks has an important dual mission; to provide healthy outdoor recreation opportunities and to ensure the care and protection of a vast collection of natural, cultural and historical resources. The mission also leads to connecting people with their Washington heritage. As one of the major outdoor recreation providers in the State, Parks creates the opportunity for people of all ages to experience the outdoors, improving their health and quality of life. State Parks is also an economic driver for the State.

This package requests funds to maintain parks physical condition and protect park properties. Outcomes include:

- Improved building, grounds, and facility maintenance
- Improvement in the Facility Condition Index (FCI); reducing the deferred maintenance backlog
- Ability to better address public safety concerns related to maintenance issues (i.e. vandalism)
- Improved planning of maintenance efforts to complete projects on expected timelines
- Streamline park area workloads to improve direct customer interaction
- Implementation of a strategic maintenance approach to agency facilities
- Improved management of the Iron Horse trail (portion John Wayne Pioneer segment)
- Increased vegetation management including noxious weed control

What are other important connections or impacts related to this proposal?

This request contributes to the Governor's Results Washington Goal 5: "Efficient, Effective and Accountable Government" that supports customer satisfaction, resource management, transparency and accountability. It also meets Results Washington mandates in Outdoor Recreation (Goal 3, subsection 4.3) to provide better access to all residents.

This request supports State Parks' operations and the 2014-19 Strategic Plan that includes the 17-19 priorities on customer service: "Clean, Green and Be Seen".

Strategy 2 Adopt a Business Approach to Park System Administration by developing and implementing maintenance standards for the parks would help increase efficiency.

Strategy 3 Provide Recreation, Cultural, and Interpretive Opportunities People Will Want as increased maintenance would improve park facilities conditions to enhance visitor satisfaction.

Additionally, this request supports the agency's 2017-19 priorities to improve facility conditions, understand resources in our care, and develop trail access and improve trail management. It also is needed to complete the work in the Cultural Heritage Initiative in the agency's Strategic Plan.

Impact(s) To:		Identify / Explanation
Regional/County impacts?	Yes	Identify: Several state park trails abut some county and residential property where noxious weed control has been an issue; the trail assessment and staff resources would address the high priority areas.
Other local gov't impacts?	No	Identify:
Tribal gov't impacts?	No	Identify:
Other state agency impacts?	No	Identify:
Responds to specific task force, report, mandate or exec order?	No	Identify:
Does request contain a compensation change?	No	Identify:
Does request require a change to a collective bargaining agreement?	No	Identify:
Facility/workplace needs or impacts?	No	Identify:
Capital Budget Impacts?	Yes	Identify: Funding preventive maintenance would prevent further deterioration of buildings, structures and facilities; reducing the need for deferred maintenance and capital project requests.
Is change required to existing statutes, rules or contracts?	No	Identify:
Is the request related to or a result of litigation?	No	Identify lawsuit (please consult with Attorney General's Office):
Is the request related to Puget Sound recovery?	No	If yes, see budget instructions Section 14.4 for additional instructions

Identify other important connections		
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Please provide a detailed discussion of connections/impacts identified above.

The overall impact of the package would be adding needed resources to establish and maintain a healthy, sustainable park system that benefits all people now and into the future. Key attributes to this system would be:

- Having parks in good physical condition
- Providing recreation, enjoyment and learning
- Making sure State Parks' mission of resource care and protection is fulfilled
- Having adequate staffing and customer service
- Developing public and community engagement
- Promoting Tourism and Economic Development

What alternatives were explored by the agency and why was this option chosen?

State Parks can choose to not request funding to protect and maintain park properties. The agency's option to request funding for additional resources is to continue efforts in providing routine maintenance and working to reduce the preventive maintenance backlog due to inadequate staffing levels.

What are the consequences of not funding this request?

Not funding this package would result in the continued deterioration of the infrastructure of State Parks, posing safety hazards as well as making the facilities unattractive to a purchasing consumer base; and, inadequate staffing levels needed to provide interpretation, resource care and protection, and customer service. The lack of general upkeep and regularly scheduled maintenance would lead to continued deterioration of facilities and result in a higher capital budget request for preservation.

How has or can the agency address the issue or need in its current appropriation level?

The 2016 Supplemental provided one-time spending authority based on earned revenue to help get parks in better condition. These temporary efforts are being funded by spending down the agency's fund balance. As a result, these funds would not be available for on-going costs to support and continue efforts to preserve the parks condition, help meet customer expectations, maintain current revenue streams and continue development of a sustainable state park system.

Other supporting materials:

Additional expenditure detail is attached.

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

No 

Yes Continue to IT Addendum below and follow the directions on the bottom of the addendum to meet requirements for OCIO review.)

2017-19 Biennium Budget Decision Package

Agency: 465 – Parks and Recreation Commission

Decision Package Code/Title: PL-PS Automated Pay Stations

Budget Period: 2017-19

Budget Level: PL – Performance Level

Agency Recommendation Summary Text:

State Parks is requesting funds to replace 32 automated pay stations and install 38 additional machines in parks across the state. The existing pay stations are at the end of their useful life, are becoming more costly to maintain, and are subject to a higher rate of failure. Expanding this proven technology to other locations would provide a customer-friendly, cost-effective means for collecting use fees and optimize revenue. (General Fund-State, Parks Renewal & Stewardship Account)

Fiscal Summary:

Operating Expenditures	FY 2018	FY 2019	FY 2020	FY 2021
Fund 001-1 GF-S	744,400	44,400	44,400	44,400
Fund 269-1 PRSA	35,600	35,600	35,600	35,600
Total Cost	780,000	80,000	80,000	80,000
Staffing	FY 2018	FY 2019	FY 2020	FY 2021
FTEs	0.0	0.0	0.0	0.0
Revenue	FY 2018	FY 2019	FY 2020	FY 2021
Fund 269-1 PRSA	14,800	35,600	35,600	35,600
Object of Expenditure	FY 2018	FY 2019	FY 2020	FY 2021
Obj. E Goods/Other Services	80,000	80,000	80,000	80,000
Obj. J Capital Outlays	700,000	0	0	0

Package Description:

State Parks is requesting \$700,000 to purchase 70 automated pay stations and an additional \$80,000 for annual maintenance costs.

Originally, Parks utilized in-person sales and self-pay stations (Iron Rangers) as traditional methods of collecting fee payments. State Parks’ lands have a variety of access points for the public to utilize parking lots, campgrounds, boat moorage and launches and trailer dump stations. Each of these access points requires a Discover Pass and/or other recreation fee. It is currently estimated that there are about 500 of these locations within our 125 parks. There is not enough staff to cover all of these places and collect fees 7 days a week during operating hours (dawn to dusk). It is difficult to enforce fee

requirements in many of these locations. Parks assumes that by providing a customer-friendly and convenient collection point, visitors would be encouraged to comply with use fee requirements.

Iron Rangers – Self Pay Stations

For years, Iron Rangers have been used to collect fees by Parks in locations across the state. Making these self-pay stations available for the public to pay fees has helped maintain revenue and saved staff time from having to be available to collect payments. While there are advantages to the Iron Rangers, there are several reasons why they are not ideal, such as:

- Visitors must have cash or check when paying fees.
- Cash is contained in these boxes, which make them a risk for theft and vandalism.
- They require staff time to travel to these self-pay locations and collect envelopes. During the busy season, these funds may be collected up to 3 times a day to avoid vandalism and make sure space is available for envelopes in the box. This task takes staff away from park duties during the summer season when attendance is the highest.
- Daily reconciliation of cash envelopes is time-consuming for staff, as well as making periodic bank deposits.
- Visitors paying fees using envelopes can put the incorrect amount into the envelope for the fee required. Identifying the visitor and correcting the fee adds extra staff hours to the current manual process.

Current Automated Pay Stations

In 2013, Parks introduced the automated pay stations to add a new method of collecting revenue. Parks currently has 32 automated pay stations installed in 29 locations statewide. The use of these machines by customers has become more popular over the years bringing in close to \$2 million in FY16. Automated pay stations have proven to be customer-friendly and cost-effective. They have also significantly reduced staff time to collect, account for deposit, reconcile and audit the revenue collected, in comparison to the in-person sales and self-pay stations (Iron Rangers) more traditional to Parks.

However, the current model of automated pay station is not fully meeting our needs. To satisfy customers and collect revenue efficiently, Parks needs to have the capacity to offer more fee options. The current model only allows for a maximum of 5 payment options. All pay stations in the state park system offer the 3 primary options: the \$10 daily Discover Pass, the \$30 annual Discover Pass and the \$5 Donation.

Because of this limitation, IT staff must travel around the state twice a year to reprogram select machines for seasonal requirements and other programming changes. For example, Sno-park options are disabled in April until the next Sno-park season begins in the next November.

These pay stations need more maintenance and are more costly to repair as they reach the end of their useful life. The current pay stations also use 2G technology that is becoming outdated and unsupported by vendors. To use the current pay stations, a new modem/motherboard would be required, at an estimated cost of \$1,500 per unit. The cost of the upgrade does not include the installation of any additional parts to assure compatibility.

Proposed Automated Pay Stations

Parks would engage in a bid process to replace the existing 32 automated pay stations with a more advanced automated pay station and to add an additional 38 automated pay stations in FY 2018. The pay stations need to have the flexibility to support up more options which include the sale of the \$30 annual and \$10 daily Discover Pass, as well as other fee products, such as passes for daily boat launches (fresh or salt water), trailer dump, Sno-park, annual Natural Investment Pass and donations. In addition, a system that could interface with CAMIS[®], the central reservation system, and handle camping fees, would be ideal. Parks’ goal is to provide automated pay stations at parks for customer convenience, greater efficiency, better accounting, control over cash payments, and to increase revenue.

Another benefit would be that information technology support staff can leverage technology to update pay station and install software remotely providing an efficiency that cuts down on travel and staff-support time.

Decision Package expenditure, FTE and revenue assumptions, calculations and details:

In 2011, the purchase price and installation of each unit in the initial pilot project was approximately \$8,000. Parks estimate that a new pay station with expanded capabilities would cost about \$10,000 including delivery and installation, for a one-time cost of \$700,000. An on-going annual cost of \$38,150 would be requested for maintenance and \$42,000 for online access fees. See Table 1 for an estimated cost per pay station, including purchase and maintenance.

Item Description	\$/Unit	Freight and Installation/unit	Total \$/unit	Total \$
70 New automated pay stations	\$9,000	\$1,000	\$10,000	\$700,000
Online access fees (70 units)	\$50/month		\$600	\$42,000
Service costs (70 units)	\$295/yr		\$295	\$20,650
Miscellaneous parts (70 units)	\$100/unit		\$100	\$7,000
Travel - maintenance/repair	\$150/unit		\$150	\$10,500
Total estimated costs			\$11,145	\$780,150

Table 1: Summary of cost per machine

Table 2 shows that the public has accepted and is using the automated pay stations for paying use fees; the annual amount collected in revenue at the original park installations continue to grow each fiscal year.

Automated Pay Station Revenue Summary			
	FY 14	FY 15	FY 16
Boat Launch	22,635	29,764	30,569
General Donations	4,430	5,470	5,945
Annual Discover Pass	854,510	1,137,360	1,167,240
Daily Discover Pass	527,490	674,410	711,050
SnoPark Pass	13,140	9,760	27,000
Grand Total	1,422,205	1,856,764	1,941,804

Table 2: Summary of current Parkeon® pilot automated pay stations

Revenue Calculation

The agency assumes that providing additional convenient collection points in remote locations that currently have limited or no staff presence would encourage payment compliance, resulting in moderate revenue generation from day-use Discover Pass sales. It is conservatively assumed that these new pay stations would generate roughly 5% of the FY16 annual sales of \$711,050 in day-use passes collected through the existing pay stations. Parks anticipate that the pay stations would be activated in February of 2018. The projected annual revenue is \$35,600 (FY18 is estimated at \$14,800/5 months).

Automating the payment process is a preferred alternative for collecting use fees in various locations around the state. This alternative reduces the staff hours needed for cash handling and reconciling and allowing more time for better park management and customer support.

Decision Package Justification and Impacts:

Activity

Incremental Changes
FY18 **FY19**

A002 – Administration

- No measures submitted for this activity

A004 – Park Operations

- No measures submitted for this activity

A023 – Business Development, Partnership and Marketing

- No measures submitted for this activity

Outcome Measures

	<u>FY18</u>	<u>FY19</u>	<u>Total</u>
3100 Total revenue generated	\$56,050	\$83,950	140,000

What specific performance outcomes does the agency expect?

State Parks is anticipating that these automated pay stations would:

- maximize revenue collection
- reduce staff time associated with cash handling
- reduce staff time for repairing and maintaining machines
- improve financial accountability
- provide better customer service
- increase voluntary payment compliance
- reduce travel time for staff time by allowing remote access to update and install software on pay station

What are other important connections or impacts related to this proposal?

This request correlates with Governor’s Results Washington Goal #5 “Efficient, Effective and Accountable Government” supports customer satisfaction, transparency and accountability. It also meets Results Washington mandates in Outdoor Recreation (Goal 3, subsection 4.3) to provide better access to all residents by providing a customer-friendly automated payment process.

This package supports the State Parks operations and the 2014-19 Strategic Plan, to “Adopt a business approach to park system administration”.

For State Parks to operate as a public enterprise, it must constantly seek creative ways to engage users and supporters, and it must deliver services that people are willing to pay for. While there are potential fiscal benefits in “acting like a business,” State Parks must also keep true to its stated public mission and vision.

Impact(s) To:		Identify / Explanation
Regional/County impacts?	No	Identify:
Other local gov’t impacts?	No	Identify:
Tribal gov’t impacts?	No	Identify:
Other state agency impacts?	Yes	Identify: DNR and DFW would receive Discover Pass revenue generated by expanding this technology.
Responds to specific task force, report, mandate or exec order?	No	Identify:
Does request contain a compensation change?	No	Identify:
Does request require a change to a collective bargaining agreement?	No	Identify:
Facility/workplace needs or impacts?	No	Identify:
Capital Budget Impacts?	No	Identify:

Is change required to existing statutes, rules or contracts?	No	Identify:
Is the request related to or a result of litigation?	No	Identify lawsuit (please consult with Attorney General's Office):
Is the request related to Puget Sound recovery?	No	If yes, see budget instructions Section 14.4 for additional instructions
Identify other important connections		

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

Automated pay stations would maximize revenue collection and increase voluntary payment compliance, resulting in increased revenue for all natural resources agencies benefiting from the sale of Discover Pass.

What alternatives were explored by the agency and why was this option chosen?

No other alternative. The successful use of automated pay stations has proven that they are beneficial to install throughout the Parks system. While staff would not be replaced with automated pay stations, these machines could perform the same operation at a lower cost over time and allow staff resources to be utilized in direct programs, services and operations for better customer service. Any new earned revenue from automated pay stations could help offset the on-going maintenance costs.

What are the consequences of not funding this request?

Parks could choose to do nothing and continue to experience higher demands on staff time to support and maintain the current machines. Parks would have to pay travel expenses and increasingly costly repairs to the outdated pay stations throughout the state. Parks would continue to rely more heavily on the Iron Rangers and have staff collect fees manually; however, this is time consuming, less efficient and presents a higher risk of accounting errors, including less control over cash receipts. The extra staff time needed to perform these daily functions would shift resources away from direct programs or services provided to Parks' customers. Not funding this request would forego an opportunity to expand the use of newer technology for greater efficiency and higher revenue collections.

How has or can the agency address the issue or need in its current appropriation level?

State Parks does not have the funds to pay for the installation costs of 70 automated pay stations. Therefore, Parks would continue to rely heavily on Iron Rangers and collect fees manually. The replacement of non-functioning pay stations or investment in new automated pay stations would occur as funding becomes available. Some factors that need to be determined before finalizing prioritization of which parks would receive automated pay stations would depend on connectivity and solar battery charging capabilities, the number and distance of Iron Rangers, staffing levels, park sales and visitation of each park.

Other supporting materials:

See attachment from WaTech dated 09/07/2016 regarding IT-related costs.

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

- No  See attachment from WaTech dated 09/07/2016.
- Yes Continue to IT Addendum below and follow the directions on the bottom of the addendum to meet requirements for OCIO review.)

Attachment from WaTech

From: [Lovaas, Steve \(WaTech\)](#)
To: [Graves, Harley \(PARKS\)](#)
Cc: [Holmes, Laura \(PARKS\)](#); [Tatum, Todd \(PARKS\)](#); [OCIO dl Consultants](#)
Subject: Consultation Request for 2017-19 Biennial Budget Submittal for State Parks - Automated Pay Stations
Date: Wednesday, September 07, 2016 4:00:57 PM
Attachments: [Image001.png](#)
[Image002.png](#)

Harley -

This email is to summarize your Decision Package (DP) Consultation with WaTech. Your Service Request ticket number is *SR1608_05345 - State Parks - Automated Pay Stations*.

Based on information included in your DP and gathered during the consultation PARKS is requesting funding for the acquisition and deployment of Automated Pay Stations. WaTech currently does not provide a service that aligns with your requirements.

WaTech anticipates IPv6 will become the state standard within two years. Therefore, we advise all agencies identify IPv6 support as a requirement for all IT projects including application development and acquisitions of IT equipment, software, and cloud services.

If your requirements change, please send a new request to the WaTech Support Center at support@watech.wa.gov and include in the subject line **Consultation Request for 2017-19 Biennial Budget Submittal for *(insert your agency name and DP title)***. Please let me know if you have any questions.

Best,
Steve

Steve Lovaas | **Customer Account Manager**
[Washington Technology Solutions \(WaTech\)](#)
✉ steve.lovaas@watech.wa.gov | [Skype-IM](#)
☎ 360.407.9418 (office) | 📱 360.584.7032 (mobile)

2017-19 Biennium Budget Decision Package

Agency: 465 – Parks and Recreation Commission

Decision Package Code/Title: PL-VP Modernize Park Operations

Budget Period: 2017-19

Budget Level: PL – Performance Level

Agency Recommendation Summary Text:

State Parks is requesting funding to connect 90 park locations through a Virtual Private Network to the State Government Network (SGN) system. Many of the parks only have minimal internet access and no connection to the SGN. As the demand for secured database systems and statewide central services increase, the parks are at a serious disadvantage with their slow outdated technology. Connecting parks to the SGN would provide access to needed agency data, improve efficiency of business activities, enable remote installation of software and security updates, ensure secured computing, and provide consistent access to statewide systems. (General Fund – State)

Operating Expenditures	FY 2018	FY 2019	FY 2020	FY 2021
Fund 001-1 GF-S	269,100	382,100	275,000	275,000
Total Cost	269,100	382,100	275,000	275,000
Staffing	FY 2018	FY 2019	FY 2020	FY 2021
FTEs	1.1	1.1	0.0	0.0
Revenue	FY 2018	FY 2019	FY 2020	FY 2021
Fund	0	0	0	0
Object of Expenditure	FY 2018	FY 2019	FY 2020	FY 2021
Obj. A Salaries	72,000	72,000	0	0
Obj. B Benefits	28,000	28,000	0	0
Obj. E Goods and Services	83,100	226,100	270,000	270,000
Obj. G Travel	22,500	22,500	5,000	5,000
Obj. J Capital Outlays	40,000	10,000	0	0
Obj. T Intra-agency costs	23,500	23,500	0	0

Package Description

State Parks has a need to install an updated technology infrastructure across the park system that supports a changing park business model. Currently, 90 staffed parks have only a basic Internet connection that limits the type of services available to field staff. Washington Technology Solutions (WATech) offers the Virtual Private Network (VPN) to smaller agencies with limited connection to the internet. This option would give all state-owned computers within the park, a secure, real-time connection to the centralized agency system and the SGN. Once connected to the SGN, staff would have full access to all needed resources on the Parks’ network and be able

to use the full-featured version of Microsoft Outlook instead of the limited access Outlook Web App version. Parks would also have the capability to securely access basic statewide network resources like Time, Leave and Attendance (timesheets), Travel System applications, custom database applications and SharePoint resources.

Background

Current data connection capabilities are extremely limited and most have a slow Digital Subscriber Line (DSL) connection or a less desirable satellite connection. These connections are served through local Internet Service Providers (ISPs) and provide only minimal internet access and no connection to SGN. As the demand for secured database systems and statewide central services increase, the parks are at a severe disadvantage with their slow connections and are not functioning technologically in an efficient and secure manner. VPN provides state recognized fire walls to help protect the network to assure security, stability and reliability.

Performance Audit

The State Auditor Office (SAO) reported in their 2008 Performance Audit Report that, “the agency’s information technology systems do not support efficient operations” and recommends “the Agency continue to pursue its request for money from the Legislature to provide a technology solution for connectivity issues.” Eight years later, the issue remained the same. The SAO also stated in the audit, that “the Agency cannot effectively, efficiently, and economically collect and report complete information due to shortcomings in its information technology systems.” Connectivity in the parks would enable the agency to provide access to technology and improve business processes and streamline the installation of software applications and security updates.

Current Status

Currently, Parks has limited or no service (due to remote location and source providers) at many parks within the system. As a result, establishing the services to remote locations would require Information Technology staff to install and test upgraded network connections to the SGN.

In 2015, the Parks Information Technology Team piloted VPN connections at 3 parks. These parks were Cama Beach State Park, Fort Flagler State Park and Riverside State Park. All 3 locations successfully implemented the upgrade and achieved better data management with access to agency drives and the SGN.

When Parks’ computers are connected to the statewide system, the central information technology support staff can leverage technologies to keep the computers updated with latest software updates and security patches. Inventories can be kept up-to-date and software can be installed remotely providing an efficiency that cuts down on travel and staff-support time. The agency would be able to use central services software for protecting field computers from viruses and be able to respond quickly to technology problems. Having an agency standardized computer hardware and configuration for all field computers would realize a savings in staff time and costs currently spent to restore or replace sites with new computers.

Proposal

Parks wants to implement the WaTech Branch Office VPN solution to bring connectivity to the parks with limited access. We are requesting one-time funding to hire 1.0 FTE for a non-permanent Information Technology Specialist 4 (ITS4) to coordinate all tasks. The ITS4’s duties

will include coordinating with local ISPs, ordering new VPN equipment and coordinating with WaTech on the configuration of the new equipment. The FTE would also be a liaison with Park's IT equipment and network administration teams and work directly with staff at park locations for implementation, testing, and training in the use of the VPN system.

Decision Package expenditure, FTE and revenue assumptions, calculations and details

The package is requesting \$269,100 in FY18 and \$382,100 in FY19 to provide parks the needed level of access to the SGN. Of the \$651,200 for the 2017-19 biennium, one-time funding includes:

- \$200,000 for the biennium for 1.0 FTE
- \$40,000 in FY18 and \$10,000 in FY19 for equipment purchases
- \$8,640 in FY18 and \$7,560 in FY19 for initial \$180 set-up charges to WaTech
- \$36,960 in FY18 and \$32,540 in FY19 for other goods and services
- \$45,000 for the biennium to cover travel costs

On-going costs of \$61,000 for FY18 and \$209,500 for FY19 are needed to pay the \$250 monthly service fees charged by WaTech.

Parks also requests one-time funding to hire 1.0 FTE for a non-permanent Information Technology Specialist 4 (ITS4) to coordinate all tasks to implement the WaTech Branch Office VPN solution to approximately 90 parks. Parks is assuming that the ITS4 would be on board by July 1, 2017 to begin the site visits, establish a timeline and order equipment as needed.

Total cost \$651,200 (Biennial):

- \$200,000 1.0 FTE salary and benefits (IT Specialist 4)
- \$50,000 equipment costs
- \$22,500 other goods and services
- \$45,000 travel costs
- \$286,700 inter-agency costs
- \$47,000 and 0.1 FTE for indirect costs

State Parks is requesting additional funding for indirect costs associated with this package. Indirect costs are calculated at 23.5% of salaries and benefits and 11% of FTEs for a total of \$47,000 and 0.1 FTE.

This request would be impacted by any increase to compensation and benefits that are introduced through the Governor's or legislative budget proposals. Parks estimate that an increase of 5% of the salary and benefits would be needed to cover those proposals.

Decision Package Justification and Impacts:

Activity

Incremental Changes
FY18 FY 19

A002 – Administration

No measures submitted for this activity

What specific performance outcomes does the agency expect?

This technology enhancement from the standard internet service to the secured SGN would:

- aid park staff in the timely submission of reports
- provide a more efficient use of information on the agency’s shared drives
- allow the full version of Outlook and the Email vault
- assist in public disclosure requirements and provide better record retention
- allow staff access to statewide systems
- enhance security
- efficient use of IT staff time

With the technology upgrade, park supervisors and managers would be able to correspond confidentially with Human Resources on delicate personnel issues. The new system access would also provide a secure connection to prevent confidentiality breaches.

What are other important connections or impacts related to this proposal?

This request supports the Governor’s Results Washington Goal 5: “Efficient, Effective and Accountable Government, Section 3.1.a: Increase variety of data available on state portals by 10 percent”.

This package funds technology costs that help support the State Parks operations and the 2014-19 Strategic Plan to advance the goal of a healthy and sustainable park system. The request supports Strategy 2: “Adopt a business approach to park system administration”. It would provide access to shared agency information through a secured network to meet our business needs.

Impact(s) To:		Identify / Explanation
Regional/County impacts?	No	Identify:
Other local gov’t impacts?	No	Identify:
Tribal gov’t impacts?	No	Identify:
Other state agency impacts?	Yes	Identify: Department of Enterprise Services (DES) and WaTech Office of the Chief Information Officer (OCIO).
Responds to specific task force, report, mandate or exec order?	Yes	Identify: This request complies with the OCIO policies and procedures.
Does request contain a compensation change?	No	Identify:
Does request require a change to a collective bargaining agreement?	No	Identify:
Facility/workplace needs or impacts?	Yes	Identify: This request is designed to improve workplace technological needs.
Capital Budget Impacts?	No	Identify:
Is change required to existing statutes, rules or contracts?	No	Identify:
Is the request related to or a result of litigation?	No	Identify lawsuit (please consult with Attorney General’s Office):

Is the request related to Puget Sound recovery?	No	If yes, see budget instructions Section 14.4 for additional instructions
Identify other important connections		

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

By migrating to the SGN, consistent data could be transmitted and reported to field locations in a timely manner. Connecting to the SGN provides:

- Real-time information access and data transmittal to the agency business units
- Efficiency
- Time savings
- Better use of existing email accounts

All of these attributes are beneficial to the success of the parks. With a secure internet connection, time sheets and personnel notices would meet mandatory deadlines. Faster internet connection would also contribute to real-time weather and fire danger reports. And, the use of existing systems would be updated to meet the OCIO minimum requirements.

What alternatives were explored by the agency and why was this option chosen?

Parks information technology staff explored the option of purchasing direct connections to the SGN. This option would be approximately 2 times the cost for implementing the proposed VPN solution. The direct connection solution was determined to be cost-prohibitive. Parks is dedicated to bringing the technology that we are currently using into compliance with state requirements. The VPN pilot project at the parks has proven that it is possible to reduce the staff hours needed to get connected with other state services and agencies. The project increased operational needs notices (personnel requests and budget adjustments) and real-time data became more accessible throughout the park operations staff.

What are the consequences of not funding this request?

Parks would continue to lack connection to statewide systems, agency systems, shared network drives, Email, Vault and Outlook. Parks would also continue to compile, manage and analyze data manually, which would continue to consume staff hours that can be spent making timely, effective decisions, correcting deficiencies, and improving stewardship and customer relations. The current technology deficiencies include:

- Restricted use of Outlook applications
- No access to State Parks’ agency shared drives
- No access to needed statewide enterprise databases
- No access to the full featured version of the WaTech Email Vaulting service
- Computers in these locations cannot be managed remotely by central IT Services staff
- An inability to work collaboratively with other agency staff on projects

How has or can the agency address the issue or need in its current appropriation level?

Parks does not have the financial resources or IT staff in its budget to implement this technology solution.

Other supporting materials:

See OCIO policy 141 Attachment A and “Consultation Request SR1608_05364 – State Parks – Modernize Park Operations (VPN Connectivity)” as Attachment B.

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

No 

Yes Continue to IT Addendum below and follow the directions on the bottom of the addendum to meet requirements for OCIO review.)

2017-19 IT Addendum

Part 1: Itemized IT Costs

Please itemize any IT-related costs, including hardware, software, services (including cloud-based services), contracts (including professional services, quality assurance, and independent verification and validation), or IT staff. Be as specific as you can. (See chapter 12.1 of the operating budget instructions for guidance on what counts as “IT-related costs”)

Information Technology Items in this DP	FY 2018	FY 2019	FY 2020	FY 2021
Scheduled deployment (Total 90 units)	48 units Yr 1	42 units Yr 2	90 units	90 units
Project Employee (ITS4 for 2 years)	\$100,000	\$100,000	\$0	\$0
Equipment/Hardware upgrade	\$40,000	\$10,000	\$0	\$0
Other Goods and Services	\$14,000	\$8,500	\$0	\$0
VPN Setup	\$8,100	\$8,100	\$0	\$0
VPN Service – On-going (WaTech)	\$61,000	\$209,500	\$270,000	\$270,000
Employee Travel for implementation and/or maintenance	\$22,500	\$22,500	\$5,000	\$5,000
Indirect costs	\$23,500	\$23,500		
Total Cost	\$269,100	\$382,100	\$275,000	\$275,000

Part 2: Identifying IT Projects

If the investment proposed in the decision package is the development or acquisition of an IT project/system, or is an enhancement to or modification of an existing IT project/system, it will also be reviewed and ranked by the OCIO as required by RCW 43.88.092. The answers to the three questions below will help OFM and the OCIO determine whether this decision package is, or enhances/modifies, an IT project:

1. Does this decision package fund the development or acquisition of a new or enhanced software or hardware system or service? Yes No
2. Does this decision package fund the acquisition or enhancements of any agency data centers? (See [OCIO Policy 184](#) for definition.) Yes No
3. Does this decision package fund the continuation of a project that is, or will be, under OCIO oversight? (See [OCIO Policy 121](#).) Yes No

If you answered “yes” to *any* of these questions, you must complete a concept review with the OCIO before submitting your budget request. Refer to chapter 12.2 of the operating budget instructions for more information.



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[Home](#) > [Policies](#) > 141 - Securing Information Technology Assets

PURPOSE

Set requirements for maintaining system and network security, data integrity and confidentiality.

POLICY STATEMENT

o

1. Agencies will maintain systems, networks, and applications in a manner to ensure: Availability of information technology (IT) assets.
Access to information technology assets is allowed only by authorized individuals. Integrity and privacy of information technology assets is maintained.
Misuse or loss of information technology assets is prevented.
2. Each agency will adhere to this policy and current security standards adopted by the Office of the Chief Information Officer.
3. Each agency will operate and maintain information technology assets within an environment that provides a level of security commensurate with:
 - The sensitivity and importance of each asset's purpose and function. The privacy and confidentiality level of the information content.
4. Interaction with agency's IT assets will be through an architecture that is compliant with all of the OCIO's policies and standards.
5. Each agency will ensure every employee is adequately trained to perform the security procedures for which they are responsible.
6. Each agency will establish and maintain an agency security program that includes information technology security policies, procedures, and any other documents necessary to the program.
 - 6.1. The agency will review this program at least annually, and make appropriate updates after any significant change to its business operations, computing, or telecommunications environment.
7. Each agency will conduct an Information Technology Security Policy and Standards Compliance Audit at least once every three years.
 - 7.1. The audit will be performed by a qualified party or parties independent of the agency's information technology organization.
 - 7.2. The State Auditor may determine an earlier audit of an agency's information technology security program is warranted.
 - 7.3. The nature and scope of the audit will be commensurate with the extent of the agency's dependence on secure information technology assets to accomplish its critical business functions or as such operations may impact the security of other state agencies.
 - 7.4. The audit will be conducted using audit standards developed and published by the State Auditor.

- 7.5. Upon completion of the audit, each agency will submit the results of the audit and the plan for correcting material deficiencies to the state Chief Information Officer.
- 8. Agency heads will provide annual certification to the OCIO that the agency is in compliance with this policy and related standards, and that an Information Technology Security Program has been developed, implemented, and tested.
 - 8.1. The annual security verification letter will be included in the agency information technology portfolio, which is due to the ISB on the same date that the agency's budget submittal is due to the Office of Financial Management.
 - 8.2. The verification letter indicates review and acceptance by the agency head of the agency's security policies, procedures, and any other security program documents, as well as updates to them since the last approval.
- 9. Entities not governed by this policy that wish to connect to statewide systems governed by this policy must sign a statement certifying that a policy comparable to this policy and related standards are in effect and has been developed, implemented, and tested.

Portions of an agency's IT security program and audit results may contain sensitive or confidential information. Agency policy and procedures for the distribution of this information should consider applicable statutes that exempt specific information from public disclosure and limit distribution to authorized entities and individuals with a legitimate need to know.

Chief Information Officer (or designee)

- Interpret the policy.
- Ensure policy content is kept current.
- Recommend updates to this policy and related resources as needed.
- Develop an escalation process if an agency is not in agreement or compliance. Review agency projects for compliance with the security policy.
- Help agencies understand how to comply with the policy.
- Monitor annual compliance by agencies.

Technology Services Board (TSB)

- Review and approve major policy changes.

State Auditor

- Develop, publish, and maintain audit standards for information technology security audits.

Agency Heads

- Ensure and oversee agency's information technology security and compliance with this policy and related standards. Ensure agency security policies, procedures and any other documents necessary for the security program are developed, implemented, maintained, and tested.
- Ensure staff is trained to follow security policies, standards, and procedures.
- Submit annual, signed security verification letter.

DEFINITIONS

Information technology assets are the processes, procedures, systems, infrastructure, data, and communications capabilities that allow each agency to manage, store, and share information in pursuit of its business mission, including but not limited to:

Applications.

All data typically associated with IT systems regardless of source (agency, partner, customer, citizen, etc.).

All data typically associated with IT systems regardless of the medium on which it resides (disc, tape, flash drive, cell phone, personal digital assistant, etc.).

End-user authentication systems.

Hardware (voice, video, radio transmitters and receivers, mainframes, servers, workstations, personal computers, laptops, and all end point equipment).

Software (operating systems, applications software, middleware, microcode). Infrastructure (networks, connections, pathways, servers, wireless endpoints).

Services (data processing, telecommunications, office automation, and computerized information systems).

Telecommunications hardware, software, and networks.

Radio frequencies.

Data computing and telecommunications facilities.

Security is defined as the ability to protect:

The integrity, availability, and confidentiality of information held by an agency.

Information technology assets from unauthorized use or modification and from accidental or intentional damage or destruction.

Information technology facilities and off-site data storage.

Computing, telecommunications, and applications related services. Internet-related applications and connectivity.

REVISION HISTORY

Date	Action taken
October 2011	Policy reformatted for migration to Office of Chief Information Officer.
January 10, 2008	Added statement #9 requiring comparable security policies for entities wishing to connect to state systems.
November 2006	Revised format; revised Applies To section content; added requirement to submit audit results to the ISB in statement #7; revised annual compliance filing date to match agency's budget submittal date in statement #8; removed language redundant with Information Technology Security Standards, Policy No. 401-S3; simplified and clarified language throughout.
April 2002	Revised format; added language to policy statement #5 on Internet applications; added language to policy statement #8 on agencies providing annual certification to the ISB.
October 6, 2000	Initial effective date.

CONTACT INFORMATION

For questions about this policy, please contact your OCIO Information Technology Consultant.

APPROVING AUTHORITY

Chief Information Officer
Chair, Technology Services Board

Date

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Links:

- [1] <https://ocio.wa.gov/policies/141-securing-information-technology-assets/14110-securing-information-technology-assets>
- [2] <http://apps.leg.wa.gov/RCW/default.aspx?cite=42.56.100>
- [3] <http://apps.leg.wa.gov/RCW/default.aspx?cite=42.56.420>
- [4] <http://apps.leg.wa.gov/RCW/default.aspx?cite=43.88.160>
- [5] <http://apps.leg.wa.gov/RCW/default.aspx?cite=43.105.017>
- [6] <http://apps.leg.wa.gov/RCW/default.aspx?cite=43.105.041>
- [7] <http://apps.leg.wa.gov/RCW/default.aspx?cite=43.105.200>
- [8] <http://www.sao.wa.gov/state/Pages/ITsecurityaudits.aspx#.UyiXx2Hn-Ag>

From: [Lovaas, Steve \(WaTech\)](#)
To: [Graves, Harley \(PARKS\)](#)
Cc: [Leeper, Christeen \(PARKS\)](#); [Barkis, Pam \(PARKS\)](#); [Gourley, Melinda \(PARKS\)](#); [OCIO dl Consultants](#); [Walddon, David \(WaTech\)](#)
Subject: Consultation Request for 2017-19 Biennial Budget Submittal for State Parks – Modernize Park Operations
Date: Monday, September 12, 2016 4:41:27 PM
Attachments: [image001.png](#)
[image003.png](#)

Harley -

This email is to summarize your Decision Package (DP) Consultation with WaTech. Your Service Request ticket number is *SR1608_05364 - State Parks – Modernize Park Operations (VPN Connectivity)*.

Based on information included in your DP and gathered during the consultation PARKS is requesting funding for the expanded use of remote access services in order to connect multiple isolated office locations to the State Governmental Network. WaTech has Office Virtual Private Networks (VPN) services available to meet PARKS requirements. VPN is a rated subscription service. For more specific information including associated fees visit our related service catalog page <http://watech.wa.gov/solutions/it-services/virtual-private-network-vpn>.

WaTech anticipates IPv6 will become the state standard within two years. Therefore, we advise all agencies identify IPv6 support as a requirement for all IT projects including application development and acquisitions of IT equipment, software, and cloud services.

If your requirements change, please send a new request to the WaTech Support Center at support@watech.wa.gov and include in the subject line **Consultation Request for 2017-19 Biennial Budget Submittal for (*insert your agency name and DP title*)**. Please let me know if you have any questions.

Best,
Steve

Steve Lovaas | **Customer Account Manager**
[Washington Technology Solutions \(WaTech\)](#)
* steve.lovaas@watech.wa.gov | [Skype-IM](#)
'360.407.9418 (office)|'360.584.7032 (mobile)

**2017-19 Biennium Budget
Decision Package**

Agency: 465 – State Parks and Recreation Commission

Decision Package Code/Title: YC - Engage Youth & Underserved Communities

Budget Period: 2017-19

Budget Level: PL2 – Performance Level

Agency Recommendation Summary Text:

State Parks requests funding to continue offering the outdoor education and recreation program “No Child Left Inside” and to further engage youth, families and communities in experiencing the natural, cultural, ethnic and artistic heritage of Washington State. Providing this service will expand access to outdoor learning opportunities for youth, including at-risk student populations, while making progress towards enhancing access to the state park system for underrepresented ethnic groups and underserved communities. (General Fund – State, Outdoor Education and Recreation Program Account)

Fiscal Summary:

Operating Expenditures	FY 2018	FY 2019	FY 2020	FY 2021
Fund 001-1 General Fund -S	130,300	130,300	130,300	130,300
Fund 12L-1 Outdoor Educ.	1,000,000	1,000,000	1,000,000	1,000,000
Total Cost	1,130,300	1,130,300	1,130,300	1,130,300
Staffing	FY 2018	FY 2019	FY 2020	FY 2021
FTEs	1.1	1.1	1.1	1.1
Revenue	FY 2018	FY 2019	FY 2020	FY 2021
Fund 001-1 General Fund-S	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)
Fund 12L-1 Outdoor Educ.	1,000,000	1,000,000	1,000,000	1,000,000
Object of Expenditure	FY 2018	FY 2019	FY 2020	FY 2021
Obj. A - Salaries	79,300	79,300	79,300	79,300
Obj. B - Benefits	26,200	26,200	26,200	26,200
Obj. N - Grants	1,000,000	1,000,000	1,000,000	1,000,000
Obj. T – Intra-agency Reimb.	24,800	24,800	24,800	24,800

Package Description

State Parks cares for Washington’s most treasured lands, water and historic places. Ensuring that everyone has access to these precious resources requires a strategic plan. This package specifically targets youth and community engagement using two distinct approaches.

The first approach is to request increased support for the “No Child Left Inside” (NCLI) grant program that was funded the 2015-17 biennium. This program receives more grant requests than it can meet at its current level of funding. This program provides resources to local communities and educational organizations to engage students with the greatest needs in outdoor education and recreation experiences.

Secondly, this package requests funding to hire a Youth and Community Engagement Coordinator to help facilitate the NCLI grant program, develop and implement a Youth and Community Engagement Strategy focused on providing co-designed opportunities for youth, families and communities to access and experience the state parks system. Youth engagement strategies would build on current efforts to provide a variety of opportunities ranging from gateway experiences, such as digital-based activities (geocaching) and Jr. Ranger educational programming; to more advanced levels of engagement, such as stewardship-oriented volunteer projects and internship work opportunities. Community engagement strategies would build on efforts to establish and maintain relationships with underrepresented ethnic groups and underserved communities that foster on-going use and support of the state park system with a long-range goal of diversifying park visits to reflect the evolving demographic diversity of the state.

The overall impact of the package will be adding needed resources and capacity to establish sustainable relationships between youth, families, communities and their environment by:

- Providing access to recreation, enjoyment, and learning in the outdoors.
- Ensuring State Parks’ mission of resource care and protection is fulfilled.
- Ensuring State Parks’ resources are accessible to all Washingtonians.
- Providing adequate staffing and customer service for youth, family and community-oriented activities and programming.
- Facilitating transparent public and authentic community involvement and support.
- Exposing youth and other communities to specific issues/activities.
- Benefiting students academically and personally from their outdoor experiences.

Decision Package expenditure, FTE and revenue assumptions, calculations and details

State Parks requests funding for \$2.0 million in support for the “No Child Left Inside” (NCLI) grant program to provide awards to local communities and educational organizations to engage students with the greatest needs in outdoor education and recreation experiences. This package also requests funds of \$211,000 a biennium for 1.0 FTE to hire a Youth and Community Engagement Coordinator to help facilitate the NCLI grant program, develop and implement a Youth and Community Engagement Strategy.

Total cost \$2,260,600 (Biennial):

- \$2,000,000 NCLI grant program.
- 1.0 FTE; \$211,000 salary and benefits (Youth and Community Engagement Coordinator).
- \$49,600 indirect costs; 0.1 indirect FTE.

State Parks is requesting funding for indirect costs associated with this package. Indirect is calculated at 23.5% of salaries and benefits for \$49,600 and 11% for 0.1FTE.

This request would be impacted by any increase to compensation and benefits that are introduced through the Governor’s or legislative budget proposals. Parks estimate that an increase of 5% of the salary and benefits would be needed to cover those proposals.

Revenue assumption:

- Transfer \$2,000,000 from General Fund- State to the Outdoor Education and Recreation Program Account.

Parks is assuming a revenue transfer will be done by agency 076 - Special Appropriations to the Governor/701 – Treasurer’s Transfers to provide funding for the grant program.

Decision Package Justification and Impacts

Activity

Incremental Changes

FY18

FY19

A004 – State Parks Operations

- Increase annual attendance
- Increase interpretive program attendance
(The attendance increases are indeterminate; no data is available to show what specific populations frequent state parks.)

A021 – Natural and Cultural Resource Stewardship

- No measures submitted for this activity

A023 – Business Development, Partnership and Marketing

- No measures submitted for this activity

What specific performance outcomes does the agency expect?

This package will fund grants for the No Child Left Inside program to enable local communities to engage youth in meaningful outdoor education and recreation experiences. The proposed agency coordinator would provide needed capacity to facilitate and manage the NCLI grant program, as well as develop, implement and evaluate a partnership-based Youth and Community Engagement Strategy.

Outcomes include:

- Improved NCLI grant preparation, distribution, monitoring and evaluation.
- Increased availability of grant funds to vetted organizations who directly serve at-risk students by providing curriculum-based outdoor learning and recreation opportunities.
- Increased access and use of state park lands as outdoor classrooms by at-risk students.
- Increased participation in environmental education in state parks.
- Increased access and use of use state parks to youth populations (all ages).
- Increased access and use of state parks by underrepresented ethnic groups.
- Increased access and use of state parks by underserved communities.
- Increased partnership support of State Park programming and activities.

Funding this package will increase the relevancy of state park resources to all Washingtonians and will support increased access to state parks by future generations.

What are other important connections or impacts related to this proposal?

OFM reports that the State’s population will increase 21 percent during the next 20 years. Continuous demographic changes alter the potential customer base and the service preferences of those potential customers. Funding this request will enable the agency to understand the needs and desires of an evolving public and continue the commitment to the No Child Left Inside grant program.

This package supports the Governor’s Results Washington Goal 3: Sustainable Energy & Clean Environment to increase participation in outdoor experiences on state public recreation land and waters.

It also supports Results WA Goal 4: Healthy & Safe Communities by promoting activities to inspire youth of all ages to engage in the outdoors.

This package supports State Parks’ 2014-19 Strategic Plan, overarching strategies:

- Strategy 1 Demonstrate that all Washingtonians benefit from their state parks.
- Strategy 3 Provide recreation, cultural and interpretive opportunities people will want.
- Strategy 4 Promote meaningful opportunities for volunteers, friends and donors.

Additionally, this request supports State Parks’ 2017-19 Strategic Priorities to engage youth and diverse communities facilitate understanding of the resources in our care and to gather data to better understand our customers. Also, it would support State Parks’ environmental education and interpretive programs and expose youth and families to meaningful outdoor experiences.

Impact(s) To:		Identify / Explanation
Regional/County impacts?	Yes	Identify: Opportunity to apply for grants
Other local gov’t impacts?	Yes	Identify: Opportunity to apply for grants
Tribal gov’t impacts?	Yes	Identify: Opportunity to apply for grants
Other state agency impacts?	Yes	Identify: RCO would facilitate grant application process
Responds to specific task force, report, mandate or exec order?	Yes	Identify: Governor’s Blue Ribbon Task Force on Parks and Outdoor Recreation (EO 14-01) to develop programs that increase outdoor recreation activities. RCW 79A.05.351 Outdoor education and recreation grant program.

Does request contain a compensation change?	Yes	Identify:
Does request require a change to a collective bargaining agreement?	No	Identify:
Facility/workplace needs or impacts?	No	Identify:
Capital Budget Impacts?	No	Identify:
Is change required to existing statutes, rules or contracts?	No	Identify:
Is the request related to or a result of litigation?	No	Identify lawsuit (please consult with Attorney General's Office):
Is the request related to Puget Sound recovery?	No	If yes, see budget instructions Section 14.4 for additional instructions
Identify other important connections		

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

Parks is assuming that Recreation and Conservation Office (RCO) will continue to facilitate the granting of these awards. This program is open to local government entities and communities, tribal governments and others to apply for NCLI grants. Funding this request supports the Governor's Blue Ribbon Task Force recommendation to develop programs that increase outdoor recreation activities.

What alternatives were explored by the agency and why was this option chosen?

None. State Parks has a dual mission to care for a diverse collection of public lands and provide meaningful recreational and educational experiences that connect Washingtonians to their state's natural and cultural heritage. To achieve this mission, the State needs to promote these opportunities to all Washingtonians and educate each generation to sustain the park system and its resources.

What are the consequences of not funding this request?

Not adopting this package would discontinue funding of the NCLI outdoor education and recreation program. This program already receives more funding requests than it can meet at its current level of funding. Besides the loss of NCLI funds, a decision not to fund this package could hinder or delay receipt of matching grants for community partners, in cases where the funds are used as a matching grant. Without this funding the agency's ability to engage youth

and cultural groups and underserved communities is limited and would continue to erode the relevancy of, and access to, the state park system by those who are not currently exposed to it.

How has or can the agency address the issue or need in its current appropriation level?

The agency has already diverted staff time from other programs and services to help facilitate the NCLI grant program. The current appropriation level only provides enough resources for limited outreach efforts such as the promotion of the Junior Ranger program. There are not enough resources within the current appropriation level to address the expanded youth outreach or underserved communities that may not be aware of or have the ability to participate in outdoor recreational opportunities and environmental programs, due to possible economic or geographical constraints.

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

No 

Yes Continue to IT Addendum below and follow the directions on the bottom of the addendum to meet requirements for OCIO review.)