

Multiple Agency Fiscal Note Summary

Bill Number: 5082 S SB	Title: Productivity board
-------------------------------	----------------------------------

Estimated Cash Receipts

NONE

Estimated Operating Expenditures

Agency Name	2021-23				2023-25				2025-27			
	FTEs	GF-State	NGF-Outlook	Total	FTEs	GF-State	NGF-Outlook	Total	FTEs	GF-State	NGF-Outlook	Total
Office of Lieutenant Governor	.0	0	0	0	.0	0	0	0	.0	0	0	0
Office of the Secretary of State	.0	0	0	0	.0	0	0	0	.0	0	0	0
Office of Financial Management	4.3	0	0	1,376,221	3.6	0	0	1,101,296	3.6	0	0	1,101,296
Department of Enterprise Services	.0	0	0	0	.0	0	0	0	.0	0	0	0
Total \$	4.3	0	0	1,376,221	3.6	0	0	1,101,296	3.6	0	0	1,101,296

Estimated Capital Budget Expenditures

Agency Name	2021-23			2023-25			2025-27		
	FTEs	Bonds	Total	FTEs	Bonds	Total	FTEs	Bonds	Total
Office of Lieutenant Governor	.0	0	0	.0	0	0	.0	0	0
Office of the Secretary of State	.0	0	0	.0	0	0	.0	0	0
Office of Financial Management	.0	0	0	.0	0	0	.0	0	0
Department of Enterprise Services	.0	0	0	.0	0	0	.0	0	0
Total \$	0.0	0	0	0.0	0	0	0.0	0	0

Estimated Capital Budget Breakout

NONE

Prepared by: Tyler Lentz, OFM	Phone: (360) 790-0055	Date Published: Revised 2/24/2021
--------------------------------------	---------------------------------	---

Individual State Agency Fiscal Note

Bill Number: 5082 S SB	Title: Productivity board	Agency: 080-Office of Lieutenant Governor
-------------------------------	----------------------------------	--

Part I: Estimates

☒ **No Fiscal Impact**

Estimated Cash Receipts to:

NONE

Estimated Operating Expenditures from:

NONE

Estimated Capital Budget Impact:

NONE

The cash receipts and expenditure estimates on this page represent the most likely fiscal impact. Factors impacting the precision of these estimates, and alternate ranges (if appropriate), are explained in Part II.

Check applicable boxes and follow corresponding instructions:

- ☐ If fiscal impact is greater than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete entire fiscal note form Parts I-V.
- ☐ If fiscal impact is less than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete this page only (Part I).
- ☐ Capital budget impact, complete Part IV.
- ☐ Requires new rule making, complete Part V.

Legislative Contact: Sarian Scott	Phone: 360-786-7729	Date: 02/15/2021
Agency Preparation: Chad Johnson	Phone: (360) 407-8130	Date: 02/19/2021
Agency Approval: Chad Johnson	Phone: (360) 407-8130	Date: 02/19/2021
OFM Review: Gwen Stamey	Phone: (360) 902-9810	Date: 02/19/2021

Part II: Narrative Explanation

II. A - Brief Description Of What The Measure Does That Has Fiscal Impact

Briefly describe by section number, the significant provisions of the bill, and any related workload or policy assumptions, that have revenue or expenditure impact on the responding agency.

S SB 5082 Adds some specific language of what the board shall be doing as well as some specific dates for deadlines. This would not affect agency expenditures as the Lt. Governor was already appointed to the board in the bill.

II. B - Cash receipts Impact

Briefly describe and quantify the cash receipts impact of the legislation on the responding agency, identifying the cash receipts provisions by section number and when appropriate the detail of the revenue sources. Briefly describe the factual basis of the assumptions and the method by which the cash receipts impact is derived. Explain how workload assumptions translate into estimates. Distinguish between one time and ongoing functions.

II. C - Expenditures

Briefly describe the agency expenditures necessary to implement this legislation (or savings resulting from this legislation), identifying by section number the provisions of the legislation that result in the expenditures (or savings). Briefly describe the factual basis of the assumptions and the method by which the expenditure impact is derived. Explain how workload assumptions translate into cost estimates. Distinguish between one time and ongoing functions.

Part III: Expenditure Detail

III. A - Operating Budget Expenditures

NONE

III. B - Expenditures by Object Or Purpose

NONE

III. C - Operating FTE Detail: *List FTEs by classification and corresponding annual compensation. Totals need to agree with total FTEs in Part I and Part IIIA*

NONE

III. D - Expenditures By Program (optional)

NONE

Part IV: Capital Budget Impact

IV. A - Capital Budget Expenditures

NONE

IV. B - Expenditures by Object Or Purpose

NONE

IV. C - Capital Budget Breakout

Identify acquisition and construction costs not reflected elsewhere on the fiscal note and describe potential financing methods

NONE

IV. D - Capital FTE Detail: *List FTEs by classification and corresponding annual compensation. Totals need to agree with total FTEs in Part IVB*

NONE

Part V: New Rule Making Required

Individual State Agency Fiscal Note

Bill Number: 5082 S SB	Title: Productivity board	Agency: 085-Office of the Secretary of State
-------------------------------	----------------------------------	---

Part I: Estimates

☒ No Fiscal Impact

Estimated Cash Receipts to:

NONE

Estimated Operating Expenditures from:

NONE

Estimated Capital Budget Impact:

NONE

The cash receipts and expenditure estimates on this page represent the most likely fiscal impact. Factors impacting the precision of these estimates, and alternate ranges (if appropriate), are explained in Part II.

Check applicable boxes and follow corresponding instructions:

- ☐ If fiscal impact is greater than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete entire fiscal note form Parts I-V.
- ☐ If fiscal impact is less than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete this page only (Part I).
- ☐ Capital budget impact, complete Part IV.
- ☐ Requires new rule making, complete Part V.

Legislative Contact: Sarian Scott	Phone: 360-786-7729	Date: 02/15/2021
Agency Preparation: Kathy Cody	Phone: (360) 704-5215	Date: 02/18/2021
Agency Approval: Mark Neary	Phone: 360-902-4186	Date: 02/18/2021
OFM Review: Gwen Stamey	Phone: (360) 902-9810	Date: 02/18/2021

Part II: Narrative Explanation

II. A - Brief Description Of What The Measure Does That Has Fiscal Impact

Briefly describe by section number, the significant provisions of the bill, and any related workload or policy assumptions, that have revenue or expenditure impact on the responding agency.

The substitute bill requires the Office of Financial Management to staff the board instead of the Office of the Secretary of State and removes any fiscal impacts related to OSOS staffing the board.

Participating on the board will have a minimal, if any, fiscal impact.

II. B - Cash receipts Impact

Briefly describe and quantify the cash receipts impact of the legislation on the responding agency, identifying the cash receipts provisions by section number and when appropriate the detail of the revenue sources. Briefly describe the factual basis of the assumptions and the method by which the cash receipts impact is derived. Explain how workload assumptions translate into estimates. Distinguish between one time and ongoing functions.

II. C - Expenditures

Briefly describe the agency expenditures necessary to implement this legislation (or savings resulting from this legislation), identifying by section number the provisions of the legislation that result in the expenditures (or savings). Briefly describe the factual basis of the assumptions and the method by which the expenditure impact is derived. Explain how workload assumptions translate into cost estimates. Distinguish between one time and ongoing functions.

Part III: Expenditure Detail

III. A - Operating Budget Expenditures

NONE

III. B - Expenditures by Object Or Purpose

NONE

III. C - Operating FTE Detail: *List FTEs by classification and corresponding annual compensation. Totals need to agree with total FTEs in Part I and Part IIIA*

NONE

III. D - Expenditures By Program (optional)

NONE

Part IV: Capital Budget Impact

IV. A - Capital Budget Expenditures

NONE

IV. B - Expenditures by Object Or Purpose

NONE

IV. C - Capital Budget Breakout

Identify acquisition and construction costs not reflected elsewhere on the fiscal note and describe potential financing methods

NONE

IV. D - Capital FTE Detail: *List FTEs by classification and corresponding annual compensation. Totals need to agree with total FTEs in Part IVB*

NONE

Part V: New Rule Making Required

Individual State Agency Fiscal Note

Revised

Bill Number: 5082 S SB	Title: Productivity board	Agency: 105-Office of Financial Management
-------------------------------	----------------------------------	---

Part I: Estimates

☐ No Fiscal Impact

Estimated Cash Receipts to:

NONE

Estimated Operating Expenditures from:

	FY 2022	FY 2023	2021-23	2023-25	2025-27
FTE Staff Years	5.0	3.6	4.3	3.6	3.6
Account					
Personnel Service Account-State 415-1	825,573	550,648	1,376,221	1,101,296	1,101,296
Total \$	825,573	550,648	1,376,221	1,101,296	1,101,296

Estimated Capital Budget Impact:

NONE

The cash receipts and expenditure estimates on this page represent the most likely fiscal impact. Factors impacting the precision of these estimates, and alternate ranges (if appropriate), are explained in Part II.

Check applicable boxes and follow corresponding instructions:

- ☒ If fiscal impact is greater than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete entire fiscal note form Parts I-V.
- ☐ If fiscal impact is less than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete this page only (Part I).
- ☐ Capital budget impact, complete Part IV.
- ☐ Requires new rule making, complete Part V.

Legislative Contact: Sarian Scott	Phone: 360-786-7729	Date: 02/15/2021
Agency Preparation: Jim Jenkins	Phone: 360-902-0403	Date: 02/24/2021
Agency Approval: Jamie Langford	Phone: 360-902-0422	Date: 02/24/2021
OFM Review: Tyler Lentz	Phone: (360) 790-0055	Date: 02/24/2021

Part II: Narrative Explanation

II. A - Brief Description Of What The Measure Does That Has Fiscal Impact

Briefly describe by section number, the significant provisions of the bill, and any related workload or policy assumptions, that have revenue or expenditure impact on the responding agency.

- Reestablishes the productivity board (Board) to be staffed by the Office of Financial Management, requiring members to be appointed by July 31, 2021.
- Requires that the Board prepare a topical list of all awards granted and send it to the Legislature and state agencies.
- Adjusts the award amounts that may be granted for the Statewide Employee Suggestion Program and the Employee Teamwork Incentive Program.

II. B - Cash receipts Impact

Briefly describe and quantify the cash receipts impact of the legislation on the responding agency, identifying the cash receipts provisions by section number and when appropriate the detail of the revenue sources. Briefly describe the factual basis of the assumptions and the method by which the cash receipts impact is derived. Explain how workload assumptions translate into estimates. Distinguish between one time and ongoing functions.

II. C - Expenditures

Briefly describe the agency expenditures necessary to implement this legislation (or savings resulting from this legislation), identifying by section number the provisions of the legislation that result in the expenditures (or savings). Briefly describe the factual basis of the assumptions and the method by which the expenditure impact is derived. Explain how workload assumptions translate into cost estimates. Distinguish between one time and ongoing functions.

Based on the previous Productivity Board (Board) Program, it is assumed the following staffing requirements and tools will be needed to create and maintain the duties of the program.

Tools are needed to administer program and meet intake, auditing and reporting requirements.

IT assumptions:

- Office of Financial Management will need an efficient process for state employees to submit ideas for consideration by the Productivity Board.
- The solution will allow intake, review, and documentation of decisions.
- Reporting will be available.
- Cloud platforms will be considered for technology stack for solution, with .net considered only out of necessity.

OFM Information Technology impacts:

Program technical staff:

- 1.5 FTEs time limited staff to develop and implement technology solution. These FTE costs are one-time and for FY22 only.
- 0.1 FTE permanent staff to support maintenance and operation of technology solution (ongoing).
- 0.75 FTE Project Manager - Annual salary of \$108,000 plus benefits, goods and services, travel and one-time equipment costs. This position would perform the following duties:
 - Project management of the implementation of the new tool for the program;
 - Establishes the technical data definitions;
 - Data security and oversight of data architecture;
 - Ensure overall fit of solution and architecture; and

- Ensure overall security compliance and security review.

- 0.75 FTE in FY22 and 0.1 FTE ongoing - IT Business Analyst Journey - Annual salary of \$96,000 plus benefits, goods and services, travel and one-time equipment costs. This position would perform the following duties:

- Elicit business requirements;
- Establish technical data definitions and oversight of data architecture;
- Establish the physical data structures and back up routines; and
- Oversee the program functions and overall effectiveness.

OFM State Human Resources impact:

Staff, business and technical requirements, needed to administer the program and coordinate the board.

- Program business staff:
 - o 3.25 FTEs permanent fulltime to do the work of the program.

- 1.0 FTE Workforce Program Specialist - Annual salary of \$87,000 plus benefits, goods and services, travel and one-time equipment costs.

Will have program management responsibilities and will oversee the day to day operations of the Productivity Board. They will provide supervision for staff in the program and will administer and direct all program activities. This position will determine priorities and set objectives for the program. Will analyze management and business issues and processes used by the Productivity Board. They will provide consultation, conduct research, and develop strategies for savings.

- 1.0 FTE Outreach & Training Specialist - Annual salary of \$87,000 plus benefits, goods and services, travel and one-time equipment costs.

Will plan, organize and carry out informational and/or public relations activities. Statewide education effort to state agencies detailing program mechanics and best practices. The position will be responsible for materials for reports, newsletters, news releases, web content, social media, speeches, advertising and marketing. This position will determine the need to promote interest in the program and will evaluate the effectiveness of this program. Oversee the development of online training resources. The position will also be responsible for creating and measuring metrics for success. They will provide consultation, conduct research, and develop strategies for savings.

- 1.0 FTE Workforce Program Coordinator - Annual salary of \$87,000 plus benefits, goods and services, travel and one-time equipment costs.

Will provide administrative support to the program, including arranging travel. The position will be the first point of contact with stakeholders and the board and provide information to state employees on the program and how to submit a proposal. They will prepare minutes and schedule meetings with various stakeholders. This position will assist with implementation of strategic planning in the areas of business organization planning, budgeting, operations, policy issues, IT, purchasing and proposed legislation.

- 0.25 FTE Workforce Performance Manager - Annual salary of \$102,000 plus benefits, goods and services, travel and one-time equipment costs.

Provide oversight and direction to the Board overseeing the program functions and overall effectiveness.

- \$22,000 (\$19,764 annual environment costs; \$1,370 annual user licensing) for annual software & environment licensing for the PaaS Platform licensing cost for environment and users.
- \$25,000 (one-time cost) for the online curriculum developer for development of online training accessible to all state employees. Training will be designed to be sustainable and extensible, so the agency can update as needed. Cost estimate based on existing contract with SPSCC for online training development.
- \$10,000 (one-time cost) for design & printing program marketing materials.

Contract administration for the work related to the Program and Board beginning July 2021:

- 0.25 FTE Contracts Specialist with an annual salary of \$80,000 plus benefits, costs of goods and services, travel, and one-time equipment costs.

Board costs:

- Cost assumptions for the Board meetings are as follows:
 - Twice a month meetings in FY 22 and monthly meetings in FY 23 and ongoing.
 - Meetings will be 50% virtual and 50% in-person in a State office facility;
 - 3 Non-governmental members eligible for a \$50 compensation per meeting;
 - Non-governmental members are eligible for travel and meal reimbursement as provided in 43.03.050 and 43.03.060 RCW.

Meals & light refreshments for Board members (\$30 per member):

- FY 22 = \$2,880 (12 meetings x 8 members x \$30)
- FY 23 and ongoing = \$1,440 (6 meetings x 8 members X \$30)

Non-governmental Board members (3) travel expense reimbursements (\$300 per meeting):

- FY 22 = \$3,600 (12 meetings x \$300)
- FY 23 and ongoing = \$1,800 (6 meetings x \$300)

Non-governmental compensation costs as provided in 43.03.240 RCW (\$50 per member/meeting)

- FY 22 = \$3,600 (24 meetings x \$50 x 3 members)
- FY 23 and ongoing = \$1,800 (12 meetings x \$50 x 3 members)

- Costs for VPN access and State issued email for non-governmental Board members \$3,000 (\$1000 per member/year x 3).

Part III: Expenditure Detail

III. A - Operating Budget Expenditures

Account	Account Title	Type	FY 2022	FY 2023	2021-23	2023-25	2025-27
415-1	Personnel Service Account	State	825,573	550,648	1,376,221	1,101,296	1,101,296
Total \$			825,573	550,648	1,376,221	1,101,296	1,101,296

III. B - Expenditures by Object Or Purpose

	FY 2022	FY 2023	2021-23	2023-25	2025-27
FTE Staff Years	5.0	3.6	4.3	3.6	3.6
A-Salaries and Wages	453,125	316,188	769,313	632,376	632,376
B-Employee Benefits	154,188	109,380	263,568	218,760	218,760
C-Professional Service Contracts					
E-Goods and Other Services	185,280	114,640	299,920	229,280	229,280
G-Travel	15,480	10,440	25,920	20,880	20,880
J-Capital Outlays	17,500		17,500		
M-Inter Agency/Fund Transfers					
N-Grants, Benefits & Client Services					
P-Debt Service					
S-Interagency Reimbursements					
T-Intra-Agency Reimbursements					
9-					
Total \$	825,573	550,648	1,376,221	1,101,296	1,101,296

III. C - Operating FTE Detail: List FTEs by classification and corresponding annual compensation. Totals need to agree with total FTEs in Part I and Part IIIA

Job Classification	Salary	FY 2022	FY 2023	2021-23	2023-25	2025-27
Contracts Specialist	80,000	0.3	0.3	0.3	0.3	0.3
IT Business Analyst Journey	96,000	0.8	0.1	0.4	0.1	0.1
IT Project Manager	108,000	0.8		0.4		
Outreach & Training Specialist	87,000	1.0	1.0	1.0	1.0	1.0
Workforce Performance Manager	102,000	0.3	0.3	0.3	0.3	0.3
Workforce Program Coordinator	87,000	1.0	1.0	1.0	1.0	1.0
Workforce Program Specialist	87,000	1.0	1.0	1.0	1.0	1.0
Total FTEs		5.0	3.6	4.3	3.6	3.6

III. D - Expenditures By Program (optional)

NONE

Part IV: Capital Budget Impact**IV. A - Capital Budget Expenditures**

NONE

IV. B - Expenditures by Object Or Purpose

NONE

IV. C - Capital Budget Breakout

Identify acquisition and construction costs not reflected elsewhere on the fiscal note and describe potential financing methods

NONE

IV. D - Capital FTE Detail: List FTEs by classification and corresponding annual compensation. Totals need to agree with total FTEs in Part IVB

NONE

Part V: New Rule Making Required

Individual State Agency Fiscal Note

Bill Number: 5082 S SB	Title: Productivity board	Agency: 179-Department of Enterprise Services
-------------------------------	----------------------------------	--

Part I: Estimates

☒ **No Fiscal Impact**

Estimated Cash Receipts to:

NONE

Estimated Operating Expenditures from:

NONE

Estimated Capital Budget Impact:

NONE

The cash receipts and expenditure estimates on this page represent the most likely fiscal impact. Factors impacting the precision of these estimates, and alternate ranges (if appropriate), are explained in Part II.

Check applicable boxes and follow corresponding instructions:

- ☐ If fiscal impact is greater than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete entire fiscal note form Parts I-V.
- ☐ If fiscal impact is less than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete this page only (Part I).
- ☐ Capital budget impact, complete Part IV.
- ☐ Requires new rule making, complete Part V.

Legislative Contact: Sarian Scott	Phone: 360-786-7729	Date: 02/15/2021
Agency Preparation: Ivy Huynh	Phone: (360) 407-8763	Date: 02/18/2021
Agency Approval: Ashley Howard	Phone: (360) 407-8159	Date: 02/18/2021
OFM Review: Tyler Lentz	Phone: (360) 790-0055	Date: 02/21/2021

Part II: Narrative Explanation

II. A - Brief Description Of What The Measure Does That Has Fiscal Impact

Briefly describe by section number, the significant provisions of the bill, and any related workload or policy assumptions, that have revenue or expenditure impact on the responding agency.

Section 1 creates a Productivity Board and directs the Department of Enterprise Services (DES) Director, or designee to serve on the board. DES assumes the time commitment to the board will be minimal and can therefore be completed within routine business processes.

Section 2 requires the Productivity Board to establish and maintain a statewide employee suggestion program to encourage and reward meritorious suggestions by state employees that promote efficiency and economy in the performance of any function of state government.

Section 3 requires agencies to provide cash awards, not to exceed ten thousand dollars, or ten percent of the actual net savings and/or revenue generated for meritorious suggestions that meet certain criteria.

DES assumes any cash awards provided will be offset by increased efficiency, expenditure reductions or new revenue sources. Therefore, this has no fiscal impact.

II. B - Cash receipts Impact

Briefly describe and quantify the cash receipts impact of the legislation on the responding agency, identifying the cash receipts provisions by section number and when appropriate the detail of the revenue sources. Briefly describe the factual basis of the assumptions and the method by which the cash receipts impact is derived. Explain how workload assumptions translate into estimates. Distinguish between one time and ongoing functions.

II. C - Expenditures

Briefly describe the agency expenditures necessary to implement this legislation (or savings resulting from this legislation), identifying by section number the provisions of the legislation that result in the expenditures (or savings). Briefly describe the factual basis of the assumptions and the method by which the expenditure impact is derived. Explain how workload assumptions translate into cost estimates. Distinguish between one time and ongoing functions.

Part III: Expenditure Detail

III. A - Operating Budget Expenditures

NONE

III. B - Expenditures by Object Or Purpose

NONE

III. C - Operating FTE Detail: *List FTEs by classification and corresponding annual compensation. Totals need to agree with total FTEs in Part I and Part IIIA*

NONE

III. D - Expenditures By Program (optional)

NONE

Part IV: Capital Budget Impact

IV. A - Capital Budget Expenditures

NONE

IV. B - Expenditures by Object Or Purpose

NONE

IV. C - Capital Budget Breakout

Identify acquisition and construction costs not reflected elsewhere on the fiscal note and describe potential financing methods

NONE

IV. D - Capital FTE Detail: *List FTEs by classification and corresponding annual compensation. Totals need to agree with total FTEs in Part IVB*

NONE

Part V: New Rule Making Required