



**Washington State
Department of Transportation**

Administrative Space Efficiency

January 2026



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Introduction

Pursuant to Engrossed Substitute Senate Bill 5161, Section 211 (2), the Washington State Department of Transportation (WSDOT) submits the following report to the Office of Financial Management and the transportation committees of the Washington State Legislature regarding progress on implementing administrative space efficiency actions in the most recent calendar year and any planned actions in the subsequent two-year period in these efforts. See **Appendix A** for the full text of the section.

Reducing Costs

(a) Reducing costs, such as leases, facility maintenance, and utilities, from agency consolidations;

WSDOT, at the direction of the legislature, is engaged in a project to consolidate the headquarters organization and reduce its administrative office footprint, specifically vacating the Edna Lucile Goodrich Building (ELG). While this action will reduce the agency's rent allocation in Program U for the ELG building, a DES-owned facility, the savings will be offset as the move will increase costs at other facilities for related activities such as operations, preservation, maintenance and utilities. Staff leaving ELG are being relocated to WSDOT-owned buildings where other legislative budget programs such as Program D, I and P, pay costs. As the occupant load increases at these other facilities, utilities, janitorial, general 'wear and tear' costs will likely increase. For example, some staff moving from the ELG building are being relocated to the Mottman Environmental building where janitorial services are currently twice a week to accommodate the occupancy level (i.e. 20 field staff). That frequency, and associated cost, will increase as more employees use the space more frequently (i.e. 50 office & field staff). The associated utility costs may also increase as more power/heating/cooling are needed. Estimated increases in these other costs are not known as relocation plans are not final as of the writing of this report. Also, WSDOT anticipates an increase in direct cost for parking. Relocating business units from the ELG where parking is free, necessitates moving associated vehicles to another facility where DES parking fees apply. WSDOT estimates an increase of approximately \$125,000 per biennium to park passenger vehicles in the Transportation Building Garage. In addition, WSDOT anticipates indirect added vehicle parking costs and reduced efficiency for some programs as available parking is not coincident with new employee workstation locations, which is a change from current conditions at ELG. Employees will have to travel an estimated 20 to 30 minutes roundtrip, using personal vehicles or arranging a ride, to access state owned equipment such as work vehicles used for bridge inspection. Also, employees may be required to leave personal vehicles in unsecured or unimproved parking areas adding to risk and stress.

Colocations

(b) Implementing colocations with other state, local and other public agencies to reduce costs and improve cost-efficiency while meeting utilization standards; and

No actions have been taken that satisfy this subsection in the most recent calendar year. For the next two-year period, the department will continue to coordinate with OFM and seek colocation opportunities and evaluate them as they arise. No specific opportunities are currently identified.

Additional Opportunities

(c) Evaluating specific additional opportunities for space efficiency, consolidations, and colocation opportunities associated with the Bellingham engineering field office, the Corson Avenue regional headquarters campus, the Dayton Avenue northwest regional headquarters, and the transportation building in Olympia.

In the most recent calendar year, a project to develop the master plan for the Corson Avenue facility was started and will include an evaluation of space use. For the next two-year period, the Bellingham Engineering Field Office lease is due for renewal, making it the next opportunity. Lease renewal discussions will include evaluating need and reducing space as appropriate. Further, as colocation opportunities arise, the department will continue to evaluate them.

Appendix A

Full Text: Engrossed Substitute Senate Bill 5161, Section 211 (2).

The appropriations in this section are subject to the following conditions and limitations:

(1) \$2,000,000 of the motor vehicle account—state appropriation is provided solely for tenant improvements and other costs associated with administrative space efficiency actions taken throughout the agency. The department must continue to aggressively pursue office and administrative space efficiency as detailed in recent reports identifying opportunities for savings and cost avoidance, including:

(a) Reducing costs, such as leases, facility maintenance, and utilities, from agency consolidations;

(b) Implementing colocations with other state, local, and other public agencies to reduce costs and improve cost-efficiency while meeting utilization standards; and

(c) Evaluating specific additional opportunities for space efficiency, consolidations, and colocation opportunities associated with the Bellingham engineering field office, the Corson Avenue regional headquarters campus, the Dayton Avenue northwest regional headquarters, and the transportation building in Olympia.

(2) By January 1st of each year during the 2025-2027 fiscal biennium, the department must provide a progress report on implementing the actions under subsection (1) of this section in the most recent calendar year and any planned actions in the subsequent two-year period in these efforts.