

2017-19 Biennium Budget Decision Package

Agency: 4670 - Recreation and Conservation Office

Decision Package Code/Title: AA – Small Agency Financial Services Adjustment

Budget Period: 2017-2019 Biennium

Budget Level: M2 – Inflation and Other Rate Changes M2-AA

Agency Recommendation Summary Text: The Recreation and Conservation Office is requesting a funding adjustment to correct a duplicate reduction to the agency related to the Small Agency Financial Services (SAFS) adjustment. This is a required technical correction.

Fiscal Summary: Decision package total dollar and FTE cost/savings by year, by fund, for 4 years. Additional fiscal details are required below.

Operating Expenditures	FY 2018	FY 2019	FY 2020	FY 2021
Fund 001-1	\$0	\$78,000	\$0	\$78,000
Fund 267-1	\$0	\$117,000	\$0	\$117,000
Total Cost	\$0	\$195,000	\$0	\$195,000
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 001-1	0.0	0.0	0.0	0.0
Object of Expenditure	FY 2018	FY 2019	FY 2020	FY 2021
Obj. E	\$0	\$195,000	\$0	\$195,000

Package Description

In FY2011 the Recreation and Conservation Office (RCO) was required to implement the Small Agency Client Services (SACS) Directive. This required our agency to reduce funding by one accounting staff, reduce the associated FTE and to start using SACS accounting services. SACS was later renamed to Small Agency Financial Services (SAFS). This reduction was then biennialized in biennium 11-13.

Effective October 1, 2015 RCO was given approval by the Office of Financial Management to stop using, and paying for, SAFS. This came about because RCO implemented a new online bill pay system for grant payments that freed up staff time to do the accounting services and at less cost. RCO had planned to use the savings to offset another anticipated funding cut.

Unfortunately in the RCO FY2016 supplemental budget, central services, Item 92K – Small Agency Financial Services had a reduction for RCO related to SAFS thus not allowing RCO to assume the savings to offset other funding cuts. This decision package seeks to reverse this secondary reduction with this required technical correction to the carry forward budget.

If you have any questions, please contact Scott Robinson, at (360) 902-0207.

Base Budget: If the proposal is an expansion or alteration of a current program or service, provide information on the resources now devoted to the program or service.

This decision package is not an expansion or alternation, but a required technical correction to the carry forward budget.

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

This decision package is a required technical correction, based on the 2016 supplemental budget to the carry forward budget.

Decision Package Justification and Impacts

What specific performance outcomes does the agency expect?

Describe and quantify the specific performance outcomes the agency expects as a result of this funding change.

Specifically the agency expects the reversal of the 2016 supplemental adjustment for the Small Agency Financial Services. The outcome is that the agency will see a technical correction that has a positive impact in A002 – Manage Recreation and Conservation Investments. Correcting this error will allow the agency to continue to manage the investments passed through the agency.

Performance Measure detail:

Fully describe and quantify expected impacts on state residents and specific populations served.

None, this is a required technical correction to the carry forward budget.

What are other important connections or impacts related to this proposal? Please complete the following table and provide detailed explanations or information below:

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.

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

N/A

What are the consequences of not funding this request?

This decision package is a required technical correction to the carry forward budget.

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

This decision package is a required technical correction to the carry forward budget.

- *Is this package a high-enough priority that the agency has or would reprogram current resources to accomplish it? See discussion above.*
- *If yes, what programs or services were/would be reprogrammed? How? With what consequences? See discussion above about risks and consequences.*
- *What process improvements and best practices have been or will be undertaken to improve the efficiency and effectiveness of the process/program affected by this proposal?*

Other supporting materials: Please attach or reference any other supporting materials or information that will help analysts and policymakers understand and prioritize your 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 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 (insert rows as required)	FY 2018	FY 2019	FY 2020	FY 2021
Item 1	xxx	yyy	zzz	aaa
Item 2	xxx	yyy	zzz	aaa
Total Cost	Enter Sum	Enter Sum	Enter Sum	Enter Sum

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:

- Does this decision package fund the development or acquisition of a new or enhanced software or hardware system or service? Yes No
- Does this decision package fund the acquisition or enhancements of any agency data centers? (See [OCIO Policy 184](#) for definition). Yes No
- 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.