



Office of the Secretary of State

Kim Wyman

2015-2017

OPERATING BUDGET





Washington
Secretary of State
KIM WYMAN

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September 16, 2014

The Honorable Jay Inslee
Governor of Washington State
Post Office Box 40002
Olympia, Washington 98504-0002

Dear Governor Inslee:

Enclosed is the Secretary of State's 2015-2017 Operating Budget request.

Our office is continually looking for ways to effectively meet our mandates and provide high quality services using current technology embraced by the public. Even with the severe cuts that our agency has already taken, we continue to provide strong leadership and best practices on multiple fronts, within the state as well as nationally. This budget reflects items needed to preserve vital services yet continue moving forward in key strategic categories.

1. Provide General Fund supplemental funding for the Washington State Library:
 - The State Library was moved out of the General Fund into the Heritage Center fund in the 13-15 biennium, but revenues have experienced a significant unanticipated shortfall threatening the future of the Library.
2. Improve the trust and confidence in the elections process by:
 - Replacing depleted federal Help America Vote Act (HAVA) funds with General Fund support. These funds are used to support ongoing infrastructure and maintenance of the statewide Voter Registration Data Base and Washington Election Information Systems.
 - Providing voters with a Voters' Pamphlet in even year primaries.
3. Protect all state public records and assure public access by:
 - Consolidating Library/Archives functions in a new facility.
 - Maintaining secure storage and records management services.
 - Increasing the holdings of electronic records in the Digital Archives.

Thank you for giving this proposal your careful and positive consideration.

Sincerely,

Kim Wyman
Secretary of State



2015-2017 OPERATING BUDGET

September 16, 2014

❖ TAB A

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- **Performance Measure Incremental Estimates Report – BDS Report**
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- PL N3 Buyback Odd Year Elections Costs
- PL N4 Enhance Charitable Org. Education
- PL Q0 Buyback TVW 15% State Contract Red.
- PL Q1 TVW Replace Capitol Campus Video Eq

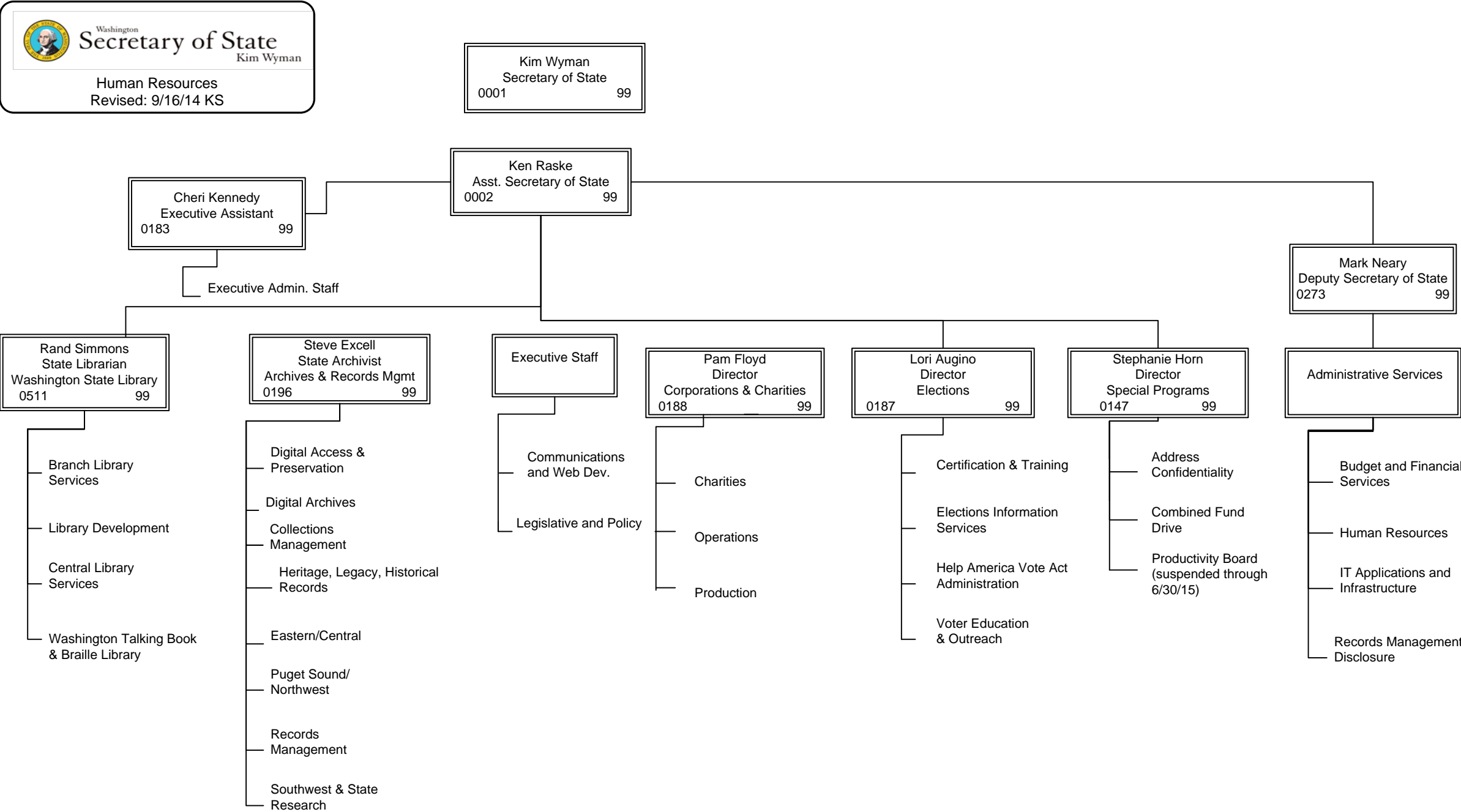
❖ **TAB D**

- Summarized Revenues – BDS Report
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❖ **TAB E**

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OFFICE OF THE SECRETARY OF STATE



Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:010 Sort By: Program

085 - Office of the Secretary of State

Program 010 Corporations

A008 Charitable Solicitation and Trusts Program

This activity registers entities that solicit funds from Washington State residents and entities holding income producing assets in the name of charity. This activity also administers the Charitable Organization Education Program to educate charitable organizations, their board members, and the general public about administration, fiduciary responsibility, ethics, and other best practices. Charitable registration is used to provide information to the public about charities and their paid fundraisers and permits supervision of the administration of charitable trusts which helps to prevent deceptive and dishonest practices. This information promotes education and awareness for targeted or vulnerable citizens such as the elderly, and exposes the improper use of contributions intended for charitable purposes. (Other Funds: Secretary of State Revolving Account-Nonappropriated)

Program 010 - Corporations

Account	FY 2016	FY 2017	Biennial Total
FTE			
996-Z Other	9.9	9.7	9.8
12M Charitable Organization Education Account			
12M-1 State	\$330,000	\$331,000	\$661,000
407 Secretary of State's Revolving Account			
407-6 Non-Appropriated	\$943,187	\$1,202,061	\$2,145,248

Statewide Result Area: Prosperous Economy

Statewide Strategy: Provide consumer protection

Expected Results

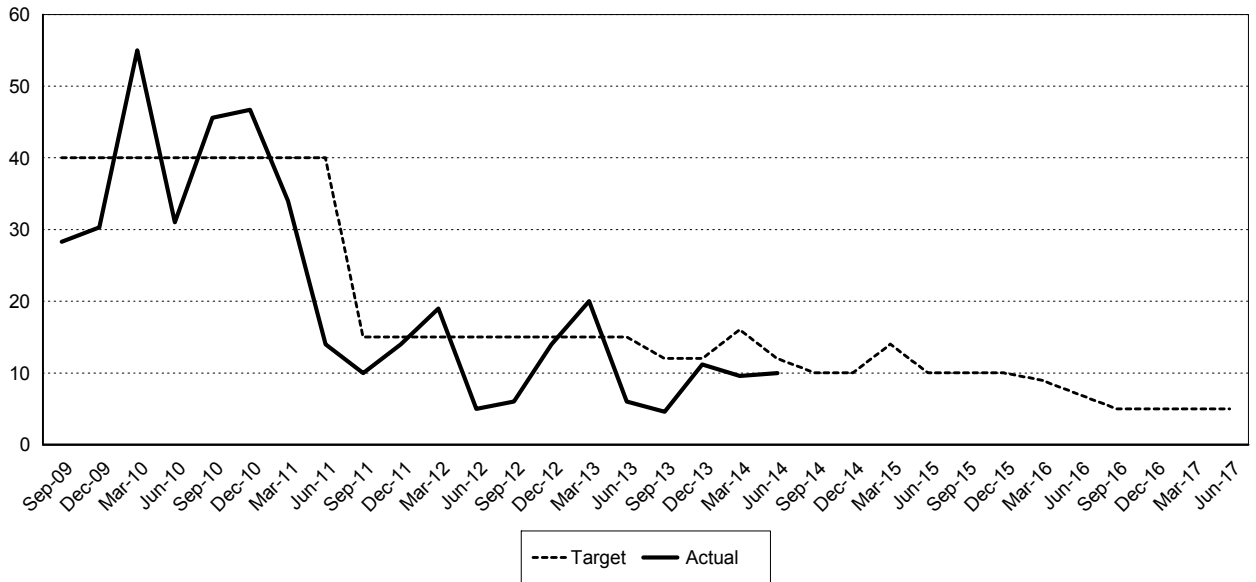
Promote public trust and increased knowledge about charitable organizations so the public is able to make informed decisions about charitable giving. Reduce barriers to successful establishment and operation of charitable entities by providing easy to use, customer friendly, service to filers.

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:010 Sort By:
Program

001063 Average number of days to process Charities filings from receipt.			
Biennium	Period	Actual	Target
2015-17	Q8		5
	Q7		5
	Q6		5
	Q5		5
	Q4		7
	Q3		9
	Q2		10
	Q1		10
2013-15	Q8		10
	Q7		14
	Q6		10
	Q5		10
	Q4	10	12
	Q3	9.6	16
	Q2	11.2	12
	Q1	4.6	12
2011-13	Q8	6	15
	Q7	20	15
	Q6	14	15
	Q5	6	15
	Q4	5	15
	Q3	19	15
	Q2	14	15
	Q1	10	15
Performance Measure Status: Draft			

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:010 Sort By: Program

Number **001063 - Average Number of days to process Charities filings from receipt**

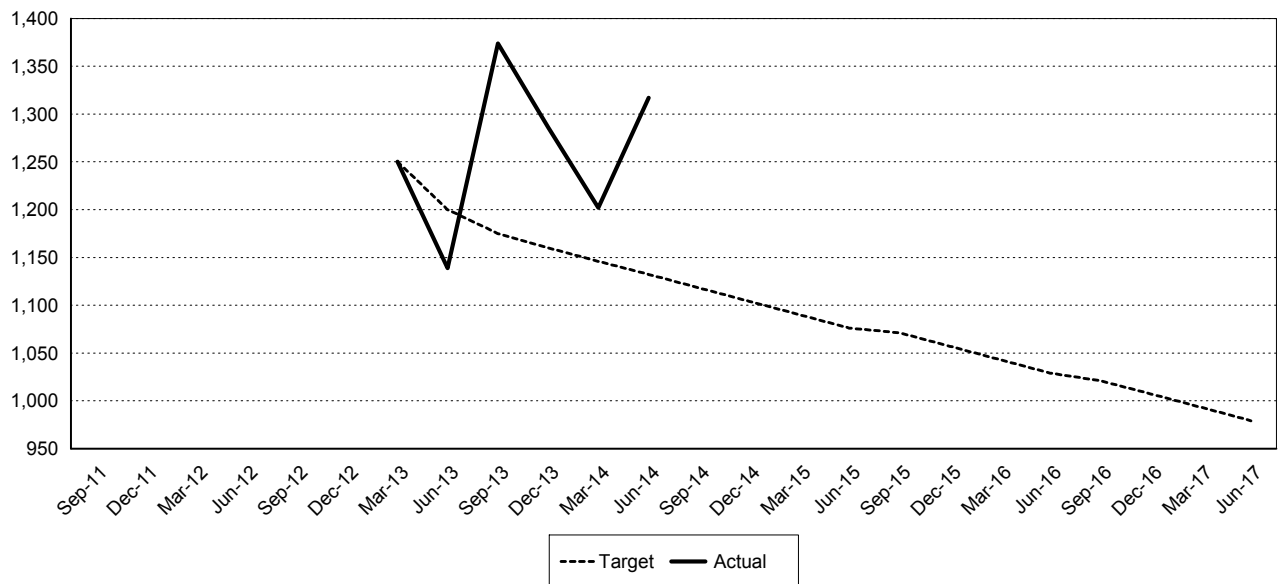


Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:010 Sort By: Program

002474 The number of administrative dissolutions for non-profit corporations in a given quarter.			
Biennium	Period	Actual	Target
2015-17	Q8		979
	Q7		993
	Q6		1,007
	Q5		1,021
	Q4		1,029
	Q3		1,043
	Q2		1,057
	Q1		1,071
2013-15	Q8		1,076
	Q7		1,090
	Q6		1,104
	Q5		1,118
	Q4	1,317	1,132
	Q3	1,202	1,146
	Q2	1,286	1,160
	Q1	1,374	1,175
2011-13	Q8	1,139	1,200
	Q7	1,250	1,250
	Q6		
	Q5		
	Q4		
	Q3		
	Q2		
	Q1		
Performance Measure Status: Draft			

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:010 Sort By: Program

Number 002474 - Number of Administrative Dissolutions of Non-Profit Corporations



A011 Corporations, Partnerships, and Apostilles Services

This activity registers entities conducting business in the state of Washington, which include domestic and foreign (out-of-state) limited liability companies, corporations, and limited partnerships. The activity also provides the public with in-state trademark registration and authenticates notarized or public documents for international use. (Other Funds: Secretary of State Revolving Fund Nonappropriated)

Program 010 - Corporations

Account	FY 2016	FY 2017	Biennial Total
FTE			
996-Z Other	51.2	51.5	51.4
12M Charitable Organization Education Account			
12M-1 State	\$1,000	\$0	\$1,000
407 Secretary of State's Revolving Account			
407-6 Non-Appropriated	\$4,917,414	\$6,252,673	\$11,170,087

Statewide Result Area: Prosperous Economy

Statewide Strategy: Regulate the economy to ensure fairness, security and efficiency

Expected Results

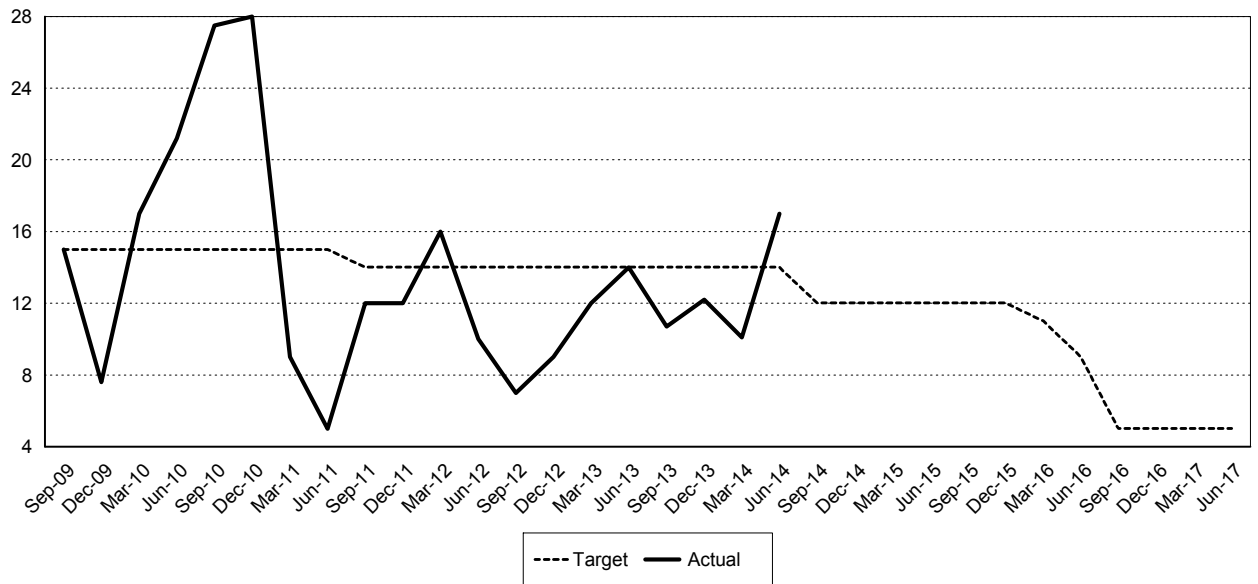
Promote public trust by increasing accessibility to corporate public records. Strengthen the state's economy through more efficient document processing and increased outreach to businesses on registration requirements.

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:010 Sort By: Program

001066 Average number of days to process Corporate filings from receipt.			
Biennium	Period	Actual	Target
2015-17	Q8		5
	Q7		5
	Q6		5
	Q5		5
	Q4		9
	Q3		11
	Q2		12
	Q1		12
2013-15	Q8		12
	Q7		12
	Q6		12
	Q5		12
	Q4	17	14
	Q3	10.1	14
	Q2	12.2	14
	Q1	10.7	14
2011-13	Q8	14	14
	Q7	12	14
	Q6	9	14
	Q5	7	14
	Q4	10	14
	Q3	16	14
	Q2	12	14
	Q1	12	14
Performance Measure Status: Draft			

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:010 Sort By: Program

Number 001066 - Average Number of days to process Corporate filings from receipt

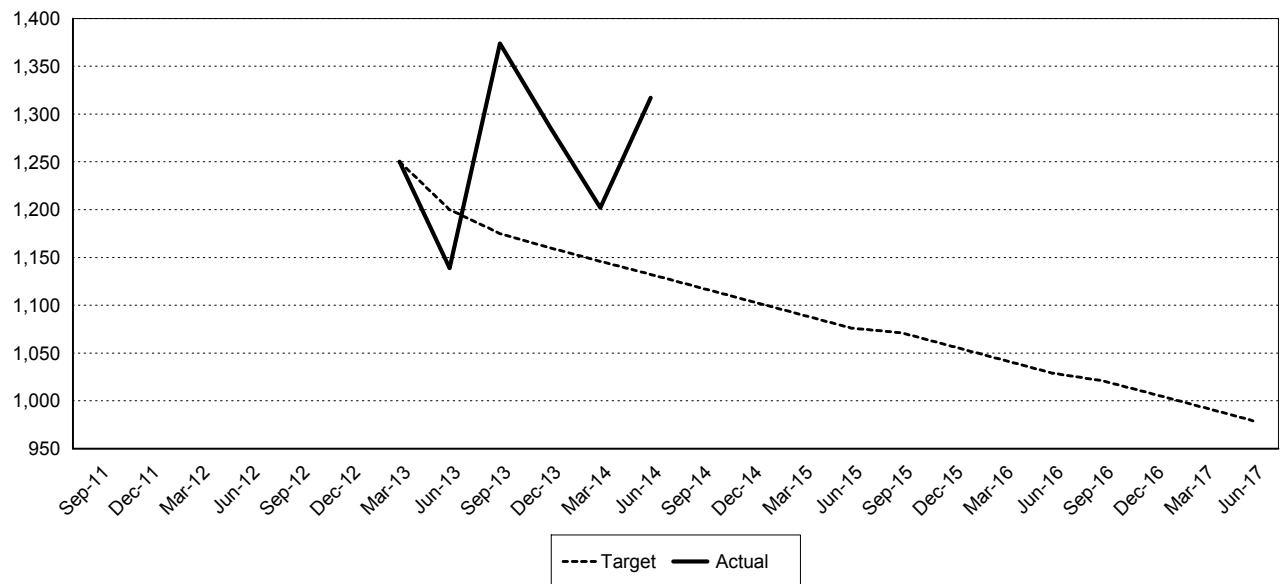


Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:010 Sort By:
Program

002474 The number of administrative dissolutions for non-profit corporations in a given quarter.			
Biennium	Period	Actual	Target
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	Q5		1,021
	Q4		1,029
	Q3		1,043
	Q2		1,057
	Q1		1,071
2013-15	Q8		1,076
	Q7		1,090
	Q6		1,104
	Q5		1,118
	Q4	1,317	1,132
	Q3	1,202	1,146
	Q2	1,286	1,160
	Q1	1,374	1,175
2011-13	Q8	1,139	1,200
	Q7	1,250	1,250
	Q6		
	Q5		
	Q4		
	Q3		
	Q2		
	Q1		
Performance Measure Status: Draft			

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:010 Sort By: Program

Number 002474 - Number of Administrative Dissolutions of Non-Profit Corporations



Program 010 Corporations

	FY 2016	FY 2017	Biennial Total
FTE's	61.1	61.2	61.2
GFS	\$0	\$0	\$0
Other	\$6,191,601	\$7,785,734	\$13,977,335
Total	\$6,191,601	\$7,785,734	\$13,977,335

085 - Office of the Secretary of State

Program 020 Elections and Voter Services

A017 Help America Vote Act Local Grant Program

This activity was created in the 2003-05 Biennium to establish a local grant program to assist county auditors in meeting the requirements of the federal Help America Vote Act of 2002 (HAVA). The Office of the Secretary of State is responsible for administering the grant program and meeting federal audit requirements. By September 2006, all counties were in compliance with HAVA requirements. The grant activities are winding down. The Office of the Secretary of State expects funds to be depleted in the 2013-15 Biennium and no additional federal grant funding is expected. (Other Funds: Election Account-Federal)

Program 020 - Elections and Voter Services

Account	FY 2016	FY 2017	Biennial Total
FTE			
996-Z Other	9.3	9.3	9.3
549 Election Account			
549-2 Federal	\$5,998,246	\$6,006,754	\$12,005,000

Statewide Result Area: Efficient, Effective and Accountable Government

Statewide Strategy: Support democratic processes and government accountability

Expected Results

Elections will be administered more efficiently and accurately because of the various grants to counties to improve the administration of elections; election officials will receive additional training to help accurately and efficiently administer elections; and voters will be more informed about voting procedures, voting rights, and voting technology.

A038 Voter Information, Voter Registration, and Elections Official Training

This activity facilitates federally mandated voter registration processes, administers the constitutional right to initiative and referendum, ensures state compliance with the constitutional requirement that voters receive a voters' pamphlet for each applicable election, conducts statutorily required training and certification programs for state and local election officials, certifies voting equipment as required by state law, and maintains a publically accessible statewide elections and voter information system.

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:020 Sort By: Program

Program 020 - Elections and Voter Services

Account	FY 2016	FY 2017	Biennial Total
FTE			
996-Z Other	22.7	22.7	22.7
549 Election Account			
549-2 Federal	\$(1,622,000)	\$(1,548,000)	\$(3,170,000)
001 General Fund			
001-1 State	\$4,885,934	\$4,541,375	\$9,427,309

Statewide Result Area: Efficient, Effective and Accountable Government

Statewide Strategy: Support democratic processes and government accountability

Expected Results

Eligible Washington citizens register to vote, and a high percentage of registered voters choose to participate in accessible, fair, and accurate elections.

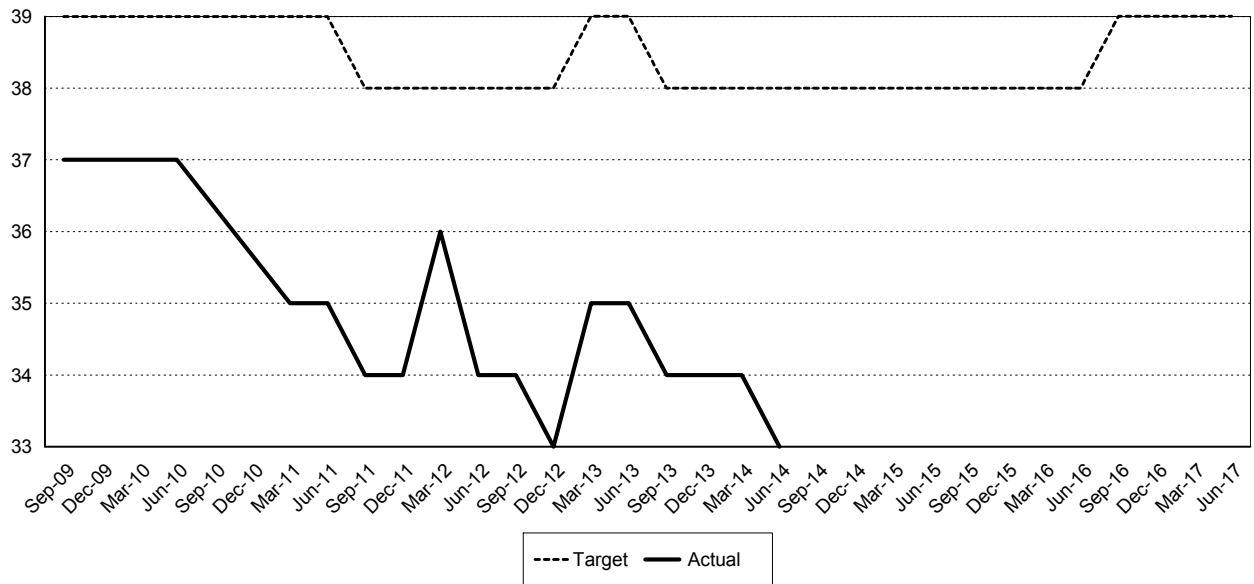
Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:020 Sort By: Program

001130 Number of counties that meet the Secretary of State's elections training and certification standards.			
Biennium	Period	Actual	Target
2015-17	Q8		39
	Q7		39
	Q6		39
	Q5		39
	Q4		38
	Q3		38
	Q2		38
	Q1		38
2013-15	Q8		38
	Q7		38
	Q6		38
	Q5		38
	Q4	33	38
	Q3	34	38
	Q2	34	38
	Q1	34	38
2011-13	Q8	35	39
	Q7	35	39
	Q6	33	38
	Q5	34	38
	Q4	34	38
	Q3	36	38
	Q2	34	38
	Q1	34	38
Performance Measure Status: Draft			

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:020 Sort By: Program

Number

001130 - Number of counties that meet elections standards

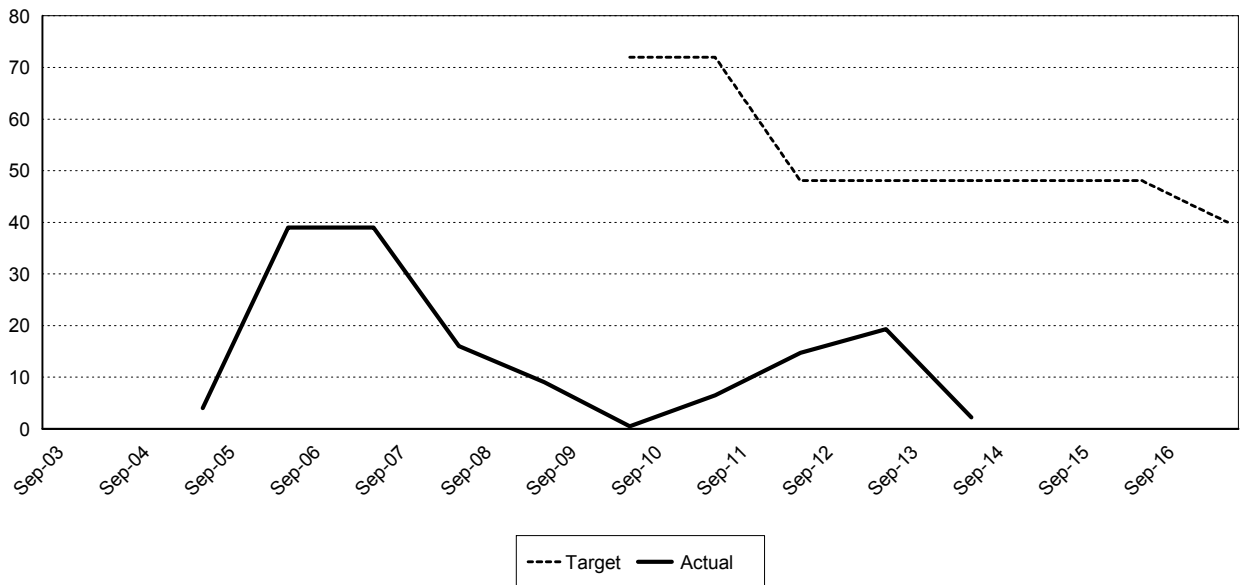


Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:020 Sort By: Program

000103 Number of hours the Statewide Voter Registration Database is down in a fiscal year.			
Biennium	Period	Actual	Target
2015-17	Q8		40
	Q7		
	Q6		
	Q5		
	Q4		48
	Q3		
	Q2		
	Q1		
2013-15	Q8		48
	Q7		
	Q6		
	Q5		
	Q4	2.2	48
	Q3		
	Q2		
	Q1		
2011-13	Q8	19.3	48
	Q7		
	Q6		
	Q5		
	Q4	14.7	48
	Q3		
	Q2		
	Q1		
Performance Measure Status: Draft			

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:020 Sort By: Program

Number 000103 - Number of hours the statewide voter registration database is down in a fiscal year

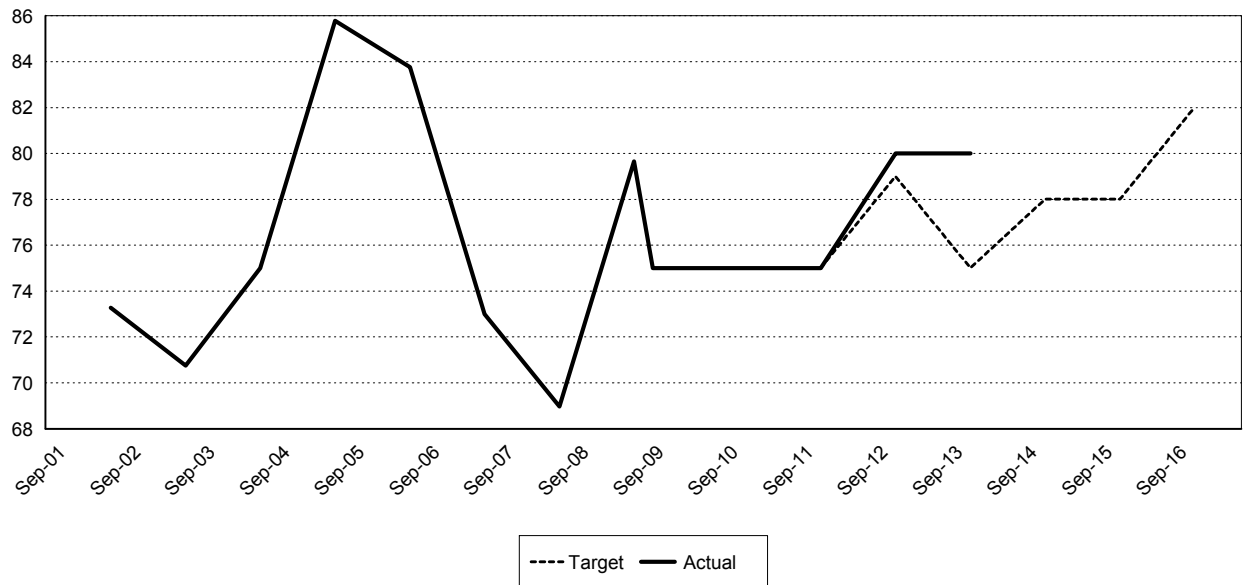


Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:020 Sort By: Program

000112 Percent of eligible voting age population who are registered to vote.			
Biennium	Period	Actual	Target
2015-17	Q8		
	Q7		
	Q6		82%
	Q5		
	Q4		
	Q3		
	Q2		78%
	Q1		
2013-15	Q8		
	Q7		
	Q6		78%
	Q5		
	Q4		
	Q3		
	Q2	80%	75%
	Q1		
2011-13	Q8		
	Q7		
	Q6	80%	79%
	Q5		
	Q4		
	Q3		
	Q2	75%	75%
	Q1		
Performance Measure Status: Draft			

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:020 Sort By: Program

Percent 000112 - Percent of eligible voting age population who are registered to vote



Program 020 Elections and Voter Services

	FY 2016	FY 2017	Biennial Total
FTE's	32.0	32.0	32.0
GFS	\$4,885,934	\$4,541,375	\$9,427,309
Other	\$4,376,246	\$4,458,754	\$8,835,000
Total	\$9,262,180	\$9,000,129	\$18,262,309

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:040 Sort By: Program

085 - Office of the Secretary of State

Program 040 Administration and Support Services

A002 Executive and Administrative Services

This activity provides the agency with management and policy direction not directly attributed to any program or service. Functions include public information, legislative affairs, policy and planning, development (seeking private donations), international relations, human resources, financial services, contracting and purchasing, facility and records management, and technology support. (Other Funds: Archives and Records Management Account-State, Secretary of State Revolving Account-Nonappropriated, Local Government Archives Account-State, Imaging Account-Nonappropriated, Election Account-Federal)

Program 040 - Administration and Support Services

Account	FY 2016	FY 2017	Biennial Total
FTE			
996-Z Other	41.1	41.1	41.1
549 Election Account			
549-2 Federal	\$15,000	\$15,000	\$30,000
001 General Fund			
001-1 State	\$2,290,813	\$3,303,588	\$5,594,401
470 Imaging Account			
470-6 Non-Appropriated	\$70,670	\$70,669	\$141,339
441 Local Government Archives Account			
441-1 State	\$451,962	\$448,979	\$900,941
006 Public Records Efficiency, Preservation & Access Acct			
006-1 State	\$1,193,692	\$122,457	\$1,316,149
407 Secretary of State's Revolving Account			
407-6 Non-Appropriated	\$431,062	\$434,931	\$865,993
16F Washington State Flag Account			
16F-6 Non-Appropriated	\$1,000	\$1,000	\$2,000

Statewide Result Area: Efficient, Effective and Accountable Government

Statewide Strategy: Support democratic processes and government accountability

Expected Results

The leadership and supporting infrastructure that enables the agency to accomplish its wide range of statutory responsibilities, goals, and activities will be in place.

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:040 Sort By: Program

Program 040 Administration and Support Services

	FY 2016	FY 2017	Biennial Total
FTE's	41.1	41.1	41.1
GFS	\$2,290,813	\$3,303,588	\$5,594,401
Other	\$2,163,386	\$1,093,036	\$3,256,422
Total	\$4,454,199	\$4,396,624	\$8,850,823

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:050 Sort By: Program

085 - Office of the Secretary of State

Program 050 Election Division - State Share

A014 State Share Election Cost Reimbursements

This activity provides primary and general election cost reimbursements to county election offices in odd-numbered election years and for the presidential primary.

Program 050 - Election Division - State Share

Account	FY 2016	FY 2017	Biennial Total
001 General Fund			
001-1 State	\$14,169,900	\$0	\$14,169,900

Statewide Result Area: Efficient, Effective and Accountable Government

Statewide Strategy: Safeguard and manage public funds

Expected Results

County election offices will be reimbursed for the state share of costs associated with elections conducted in odd-numbered election years and presidential primary elections.

Program 050 Election Division - State Share

	FY 2016	FY 2017	Biennial Total
FTE's	0.0	0.0	0.0
GFS	\$14,169,900	\$0	\$14,169,900
Other	\$0	\$0	\$0
Total	\$14,169,900	\$0	\$14,169,900

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:060 Sort By: Program

085 - Office of the Secretary of State

Program 060 Archives and Records Management

A012 Archives Collections and Services

The primary mission of the state Archives is to preserve and make accessible the legal and historical records of the executive, legislative, and judicial branch agencies of state and local government. Collecting and making these records available, promotes transparency and accountability for government to its citizens. To make these records available and ensure citizen access, the Archives maintains a Web site and public research facilities throughout the State (Bellevue, Bellingham, Ellensburg, Cheney, and Olympia). Technical assistance is provided to state and local government agencies to ensure the preservation of records. (Other Funds: Archives and Records Management Account-State, Local Government Archive Account-State}

Program 060 - Archives and Records Management

Account	FY 2016	FY 2017	Biennial Total
FTE			
996-Z Other	45.2	46.2	45.7
001 General Fund			
001-7 Private/Local	\$0	\$(20,000)	\$(20,000)
441 Local Government Archives Account			
441-1 State	\$3,424,189	\$3,376,400	\$6,800,589
006 Public Records Efficiency, Preservation & Access Acct			
006-1 State	\$1,437,169	\$1,806,894	\$3,244,063
06H Washington State Legacy Project, State Library, and Archives Account			
06H-6 Non-Appropriated	\$19,500	\$0	\$19,500

Statewide Result Area: Efficient, Effective and Accountable Government

Statewide Strategy: Provide data, information, and analysis to support decision-making

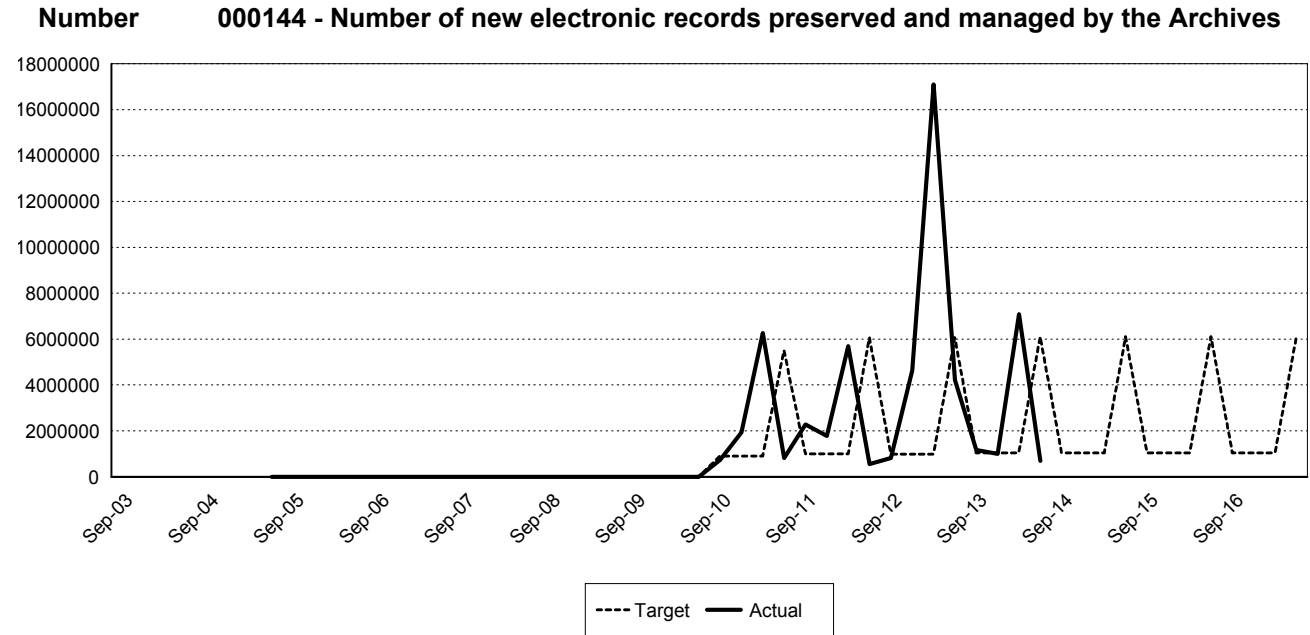
Expected Results

The primary mission of the state Archives is to preserve and make accessible the legal and historical records of the executive, legislative, and judicial branch agencies of state and local government. Collecting and making these records available, promotes transparency and accountability for government to its citizens. To make these records available and ensure citizen access, the Archives maintains a Web site and public research facilities throughout the State (Bellevue, Bellingham, Ellensburg, Cheney, and Olympia). Technical assistance is provided to state and local government agencies to ensure the preservation of records.

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:060 Sort By: Program

000144 Number of new electronic records preserved and managed by the Archives.			
Biennium	Period	Actual	Target
2015-17	Q8		6,100,000
	Q7		1,040,000
	Q6		1,040,000
	Q5		1,040,000
	Q4		6,100,000
	Q3		1,040,000
	Q2		1,040,000
	Q1		1,040,000
2013-15	Q8		6,100,000
	Q7		1,040,000
	Q6		1,040,000
	Q5		1,040,000
	Q4	688,999	6,100,000
	Q3	7,081,658	1,040,000
	Q2	1,002,968	1,040,000
	Q1	1,162,872	1,040,000
2011-13	Q8	4,210,237	6,050,000
	Q7	17,105,451	990,000
	Q6	4,628,686	990,000
	Q5	822,215	990,000
	Q4	558,053	6,050,000
	Q3	5,686,772	990,000
	Q2	1,776,239	990,000
	Q1	2,284,332	990,000
Performance Measure Status: Draft			

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:060 Sort By: Program

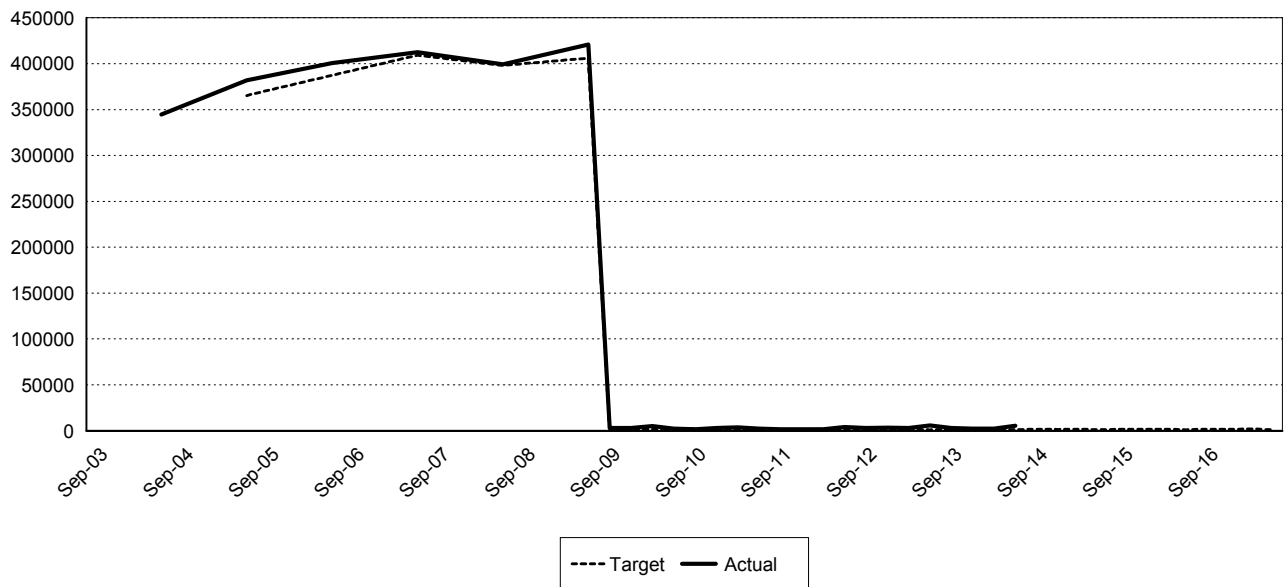


Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:060 Sort By: Program

000143 Number of pages preserved and made available to the public in the State Archives (in thousands).			
Biennium	Period	Actual	Target
2015-17	Q8		900
	Q7		1,800
	Q6		1,200
	Q5		1,550
	Q4		890
	Q3		1,750
	Q2		1,150
	Q1		1,500
2013-15	Q8		800
	Q7		1,700
	Q6		1,100
	Q5		1,450
	Q4	5,325	790
	Q3	2,147	1,650
	Q2	2,342	1,050
	Q1	3,012	1,400
2011-13	Q8	5,885	800
	Q7	3,057	1,700
	Q6	3,343	1,100
	Q5	3,072	1,450
	Q4	3,957	790
	Q3	1,572	1,650
	Q2	1,490	1,050
	Q1	1,607	1,400
Performance Measure Status: Draft			

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:060 Sort By: Program

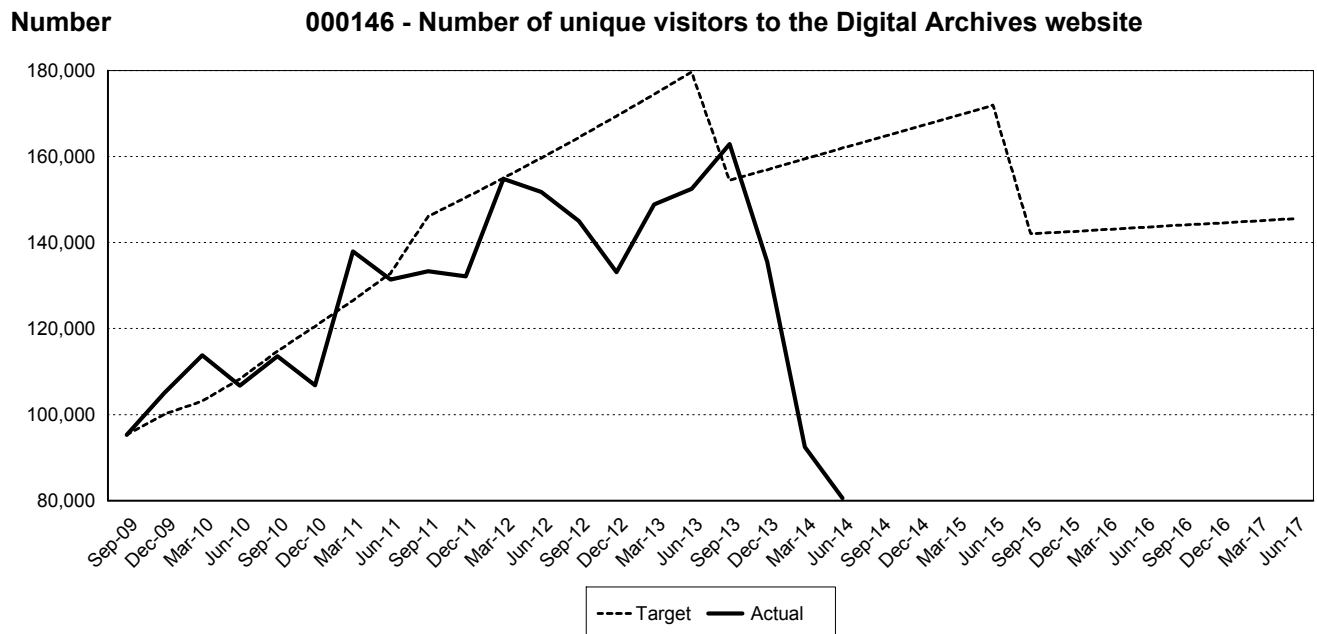
Number 000143 - Number of pages preserved and made available to the public in the State Archives



Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:060 Sort By: Program

000146 Number of unique visitors to the Digital Archives website.			
Biennium	Period	Actual	Target
2015-17	Q8		145,500
	Q7		145,000
	Q6		144,500
	Q5		144,000
	Q4		143,500
	Q3		143,000
	Q2		142,500
	Q1		142,000
2013-15	Q8		171,900
	Q7		169,400
	Q6		166,900
	Q5		164,400
	Q4	80,620	161,900
	Q3	92,441	159,400
	Q2	135,510	156,900
	Q1	162,929	154,400
2011-13	Q8	152,495	179,644
	Q7	148,829	174,412
	Q6	133,079	169,332
	Q5	144,997	164,400
	Q4	151,791	159,611
	Q3	154,766	154,962
	Q2	132,148	150,449
	Q1	133,356	146,067
Performance Measure Status: Draft			

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:060 Sort By: Program



A019 Improve Access to State and Local Government Records

Archives provides imaging services on a cost-recovery basis to state and local agencies to ensure the high quality reproduction of essential records and documents of legal or historical significance. To promote government transparency and accountability, the Archives offers a local records grant program that provides funds for scanning and indexing records. After scanning, the records are made available on the Archives Web site. Services include imaging (filming, scanning, and digital conversion); quality review and inspection, and the creation of microfilm for the long term preservation of records. Technical assistance is provided to state and local governments to ensure the proper microfilm/imaging standards are met. (Other Funds: Imaging Account-Nonappropriated, Archives and Records Management Account-State, Local Government Archive Account-State)

Program 060 - Archives and Records Management

Account	FY 2016	FY 2017	Biennial Total
FTE			
996-Z Other	23.9	23.9	23.9
470 Imaging Account			
470-6 Non-Appropriated	\$734,000	\$737,000	\$1,471,000
441 Local Government Archives Account			
441-1 State	\$192,047	\$201,820	\$393,867
006 Public Records Efficiency, Preservation & Access Acct			
006-1 State	\$304,150	\$408,481	\$712,631

Statewide Result Area: Efficient, Effective and Accountable Government

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:060 Sort By: Program

Statewide Strategy: Provide tools and resources to execute government functions

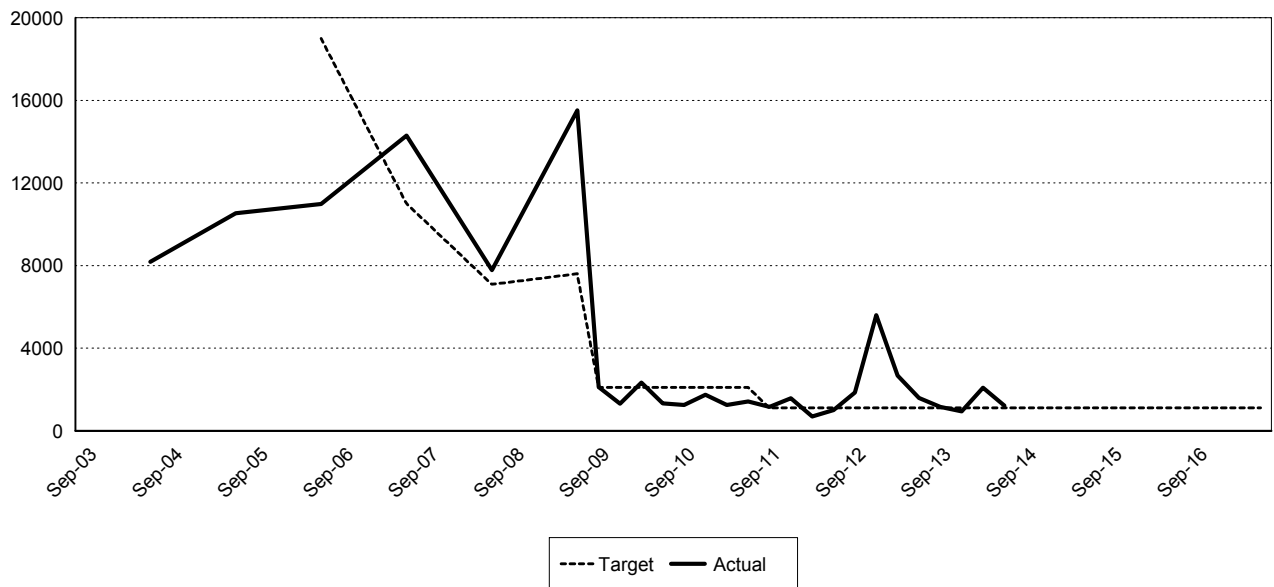
Expected Results

Essential records are imaged and stored and ready access is provided for continuity of operations activities following a disaster. New grants increase the number of records from state and local government agencies available on the Web, which promotes transparency and accountability, and lowers risk and costs associated with public records litigation.

000145 Number of digitized or microfilmed state and local agency documents (in thousands).			
Biennium	Period	Actual	Target
2015-17	Q8		1,100
	Q7		1,100
	Q6		1,100
	Q5		1,100
	Q4		1,100
	Q3		1,100
	Q2		1,100
	Q1		1,100
2013-15	Q8		1,100
	Q7		1,100
	Q6		1,100
	Q5		1,100
	Q4	1,218	1,100
	Q3	2,085	1,100
	Q2	946	1,100
	Q1	1,157	1,100
2011-13	Q8	1,591	1,100
	Q7	2,673	1,100
	Q6	5,595	1,100
	Q5	1,845	1,100
	Q4	998	1,100
	Q3	690	1,100
	Q2	1,566	1,100
	Q1	1,155	1,100
Performance Measure Status: Draft			

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:060 Sort By: Program

Number 000145 - Number of digitized or microfilmed state and local agency documents (in thousands)



A024 Coordinate the Cost-Effective Management of State and Local Records

The Archives provides services and technical assistance to state and local government agencies for the efficient and accountable management of public records. Services include a central state records center that achieves significant cost savings and the authorization to destroy, and/or transfer to the Archives, public records. Also provided is technical assistance and training to better equip state and local governments to manage the public records in its care. (Other Funds: Archives and Records Management Account-State, Local Government Archive Account-State)

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:060 Sort By: Program

Program 060 - Archives and Records Management

Account	FY 2016	FY 2017	Biennial Total
FTE			
996-Z Other	22.6	22.6	22.6
441 Local Government Archives Account			
441-1 State	\$372,064	\$383,233	\$755,297
006 Public Records Efficiency, Preservation & Access Acct			
006-1 State	\$1,447,194	\$828,926	\$2,276,120

Statewide Result Area: Efficient, Effective and Accountable Government

Statewide Strategy: Provide tools and resources to execute government functions

Expected Results

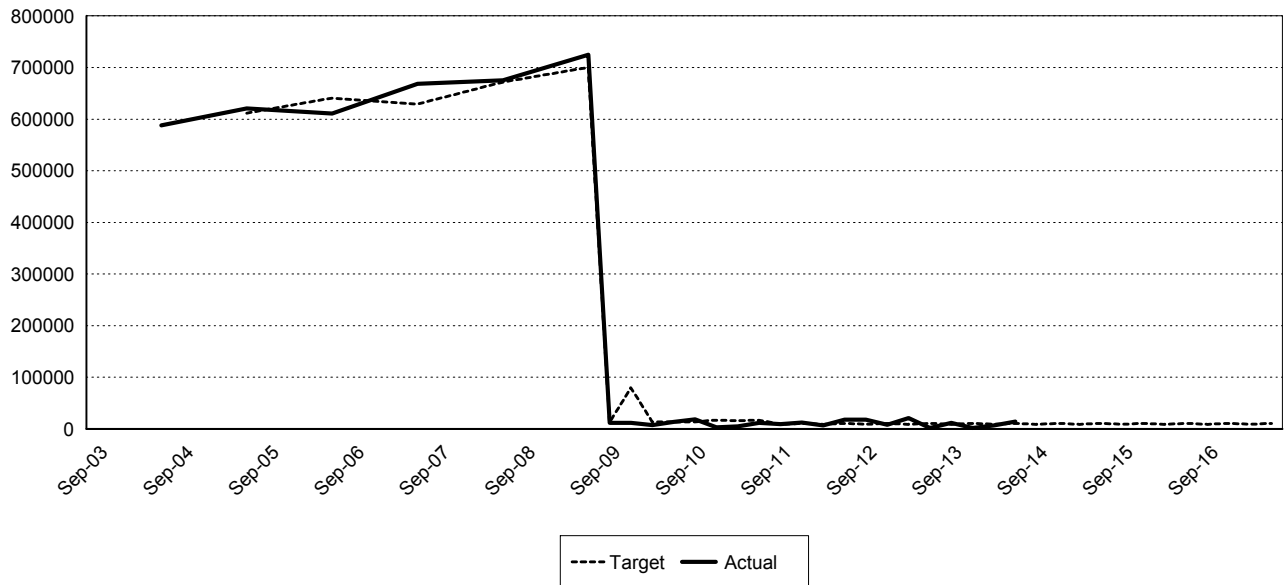
State and local government agencies are trained on the laws and rules governing records management, and how to better manage their records. Better managed records enable agencies to fulfill their missions, promote open and accountable government, and reduce the risk and liability from public records litigation.

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:060 Sort By: Program

000142 Number of public records stored and managed in the Washington State Archives Records Center (in thousands).			
Biennium	Period	Actual	Target
2015-17	Q8		10,312
	Q7		8,438
	Q6		10,312
	Q5		8,438
	Q4		10,312
	Q3		8,438
	Q2		10,312
	Q1		8,438
2013-15	Q8		10,312
	Q7		8,438
	Q6		10,312
	Q5		8,438
	Q4	13,925	10,312
	Q3	6,628	8,438
	Q2	1,388	10,312
	Q1	11,422	8,438
2011-13	Q8	1,332	10,312
	Q7	21,107	8,438
	Q6	7,688	10,312
	Q5	17,763	8,438
	Q4	17,890	10,312
	Q3	6,540	8,438
	Q2	12,321	10,312
	Q1	8,778	8,438
Performance Measure Status: Draft			

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:060 Sort By: Program

Number 000142 - Number of public records stored and managed in the Washington State Archives Records Center



Program 060 Archives and Records Management

	FY 2016	FY 2017	Biennial Total
FTE's	91.7	92.7	92.2
GFS	\$0	\$0	\$0
Other	\$7,930,313	\$7,722,754	\$15,653,067
Total	\$7,930,313	\$7,722,754	\$15,653,067

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:080 Sort By: Program

085 - Office of the Secretary of State

Program 080 Special Programs

A001 Address Confidentiality Program

This program helps crime victims (specifically victims of domestic violence, sexual assault, or stalking) keep their addresses out of state and local government records so perpetrators cannot use public records to locate their victims and continue the abuse. The program provides participants with a substitute address that can be legally used as residence, work, and/or school addresses. It also provides confidentiality in voter registration and marriage licenses, two areas that are normally public records.

Program 080 - Special Programs

Account	FY 2016	FY 2017	Biennial Total
FTE			
996-Z Other	3.1	4.1	3.6
001-1 State	1.0	0.0	0.5
FTE Total	4.1	4.1	4.1
001 General Fund			
001-1 State	\$348,913	\$343,574	\$692,487

Statewide Result Area: Healthy and Safe Communities

Statewide Strategy: Protect and support victims of crime

Expected Results

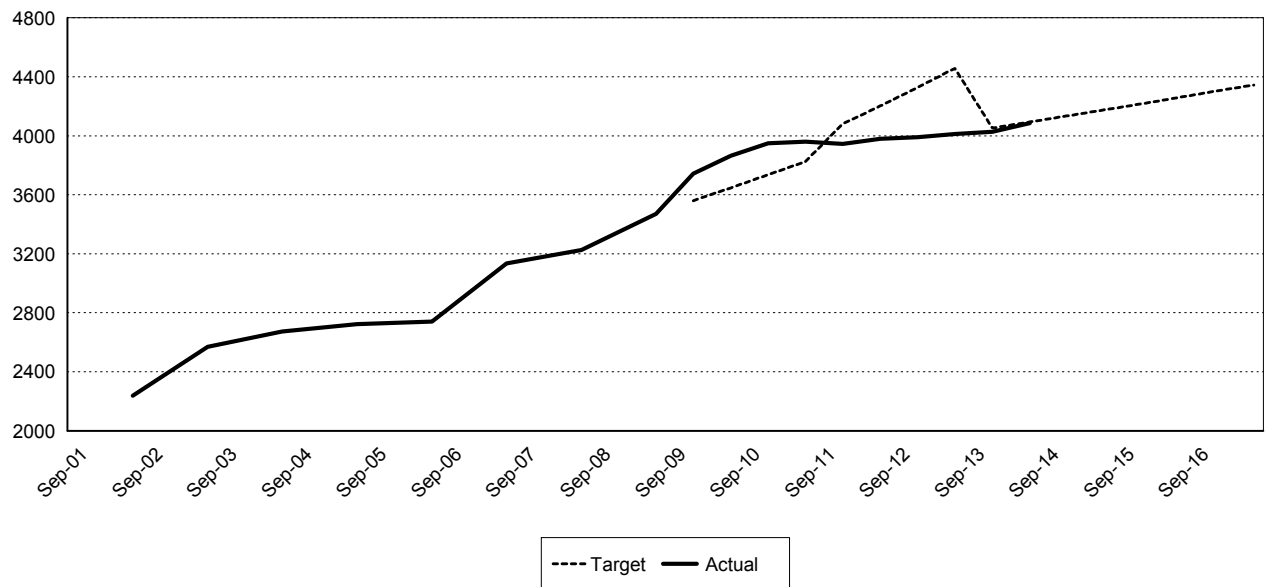
Crime victims locations will be kept confidential.

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:080 Sort By: Program

000159 Number of active participants in the Address Confidentiality Program.			
Biennium	Period	Actual	Target
2015-17	Q8		4,344
	Q7		
	Q6		4,302
	Q5		
	Q4		4,259
	Q3		
	Q2		4,217
	Q1		
2013-15	Q8		4,175
	Q7		
	Q6		4,134
	Q5		
	Q4	4,085	4,093
	Q3		
	Q2	4,027	4,052
	Q1		
2011-13	Q8	4,012	4,457
	Q7		
	Q6	3,991	4,327
	Q5		
	Q4	3,980	4,201
	Q3		
	Q2	3,945	4,079
	Q1		
Performance Measure Status: Draft			

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:080 Sort By: Program

Number 000159 - Number of active participants in the Address Confidentiality Program



A034 TVW (Pass Through Funds)

The Secretary of State's Office provides pass through state funds to TVW for providing television coverage of statewide government events and to Humanities Washington for its community conversations program.

Program 080 - Special Programs

Account	FY 2016	FY 2017	Biennial Total
001 General Fund			
001-1 State	\$2,697,000	\$2,771,938	\$5,468,938

Statewide Result Area: Efficient, Effective and Accountable Government

Statewide Strategy: Support democratic processes and government accountability

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:080 Sort By: Program

Expected Results

Television coverage of statewide government events will be provided to citizens. Community conversation programs will be provided to various communities throughout the state.

A035 Preserving and Making Accessible Washington's Heritage

The Legacy Project publishes oral histories and biographies on former U.S. Senators, Members of Congress, Governors, influential newsmakers, and people who've influenced the political history of the State of Washington.

Program 080 - Special Programs

Account	FY 2016	FY 2017	Biennial Total
FTE			
996-Z Other	4.0	4.0	4.0
001 General Fund			
001-1 State	\$252,668	\$258,130	\$510,798
441 Local Government Archives Account			
441-1 State	\$13,294	\$13,832	\$27,126
006 Public Records Efficiency, Preservation & Access Acct			
006-1 State	\$53,200	\$53,228	\$106,428
407 Secretary of State's Revolving Account			
407-6 Non-Appropriated	\$55,000	\$55,000	\$110,000
06H Washington State Legacy Project, State Library, and Archives Account			
06H-6 Non-Appropriated	\$2,500	\$2,500	\$5,000

Statewide Result Area: Prosperous Economy

Statewide Strategy: Ensure access to and participation in cultural and recreational opportunities

Expected Results

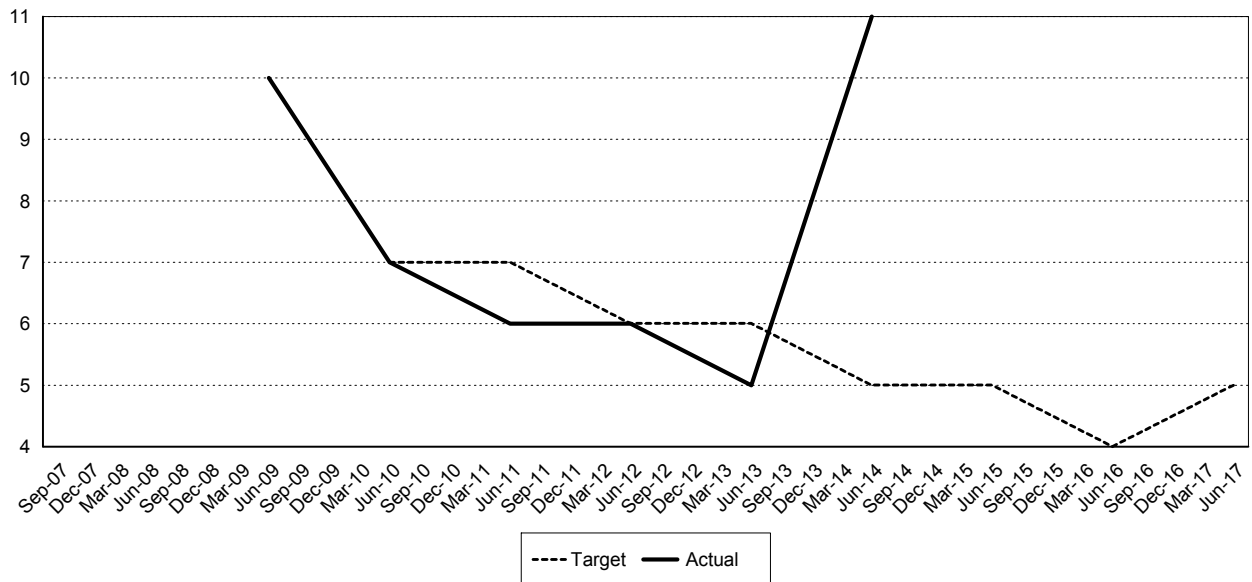
Oral histories and biographies on former U.S. Senators, Members of Congress, Governors, influential newsmakers, and people who have influenced the political history of the state of Washington will be published and available.

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:080 Sort By:
Program

000167 Number of oral histories published on influential political leaders and remarkable people.			
Biennium	Period	Actual	Target
2015-17	Q8		5
	Q7		
	Q6		
	Q5		
	Q4		4
	Q3		
	Q2		
	Q1		
2013-15	Q8		5
	Q7		
	Q6		
	Q5		
	Q4	11	5
	Q3		
	Q2		
	Q1		
2011-13	Q8	5	6
	Q7		
	Q6		
	Q5		
	Q4	6	6
	Q3		
	Q2		
	Q1		
Performance Measure Status: Draft			

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:080 Sort By: Program

Number **000167 - Number of State Legacy oral histories published**



A022 Productivity Board

The Productivity Board improves the quality, service, and efficiency of Washington State through the implementation of cost effective employee suggestions and process improvements. The Board encourages state employees to create, innovate, and apply their good ideas for the betterment of state government.

Program 080 - Special Programs

Account	FY 2016	FY 2017	Biennial Total
FTE			
996-Z Other	(4.0)	(4.0)	(4.0)

Statewide Result Area: Efficient, Effective and Accountable Government

Statewide Strategy: Provide data, information, and analysis to support decision-making

Expected Results

The 2013-15 budget suspended the Productivity Board from July 1, 2013 through June 30, 2015.

Program 080 Special Programs

	FY 2016	FY 2017	Biennial Total
FTE's	4.1	4.1	4.1
GFS	\$3,298,581	\$3,373,642	\$6,672,223
Other	\$123,994	\$124,560	\$248,554
Total	\$3,422,575	\$3,498,202	\$6,920,777

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:090 Sort By: Program

085 - Office of the Secretary of State

Program 090 State Library

A039 Library services to marginalized people

The State Library serves people who are marginalized by their inability to use print materials, providing service to the blind, visually impaired, physically handicapped and learning disabled; and to residents of the state hospitals and the state's major prisons. The Washington Talking Book & Braille (WTBBL) Library provides information and materials statewide in alternative formats, including large print, braille, and audio. WTBBL is committed to supporting Washingtonians unable to read standard print so they may continue to have access to current information, educational and pleasure reading, technology training, and quality of life. Institutional Library Services provides library materials and services in the state psychiatric hospitals and adult correctional institutions, supporting patients and inmates in their recovery and re-entry efforts by maintaining current and relevant resources. ILS branch libraries support and enhance basic adult and college education and other institution programs.

Program 090 - State Library

Account	FY 2016	FY 2017	Biennial Total
FTE			
996-Z Other	35.0	35.6	35.3
001 General Fund			
001-1 State	\$36,037	\$75,118	\$111,155
001-2 Federal	\$542,128	\$547,110	\$1,089,238
001 Account Total	\$578,165	\$622,228	\$1,200,393
06H Washington State Legacy Project, State Library, and Archives Account			
06H-6 Non-Appropriated	\$87,500	\$87,500	\$175,000
14E Washington State Heritage Center Account			
14E-1 State	\$1,656,883	\$1,669,806	\$3,326,689

Statewide Result Area: Efficient, Effective and Accountable Government

Statewide Strategy: Provide data, information, and analysis to support decision-making

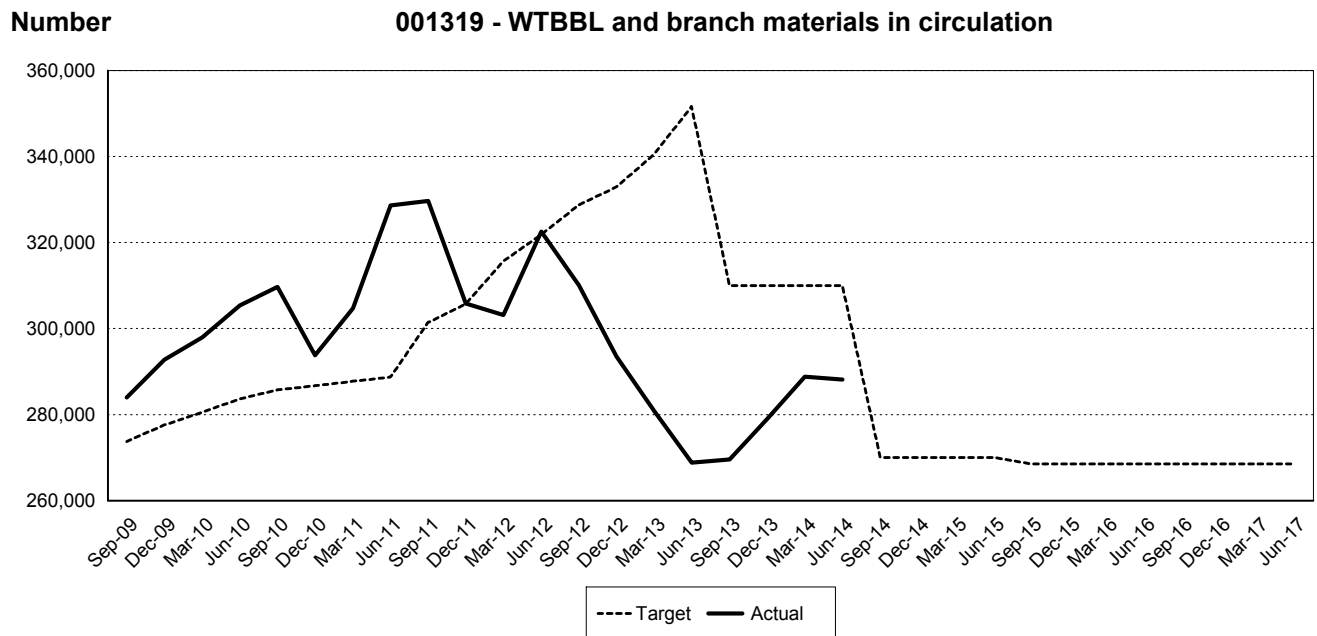
Expected Results

Marginalized populations are provided library materials in a variety of formats to meet their information needs.

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:090 Sort By: Program

001319 Number of Washington Talking Book & Braille Library (WTBBL) and branch library materials in circulation.			
Biennium	Period	Actual	Target
2015-17	Q8		268,500
	Q7		268,500
	Q6		268,500
	Q5		268,500
	Q4		268,500
	Q3		268,500
	Q2		268,500
	Q1		268,500
2013-15	Q8		270,000
	Q7		270,000
	Q6		270,000
	Q5		270,000
	Q4	288,177	310,000
	Q3	288,848	310,000
	Q2	279,009	310,000
	Q1	269,603	310,000
2011-13	Q8	268,801	351,594
	Q7	280,853	340,484
	Q6	293,460	332,871
	Q5	310,097	328,744
	Q4	322,526	321,826
	Q3	303,137	315,638
	Q2	305,839	305,645
	Q1	329,690	301,362
Performance Measure Status: Draft			

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:090 Sort By: Program



A040 Serving Washington libraries

The State Library provides leadership, training and coordinated statewide initiatives to all libraries in the state, strengthening their capacity to serve their communities using federal funds received under the Library Services and Technology Act. The Washington State Library is the only entity in the state eligible to receive these funds. The State Library uses LSTA funding to: support group purchases and provide subsidies saving Washington libraries, and indirectly Washington residents, millions of dollars, provide statewide training initiatives to improve library staff skills, offer grant cycles that allow local libraries to develop and support library services to citizens, and coordinate statewide initiatives in areas such as early childhood learning, strengthening school libraries, and digitization of local historical materials. Because Washington does not provide General Fund-State funds for public libraries, the federal funds are critical to them.

Program 090 - State Library

Account	FY 2016	FY 2017	Biennial Total
FTE			
996-Z Other	23.0	23.1	23.1
001 General Fund			
001-1 State	\$28,461	\$65,291	\$93,752
001-2 Federal	\$2,698,517	\$3,505,005	\$6,203,522
001-7 Private/Local	\$0	\$20,000	\$20,000
001 Account Total	\$2,726,978	\$3,590,296	\$6,317,274
14E Washington State Heritage Center Account			
14E-1 State	\$575,116	\$578,152	\$1,153,268

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:090 Sort By: Program

Statewide Result Area: Efficient, Effective and Accountable Government

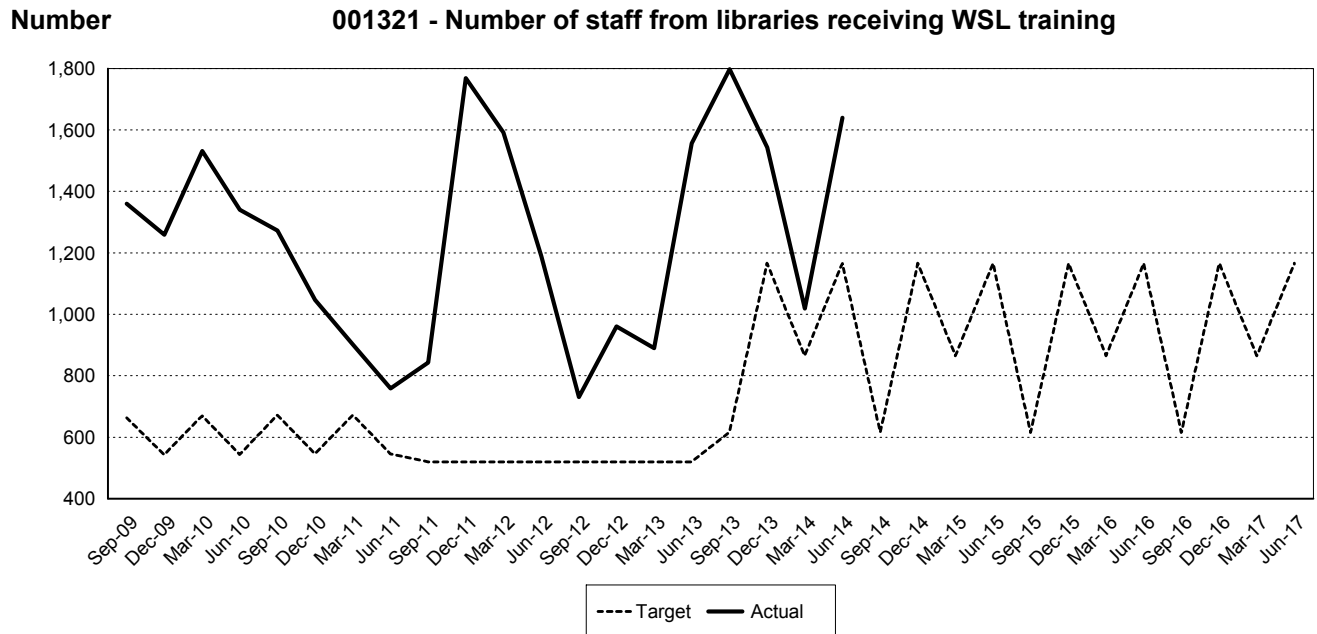
Statewide Strategy: Provide data, information, and analysis to support decision-making

Expected Results

Staff of libraries throughout the state are provided training to meet their communities needs.

001321 Number of staff from libraries across Washington receiving training from the Washington State Library.			
Biennium	Period	Actual	Target
2015-17	Q8		1,165
	Q7		865
	Q6		1,165
	Q5		615
	Q4		1,165
	Q3		865
	Q2		1,165
	Q1		615
2013-15	Q8		1,165
	Q7		865
	Q6		1,165
	Q5		615
	Q4	1,640	1,165
	Q3	1,019	865
	Q2	1,543	1,165
	Q1	1,798	615
2011-13	Q8	1,556	520
	Q7	890	520
	Q6	960	520
	Q5	731	520
	Q4	1,189	520
	Q3	1,592	520
	Q2	1,769	520
	Q1	843	520
Performance Measure Status: Draft			

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:090 Sort By: Program



A036 Building State Library collections of record for Washington's government and history

The Washington State Library has a unique mandate to collect, preserve and make accessible materials on Washington's government, history and culture. Collections include: the only comprehensive collection of Washington state agency publications in the world; the only comprehensive collection of federal government publications in the state; a statewide collection of Washington newspapers from 1852 to the present; and a significant collection of rare books and manuscripts from our state's history. The State Library is committed to making its rare collections available to students, teachers and researchers in digital format.

Program 090 - State Library

Account	FY 2016	FY 2017	Biennial Total
FTE			
996-Z Other	21.2	21.2	21.2
001 General Fund			
001-1 State	\$1,294,694	\$1,415,033	\$2,709,727
001-2 Federal	\$86,988	\$87,252	\$174,240
001 Account Total	\$1,381,682	\$1,502,285	\$2,883,967
14E Washington State Heritage Center Account			
14E-1 State	\$954,001	\$1,026,042	\$1,980,043

Statewide Result Area: Efficient, Effective and Accountable Government
Statewide Strategy: Provide data, information, and analysis to support decision-making

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:090 Sort By: Program

Expected Results

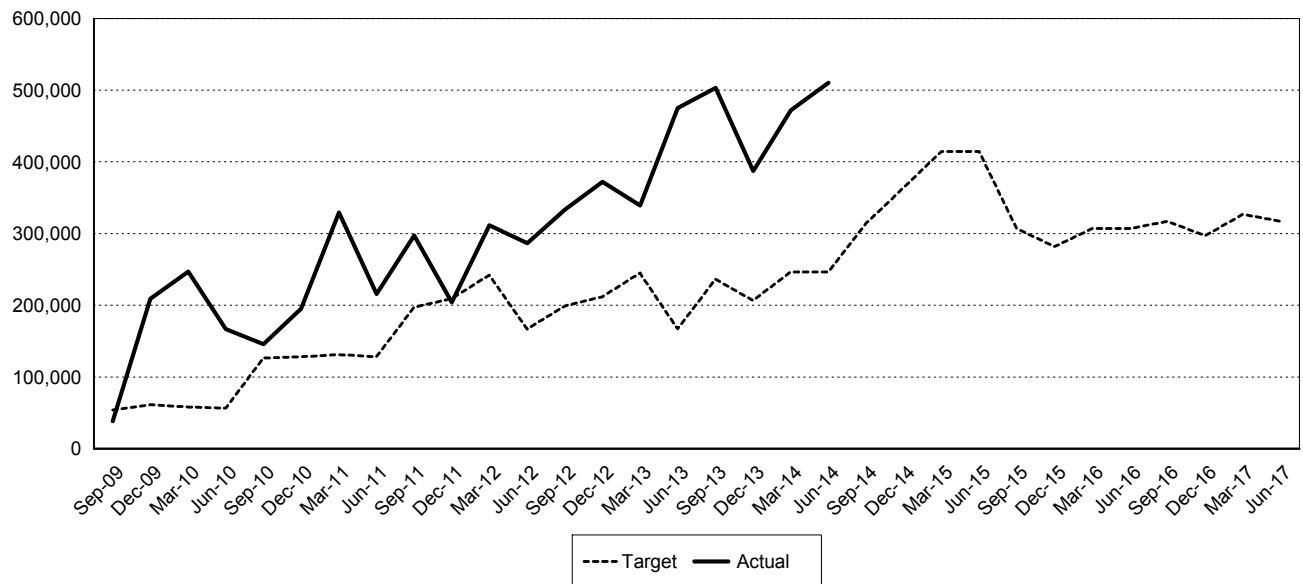
Washington residents are provided resources and services to meet their information needs. Special populations are provided library materials in a variety of formats to meet their information needs.

001317 Number of transactions with library patrons.			
Biennium	Period	Actual	Target
2015-17	Q8		316,800
	Q7		326,800
	Q6		296,800
	Q5		316,800
	Q4		306,800
	Q3		306,800
	Q2		281,800
	Q1		306,800
2013-15	Q8		414,300
	Q7		414,300
	Q6		364,300
	Q5		314,300
	Q4	510,414	246,400
	Q3	472,198	246,400
	Q2	387,263	206,400
	Q1	502,994	236,400
2011-13	Q8	475,144	166,800
	Q7	338,939	244,800
	Q6	372,284	211,800
	Q5	333,317	198,800
	Q4	286,578	166,800
	Q3	311,592	241,800
	Q2	204,265	208,800
	Q1	297,486	196,800
Performance Measure Status: Draft			

Appropriation Period: 2015-17 Activity Version: AA - Operating Budget Agency Request 17 Program:090 Sort By: Program

Number

001317 - Number of transactions with library patrons



Program 090 State Library

	FY 2016	FY 2017	Biennial Total
FTE's	79.2	79.9	79.6
GFS	\$1,359,192	\$1,555,442	\$2,914,634
Other	\$6,601,133	\$7,520,867	\$14,122,000
Total	\$7,960,325	\$9,076,309	\$17,036,634

Agency Performance Measure
Incremental Estimates for the Biennial Budget

Agency: 085 Office of the Secretary of State Budget Period: 2015-17

Activity: A035 Preserving and Making Accessible Washington's Heritage

Output Measures 000167 Number of oral histories published on influential political leaders and remarkable people.

			<u>FY 2016</u>		<u>FY 2017</u>
PL	A5	Eliminate GFS Funding Legacy Proj.	(4.00)	(5.00)
PL	N2	Buyback Legacy Funding GFS	4.00		5.00

ACTIVITY INVENTORY: INDIRECT COST ALLOCATION METHODOLOGY

Office of the Secretary of State - Archives & Records Management Division

Activity Code Activity		FY 2016				FY 2017				2015-2017
		% of Total Allocated	006-1	441-1	FTE	% of Total Allocated	006-1	441-1	FTE	Indirect Costs Allocated to Activities
A012	Archives Collections & Services	24%	\$152,117	\$56,039	0.95	24%	\$147,204	\$51,555	0.95	\$406,915
A019	Imaging & Security Microfilm	25%	\$157,858	\$58,154	0.99	25%	\$152,759	\$53,500	0.99	\$422,271
A024	Records Management	52%	\$330,066	\$121,595	2.06	52%	\$319,405	\$111,865	2.06	\$882,930
TOTAL		100%	\$640,041	\$235,788	4.00	100%	\$619,367	\$216,920	4.00	\$1,712,116

Allocation Method Description:

Division indirect costs include division director, executive assistant, facility related costs, network connection costs, telephone costs, mail costs and selected revolving fund charges were allocated to division activities based on FTE.

ACTIVITY INVENTORY: INDIRECT COST ALLOCATION METHODOLOGY

Office of the Secretary of State - Corporation Division

Activity Code	Activity	FY 2016			FY 2017			2015-2017 Indirect Costs Allocated to Activities
		% of Total Allocated	407-6	FTE	% of Total Allocated	407-6	FTE	
A008	Charitable Solicitation & Trusts	17%	\$490,747	2.4	17%	\$731,389	2.2	\$1,222,136
A011	Corporations, Partnerships & Apostilles	83%	\$2,432,262	11.7	83%	\$3,684,375	11.3	\$6,116,637
TOTAL		100%	\$2,923,009	14.1	100%	\$4,415,764	13.6	\$7,338,773

Allocation Method Description:

Division indirect costs include division director, executive assistant, facility related costs, network connection costs, telephone costs, mail costs and selected revolving fund charges were allocated to division activities based on FTE.

ACTIVITY INVENTORY: INDIRECT COST ALLOCATION METHODOLOGY

Office of the Secretary of State - Library Division

		FY 2016				FY 2017				2015-2017
Activity Code	Activity	% of Total Allocated	001-1	14E-1	FTE	% of Total Allocated	001-1	14E-1	FTE	Indirect Costs Allocated to Activities
A036	Building State Library collections of record for Washington's government and history	47%	\$6,630	\$988,409	1.38	47%	\$6,390	\$1,046,048	1.38	\$2,047,477
A039	Library services to marginalized people	40%	\$975	\$243,607	0.85	40%	\$940	\$299,909	0.85	\$545,432
A040	Service Washington Libraries	12%	\$2,145	\$396,978	0.95	12%	\$2,067	\$453,204	0.95	\$854,394
TOTAL		100%	\$9,750	\$1,628,995	3.18	100%	\$9,397	\$1,799,161	3.18	\$3,447,303

Allocation Method Description:

Division indirect costs include division director, executive assistant, facility related costs, network connection costs, telephone costs, mail costs and selected revolving fund charges were allocated to division activities based on FTE.



Washington
Secretary of State
KIM WYMAN

GOALS AND OBJECTIVES 2015 – 2017 BIENNIUM

September 15, 2014

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OFFICE OF THE SECRETARY OF STATE

2015-2017
Goals and Objectives

I. AGENCY OVERVIEW

VISION

Provide the public with relevant information about and access to Washington State's history, businesses, and elections.

MISSION

The Office of the Secretary of State promotes public trust by:

- ✚ Safeguarding vital government records, documents and publications
- ✚ Preserving the integrity of elections in Washington State
- ✚ Providing the business community and public with easy access to information about corporations and charities
- ✚ Performing public outreach to improve civic knowledge and participation
- ✚ Leveraging technology to improve efficiency and enhance customer service

II. AGENCY ORGANIZATION

Statutory Authority: The Office of the Secretary of State was established in 1889, in Article 3, Section 17 of the State Constitution. The enabling legislation for the Office is contained in chapter 43.07, Revised Code of Washington. The Secretary of State is a separately elected official in the State of Washington.

The Office of the Secretary of State currently consists of 252 staff members organized into the following five major divisions including separate individual programs:

The Administrative/Executive Services Division includes the executive office of the Secretary including the functions of public information, legislative affairs, policy and planning, human resources, financial and support services, information technology, facilities and safety.

The Archives and Records Management Division is responsible for historical records preservation and public records management ensuring citizen and government accessibility.

The Corporations Division is responsible for registering charitable organizations, businesses, trademarks, partnerships, and certification authorities.

The Elections Division is responsible for ensuring comprehensive, timely and accurate election-related information and to support the conduct of elections at the county level.

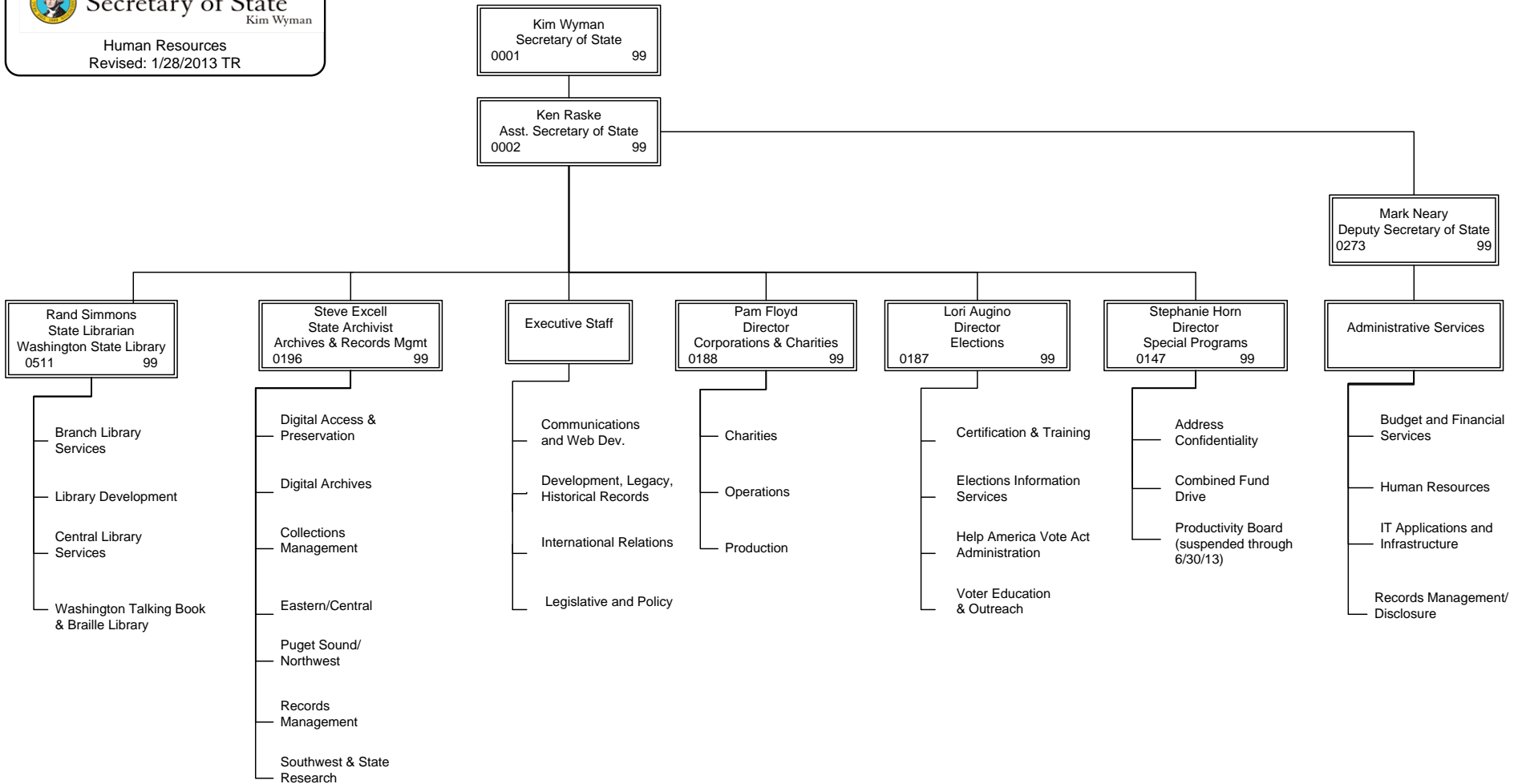
The State Library Division collects, preserves, and makes accessible to Washingtonians materials on the government, history, culture, and natural resources of the state, and provides leadership and coordination of services to all libraries in the state of Washington.

Individual Programs:

Legacy Project is responsible for recording, transcribing and publishing oral histories and biographies of members of Congress, Governors, Judges, state officials and citizens who have been instrumental in the state's political history.

The Address Confidentiality Program provides victims of domestic violence, stalking and sexual assault an official substitute address to help keep them safe.

Each Division and the individual programs are summarized in more detail on the following pages.



EXECUTIVE & ADMINISTRATIVE SERVICES

Mission and Purpose

Executive and Administrative Services provides the leadership and the supporting infrastructure that enables the Office of the Secretary of State (OSOS) to accomplish its wide range of statutory responsibilities, goals and activities.

Statutory authority specific to the Executive and Administrative Services

Executive and Administrative Services is assumed under the general agency authority in RCW 43.07, and in Article II and III of the State Constitution.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively.

Essential functions and activities

- Policy and planning: Provides overall leadership, policy, direction setting and management coordination for the agency as a whole.
- Legislative affairs: Provides policy information and resources to the state legislature as well as consulting with them regarding all areas of OSOS. Guides all executive request legislation through the legislative process.
- Communications: Educates the public on agency affairs. Conducts public education campaigns and press conferences. Develops media strategy and responds to media inquiries. Establishes an agency look and feel for agency publications.
- Human Resources: Provides agency support in the areas of staff recruitment and hiring, diversity, classification and compensation, succession planning, corrective action, labor relations, staff training and policy development.
- Financial Services: Provides agency support in the areas of accounting, contracting, purchasing, and asset management.
- Information Technology: Provides the agency with central oversight and coordination of technology. This includes but not limited to: agency server maintenance, security software, virus programs, connectivity of a general nature, software and application development and web services.
- International Relations: Assist foreign visitors to understand U.S. and Washington's government & elections. Assist consular corps. Help facilitate Washington business by conducting trade missions. Administer the Citizens Exchange Program (RCW 43.07.350).
- Budget: Provides agency support in the development of budget, allotment and other related financial communication.
- Records Officer: Provides agency support to maintain, store, and destroy agency records per state approved retention schedules. Responds to public disclosure requests from the public per RCW 42.56.
- Facilities & Mailroom: Provides agency support for maintaining facilities (including repairs, janitorial, security, phone, parking, space and long-term planning) and providing mailroom delivery services (incoming and outgoing mail).

ARCHIVES DIVISION

Mission and Purpose

The division is responsible for preservation, accessibility and efficient management of the legal and historical records of government.

Statutory authorities specific to the Archives Division

Article III Section 17 – The Secretary of State shall keep a record of the official acts of the legislature, and executive department of the state, and shall, when required, lay the same, and all matters relative thereto, before each branch of the legislature, and shall perform such other duties as assigned to him by law.

RCW 36.22.175 – *Surcharge for archives and records management.*

Establishes two (2) one-dollar surcharges collected by county auditors on recorded documents. The first dollar is for assisting local governments through the regional archives branches. The second dollar is for the Eastern Washington regional and digital archives facility.

RCW 40.10 – *Essential records to provide for the continuity and preservation of civil government.*

Requires all officers of the state to designate and protect essential records, authorizes the State Archivist to coordinate the essential records protection and microfilm essential records.

RCW 40.14 – *Preservation of public records.*

Defines public records; outlines the powers and duties of the State Archivist; establishes archives accounts funding; establishes the Archives Oversight Committee; requires agencies to transfer public records to the archives; requires state agencies to have a designated records officer and defines their responsibilities; establishes the state records committee and local records committee; establishes requirements for destruction of public records.

RCW 40.20 – *Reproduce records for governments and business.*

Authorizes and governs the reproduction of records.

Essential functions and activities

- **Imaging Services & Security Microfilm:** Provides imaging services on a cost recovery basis to local and state government agencies and images documents of historical & legal significance. Provides assessment and consultation on local government holdings, and imaging projects and standards.
- **Records Management:** Creates and manages local and state records retention schedules and operates state records center to store inactive state agency records.
- **State Archives:** Preserves and provides access to legal and historical documents of executive, legislative and judicial branch state agencies. Manages the life-cycle of records and provides: public research facilities, training, outreach, preservation and conservation.

- Regional Archives branches: Preserves and provides access to legal and historical documents of local government agencies and local branches of state agencies. Provides public research facilities to the public, training, outreach, consultation and grants to local governments.
- Digital Archives: Provides secure storage of archival electronic records, remote access for the public via the web, and ensures long term accessibility through data migration.

Agency Goals, Objectives, and Strategies:

Goal #1: ***Collect and preserve the state's important legal and historical records from all state and local government agencies.***

Objectives:

- Design and begin construction of a joint Archives/Library building that is accessible to the public and a desirable destination for visitors.
- Increase the number of state and local agencies transferring records to the Archives for the first time by 20 each year.
- Increase the number of existing archival holdings properly preserved and stored by 200 records boxes or 500,000 items each year.
- Decrease the risk of losing archival electronic records created before year 2000 by removing them from portable media.

Strategies:

2015-17:

- Continue the local government records grant program.
- Identify and contact local and state agencies that have not transferred records to the Archives.
- Increase number of student employees and volunteers to improve the preservation of existing archival holding.
- Identify and prioritize pre-2000 electronic records in archival storage and remove from portable media.

Goal #2: ***Provide transparency and accountability in government by ensuring access to the state's important legal and historical records.***

Objectives:

- Increase the number of archives records scanned, indexed and available on the web site by 75,000 each year.
- Increase the number of electronic record series supported by the Archives website by 2 per year.
- Increase awareness among the public and key constituent groups (e.g. historians, researchers, genealogists, educators) about the records in the Archives by participating in 12 outreach events per year.

Strategies:

2015-17:

1. Increase number of student employees and volunteers to improve the description of existing archival holding.
2. Build and improve tools for indexing scanned records.
3. Request funding for additional staff to support further development of the Digital Archives.
4. Identify and attend key public and constituent group conferences and events.
5. Leverage partnerships with key constituent groups for mutually beneficial resource sharing.

Goal#3: Assist state and local agencies with the continuity and preservation of civil government in case of disaster.

Objectives:

1. Increase number of agencies participating in Archives' essential records protection program by 10 per year.
2. Safeguard essential government records by preserving an additional 500 technology-independent security copies per year.
3. Maintain Imaging Services Program by recouping 100% of operating and staff costs with fees charged for production and duplicating services.
4. Inspect and describe 500 reels of existing state agency security microfilm.

Strategies:

2015-17:

1. Fund Disaster Recovery Storage Service pilot program for another two years.
2. Provide Essential Records training workshops.

Goal #4: Provide the most efficient, economical, and accountable records storage service for the state's short-term records.

Objectives:

- Maintain yearly per box storage cost in Records Center at or below \$5.50.
- Maintain average request response time of 24 business hours.
- Maintain 100% control of boxes in the care of Records Center.
- Maintain staff-to-box ratio under 100,000 boxes per person.

Strategies:

2015-17:

1. Request funding for additional staff to achieve targeted staff to box ratio.
2. Consolidate records storage facilities to reduce amount of time necessary to retrieve requested files.

3. Create high-bay storage space to ensure more cost effective operations.
4. Improve Records Center software by adding self-service functionality for state agency personnel.

Goal #5: *Improve the records management practices used by state and local government agencies.*

Objectives:

- As defined in section 119 paragraph 6 of the 2014 supplemental budget (SB6002) convene an interagency workgroup and provide leadership for a new strategy of reducing state-maintained records by 10% by 2016 and an additional 10% by the end of 2018.
- Increase use of key constituent groups in the development of accurate and easy to understand records retention schedules.
- Increase use of standards and best practices to ensure the continued authenticity, preservation and accessibility of public records.
- Maintain client agency compliance with public records management requirements by providing training, leadership, timely advice and assistance.

Strategies:

2015-17:

1. Invite subject matter experts to participate in records retention schedule creations, reviews and updates.
2. Identify current standards and best practices and incorporate into advice and rules issued by Archives.
3. Keep staff up to date in developing trends in records management.
4. Provide resources to staff seeking industry certifications.
5. Use technology to offer multiply delivery methods of training to government agencies.

Goal #6: *Maintain facilities and equipment necessary to carry out the Archives' mission.*

Objectives:

- Decrease amount of information technology hardware without maintenance agreements due to age.
- Maintain facilities and equipment necessary to ensure the security and proper environmental conditions for the one-of-a-kind documents in our care.
- Maintain vehicles that are safe and cost efficient to operate.
- Maintain archives facilities that meet or exceed all state and federal accessibility requirements.

Strategies:

2015-17:

1. Continue partnerships with regional universities to ensure upkeep of facilities and equipment and request funding as necessary for large repairs.
2. Request Americans with Disabilities Act accessibility reviews for archives facilities and request funding as necessary to meet requirements.
3. Upgrade security systems as needed.
4. Request funding for update of technology hardware at Digital Archives.
5. Request funding to replace vehicles at end of life.

CORPORATIONS DIVISION

Division Mission Statement:

We are the Secretary of State. We provide essential business and charitable information to promote public trust. We will be second to none in providing the public with exemplary registration and information services.

Division values:

Truth and Integrity, Respect, Unique Innovation, Service, Teamwork

Listing of statutory authority references:

RCW 11.110 – *Charitable Trust Act*: Provides authority for registering entities holding assets in trust for a charitable purpose in Washington State.

RCW 18.100 – *Professional Service Corporations*: Provides authority for professionals (such as physicians and attorneys) to register as a corporation.

RCW 19.09 – *Charitable Solicitations Act*: Provides authority for registering entities fundraising in Washington State. This chapter also provides authority for the Charitable Organization Education Program, Account (Fund 12M) and fees.

RCW 19.34 – *Electronic Authentication Act*. Provides authority for the recognition of digital signatures to facilitate commerce by means of reliable electronic messages.

RCW 19.77 – *Trademark Registration*. Provides the authority for registering trademarks.

RCW 19.166 – *International Student Exchange*. Organizations arranging placement of international students visiting Washington are required to register with the Office of the Secretary of State.

RCW 23 – *Corporations and Associations (Profit)*. Establishes authority for registering insolvent corporations, employee cooperative corporations, cooperative associations and Massachusetts Trusts.

RCW 23B – *Washington Business Corporation Act*. Establishes authority for businesses to register as a corporation.

RCW 24 – *Corporations and Associations (Nonprofit)*. Authorizes educational, social, religious, fraternal, and other organizations to register as non-profit corporations.

RCW 25 – *Partnerships*. Provides for general and limited liability partnerships, limited partnerships, and limited liability companies to form as a legal entity.

RCW.26.60 – *State registered domestic partnerships*. Provides for the registration of domestic partnerships.

RCW.43.07.120 – *Apostille Program*. Authorizes the Office of the Secretary of State to establish fees by rule for providing certificates under seal.

RCW 43.07.130 – *Secretary of State's revolving fund*. Establishes the Secretary of State Revolving Fund; allows the Office of the Secretary of State to defray the costs of printing, reprinting, or distributing printed matter and defray any other costs associated with carrying out the functions of the Office of the Secretary of State, Corporations Division.

RCW 46.64.040 – *Nonresident Motorists*. Provides that the Office of the Secretary of State is agent for service of process for actions related to use of Washington roads by nonresident motorists, and for Washington residents who leave the state following an accident.

Essential functions and activities

Business Entity Creation / Registration: Creates (domestic / Washington State domiciled) and Registers (foreign / out of state domiciled) entities conducting business in the state, including limited liability companies, corporations, limited partnerships, limited liability partnerships & limited liability companies. Provides in-state trademark protection. Registers international student exchange programs.

Charitable Trusts: Registers charitable trusts relating to entities holding income-producing assets in the name of a charity. Works closely with the Consumer Protection Section of the Office of Attorney General. Helps guard against deceptive and dishonest practices, and improper use of funds intended for charitable purposes. Makes information on charities available to the public and promotes consumer awareness.

Charitable Solicitation Program: Registers entities that solicit funds from Washington State residents. Provides information to the public about the charities and their paid fund raisers. Helps guard against deceptive and dishonest practices, and improper use of funds intended for charitable purposes. Provides education and awareness to protect populations vulnerable to dishonest practices or improper use of charitable contributions. Works closely with the Consumer Protection Section of the Office of Attorney General.

Charitable Organization Education Program: Provide training to charitable organizations, nonprofit corporations (over 95% of charities are organized as nonprofit corporations), their boards, and the donating public.

Apostilles and International Certifications: Authenticates public documents (e.g. birth/death, marriage/divorce, police records, corporate good standing certificates) for international use (e.g. foreign adoptions, dual citizenship, business transactions, educational purposes).

Corporations Goals, Objectives, and Strategies:

Goal #1: Enable the public to become better informed about business entities, charitable organizations and commercial fundraisers operating in our state by improving the quality, quantity and accessibility of information on file in this Division.

2013-2015:

Design a new filing system for corporations (business entity creation and registration) and charities registrations.

Strategies: (1 through 5 will be process steps, generally sequential)

1. Design a user interface / user experience for the new filing system.
2. Design the database and processes for new filing system.
3. Set up quality assurance process/review processes for filing system development.
4. Begin cleanup of existing data problems / inconsistencies of data to be transferred over to new filing system.
5. Begin System development of new filing system.
6. Begin enhancement / re-write of Apostilles / International Certification System.

2015-2017

Implement the new filing system. Begin planning for first set of enhancements (release 2).

Strategies: (1 through 3 are process steps, generally sequential)

1. Complete development of the filing system.
2. Test the filing system (using both QA vendor and internal staff)
3. Implement new filing system.
4. Review new system implementation and begin process for identifying enhancements needed (which may include more coordination with the updated Dept. of Revenue Business Licensing System, depending on where that is in development)
5. Complete development of Apostilles / International Certifications system enhancements/re-write.

Goal #2: Reduce barriers to the successful establishment and operation of businesses and charitable organizations in Washington by providing easy-to-use, customer friendly, seamless services to filers and registrants.

Objectives & Strategies: same as Goal #1

Goal #3: Provide the best customer service of any state agency by expanding education and outreach efforts to customers, as well as the general public and using technology to improve all aspects of filing documents.

Objectives:

2013-2015:

Improve outreach efforts to businesses, charitable organizations, their boards, staff, nonprofit corporations and the donating public.

Strategies:

1. Increase the number and relevance of outreach/education events in business entity formation and compliance. Assist potential and existing business owners to better understand how to successfully form and maintain business entities (LLC's, Corporations, Limited Partnerships, etc.).
2. Work closely with OCIO, Department of Revenue, and other agencies as the state works to build a Business One Stop solution.
3. Increase the number and scope of charitable organization education programs. Work with the Charitable Advisory Council to ensure we are meeting the education needs of the charities community.
4. Work with the federal Small Business Administration to assist veterans in forming and operating successful businesses (Boots to Business)

2015-2017:

Improve outreach efforts to businesses, charitable organizations, their boards, staff, nonprofit corporations and the donating public.

Strategies:

1. Increase the number and relevance of outreach/education events in business entity formation and compliance. Assist potential and existing business owners to better understand how to successfully form and maintain business entities (LLC's, Corporations, Limited Partnerships, etc.).
2. Work closely with OCIO, Department of Revenue, and other agencies as the state continues to build a Business One Stop solution.
3. Continue to assist veterans in forming and operating successful businesses.

ELECTIONS DIVISION

Mission and Purpose

To maximize the informed participation of eligible voters in accessible, fair, and accurate elections in Washington State. Supporting the state's democratic processes and government accountability for elections-related information.

Statutory authorities specific to the Elections Division

Voting Rights Act of 1965. This Federal Act established special enforcement provisions against the denial or abridgement of the right to vote.

Uniformed and Overseas Citizens Absentee Voting Act of 1986. This Federal Act requires that states and territories allow certain groups of citizens to register and vote absentee in elections for Federal offices. It also establishes the Federal Write-in Absentee Ballot.

Americans with Disabilities Act of 1990. This Federal Act is a wide-ranging [civil rights](#) law that prohibits, under certain circumstances, [discrimination](#) based on [disability](#).

National Voter Registration Act of 1993. This Federal Act establishes nationwide standards for voter registration – and for the maintenance and processing of those records. This includes motor-voter and agency-based registration services.

Help American Vote Act of 2002. This Federal Act establishes nationwide standards for establishing a statewide voter registration list, replacing punch card voting systems, uniform voting and election procedures, and implementing accessible voting systems.

Military and Overseas Empowerment Act of 2009. This Federal Act is designed to improve the delivery of absentee ballots to members of the armed forces and Americans temporarily living overseas. Among other provisions, the act requires states to transmit validly-requested absentee ballots to uniformed and overseas citizens' absentee voters no later than 45 days before a federal election.

Article II, Section 1 – Washington State Constitution. The state constitution establishes the duties of the Secretary of State with regard to the Initiative and Referendum process and, specifically requires the Secretary of State to supply voters with convenient access to election-related information.

RCW 43.07.310 – Division of Elections – Duties. This law sets forth the duties of the Elections Division, as prescribed throughout Title 29A.

RCW 29A.04.230 – Secretary of State as chief election officer. This law establishes the Secretary of State as the chief elections official for all federal, state, county, city, town, and district elections.

RCW 29A.04 – Administration of Elections. This law provides the authority for certifying elections administrators, the establishment of an elections clearinghouse, and the conduct of regular and special election reviews

RCW 29A.04.460 – Local Government Grant Program. This law authorizes the Secretary of State to administer a competitive local grant program.

RCW 29A.04.530 – Training and Certification Program. This law authorizes the Secretary of State to establish and operate training and certification programs for state and county elections personnel and political party observers.

RCW 29A.04.611 – Rule Making Authority. This law authorizes the Secretary of State to promulgate rules to facilitate the execution of election laws.

RCW 29A.08 – Voter Registration. This law establishes specific duties for the Secretary of State for processing and maintaining voter registration records, for the maintenance and support

of the statewide registration database, and for providing a variety of available options for registering voters.

RCW 29A.12 – Voting Systems. This law establishes the authority for the testing and certification of voting systems.

RCW 29A.24 – Candidate Filing. This statute authorizes the Secretary of State to accept and process candidate filings for Federal, State and Judicial Offices.

RCW 29A.32 – Voters’ Pamphlet. This law establishes the authority – and lays out the procedural steps – for the publication and distribution of the state Voters’ Pamphlet.

RCW 29A.60 – Certificates. This law establishes the authority to certify candidates and measures to the ballot and to issue certificates of election.

RCW 29A.72 – Initiative and Referendum. This law establishes the authority and process for the filing, receipt, and certification of initiative and referendum measures.

Statewide Results Areas: Improve the ability of State Government to achieve its results efficiently and effectively.

Elections Division Programs

Voter Education and Outreach (VEO) Program

Essential functions and activities: Voters’ Pamphlet, Legal Advertising, Voter Outreach, Youth (K-12) Civics Education, College Civics, Military and Overseas Voter Outreach, Minority Voter Outreach, Translations, Disabled/ADA Voter Outreach, Forms and Publications

Certification and Training (C&T) Program

Essential functions and activities: Initiative and Referendum, Logic and Accuracy Tests, Elections Reviews, Election Administrator Training and Certification, Voter Intent, Clearinghouses and Advisories, Ballot Design (best practices), Election Administration and Certification Board, Certification of the Primary and General, Candidate Filing

Elections Information Services (EIS) Program

Essential functions and activities: Voter Registration Database (VRDB), Voting Systems Certification, Voter Registration, Washington Election Information System (WEI), Elections Results Reporting, MyVote

Other Programs/Services

HAVA Grant Program: This program provides federal Help America Vote Act (HAVA) funds to counties to assist them in meeting federal requirements.

Reimbursement to Counties: Counties are reimbursed for the state’s share of election costs for the primary and General Election in odd-numbered election years and the Presidential Primary.

Elections Division Customers

- The public-at-large (e.g., voters, citizens, activists)
- County auditors and local elections staff
- Election staff from other states
- Political parties and associations
- Internal clients (e.g., legislative staff, management staff)

Authorizing Environment/Other Stakeholders and Partners

The Elections Division authorizing environment includes:

- The Secretary of State. The Secretary strongly encourages innovation in elections and voter outreach programs, as well as proactive collaboration and partnership with county election officials on voter outreach and policy development.
- The Legislature. The state Legislature continues to take an active interest in modifying state election law across the full spectrum of policy issues, including voter registration and voting equipment. The Legislature provides statutory authority and appropriates funds. Legislators also serve on the Elections Administration and Certification Board.
- The Courts. Frequently, there is litigation regarding the conduct of primaries and elections that requires sweeping emergency rules to implement injunctions.
- The Office of Financial Management (OFM). The OFM monitors and disburses state funds.
- The Federal Government. The Election Assistance Commission (EAC) and the General Services Administration (GSA) administers federal Help America Vote Act (HAVA) funds.
- The Office of the Attorney General, the Office of Financial Management, and the Code Reviser. These agencies are co-producers that have statutory responsibilities associated with preparing statewide ballot measures for publication in the Voters' Pamphlet.
- County election officials. The elections administration process is constitutionally decentralized and entrusts the conduct of elections to separately elected county officials in 39 counties. County election officials are our partners in the elections process.
- Washington State Citizens. Washington has a dynamic citizenry that makes regular use of our constitutionally guaranteed initiative and referendum process, and takes an active interest in voting systems certifications and the accuracy and efficiency of the statewide voter registration database.
- The Department of Enterprise Services. The Department of Enterprise Services facilitates the awarding of bids for printing Voters' Pamphlets and ensures the various vendors comply with bid specifications.
- The Department of Licensing and other state agencies designated to provide voter registrations services to their customers.
- The media. The media rely on the Elections Division for quick, accurate results for federal and state elections. The media also rely on the Elections Division for historical elections data, policy questions, and information pertaining to state ballot measures, candidates, redistricting, and voting technology.

Elections Division Goals, Objectives & Strategies

To carry out our mission and fulfill Federal and State statutory obligations, the Elections Division operates three distinct programs:

1. Voter Education and Outreach
2. Certification & Training
3. Elections Information Services

Together, with critical support from a small administrative team, the staff in these three programs strives to achieve the following five goals:

Goal 1: Improve processes to protect and increase accuracy in elections administration.

Goal 2: Maximize the informed participation of all eligible voters in elections

Goal 3: Safeguard the transparency of elections in Washington.

Goal 4: Increase accessibility of elections to all who are eligible.

Goal 5: Maximize use of technology-based services to meet expectations of voters, candidates, and the media.

Each one of these goals is linked to a set of program objectives which are in turn linked to specific strategies, performance measures, and targets. The following tables display each program's objectives, strategies, performance measures, targets, and the Division Goal(s) supported.

Elections Division: 2015-2017 Objectives, Strategies, Performance Measures, and Targets

Voter Education and Outreach				
Div. Goal	Objective	Strategy	Performance Measure	Target
2	The voting public has accurate, timely information about candidates and measures in accordance with state law.	Publish the online and printed Voters' Pamphlet as mandated by the State Constitution.	Was the Voters' Pamphlet error-free and useful to voters?	Yes
2	18-24 year olds to participate in the elections process at higher rates than they do now.	Conduct the College Civics Program on campuses throughout the state. Encourage college students (18-24 year olds) to register and vote.	Number of colleges participating in College Civics Program.	Odd yr: 30 Even yr: 50 Presidential yr: 60
2	Students in grades K-12 to vote when they come of age.	Educate youth (under 18) about elections and voting through curricula and hands-on civics projects.	The number of students voting in the online Mock Election.	Odd yr: 25% increase over last odd year mock election Even yr: 25% increase over last even year mock election Presidential yr: 25% increase over last Presidential year mock election
4	Information about elections and the voting process in accessible formats.	Create and distribute elections materials in alternative languages and handicap-accessible formats.	Number of alternative languages and formats in which information is provided.	9
4	The public participates in and understands elections.	Create opportunities to provide education and outreach services and materials.	Number of outreach and education pieces published in a year.	8
5	Elections information is made available to a wide population, across the state and in each county.	Identify and maintain a diverse network of community organizations with whom to promote election activities.	Number of organizations active in the Voter Outreach Network (including counties).	Odd yr: 80 Even yr: 100 Presidential yr: 150

Certification and Training				
Div. Goal	Objective	Strategy	Performance Measure	Target
1	Every county will meet or exceed the two certified election administrators required by statute.	Conduct a two-day mandatory orientation at least twice yearly. Conduct and sponsor no less than 18 hours of training yearly to afford the opportunity for continued certification.	Number of counties with at least two certified election administrators.	95% of the counties meet or exceed the requirement
1	Improve certification reporting accuracy	Revise the certification reconciliation report (certification of elections).	Number of counties with discrepancies.	0
1,3,4	Improve election administration at the county level.	<p>Review 13 counties every year as required by state law for current procedures and practices. Conduct follow up visitation to verify changes have been implemented in response to review recommendations.</p> <p>Assist counties in seeking ways to implement recommendations.</p> <p>Provide frequent communications and advisories to keep counties apprised of state rule and law changes.</p> <p>Offer more training sessions at convenient locations throughout the state.</p> <p>Provide individual one-on-one to counties.</p> <p>Seek opportunities for alternate forms of training (e.g., webinars, train-the-trainer).</p> <p>Track county election incidents, using the information to assist in targeting areas for training emphasis.</p>	<p>Repeat reviews of counties reflect fewer recommendations for changing procedures.</p> <p>Percentage of counties participating in training (regional training workshops and annual elections conference).</p>	<p>50% reduction in number of recommendations in repeat reviews</p> <p>95% attendance rate</p>

Elections Information Services				
Div. Goal	Objective	Strategy	Performance Measure	Target
1, 3	Votes are counted on current compliant voting systems.	In compliance with state and federal law, process certification applications for voting systems.	Time between vendor application for state certification, and state certification.	12 weeks
		Monitor national certifications.		
		Develop and maintain strong communications with voting system vendors.	Percentage of counties with hash code match.	100%
		Use hash code technique for security inventories and logic and accuracy tests.	Percentage of counties that match version numbers on published state certification.	100%
1,2,3,4,5	Facilitate the dissemination of comprehensive election information.	Verify software, hardware and firmware version numbers before every state election.		
		Build and maintain web tools that manage and display elections information.	Number of hours web pages/web sites are not available per year.	Less than 1%
		Coordinate efforts across workgroups to provide infrastructure that supports web tools.	Number of outages at mission critical times.	0
		Promote broad public interaction with MyVote, OLVR, Online Candidate Filing, Online Voter Guides, Election Results Reporting, and all other election information.	Response time to mission critical outages.	Less than 1 hour
		Train county and OSOS elections staff to use the tools.	Number of individuals trained to set up elections results reporting and upload results files	1 person per county
		Provide technical support to customers using the web tools.		

Elections Information Services (continued)				
1	Safeguard the implementation of "one person, one vote"	Implement a voter registration data integrity program (deceased, felons, duplicates, double voting, fraud, interstate comparisons, monthly CD)	Number of double voters in statewide elections.	0
4	Reduce the barriers to registration for first-time (18 year old) voters	Conduct an 18 year old mailing program	Percentage of 18 year olds registered.	70%
4, 5	Reduce the barriers to registration for citizens receiving public assistance	Improve the Agency-based Voter Registration Program online to support the needs of public service agencies (i.e., Department of Health, Department of Services for the Blind).	Percentage of Agency-based applications submitted online, of total submitted.	90%

LIBRARY DIVISION

Vision

To ensure that Washingtonians have access to the information they need today and to the history of Washington for tomorrow.

Mission and Purpose

- Collect, preserve, and make accessible to Washingtonians materials on the government, history, culture, and natural resources of the state.
- Provide leadership and coordination of services to all libraries in the state of Washington.
- Support the information needs of residents in state institutions and of the visually impaired.
- Serve as the primary source in the region for published information from the state and federal government.

Statutory authority specific to the Library Division

RCW 27.04 – State Library.

Establishes the state library and a state librarian appointed by the Secretary of State; defines the duties including certifying librarians in the state.

Statewide Result Area(s):

1. Improve the ability of State Government to achieve its results efficiently and effectively.
2. Improve cultural and recreational opportunities throughout the state.

Essential functions and activities

- *Preserving Washington's past:* Collect and preserve materials relating to Washington's history so that they are available to future generations.

- *Northwest History – Historical and Digital collections:* Provide information on the history of the state of Washington and Washington Territory, including searchable, online access to historical resources.
- *Government publications depository – Federal information & State Depository Collection:* Provide citizen access to current and historical state and federal government information and publications. Provide permanent citizen access to state government publications in all formats.
- *Ask a Librarian:* Provide public online access to government and consumer protection information in Washington through specialized online search tools.
- *Institutional library services:* Provide on-site library services to over 12,000 residents of state correctional facilities and psychiatric hospitals supporting treatment, recovery, education, re-entry and rehabilitation. Contracts with Department of Corrections to provide interlibrary loan services to over 2,800 residents of minimum custody facilities.
- *Assistance to local libraries:* Coordinate and provide programs benefiting libraries statewide using federal Library Services and Technology Act (LSTA) funds.
- *Washington Talking Book and Braille Library:* Provide statewide library services to the blind, visually impaired, physically or learning disabled and those who cannot read regular print.

Goals, Objectives & Strategies

Goal #1: Collect, preserve and make accessible to all residents of Washington materials on the government, history, culture, and resources of the state.

A. Objectives:

2015-2017: Use collaborative relationships to maximize resources.

Strategies 2015-2017:

1. Design and begin construction of a joint Archives/Library building that is accessible to the public and a desirable destination for visitors.
2. Collaborate with the State Archives leading to a more effective organization better able to serve the residents of Washington.
3. Continue to collaborate with other libraries, consortia and other heritage organizations on digital and preservation projects.
4. Implement technologies that provide efficient access to digital resources of the state's libraries and other cultural heritage organizations.
5. Evaluate and design technological options for a more robust information architecture to improve the ability to search and locate the State Library's collection.
6. Partner with the Microsoft IT academy to provide digital literacy and training for residents across Washington State through local libraries and the Washington State Library.

Strategies beyond 2017:

1. Continue to update and implement technological options for a more robust information architecture so that the ability of the residents of Washington have improved ability to search and locate the State Library's collection and resources from anywhere in the state.
2. Identify new developments or trends that provide opportunities for collaboration.
3. Continue to develop technological options that provide economical and efficient access to digital resources of the state's libraries and other cultural heritage organizations.
4. Continue to collaborate with other libraries, consortia and other cultural heritage organizations on digital and preservation projects.

B. Objectives:

2015-2017: Improve citizen access to historical information about Washington.

Strategies 2015-2017:

1. Continue to build and preserve the historical collections.
2. Continue to build digital collections of historical and geographical material for improved access, with an additional emphasis on materials for teachers and students of all levels.
3. Continue to build technical infrastructure to assist libraries across the state to digitize their unique local collections and store them centrally through the State Library while they keep their originals.
4. Continue to digitize Washington newspapers using both state and federal funds.
5. Find ways to integrate the data from various digital collections to facilitate easier public access.

Strategies beyond 2017:

1. Identify and evaluate new technologies for improving access to historical resources.
2. Continue to build and preserve the historical collections.
3. Continue to build digital collections of historical and geographical material for improved access, with an additional emphasis on materials for teachers and students of all levels.
4. Form new partnerships with the Archives and WSHS to strengthen programs at the Library for parents, students, teachers and the general public.

C. Objectives:

2015-2017: Improve citizen access to government information in Washington

Strategies 2015-2017:

1. Continue to assist state agencies by managing the capture, indexing and preservation of their publications in print and digital formats. This is an efficiency for them and the residents of the State.
2. Collaborate with the Digital Archives to continue to refine the methodology to provide permanent public access to state publications in digital formats.
3. Collaborate with Archives staff to better educate state agency publications and records management staff on the depositing of state publications. The State Library is the official keeper of State publications. This also reduces duplication of publications.
4. Continue to digitize historic government publications.

Strategies beyond 2017:

1. Design and implement a distributed collection policy for federal government publications to lessen space needs at the State Library while still meeting the requirements of the Federal Depository Library Program (FDLP).
2. Improve storage conditions and climate control for all collections in the joint Archives/Library building.

Goal #2: Provide leadership and advocacy for libraries in the state of Washington

Objectives:

2015-2017: Increase onsite and remote electronic access to traditional and digital library resources and services in all areas of the state.

Strategies 2015-2017:

1. Support technological development of library infrastructures.
2. Encourage collaboration among all types of libraries.
3. Continue to partner with Microsoft to provide no charge IT online training to residents of Washington through their local public and community college libraries through the IT Academy program.
4. Improve quality and productivity of library workforce through a variety of training and continuing education opportunities.
5. Develop efficient and economical online, digital access to information.
6. Continue to find means whereby smaller and mid-sized public libraries and tribal libraries can provide online access for their communities to their collection and to e-government, e-commerce and e-health services.

Continue to represent public library on the K20 network board.

Strategies beyond 2017:

1. Support technological development of library infrastructures.
2. Encourage collaboration among all types of libraries.
3. Continue to partner with Microsoft to provide the Microsoft IT Academy online technology training to Washingtonians through their local public, community college and tribal libraries.
4. Improve quality and productivity of the library workforce through a variety of training and continuing education opportunities.
5. Develop efficient and economical online, digital access to information.
6. Coordinate participation of public libraries in the K20 network or other resources that facilitate connections with the Internet.

B. Objectives:

2015-2017: Residents of Washington will have increased awareness of library resources and services available to them.

Strategies 2015-2017:

1. Increase the visibility and promote the value of libraries.
2. Increase awareness of services and programs offered by the State Library.
3. Develop programs to increase the ability of libraries to advocate for their local programs and services.
4. Develop messages concerning the changing role of libraries and the innovative services they offer.

Strategies beyond 2017:

1. Increase the visibility and promote the value of libraries.
2. Increase awareness of services and programs offered by the State Library.
3. Develop programs to increase the ability of libraries to advocate for their local programs and services.
4. Develop messages concerning the changing role of libraries and the innovative services they offer.

C. Objectives:

2015-2017: Provide enhanced and expanded library services, resources and programs statewide.

Strategies 2015-2017:

1. With the library community, explore and identify opportunities to expand and improve library services through collaborative models.
2. Monitor and evaluate trends and developments in library practice and information culture.
3. Develop library programs to support civic engagement and voter education, in partnership with the Elections Division in order to build an informed citizenry.
4. Develop programs that promote reading by all Washingtonians such as *Washington Reads*.
5. Improve the capacity of libraries to preserve their collections.
6. Assist local libraries by providing planning and evaluation tools, resources and assistance
7. Increase the ability of librarians and the public to use information in traditional and digital formats.
8. Increase partnerships between the State Library and Washington libraries and associations to enhance library services available to the people of Washington.
9. Plan for enhanced and expanded statewide library services, resources and programs.
10. Consult with citizens, government officials, and library trustees and staff on the development of library services, especially as they relate to the underserved and unserved areas of the state.

Strategies beyond 2017:

1. With the library community, explore and identify opportunities to expand and improve library services through collaborative models.
2. Monitor and evaluate trends and developments in library practice and information culture.
3. Develop library programs to support civic engagement and voter education, in partnership with the Elections Division in order to build an informed citizenry.
4. Develop programs that promote reading by all Washingtonians such as *Washington Reads*.
5. Improve the capacity of libraries to preserve their collections.
6. Assist local libraries by providing planning and evaluation tools, resources and assistance.
7. Increase the ability of librarians and the public to use information in traditional and digital formats.
8. Increase partnerships between the State Library and Washington libraries and associations to enhance library services available to the people of Washington.
9. Plan for enhanced and expanded statewide library services, resources and programs.
10. Consult with citizens, government officials, and library trustees and staff on the development of library services, especially as they relate to the underserved and unserved areas of the state.

D. Objectives:

2015-2017: Improve student achievement in elementary, middle and high schools by increasing the effectiveness of teacher-librarians.

Strategies 2015-2017:

1. Improve library service to K12 students through teacher-librarians and public library staff collaboration.
2. Work with educational leaders to improve student learning through effective school library media centers.
3. Work with educational leaders to investigate ways in which fully-staffed, well equipped school library media centers impact student learning.
4. Continue to support initiatives that promote Early Learning programs in libraries

Strategies beyond 2017:

1. Improve library service to K12 students through teacher-librarians and public library staff collaboration.
2. Work with educational leaders to improve student learning through effective school library media centers.
3. Work with educational leaders to investigate ways in which fully-staffed, well equipped school library media centers impact student learning.
4. Continue to support initiatives that promote Early Learning programs in libraries

Goal #3: Support the information and literacy needs of populations that are unmet by traditional library services.

Objectives:

2015-2017: Improve library services to underserved populations.

Strategies 2015-2017:

1. Increase staffing levels in existing institutional libraries in order to provide a dependable level of service with expanded access and with improved support for treatment, recovery, education, re-entry and rehabilitation.
2. Improve and expand existing services and implement new digital programs to people with visual or other impairments that make it difficult to use traditional print media.
3. Increase accessibility of digital collections to persons using assistive technology.
4. Develop collaborative programs with education and treatment staff in state institutions.
5. Work collaboratively with Department of Corrections to implement re-entry programs.
6. Work with the library community, other community organizations, and government agencies to identify ways to serve other underserved populations, including those who have difficulty using libraries.
7. Work with libraries and community literacy groups to implement programs that meet the literacy needs of the people of Washington.
8. Explore and implement programs and services to underserved urban and rural communities including children (from birth through age 17) from families with incomes below the poverty line.

Strategies beyond 2017

1. Improve and expand existing services and implement new digital programs and services for people with visual or other impairments that make it difficult to use traditional print media.
2. Develop collaborative programs with education and treatment staff in state institutions.
3. Work collaboratively with Department of Corrections to implement re-entry programs.

4. Work with the library community, other community organizations, and government agencies to identify ways to serve other underserved populations, including those who have difficulty using libraries.
5. Work with libraries and community literacy groups to implement programs that meet the literacy needs of the people of Washington.
6. Explore and implement programs and services to underserved urban and rural communities including children (from birth through age 17) from families with incomes below the poverty line.

Goal 4. Achieve relevancy and reach

Strategies 2015-2017:

1. Create a LEAN more efficient organization.
2. Define primary customers (e.g., parents, students and teachers) and focus on service they want.
3. Determine the most effective and efficient means to reach the primary customers.
4. Implement outreach to potential customers.
5. Focus on implementing appropriate software, equipment, facilities, etc. needed to reach customers where they are, using both physical and online access to the State Library's collections and services.
6. Determine and implement efficiencies by close collaboration or merger of the State Library and State Archives.

Strategies beyond 2017

1. Assess the efficiency of the State Library and plan to redesign where appropriate.
2. Assess the relevance and efficiency of service to primary customers and make adjustments where appropriate.
3. Assess the success of expanding and reaching out to potential customers.
4. Assess the technological trends and plan how to implement those that will provide better service to our primary customers.
5. Continue to work with the State Archives and assess the efficiencies and effectiveness for our primary customers. Make adjustments as appropriate.

THE LEGACY PROJECT

Vision

To capture stories of fascinating newsmakers who contribute to the history of Washington and our continuing story.

Mission and purpose

The mission of the Legacy Project is to educate—through oral histories, biographies and exhibits—and tell the stories and times of our state's instrumental leaders. This historical collection is accessible, for free, to readers across the world. Due to the age and health of many subjects, this work is time sensitive.

Statutory authority specific to The Legacy Project

RCW 43.07.363 - Washington state legacy project -- Oral histories -- Advisory council.

(1)The secretary of state shall administer and conduct a program to record and document oral histories of current and former members and staff of the Washington state executive and judicial branches, the state's congressional delegation, and other citizens who have participated in the political history of Washington State. The program shall be called the Washington state legacy project. The secretary of state may contract with independent oral historians or history departments of the state universities to interview and record oral histories. The manuscripts and publications shall be made available for research and reference through the state archives. The transcripts, together with current and historical photographs, may be published for distribution to libraries and the general public, and be posted on the secretary of state's web site.

(2) The Washington state legacy project may act as a principal repository for oral histories related to community, family, and other various projects.

(3) The oral history of a person who occupied positions, or was staff to a person who occupied positions, in more than one branch of government shall be conducted by the entity authorized to conduct oral histories of persons in the position last held by the person who is the subject of the oral history. However, the person being interviewed may select the entity he or she wishes to prepare his or her oral history.

(4) The secretary of state may create a Washington state legacy project advisory council to provide advice and guidance on matters pertaining to operating the legacy project. The secretary of state may not compensate members of the legacy project advisory council but may provide reimbursement to members for expenses that are incurred in the conduct of their official duties.

[2008 c 222 § 10.]

Statewide Result Area(s):

Improve the general understanding of Washington history.

Essential functions and activities

- Record, transcribe and publish the recollections of public officials and citizens who have been involved in the state's political history.
- Create materials that document and illustrate the contributions to state history by members of Congress, Governors, Judges, other statewide elected officials, influential newsmakers and other government entities and distribute this information in a variety of media formats.
- Partner with educators, museums, historical societies and others to create materials for exhibits and educational programs.

Goals, Objectives & Strategies

Goal: Increase use of The Legacy Project resources in schools, libraries and communities statewide and beyond.

A. **Objectives: 2015-2017:** To document Washington history and engage the public in our state's heritage and continuing story.

Strategies 2015 -2017:

- Produce books, e-books, oral histories and exhibits on timely topics that can be easily marketed to schools (K-12), institutions of higher learning, libraries, historians and the public at large.
- Utilize agency resources to generate public interest and market products.
- Host public events including exhibit unveilings and book launches at relevant venues.
- Establish partnerships with museums and educators.
- Work collaboratively internally to streamline and market resources.
- Contribute—with other OSOS heritage programs—by capitalizing on technology and building a web resource page for educators.
- To maximize internal resources by choosing topics that can be told through exhibits and books.
- To serve new populations by translating Legacy Project work and by choosing topics that relate to minority and underserved communities.

Strategies beyond 2017:

To expand the reach of The Legacy Project through topic selection, cutting-edge technology, diverse partnerships, an increased use in schools and the growth of our collections.

ADDRESS CONFIDENTIALITY PROGRAM

Vision

To maintain high standards of confidentiality for all of our participants.

Mission and purpose

The mission of the Address Confidentiality Program is to provide victims of domestic violence, stalking and sexual assault an official substitute address to help keep them safe. This substitute address ensures that state and local government agencies do not endanger victims by documenting a victim's actual residence address on public records, which could potentially be accessed by the abuser to cause further mistreatment.

Statutory authority specific to the Address Confidentiality Program

RCW 40.24.010

The legislature finds that persons attempting to escape from actual or threatened domestic violence, sexual assault, trafficking, or stalking frequently establish new addresses in order to prevent their assailants or probable assailants from finding them. The purpose of this chapter is to enable state and local agencies to respond to requests for public records without disclosing the location of a victim of domestic violence, sexual assault, trafficking, or stalking, to enable interagency cooperation with the secretary of state in providing address confidentiality for victims of domestic violence, sexual assault, trafficking, or stalking, and to enable state and local agencies to accept a program participant's use of an address designated by the secretary of state as a substitute mailing address.

Essential functions and activities

- Provides a substitute address as program participant's legal residence, work and/or school address. ACP staff forward mail to participant's actual physical (home) location.
- Enables confidentiality of two normally public records -- voter registration and marriage licenses.
- Provides program outreach and information to local domestic violence/sexual assault victim advocates, law enforcement officials, judges, schools, state and local government and any other entities requiring or requesting information.

Key customer groups

- Crime victims
- Law enforcement agencies
- State and Local Government agencies
- Judges
- Victim advocates
- School administrators and staff

Authorizing environment/other stakeholders and partners

- State Legislature, OFM: Statutory authority and funding appropriation
- Employees of all state agencies, especially DSHS, DOL and CTED
- Law enforcement agencies -- municipal, local, county, state
- Washington Coalition Against Domestic Violence
- Washington Coalition of Crime Victim Advocates
- Public schools – elementary, middle schools, high schools
- Local domestic violence and sexual assault programs
- U.S. Postal Service
- Other states with Address Confidentiality Programs or that are working to pass ACP legislation

Goals & Objectives:

- Continue excellent level of service to participants by forwarding first class mail within 24 hours
- Provide timely and professional training to support statewide Application Assistants and advocates

Strategies beyond 2017:

- To encourage private businesses and federal entities to accept and respect the confidentiality needs identified in the Address Confidentiality Program.

Recommendation Summary

Agency: 085 Office of the Secretary of State

11:43:27AM

9/15/2014

Dollars in Thousands

	Annual Average FTEs	General Fund State	Other Funds	Total Funds
2013-15 Current Biennium Total	315.1	21,253	61,342	82,595
Total Carry Forward Level	315.6	19,758	61,597	81,355
Percent Change from Current Biennium	.2%	(7.0)%	.4%	(1.5)%
Carry Forward plus Workload Changes	315.6	19,758	61,597	81,355
Percent Change from Current Biennium	.2%	(7.0)%	.4%	(1.5)%
M2 1A COP Payments			(11)	(11)
M2 1B Presidential Election Year Costs		600		600
M2 1C Presidential Prim. & Voter Pamphlet		11,497		11,497
M2 1D Digital Archives Hardware Replace			538	538
M2 1E Records Center Vehicle Replacement			95	95
M2 8L Lease Rate Adjustments		(130)		(130)
M2 8V Lease Adjustments > 20,0000 sq ft.			8	8
Total Maintenance Level	315.6	31,725	62,227	93,952
Percent Change from Current Biennium	.2%	49.3%	1.4%	13.8%
PL A0 Remove Productivity Board	(4.0)		(781)	(781)
PL A1 Admin IT Cut through Attrition	(1.0)	(183)		(183)
PL A2 Reduce Humanities WA Pass Through		(4)		(4)
PL A3 Facility Maintenance Cut			(80)	(80)
PL A4 Odd-year Election Costs		(495)		(495)
PL A5 Eliminate GFS Funding Legacy Proj.	(2.0)	(372)		(372)
PL C0 TVW State Contract 15% Reduction		(566)		(566)
PL N0 Backfill Library 14E Shortage		2,400	(2,400)	
PL N1 Replace HAVA Funds with GFS		3,170	(3,170)	
PL N2 Buyback Legacy Funding GFS	2.0	372		372
PL N3 Buyback Odd Year Elections Costs		495		495
PL N4 Enhance Charitable Org. Education	(0.5)		296	296
PL Q0 Buyback TVW 15% State Contract Red.		566		566
PL Q1 TVW Replace Capitol Campus Video Eq		1,670		1,670
Subtotal - Performance Level Changes	(5.5)	7,053	(6,135)	918
2015-17 Total Proposed Budget	310.1	38,778	56,092	94,870
Percent Change from Current Biennium	(1.6)%	82.5%	(8.6)%	14.9%

Recommendation Summary**Agency: 085 Office of the Secretary of State**

11:43:27AM

9/15/2014

Dollars in Thousands

	Annual Average FTEs	General Fund State	Other Funds	Total Funds
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M2 1A COP Payments

The Office of the Secretary of State is making debt service payments on the Eastern Region and Digital Archives building completed in the 2001-2003 biennium. This adjusts the funding level to reflect the 2015-2017 scheduled payments.

M2 1B Presidential Election Year Costs

The 2016 Presidential/Gubernatorial Election year will result in a higher, one-time operating costs for the Secretary of State's Elections Division. Elections occurring during a Presidential/Gubernatorial Election year incur additional costs related to a higher level of public interest and increased voter participation. These additional costs are incurred due to an increased need for voter registration forms; additional pages added to the Statewide Voters' Pamphlet; additional testing on vote tabulation equipment; and extra training for county elections officials. If funded, this one-time request for \$600,000 will ensure the state meets voter needs, while maintaining the integrity of elections in 2016.

M2 1C Presidential Prim. & Voter Pamphlet

The State of Washington is required to conduct a Presidential Primary (RCW 29A.56.020), and is required to reimburse counties for the state's share of Presidential Primary costs (RCW 29A.56.060). The next Presidential Primary will occur in 2016, and this request will provide the funds necessary to reimburse the counties for the state's costs. In conjunction with each Presidential Primary, the Office of the Secretary of State (OSOS) publishes and distributes a voters' pamphlet to every household in the state; this request will provide one time funds to produce a 2016 Presidential Primary Voters' Pamphlet.

M2 1D Digital Archives Hardware Replace

The Office of the Secretary of State (OSOS) operates a digital archives to securely preserve and maintain the state's significant legal and historic electronic records in accordance with state statutes. The digital archives provides public access to its collections via the internet, and ensures the long-term accessibility of these records through data migration. Current funding allows for essential equipment to be replaced as failures occur, but does not support the substantial growth of data. OSOS requests one-time funding to acquire and update necessary hardware to collect the exponential increase in local and state agency electronic records.

M2 1E Records Center Vehicle Replacement

The Office of the Secretary of State (OSOS) operates a central records center for housing short-term state agency records. Annually, the records center travels state-wide to collect 29,000 records boxes. The only large vehicle operated by the records center is a 1999 Sterling box truck. The vehicle has over 111,000 miles and as the vehicle has aged, maintenance costs have dramatically increased. In the past two years \$10,000 has been spent on maintenance. The 15-year old vehicle meets the Department of Enterprise Services minimum mileage for replacement of more than 100,000 miles. OSOS requests the funds to replace this vehicle.

Recommendation Summary

Agency: 085 Office of the Secretary of State

11:43:27AM

9/15/2014

Dollars in Thousands

	Annual Average FTEs	General Fund State	Other Funds	Total Funds
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M2 8L Lease Rate Adjustments

The Elections division of the Secretary of State's Office is housed at the location of 520 Union Avenue SE Olympia, WA. The lease stipulates an increase effective July 1, 2015. This increase is contingent upon building updates. DES is working directly with the building owner to ensure that expectations are met. The Administrative support services has relocated from 6330 Capitol Blvd SE Tumwater, WA to a combined space with the State Library at 6880 Capitol Blvd SE Tumwater, WA. This results in a savings for the General Fund State starting July 1, 2015.

M2 8V Lease Adjustments > 20,0000 sq ft.

The Office of the Secretary of State leases several facilities which are negotiated through the Department of Enterprise Services (DES). The current lease on 7821 Arab Drive SE Tumwater, WA is an annual lease that will be renewed for the 15-17 Biennium pending a possible relocation to a state owned facility. We expect the annual cost of the lease for the state owned facility will be comparable through DES. The lease increase is \$4,155 per year. This package will make the necessary lease adjustments starting July 1, 2015 on this facility.

PL A0 Remove Productivity Board

This package would eliminate the Productivity Board from the Secretary of State's budget and save the State \$781,000 in the general fund affiliated fund 415 (Personnel Service Account).

PL A1 Admin IT Cut through Attrition

In an effort to comply with the 15% general fund recommended cuts, OSOS feels that with the upcoming attrition of an IT staff member, we may be able to eliminate the position. This elimination may cause a reduction in possible internal services, however should not impact the overall services that the external customers experience. This position administers the technical builds associated with internal applications like the Voter Registration Database and Washington Elections Information (WEI) applications. Administrative duties will be absorbed by the internal CIO and technical duties will be disbursed among existing IT staff.

PL A2 Reduce Humanities WA Pass Through

The Office of the Secretary of State's budget includes pass through state general fund for the Humanities Washington Speakers Bureau program. This proposal reduces the pass through state general funding by 15% on July 1, 2015.

PL A3 Facility Maintenance Cut

To meet part of the requested 15% reduction in the Office of the Secretary of State maintenance level budget for 2015-2017, the Archives is offering to reduce \$80,000 from Fund 006 currently allotted for maintenance and improvements to a leased warehouse facility. The Office is in the process of investigating more efficient longer-term storage solutions and should be vacating this leased facility at some point in the 2015-17 biennium.

Recommendation Summary

Agency: 085 Office of the Secretary of State

11:43:27AM

9/15/2014

Dollars in Thousands

	Annual Average FTEs	General Fund State	Other Funds	Total Funds
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PL A4 Odd-year Election Costs

The State of Washington is required to assume a prorated share of the costs of that state Primary and General Election in odd-numbered years (RCW 29A.04.420). This request will reduce the funds necessary to reimburse the counties for the state's costs by 15 percent (estimated \$495,150).

PL A5 Eliminate GFS Funding Legacy Proj.

The Office of the Secretary of State's Legacy Project documents the lives of extraordinary people who changed the course of history and publishes their oral histories and biographies online and for free, accessible to readers across the world. The project is currently funded 60% by the state general fund and 40% from other funds. This reduction would eliminate the state general funding which leaves insufficient funds to adequately staff and perform the functions of this activity. As a result the Office of the Secretary of State would search for alternative funding, but in the absence of alternative funds may have to eliminate the program.

PL C0 TVW State Contract 15% Reduction

Implementing a 15% reduction (or cut of \$565,950) to the biennial appropriation for the state contract with TVW would fundamentally alter the operations of TVW, forcing the organization to provide gavel-to-gavel coverage of public meetings only during the legislative session and shut down gavel-to-gavel operations the rest of the year. This change not only would greatly reduce public access to view important state public meetings, but would also threaten the cooperative agreement with cable companies to continue providing a channel for TVW's television signal.

PL N0 Backfill Library 14E Shortage

Appropriate \$2,400,000 of General Fund - State to supplement insufficient revenues in 14-E (Heritage Center Fund) to sustain the Washington State Library, a Division of the Office of the Secretary of State.

PL N1 Replace HAVA Funds with GFS

The Office of the Secretary of State, under the federal Help America Vote Act (HAVA) of 2002 and Washington State law (RCW 29A.08.125), is charged with maintaining a database of all voters in the state.

The database was launched in January 2006. HAVA funds were used to build the voter database and, over the last eight years, have also been used to maintain it. However, federal funds are nearly depleted, and will be exhausted before the end of Fiscal Year 15. State funds must replace HAVA funds to support ongoing infrastructure maintenance and the staff needed to support the database.

PL N2 Buyback Legacy Funding GFS

The Office of the Secretary of State's Legacy Project documents the lives of extraordinary people who changed the course of history and publishes their oral histories and biographies online and for free, accessible to readers across the world. The project is currently funded 60% by the state general fund and 40% from other funds. This buyback proposal restores the reduction that eliminates the state general funding associated with the Legacy Project.

Recommendation Summary

Agency: 085 Office of the Secretary of State

11:43:27AM

9/15/2014

Dollars in Thousands

	Annual Average FTEs	General Fund State	Other Funds	Total Funds
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PL N3 Buyback Odd Year Elections Costs

The State of Washington is required to assume a prorated share of the costs of the state Primary and General Election in odd-numbered years (RCW 29A.04.420). This request will buy-back 15 percent (\$495,150) of the funds necessary to reimburse the counties for full prorated share of the state's costs.

PL N4 Enhance Charitable Org. Education

The charitable organization education program was established as a separate program by the legislature in 2007 (RCW 19.09.510), with the office of secretary of state given rule-writing authority to adopt fees to fund it. Its purpose is to provide training to charitable organizations, nonprofit corporations (over 95% of charities are organized as nonprofit corporations), their boards, and the donating public. Providing training to charitable organizations, board members and the general public is also part of the base function of the charities program (RCW 19.09.010(3)).

The current level of training we provide is not adequate.

This decision package will allow us to increase the number, variety of subjects, and availability of training sessions across the state to charitable organizations and nonprofit boards and staff. We propose increasing the appropriation to \$660,000 per biennium (an increase of \$296,000) to utilize more contractor conducted training to better meet our statewide education goals.

We expect this will result in a higher level of compliance with the requirements of the charities program and fewer administrative dissolutions of nonprofit corporations.

PL Q0 Buyback TVW 15% State Contract Red.

Eliminating the directive to reduce the biennial appropriation for the state contract with TVW by 15% (or \$565,950) would prevent the organization from having to transition to providing gavel-to-gavel coverage of public meetings for citizens to view only during the first four months each year - a fundamental change to the service TVW has provided for 20 years.

PL Q1 TVW Replace Capitol Campus Video Eq

Obsolete and failing equipment on the state Capitol Campus is endangering TVW's ability to provide public access to public events/meetings held at the Capitol by the Legislature, Governor, other elected officials and executive state agencies. The total cost of the project, including the replacement of all cameras, insufficient fiber connections and related production equipment, is \$3.4 million. TVW is requesting \$1.67 million in the 2015-17 biennium to fund the first two years of a five-year financing plan for the project. TVW would procure private financing for the project and is requesting an annual appropriation of \$835,000 for loan payments.

Agency Budget Request Decision Package Summary**(Lists only the agency Performance Level budget decision packages, in priority order)****Agency: 085 Office of the Secretary of State**9/15/2014
12:23:24PM**Budget Period: 2015-17**

Decision Package	
Code	Decision Package Title
PL-A0	Remove Productivity Board
PL-A1	Admin IT Cut through Attrition
PL-A2	Reduce Humanities WA Pass Through
PL-A3	Facility Maintenance Cut
PL-A4	Odd-year Election Costs
PL-A5	Eliminate GFS Funding Legacy Proj.
PL-C0	TVW State Contract 15% Reduction
PL-N0	Backfill Library 14E Shortage
PL-N1	Replace HAVA Funds with GFS
PL-N2	Buyback Legacy Funding GFS
PL-N3	Buyback Odd Year Elections Costs
PL-N4	Enhance Charitable Org. Education
PL-Q0	Buyback TVW 15% State Contract Red.
PL-Q1	TVW Replace Capitol Campus Video Eq

State of Washington
Decision Package

Agency: 085 Office of the Secretary of State
Decision Package Code/Title: 1A COP Payments
Budget Period: 2015-17
Budget Level: M2 - Inflation and Other Rate Changes

Recommendation Summary Text:

The Office of the Secretary of State is making debt service payments on the Eastern Region and Digital Archives building completed in the 2001-2003 biennium. This adjusts the funding level to reflect the 2015-2017 scheduled payments.

Fiscal Detail

Operating Expenditures	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
006-1 Public Records Efficiency, Preserva-State	(2,560)	340	(2,220)
441-1 Local Government Archives Account-State	(10,240)	1,360	(8,880)
Total Cost	(12,800)	1,700	(11,100)

Revenue

<u>Fund</u>	<u>Source</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
006 Public Records Effic	0420 Charges for Services	(2,560)	340	(2,220)
Total Revenue		(2,560)	340	(2,220)

Package Description:

The 2001-03 biennial budget approved a 15 1/2 year Certificate of Participation (COP) to finance the construction of the Office of the Secretary of State's Eastern Region and Digital Archive building. The State Treasurer refinanced the COP on March 13, 2012 which reduced the lease amount financed and resulted in lower principle and interest payments. Based on the payment schedule, FY 2016 payments will decrease (\$12,800) and FY 2017 payments will increase \$1,700. This adjusts the carry forward funding to make the necessary payments in 2015-2017.

Contact: Temple Allen, Budget (360)704-5215.

Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

This is essential to maintain security of the legal and archival records of the State of Washington, to make them available for reference, scholarship and to insure their proper preservation. It strengthens government's ability to achieve results efficiently and effectively by maintaining the facility that provides local government records with essential records protection. It maintains the local government records used by government decision makers by preserving and providing access to records of enduring historical and legal value.

Performance Measure Detail

Activity:

Incremental Changes

No measures submitted for package

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

It will enable the state archives to maintain its COP payments on the facility that houses local government records and the electronic records of both state and local client agencies.

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

This request provides essential support to the Governor's Results Washington Goal of providing Efficient, Effective and Accountable Government.

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

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

The only alternative is to make the COP payments the state committed to paying.

What are the consequences of adopting or not adopting this package?

The state archives insure access to cultural opportunities throughout the state by protecting and preserving irreplaceable local government records for public use. It is necessary to pay the debt service on the facility that houses these records.

What is the relationship, if any, to the state's capital budget?

The COP payments were approved in the 2001-2003 capital budget passed by the legislature.

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

None.

Expenditure and revenue calculations and assumptions

The facility houses the Eastern Regional Archives branch and the Digital Archives. The COP payments are split 50/50 and would be paid based on the funding splits in those programs which are:

Eastern Regional Archives: 5% Fund 006; 95% Fund 441

Digital Archives: 35% Fund 006; 65% Fund 441

Revenue:

A portion is billed to state agencies as a central service charge to support the Fund 006 of the COP payment and this would result in a reduction of (\$2,220) to the billing. The other reduction of (\$8,880) is supported by Fund 441 Local Government Archives account fees collected by the county auditors.

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

COP payments would be adjusted in future biennial budgets according to the COP schedule. COP payments are ongoing.

<u>Object Detail</u>		<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
P	Debt Service	(12,800)	1,700	(11,100)

State of Washington
Decision Package

Agency: 085 Office of the Secretary of State

Decision Package Code/Title: 1B Presidential Election Year Costs

Budget Period: 2015-17

Budget Level: M2 - Inflation and Other Rate Changes

Recommendation Summary Text:

The 2016 Presidential/Gubernatorial Election year will result in a higher, one-time operating costs for the Secretary of State's Elections Division. Elections occurring during a Presidential/Gubernatorial Election year incur additional costs related to a higher level of public interest and increased voter participation. These additional costs are incurred due to an increased need for voter registration forms; additional pages added to the Statewide Voters' Pamphlet; additional testing on vote tabulation equipment; and extra training for county elections officials. If funded, this one-time request for \$600,000 will ensure the state meets voter needs, while maintaining the integrity of elections in 2016.

Fiscal Detail

Operating Expenditures	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
001-1 General Fund - Basic Account-State	204,724	395,276	600,000
Total Cost	204,724	395,276	600,000

Package Description:

Elections in Washington State occur on a four-year cycle. Each cycle concludes with a Presidential Election and the election of Washington's nine statewide elected officials. There are three statewide elections in a Presidential election year: a Presidential Primary, a state primary, and a general election. Historically, the workload for state and county elections officials in a year containing the Presidential/Gubernatorial Election increases dramatically compared to other years in the cycle, with a corresponding increase in costs.

The Presidential Primary and caucuses will likely be held sometime between January and June 2016 (Fiscal Year 16), the state primary will be held in August 2016 (Fiscal Year 17) and the General Election will be held in November 2016 (Fiscal Year 17).

This package requests one-time funds for increased state costs associated with a Presidential/Gubernatorial Election year. If funded, this package ensures the Secretary of State's Elections Division can respond to the high volume of public inquiries via toll-free voter information hotline and email for three statewide elections; print, distribute, and process more voter registration forms than in non-Presidential Election years; fulfill the additional pages needed in the Statewide Voters' Pamphlet; perform more pre-election logic and accuracy testing on voting equipment; and conduct additional training to ensure the counties are prepared for three statewide elections.

\$41,870 of this package purchases the ability for state government, in this case the Elections Division, to efficiently and effectively achieve the level of customer service and support voters expect. This is purchased in the form of temporary staff needed to operate the

Voter Information Hotline for three statewide elections in the Presidential Election year. Temporary staff will work the three weeks leading up to the Presidential Primary/caucuses, the four weeks leading up to the state primary and the six weeks leading up to the General Election.

\$7,000 of this package buys the telephone and computer equipment needed to operate the Voter Information Hotline efficiently and effectively for all three statewide elections in the Presidential Election year.

To ensure voters have access to nonpartisan and unbiased information about voter registration, candidates, ballot measure information, and voting, the Elections Division establishes a small phone bank of temporary staff to assist permanent staff in responding to calls and emails in the weeks leading up to an election. This phone bank staff answers in-coming calls on the Voter Information Hotline.

The past two Presidential Election years (2008 and 2012), the Election Division has needed four temporary employees to maintain the customer service levels demanded by the hotline call volume. The Elections Division has also had to purchase additional telephone equipment to maintain the hotline.

The Elections Division tracks voter telephone inquiries in the weeks leading up to the General Election. This is the peak time of a Presidential Election year because it is the period immediately following when ballots and voters' pamphlets are mailed to voters for the General Election.

The Division received over 12,000 calls in 17 business days immediately prior to the 2008 General Election. During that same timeframe in 2012, over 15,000 calls were received.

\$100,000 of this package buys 1.2 million voter registration forms for distribution during the Presidential Election year, thus complying with state law that requires the Secretary to furnish voter registration forms (RCW 29A.08).

\$14,493 of this package buys legal compliance with the deadlines for processing voter registration forms and, more generally, it buys voter enfranchisement in the form of two temporary staff to process 3rd party voter registration forms, and state forms submitted by 3rd party voter registration drives. Temporary staff will work a three week period leading up to and following the voter registration deadlines for the three statewide elections that will occur in 2016.

It is the policy of the state of Washington to encourage every eligible person to register to vote and to participate fully in all elections (RCW 29A.04.205). The Secretary of State is required to supply voter registration forms to County Auditors and the public (RCW 29A.08.250 and RCW 29A.08.260).

The demand for voter registration forms increases dramatically during a Presidential Election year. In recent Presidential Election years, between 1.1 and 2 million voter registration forms have been distributed. 1.2 million forms are anticipated because it is expected that many new voters will use the online voter registration system that was launched in January 2008.

For the 2016 Presidential Election year, the Elections Division expects to print 1.2 million forms. The voter registration forms must be printed and distributed to all 39 counties, voter registration drives, and the public.

However, many national advocacy groups print and distribute the federal voter registration form to residents in the state. Organizations typically use the Secretary of State's address as the return address. All 3rd party forms received must be processed and distributed to the counties. Taking into consideration voter registration deadlines and pre-election procedures tied to creating accurate and complete voter registration files, the division must be able to process 3rd party forms quickly (sometimes the same day the forms are received).

RCW 29A.32.010 requires the Office of the Secretary of State to produce a voters' pamphlet for each general election whenever at least one state measure or office is scheduled to appear on the ballot. Article II, Section 1(e) of the state Constitution requires the Secretary of State to distribute information on all proposed laws and amendments to the state Constitution "to each individual place of residence" prior to elections.

The maintenance-level budget for the voters' pamphlet provides funding to publish required information for three state ballot measures, but this does not include any of the additional pages needed during a Presidential Election year for the offices of President and Vice President, the nine statewide elected officials, and descriptions of the Presidential election process.

This proposal and request is required before actual costs are known; bids and historical information are used for estimates. The cost of the additional pages to the 2016 Statewide Voters' Pamphlet for Presidential/Gubernatorial Election year information is estimated to cost \$180,000. This amount is for all associated cost including printing, postage, and translation.

\$18,000 of this package buys testing the accuracy of all 39 counties' vote tabulation equipment, as required by law, in the form of travel and per diem costs for Elections Division staff that conduct the logic and accuracy tests. Logic and accuracy tests are conducted on the ballot tabulating systems in each of the 39 counties before each primary and general election, as required by RCW 29A.12.130. This essential process tests the ballot tabulators to make sure they were programmed correctly and will read the ballots accurately. When a Presidential Primary is conducted, the costs of this program increase by 50 percent because the number of elections increases from two to three.

\$8,000 of this package buys a higher degree of assurance that all statewide elections in 2012 will be conducted in accordance with federal and state law, and will be conducted efficiently and in a manner consistent with best practices. This assurance is purchased in the form of three additional training sessions for county elections officials, in preparation of the Presidential Primary, state primary and Presidential Election.

The Secretary of State, Elections Division, is required to provide training and certification programs for state and county elections administration officials and personnel (RCW 29A.04.530). With routine staff turn-over and the "once-every-four-years" nature of the Presidential Election, providing additional training opportunities in 2016 will be very important to helping each of the 39 counties conduct accurate, transparent, accessible, and fair elections.

Agency Contact:
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Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

The outcome of this request will be that all registrations received will be processed within three business days, as required by RCW 29A.08.330. Registration applications received on registration deadlines will be processed and rush delivered to the appropriate counties; voter registration will increase 5 percent or more, compared to the 2012 Presidential Election, by the time of the 2016 Presidential Election; requests for registration forms will increase by 1.2 million; all county voting systems will be tested for accuracy prior to the 2016 Presidential Primary; and calls and emails from the public will be answered by a trained, courteous person immediately, or within one business day.

Performance Measure Detail

Activity:

Incremental Changes

No measures submitted for package

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

This request is essential to implementing a strategic priority in OSOS's strategic plan because it ensures compliance with federal and state law, and the state constitution. This package also meets all five goals of the Elections Division:

Goal 1: Improve processes to protect and increase accuracy in elections administration.

Goal 2: Maximize the informed participation of all eligible voters in elections.

Goal 3: Safeguard the transparency of elections in Washington.

Goal 4: Increase accessibility of elections to all who are eligible.

Goal 5: Maximize use of technology-based services to meet expectations of voters, candidates, and the media.

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

This request provides essential support to the Governor's Results Washington Goal 5: Efficient, Effective, and Accountable Government by ensuring voters of the State of Washington have access to the state's democratic processes and government accountability for elections-related information.

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

If funded, this package will ensure the Elections Division has the resources needed during the Presidential Election year to meet the increased demand for services required by federal and state law, the state constitution, the public, and by local and state governmental agencies.

Currently, there are 16 different printing requisitions, 8 for agency-based forms and 8 for mail-in forms. The increased demand for print jobs could have an unexpected impact on the Department of Enterprise Services. Other agencies are often submitting print jobs at the same time (including the State Voters' Pamphlet). Federal law requires additional state agencies to provide voter registration services; state and local agencies may be impacted by the need for extra voter registration forms and staff to answer questions from both internal and external sources (Help America Vote Act of 2002 and the Americans with Disabilities Act of 1990).

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

Eliminating the Voter Information Hotline is not a preferred alternative since it would make the Secretary of State's Elections Division far less responsive to the public's calls and requests for information at a critical time in the voting and elections cycle creating a drastic and undesirable decrease in customer service.

The Elections Division encourages groups to use online voter registration when conducting voter registration drives, but online registration cannot be required. Many groups will continue to use paper registration forms when conducting voter registration and outreach drives.

The Certification and Training program, within the Elections Division, examined eliminating some of the training that is conducted during a Presidential Election year. This alternative is undesirable because without extra training, county elections officials may not have a sufficient understanding of statewide policies and procedures, putting the integrity of elections at risk. Although the Certification and Training program also provides some web-based training programs, the time taken to develop and produce web-based training is extensive. However, the availability and convenience of the web-based program is ideal for many county elections staff. At this time web-based training is not the solution for all topics since the opportunities for dynamic questions and answer interactions are very limited.

What are the consequences of adopting or not adopting this package?

The Elections Division will not be able to meet federal and state legal requirements regarding voter registration and voting equipment testing, or meet public expectations for information about registration and voting during the Presidential/Gubernatorial Election year. The Secretary of State believes this package is vital to protect the overall integrity of elections and the public's confidence in the elections process. Specifically, the effects of non-funding include:

The voter hotline will be eliminated. Permanent staff, who are engaged in projects and programs vital to conducting Presidential Election year elections, will not be able to answer the hundreds of calls the Elections Division receives each day during each pre-election peak. Therefore, voters will not get the assistance they need, and voter confidence will be jeopardized.

Voter registration forms will not be printed or processed in a timely manner. Individuals and groups conducting voter registration drives will be asked to print voter registration forms at their own cost, and state agencies designated to provide voter registration services will not have the materials they need to comply with the requirements of the National Voter Registration Act. The Elections Division will not have the human capital necessary to process the tens of thousands of 3rd party voter registration forms expected in a Presidential Election year.

To a lesser degree, there is an increased risk of human error, inconsistent application of state/federal laws and state rules, and other lapses in quality if the Elections Division is not able to provide extra training opportunities for the counties. Such an outcome is unlikely, but as state and county governments were reminded in 2000 and 2004, any error in the elections process shakes voter confidence in the outcome of the election.

What is the relationship, if any, to the state's capital budget?

None.

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

None.

Expenditure and revenue calculations and assumptions

The Elections Division will hire temporary employees through a purchased services contract with a temporary staffing service. This approach to staffing the Voter Information Hotline is ideal for the nature of the work. Temporary staff will work 15 days leading up to the Presidential Primary, 20 days leading up to the state primary, and 30 days leading up to the General Election.

Presidential Primary: Voter Information Hotline

4 temps x 8 hours x \$20.13/hour x 15 days = \$9,662

State primary: Voter Information Hotline

4 temps x 8 hours x \$20.13/hour x 20 days = \$12,883

General Election: Voter Information Hotline

4 temps x 8 hours x \$20.13/hour x 30 days = \$19,325

Purchase additional telephone and computer equipment: \$7,000

Registration forms cost an average of 0.0738 cents, including distributing the forms to the counties. Depending on need, minority language forms are printed. The cost per language varies depending on the quantity ordered.

1.2 million forms x 0.0738 cents = \$88,560

Based on costs from the 2013 Statewide Voters' Pamphlet, the additional pages to the 2016 Statewide Voters' Pamphlet for Presidential Election year information is estimated to cost \$256,441. This amount is for all associated cost including printing, postage, and translation.

The Elections Division will hire temporary employees through a purchased services contract with a temporary staffing service. This approach to processing 3rd party voter registration forms is ideal for the nature of the work; three, three-week periods, spread over a six to ten month period of time. Temporary staff assigned to voter registration form processing will work 15 days leading up to the Presidential Primary, 15 days leading up to the state primary and 15 days leading up to the General Election.

Presidential Primary: Process Registrations

2 temps x 8 hours x \$20.13/hour x 15 days = \$4,831

State primary: Process Registrations

2 temps x 8 hours x \$20.13/hour x 15 days = \$4,831

General Election: Process Registrations

2 temps x 8 hours x \$20.13/hour x 15 days = \$4,831

The Elections Division strives to schedule L&A tests in a manner that ensures the most efficient use of state resources and staff time.

For example, neighboring counties are grouped together, with an Elections Division staff member conducting multiple L&A tests in a single day at several counties. On average, it cost about \$12,000 to conduct 39 logic and accuracy tests for an election; about \$300 per county, per election.

This package only requests funds necessary to conduct the tests prior to the Presidential Primary. Testing costs for the state primary and General Election are already included in the agency's base budget.

\$2,600 of this package buys three additional training sessions for county elections officials, in preparation of the Presidential Primary, state primary, and general election. Each training session will be held in a public facility in a different geographical region of the state. Approximately 175 people will attend these training sessions.

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

This is a request for funds to address one-time costs. A Presidential/Gubernatorial Election year occurs once every four years and the next occurrence, after 2016, will be in 2020. OSOS will request funds for the 2020 Presidential Election year in the 2019-2021 budget cycle.

The requested funds will not carry forward to the 2017-2019 biennium; this is a "one-time" request that will be made in each biennium that includes a Presidential Election year.

<u>Object Detail</u>		<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
E	Goods\Other Services	197,724	381,676	579,400
G	Travel	7,000	13,600	20,600
Total Objects		204,724	395,276	600,000

State of Washington
Decision Package

Agency: 085 Office of the Secretary of State
Decision Package Code/Title: 1C Presidential Prim. & Voter Pamphlet
Budget Period: 2015-17
Budget Level: M2 - Inflation and Other Rate Changes

Recommendation Summary Text:

The State of Washington is required to conduct a Presidential Primary (RCW 29A.56.020), and is required to reimburse counties for the state's share of Presidential Primary costs (RCW 29A.56.060). The next Presidential Primary will occur in 2016, and this request will provide the funds necessary to reimburse the counties for the state's costs. In conjunction with each Presidential Primary, the Office of the Secretary of State (OSOS) publishes and distributes a voters' pamphlet to every household in the state; this request will provide one time funds to produce a 2016 Presidential Primary Voters' Pamphlet.

Fiscal Detail

Operating Expenditures	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
001-1 General Fund - Basic Account-State	11,496,800	0	11,496,800
Total Cost	11,496,800		11,496,800

Package Description:

Every four years, as required by RCW 29A.56.020, the State of Washington holds a Presidential Primary. The Presidential Primary allows voters to vote for the nominee of a major political party for the office of President. Subject to available funds specifically appropriated for a Presidential Primary, RCW 29A.56.060 requires the state to assume all costs of holding the primary if it is held alone. If other elections are held in conjunction with the Presidential Primary, such as local ballot measures, the State is responsible only for a prorated share of the costs.

Washington conducted its last Presidential Primary in February 2008. Some counties conducted local elections in conjunction with the 2008 Presidential Primary. The state's share of the 2008 Presidential Primary was \$8,026,000.

Inflationary costs of conducting an election have increased the State's share. The Elections Division estimates that the state's share of the 2016 Presidential Primary will be \$10,868,900. Pursuant to RCW 29A.56.020, the 2016 Presidential Primary will occur in the third or fourth quarter of FY16.

RCW 29A.32.010 requires the Secretary of State to distribute a voters' pamphlet to each household in the state when at least one statewide measure or office is on the general election ballot. Producing a voters' pamphlet for the Presidential Primary, potentially one of the most confusing elections in our state, corresponds with RCW 29A.32.010. The Secretary of State plans to provide valuable information about the mechanics of the 2016 Presidential Primary and the candidates for U.S. President and Vice President.

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Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

The state will perform its legal obligation to conduct a Presidential Primary and reimburse counties for the state's share of the costs. There is no specific performance measure tied to this package.

The outcome of this request will be approximately 3.3 million 2016 Presidential Primary Voters' Pamphlets printed and distributed at a cost of \$0.19 per pamphlet.

Statewide Results Area: Strengthen government's ability to achieve results efficiently and effectively.

Statewide Strategy: Safeguard and manage public funds.

Expected Results: County election offices will be reimbursed for the state share of costs associated with the Presidential Primary.

Performance Measure Detail

Activity:

Incremental Changes

No measures submitted for package

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

This request is essential to implementing a strategic priority in OSOS's strategic plan because conducting the Presidential Primary meets all five goals of the Elections Division:

Goal 1: Improve processes to protect and increase accuracy in elections administration.

Goal 2: Maximize the informed participation of all eligible voters in elections.

Goal 3: Safeguard the transparency of elections in Washington.

Goal 4: Increase accessibility of elections to all who are eligible.

Goal 5: Maximize use of technology-based services to meet expectations of voters, candidates, and the media.

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

This request provides essential support to the Governor's Results Washington Goal 5: Efficient, Effective, and Accountable Government by ensuring voters of the State of Washington have access to the state's democratic processes and government accountability for elections-related information.

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

All 39 counties will be reimbursed for the state's share of the Presidential Primary costs. The State is required to conduct a Presidential Primary, and the State must reimburse the counties for the State's share of the costs of conducting the primary.

Each household will receive a voters' pamphlet with an explanation of the Presidential Primary process, in addition to statements and photographs for each of the U.S. Presidential and Vice Presidential candidates.

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

The state is required to conduct a Presidential Primary, and the State must reimburse the counties for the State's share of the costs of conducting the primary.

Other alternatives to distribute the information in the voters' pamphlet have been explored and deemed less effective than mailing printed material to every household. The alternatives explored were adding the Presidential Primary information to the Secretary of

State website; using newspaper inserts to distribute information; and mailing information only to registered voters.

In terms of reaching all citizens, none of the alternatives mentioned above are as effective as bulk mailing to every household at non-profit rates. OSOS worked with the Department of Enterprise Services (DES) to establish best practices for producing and mailing voters' pamphlets efficiently. Utilizing best-buy protocols throughout the entire process ensures efficient use of state resources.

While websites are an easy and relatively inexpensive way to distribute information, availability would be limited to those who have access to the internet. It would also be difficult to inform people that the information is available on a website. Newspaper inserts are similarly limited in their distribution. Only those who purchase a newspaper would have the possibility of receiving the information. Mailing information to registered voters only would provide information to likely voters, but would not provide registration information to potential new voters. In addition, while OSOS explored reprioritizing funds within its current budget, there are not sufficient funds to successfully complete a Presidential Primary voters' pamphlet project.

What are the consequences of adopting or not adopting this package?

The Office of the Secretary of State does not have the funds in its base budget to reimburse counties for Presidential Primary costs and therefore could not reimburse the counties; the Secretary (and the State of Washington) would be in violation of RCW 29A.56.060.

If OSOS will not be able to produce and distribute a 2016 Presidential Primary Voters' Pamphlet, OSOS will continue to provide information online.

What is the relationship, if any, to the state's capital budget?

None.

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

None.

Expenditure and revenue calculations and assumptions

Presidential Primary:

Expenditure calculations for the state's cost of conducting a Presidential Primary are difficult to calculate because there are many variables that impact costs, some of which are difficult to estimate. The following provides some background on 2008 Presidential Primary costs, and the key variables at play in estimating the state's costs for conducting a Presidential Primary in 2016.

The 2000 Presidential Primary cost \$5,250,848.

The 2004 Presidential Primary was cancelled.

The 2008 Presidential Primary cost \$8,026,000.

The 2012 Presidential Primary was cancelled.

The state's share of the Presidential Primary in each county varies, with the number of registered voters being the most significant cost variable. Using a statewide average, the 2008 Presidential Primary cost was \$2.36 per registered voter.

The number of registered voters in a county is a significant cost driver in the election cost allocation formula used by counties to allocate costs to participating jurisdictions. The number of candidates and measures on the ballot, as well as the number of jurisdictions participating in the election are also significant cost drivers.

Postage is a significant cost driver in vote-by-mail elections; personnel, paper for ballots, and ballot printing/production are notable cost drivers. Most counties, and especially high population counties, have to hire and train temporary staff to conduct the Presidential Primary. Taking into consideration federal minority language requirements, ballots in covered jurisdictions must be printed in alternative languages, and about half the counties print separate ballots for each major political party's candidates (2 ballots per voter).

More than 4.5 million ballots will be printed for the Presidential Primary. It is reasonable to assume that personnel and ballot printing costs will be higher in 2016 than in 2008.

The Presidential Primary is held in May unless, as authorized in RCW 29A.56.020, a special committee changes the date. In 2008, the special committee voted to hold the Presidential Primary in conjunction with the February special election date. If the committee schedules the Presidential Primary on the February 10, 2015 or April 28, 2015 special election dates, local ballot measures, such as school levy elections, will be held in conjunction with the Presidential Primary. This lowers the State's prorated share of the costs (RCW 29A.56.060).

The 2016 Presidential Primary will most likely occur during the 3rd or 4th Quarter of FY 16 - sometime between January 2016 and June 2016. By administrative rule, WAC 434-219-340, counties must submit completed claims for reimbursement no later than 60 days after the Presidential Primary is certified. The flexibility for when a Presidential Primary may occur, and the deadlines for reimbursement claims, could create a situation where the state's costs are not known until the 1st Quarter of FY 17.

The cost of the 2008 Presidential Primary was 52 percent more than the 2000 Presidential Primary. The Elections Division surveyed the 39 counties for Presidential Primary cost estimates. With the county information provided, the state may reasonably assume that the 2016 Presidential Primary will cost about 35 percent more than the 2008 Presidential Primary - \$10,868,900.

Voters' Pamphlet:

The estimate for the number of pages for the 2016 Presidential Primary Voters' Pamphlet was based on the historical average of 24 pages for Presidential Primary Voters' Pamphlets. The per page cost of \$0.0079 is based on the cost of the most recent pamphlet produced which was the 2013 General Election Voters' Pamphlet. The per page cost includes all expenses to produce the pamphlet including printing, postage, translation (Spanish, Chinese, Vietnamese, Braille, and audio), and distribution to the United States Postal Service (USPS).

Cost calculations:

Total pages in one pamphlet	24
Multiply by per page cost	\$0.0079292
Cost per pamphlet	\$0.1903009
Multiplied by total pamphlets printed	3,299,511
Total cost	\$627,900

OSOS continues to work with Department of Enterprise Services (DES) to establish best practices to efficiently produce and mail the voters' pamphlet. Utilizing best-buy practices throughout the entire process ensures efficient use of state resources.

Increased gas prices that directly impact costs for the intermediate goods needed for printing are not factored into the total. Additionally, any increase in the price of postage that may take effect in 2015 is not included in the total cost and may require a supplemental in 2016.

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

The requested funds will not carry forward to the 2017-2019 biennium; this is a "one-time" request that will be made in each biennium that includes a Presidential Election.

<u>Object Detail</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
A Salaries And Wages	18,760		18,760
B Employee Benefits	6,190		6,190
C Professional Svc Contracts	28,050		28,050
E Goods\Other Services	574,400		574,400
G Travel	500		500
N Grants, Benefits & Client Services	10,868,900		10,868,900
Total Objects	11,496,800		11,496,800

Agency: 085 Office of the Secretary of State

Decision Package Code/Title: 1D Digital Archives Hardware Replace

Budget Period: 2015-17

Budget Level: M2 - Inflation and Other Rate Changes

Recommendation Summary Text:

The Office of the Secretary of State (OSOS) operates a digital archives to securely preserve and maintain the state's significant legal and historic electronic records in accordance with state statutes. The digital archives provides public access to its collections via the internet, and ensures the long-term accessibility of these records through data migration. Current funding allows for essential equipment to be replaced as failures occur, but does not support the substantial growth of data. OSOS requests one-time funding to acquire and update necessary hardware to collect the exponential increase in local and state agency electronic records.

Fiscal Detail

Operating Expenditures		<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
006-1	Public Records Efficiency, Preserva-State	124,250	64,050	188,300
441-1	Local Government Archives Account-State	230,750	118,950	349,700
Total Cost		355,000	183,000	538,000

Revenue

<u>Fund</u>	<u>Source</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
006 Public Records Effic	0420 Charges for Services	124,250	64,050	188,300
Total Revenue		124,250	64,050	188,300

Package Description:

The archives currently preserves 102,498,855 million electronic records that area accessed by over 500,000 researchers per year, 24 hours a day, seven days a week. In 2014 the digital archives collected and preserved 10,044,456 records and supported 4,931,872 searches against its website.

The digital archives currently stores 62 terabytes (TB), or 102,498,855 records of data from various state and local government agencies, including county auditors, county clerks, county commissions, cities and the legislature. These records, to name a few, consist of Meeting Minutes, Ordinances, Resolutions, land transactions, naturalizations, marriages, uniform commercial code filings, agreements and contracts, house committee and senate floor recordings. Currently eighteen (18) county auditors and three (3) county clerk's transfer their electronic records to the archives on a monthly basis.

With over 2,500 state and local government agencies supported, the average number of incoming records and research requests will continue to trend upward. Since 2009, the number of electronic records added to the archives has increased by 91%, and the number of research requests has increased by 55%. In the last two years alone, the volume of data has increased by 66%. By the end of 2017, the archives is projected to receive 21 terabytes (TB) of data (approximately 40,000,000 records), this represents a 40% annual growth in the number of records preserved that will require the replacement and addition of new hardware and storage.

This request is in-line with the phased implementation plan created by the Information Systems Board (ISB) in 2005 for hardware expansion. To be as cost conscious as possible, the plan is to purchase hardware as needed. This strategy takes advantage of drops in storage costs and increases in technology.

The storage and equipment requested is necessary to continue accepting the state's important legal and historical electronic records and will allow local and state agencies to continue to transfer records, and the digital archives to expand its support to include larger files and datasets, such as maps, videos, and various audio file formats.

Agency Contact:

Terry Badger, Deputy State Archivist
360-586-1602
terry.badger@sos.wa.gov

Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

This request supports three goals. First, to collect and preserve the state's important legal and historical records from all state and local government agencies. Second, provide transparency and accountability in government by ensuring access to the state's important legal and historical records, and lastly to maintain facilities and equipment necessary to carry out the Archives' mission. The digital archives currently supports and preserves 102,498,855 records (taking up 62 terabytes of storage space). As the archives continues to collect the long-term electronic records of the state, there needs to be updating and expansion of its hardware and storage needs.

This request also directly supports the Governor's priority of government reform, specifically ensuring an effective, efficient and accountable government. Each year the digital archives increases the amount of searchable and downloadable records by 9 million.

Performance Measure Detail

Activity:

Incremental Changes

No measures submitted for package

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

This request is essential to implementing several strategic priorities in the Office of the Secretary of State's strategic plan. It is essential to identify and prioritize pre-2000 electronic records in archival storage and remove them from the portable media they are stored on, as well as updating the technology hardware.

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

This request directly supports the Governor's priority of government reform, specifically ensuring an effective, efficient and accountable government. This package directly supports transparency by increasing access to state government data and increasing the amount of data downloadable and searchable. Each year the digital archives increases the amount of searchable and downloadable records by 9 million and is accessed by over 500,000 users.

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

The digital archives serves over 2,500 state and local government agencies and the public. The archives provides preservation, security, and access to the state's important legal and historical records 24 hours a day, seven days a week via the website.

Additional hardware and storage will allow the archives to continue its services to state and local government agencies, and accommodate the growing demands of the public and government agencies for accessible records. The request will also sustain and increase the amount of records received by the Archives and support the collection of new record types.

State agencies currently pay a central service charge to the Office of the Secretary of State for archives services (based upon FTE counts per agency). Funding of this request would require an increase in the central service charge for the 2015-2017 biennium.

The Office of the Secretary of State's central service model has consistently been approved by the Office of Financial Management for fairness and ease of operation.

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

The phased implementation plan approved by the Information Systems Board (ISB) determined that the most cost-effective architecture and technology method for the long-term storage of electronic records was a robust environment that was easily and seamlessly expandable as demand grows. Since hardware continuously drops in cost, with capacity per dollar doubling every 18-24 months, delaying hardware purchases until needed allows for the purchase of updated technology at a lower price - therefore, saving the state money.

What are the consequences of adopting or not adopting this package?

With no equipment and storage expansion, the archives will not be able to keep up with customer demands for the preservation and access of electronic records, the system will stagnate, and resources will become strained, as available storage will be at capacity and no additional electronic records will be accepted.

This would affect both state and local government agencies who transfer records to the Archives, as well as the general public and other users who benefit and rely on the data viewed over the web site.

What is the relationship, if any, to the state's capital budget?

This decision package has no relationship to the state's capital budget.

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

This decision package does not require any changes to existing statutes, rules, or contracts.

Expenditure and revenue calculations and assumptions

One-time FY2016: \$379,850

One-time FY2017: \$195,810

Explanation of costs by object:

J - IT hardware and software purchases

35% of the total would be paid out of fund 006 and billed to state agencies as a one-time central services increase to the billing.

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

All costs for this decision package are one-time.

One-time FY2016: \$379,850

Upgrade the network firewall and intruder prevention system

Upgrade tape library from LTO4 to LTO6

Upgrade to 10 Gig Ethernet switches

Upgrade and purchase new server chassis and blades

Purchase additional storage

One-time FY2017: \$195,810

Continue the upgrade to 10 Gig Ethernet switches

Continue the upgrade of server chassis and blades

Purchase additional storage

The increase to the billing would be one-time in 15-17. Any future equipment needs would be requested and billed in future budgets.

<u>Object Detail</u>		<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
J	Capital Outlays	355,000	183,000	538,000

State of Washington
Decision Package

Agency: 085 Office of the Secretary of State
Decision Package Code/Title: 1E Records Center Vehicle Replacement
Budget Period: 2015-17
Budget Level: M2 - Inflation and Other Rate Changes

Recommendation Summary Text:

The Office of the Secretary of State (OSOS) operates a central records center for housing short-term state agency records. Annually, the records center travels state-wide to collect 29,000 records boxes. The only large vehicle operated by the records center is a 1999 Sterling box truck. The vehicle has over 111,000 miles and as the vehicle has aged, maintenance costs have dramatically increased. In the past two years \$10,000 has been spent on maintenance. The 15-year old vehicle meets the Department of Enterprise Services minimum mileage for replacement of more than 100,000 miles. OSOS requests the funds to replace this vehicle.

Fiscal Detail

Operating Expenditures	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
006-1 Public Records Efficiency, Preserva-State	95,000	0	95,000
Total Cost	95,000		95,000

Revenue

<u>Fund</u>	<u>Source</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
006 Public Records Effic	0420 Charges for Services	95,000		95,000
Total Revenue		95,000		95,000

Package Description:

The Office of the Secretary of State, records center, is relied upon by state agencies for the efficient and secure storage of over 300,000 agency short-term records boxes. Each year over 29,000 boxes of records are picked up from state agency locations in Spokane, Yakima, Mt. Vernon, Seattle, Vancouver and Olympia to name a few. These records are then managed for the remainder of the records life until they are shredded and recycled.

Currently a single box truck, a 25,500 GVW 1999 Sterling, is used to pick-up these boxes. The vehicle averages about 12,000 miles per year, with several cross-state trips during the summer months. Unfortunately, within the last few years, this vehicle has become unreliable, and has broken down several times during cross-state trips. In the last two years the Sterling has cost \$10,000 in maintenance. The vehicle is over 15-years old and now has 111,000 miles. According to the Department of Enterprise Services, the proper replacement of vehicles minimizes costs and assures safety. Vehicle-replacement cycles are developed through life-cycle analysis that predicts the optimum replacement time. This analysis considers depreciation, maintenance, fuel consumption, vehicle-preparation costs, overhead and resale value. Newer vehicles are more technically advanced, have improved safety systems, produce fewer emissions and are more fuel efficient.

A replacement vehicle would ensure that staff have a safe and dependable means of transportation to continue providing support to

client agencies. It would also keep from having to spend money on replacing more and more expensive parts and systems. OSOS requests funding be provided to replace the aging vehicle relied upon by the records center.
Contact: Terry Badger, Deputy State Archivist, 360-586-1602, terry.badger@sos.wa.gov

Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

The outcome of this request will be the continued ability to provide records pick-up services. The records center is relied upon by agencies, state-wide, to deliver supplies and pick-up records. By replacing the vehicle, state agencies would not have to deliver records to the records center, overburden consolidated mail services with pick-ups in the hundreds of boxes, or increase the use of other postal delivery methods such as Fed-Ex and UPS. This request supports two archives goals. The first is providing the most efficient, economical, and accountable records storage service for the state's short-term records. And the second is to maintain facilities and equipment necessary to carry out the archives' mission.

Performance Measure Detail

Activity:

Incremental Changes

No measures submitted for package

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

This request is essential to implementing a strategic priority in OSOS's strategic plan because it allows a vehicle at the end of life to be replaced. Replacing this vehicle also allows us to maintain vehicles that are safe and cost efficient to operate.

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

This request provides essential support to the Governor's Results Washington goal of ensuring an effective, efficient and accountable government. Replacing this 15-year old vehicle will ensure efficiencies by taking advantage of the advances in vehicle safety and economy standards.

The records center provides services and technical assistance to state agencies for the efficient and accountable management of public records. The records center achieves significant cost savings by using high-bay storage and uses less funds for pick-up and deliveries than other delivery services. Additionally, state agencies are trained on the laws and rules governing records management, and how to better manage their records. Better managed records enable agencies to fulfill their missions, promote open and accountable government, and reduce the risk and liability from public records litigation.

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

N/A

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

Using a delivery van to pick-up and deliver records and supplies: A smaller van could be used to pick-up and deliver supplies and records boxes. We currently operate a small van for quick local trips. This vehicle is capable of picking up around 100 records boxes, but they must be loaded by hand while bending over in the back of the van. This creates a risky scenario for personal injury. This process is also much more efficient with two staff. The box truck, on the other-hand is generally not used until a full load of 430 boxes can be picked-up. The box-truck can also be loaded by one staff member from the ground, or loading dock, without putting staff in a position of possibly injury. This allows for more boxes per staff member retrieved, with less risk of injury.

Use outside organizations to pick-up and deliver records and supplies: The records center currently uses Campus Mail and Fed-Ex daily for the delivery and pick-up of records and supplies when it is cost efficient. Campus Mail is used for deliveries and pick-ups to state agencies with mailstops, but not all state offices are served. Additionally, there is a general limit of ten boxes per trip. Although Campus Mail charges vary, recent charges are \$2.70 per box for Thurston county and \$4.68 outside of Thurston county. For larger pick-ups, particularly out of town, it is cost prohibitive to use Campus Mail.

In instances where a pick-up or delivery is needed where Campus Mail does not deliver, Fed-Ex is used when it is cost effective. Generally, Fed-Ex is used when it would be cost prohibitive to send a vehicle. The shipment through Fed-Ex of 29,000 boxes would be costlier than operating a vehicle and staff. The current Fed-Ex charges are \$5.86 per box to Spokane, and \$5.04 per box to Bellingham, Tri-Cities, Yakima, and Seattle.

The Office believes that the vehicle should be replaced, rather than spending more for the alternatives.

What are the consequences of adopting or not adopting this package?

If the vehicle is not replaced during the 2015-17 biennium, there will continue to be significant increases in vehicle maintenance costs and the ability of staff to provide direct record services may be hindered.

What is the relationship, if any, to the state's capital budget?

None.

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

None.

Expenditure and revenue calculations and assumptions

There are no vehicles of this type offered through Department of Enterprise Services' contracts. A Request for Proposal process would need to be used for the purchase of a vehicle if funded.

Explanation of costs by object:

J - Vehicle purchase price

The records center is paid 100% from Fund 006, which is billed to state agencies as a central services charge to support the lease payment and would result in an increase of \$95,000 to the billing.

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

All costs are one-time.

The adjustment to the central services billing would be one-time and any future vehicle requests would illustrate impact at that time.

<u>Object Detail</u>		<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
J	Capital Outlays	95,000		95,000

Agency: 085 Office of the Secretary of State

Decision Package Code/Title: 8L Lease Rate Adjustments

Budget Period: 2015-17

Budget Level: M2 - Inflation and Other Rate Changes

Recommendation Summary Text:

The Elections division of the Secretary of State's Office is housed at the location of 520 Union Avenue SE Olympia, WA. The lease stipulates an increase effective July 1, 2015. This increase is contingent upon building updates. DES is working directly with the building owner to ensure that expectations are met. The Administrative support services has relocated from 6330 Capitol Blvd SE Tumwater, WA to a combined space with the State Library at 6880 Capitol Blvd SE Tumwater, WA. This results in a savings for the General Fund State starting July 1, 2015.

Fiscal Detail

Operating Expenditures	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
001-1 General Fund - Basic Account-State	(64,935)	(64,935)	(129,870)
Total Cost	(64,935)	(64,935)	(129,870)

Package Description:

The Office of the Secretary of State leases several facilities which are negotiated through the Department of Enterprise Services (DES). The current lease rates on the 520 Union Avenue SE Olympia will increase by \$25,065 per year. The lease on 6330 Capitol Blvd. SE Tumwater, WA expired in FY14 and the office conducted a Lean analysis of our space resources resulting in an opportunity to consolidate the staff located in this building into vacant space of an existing leased facility. The Administrative Services Division including but not limited to Financial Services, Records, Human Resources and Budget have been relocated to 6880 Capital Blvd. SE Tumwater, WA. This move results in a savings to the General Fund (GFS) in the amount of \$90,000 annually for Biennium 15-17. This package will make the necessary lease adjustments starting July 1, 2015 on each facility resulting in a biennial savings of \$129,870.

Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

To have adequate funds to pay the facilities leases.

Performance Measure Detail

Activity:

No measures submitted for package

Incremental Changes

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

This request is essential to implementing a strategic priority in OSOS's strategic plan because it ensures compliance with federal and state law, and the state constitution. This package also meets all five goals of the Elections Division:

Goal 1: Improve processes to protect and increase accuracy in elections administration.

Goal 2: Maximize the informed participation of all eligible voters in elections.

Goal 3: Safeguard the transparency of elections in Washington.

Goal 4: Increase accessibility of elections to all who are eligible.

Goal 5: Maximize use of technology-based services to meet expectations of voters, candidates, and the media.

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

This request provides essential support to the Governor's Results Washington Goal 5: Efficient, Effective, and Accountable Government by ensuring voters of the State of Washington have access to the state's democratic processes and government accountability for elections-related information.

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

The Elections Division will remain at the facility to provide services to citizens and government officials. There is not an impact to clients/customers with regard to the Administrative Services move.

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

Future options will be explored for the Elections division after the lease end date of 6/30/2020. For the administrative services division, this move was a positive move to conserve state resources.

What are the consequences of adopting or not adopting this package?

Without adequate funding to pay the leases, the Election program services would be put in jeopardy.

What is the relationship, if any, to the state's capital budget?

None.

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

None.

Expenditure and revenue calculations and assumptions

See the Facilities Lease Related worksheet attached for calculations.

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

The total will be ongoing each fiscal year. Any future rent increases/decreases will be requested in future budgets.

<u>Object Detail</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
E Goods\Other Services	(64,935)	(64,935)	(129,870)

	Code	Title
AGENCY	085	Secretary of State

**CURRENT AND PROJECTED LEASED FACILITY COSTS
FOR FACILITY LEASE-RELATED DECISION PACKAGES 8L and 8V**

DATE

ACTION	STREET ADDRESS	CITY	SPACE TYPE	SQUARE FEET	LEASE START DATE	LEASE END DATE	SERVICES INCLUDED IN THE LEASE	FY15 FUNDED LEVEL	RENEWAL INCREASE	PROJECTED COSTS FY16	PROJECTED COSTS FY17	FY16 NEED	FY17 NEED	REQUESTED ONE-TIME COSTS	NOTES/ ASSUMPTIONS
no change	6880 Capitol BLVD SE	Tumwater	310	49,904	1/1/2012	12/31/2016		\$ 992,964.84		\$992,964.84	\$992,964.84	\$0.00	\$0.00		Need to negotiate FY 2017 Lease. Current lease end 31 DEC 2016
Rate Increase	520 Union Ave SE	Olympia	310	6,000	6/30/2013	6/30/2020		\$ 208,520.28		\$233,585.40	\$233,585.40	\$25,065.12	\$25,065.12		New rate effective 1 JUL 2015
Rate Increase	7821 Arab Drive SE	Tumwater	730	20,956	7/1/2014	6/30/2015		\$ 116,845.20		\$121,000.00	\$121,000.00	\$4,154.80	\$4,154.80		Assumes 1 year lease extensions for FY16 and FY17 until possible move into expanded records center
Moved	6330 Capitol Blvd SE	Tumwater	310	6000	2/1/2009	1/31/2014		\$ 90,000.00		\$0.00	\$0.00	-\$90,000.00	-\$90,000.00		Consolidated Administration staff with Library Staff

State of Washington
Decision Package

Agency: 085 Office of the Secretary of State
Decision Package Code/Title: 8V Lease Adjustments > 20,0000 sq ft.
Budget Period: 2015-17
Budget Level: M2 - Inflation and Other Rate Changes

Recommendation Summary Text:

The Office of the Secretary of State leases several facilities which are negotiated through the Department of Enterprise Services (DES). The current lease on 7821 Arab Drive SE Tumwater, WA is an annual lease that will be renewed for the 15-17 Biennium pending a possible relocation to a state owned facility. We expect the annual cost of the lease for the state owned facility will be comparable through DES. The lease increase is \$4,155 per year. This package will make the necessary lease adjustments starting July 1, 2015 on this facility.

Fiscal Detail

Operating Expenditures	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
006-1 Public Records Efficiency, Preserva-State	4,155	4,155	8,310
Total Cost	4,155	4,155	8,310

Revenue

<u>Fund</u>	<u>Source</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
006 Public Records Effic	0420 Charges for Services	4,155	4,155	8,310
Total Revenue		4,155	4,155	8,310

Package Description:

The Archives division of the Secretary of State's Office utilizes 7821 Arab Drive SE Tumwater, WA as an overflow records center due to the current facility being overfilled as stated in prior budget entries.

Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

To have adequate funds to pay the facilities leases.

Performance Measure Detail

Activity:

Incremental Changes

No measures submitted for package

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

This request is essential to implementing several strategic priorities in the Office of the Secretary of State's strategic plan. It is essential to identify and prioritize pre-2000 electronic records in archival storage and remove them from the portable media they are stored on, as well as updating the technology hardware.

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

This request provides essential support to the Governor's Results Washington Goal 5: Efficient, Effective, and Accountable Government by providing records storage space for essential state records.

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

The Archives division records center is essential as a storage facility for imperative government documents. Without the Archives division records center, the state agencies would be required to store their own records which would be very costly for the state. The high-bay storage that the records center offers is radically less expensive than typical office or warehouse storage.

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

The agency planned to build a Heritage Center with dedicated fees to house both the State Library and State Archives. However, the COP to finance was not issued and as a result the Secretary of State is researching alternative locations to combine these operations.

What are the consequences of adopting or not adopting this package?

Without adequate funding to pay the leases, this would put Archives Division records center storage in jeopardy and cost the State excessive amounts or storage costs and possible legal fees due to lawsuits for not providing essential services to citizens and state agencies.

What is the relationship, if any, to the state's capital budget?

The Secretary of State's Office (OSOS) capital budget will request pre-design funds to begin the process for a new facility which eventually eliminate the need for this leased facility.

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

None.

Expenditure and revenue calculations and assumptions

See the Facilities Lease Related worksheet attached for calculations.

The facility is paid 100% from Fund 006, which is billed to state agency's as a central services charge to support the lease payment and would result in an increase of \$8,310 to the billing.

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

The total will be ongoing each fiscal year. It will increase the billing to state agencies \$4,155 each year and will be adjusted in future budgets as the lease changes.

<u>Object Detail</u>		<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
E	Goods\Other Services	4,155	4,155	8,310

	Code	Title
AGENCY	085	Secretary of State

**CURRENT AND PROJECTED LEASED FACILITY COSTS
FOR FACILITY LEASE-RELATED DECISION PACKAGES 8L and 8V**

DATE

ACTION	STREET ADDRESS	CITY	SPACE TYPE	SQUARE FEET	LEASE START DATE	LEASE END DATE	SERVICES INCLUDED IN THE LEASE	FY15 FUNDED LEVEL	RENEWAL INCREASE	PROJECTED COSTS FY16	PROJECTED COSTS FY17	FY16 NEED	FY17 NEED	REQUESTED ONE-TIME COSTS	NOTES/ ASSUMPTIONS
no change	6880 Capitol BLVD SE	Tumwater	310	49,904	1/1/2012	12/31/2016		\$ 992,964.84		\$992,964.84	\$992,964.84	\$0.00	\$0.00		Need to negotiate FY 2017 Lease. Current lease end 31 DEC 2016
Rate Increase	520 Union Ave SE	Olympia	310	6,000	6/30/2013	6/30/2020		\$ 208,520.28		\$233,585.40	\$233,585.40	\$25,065.12	\$25,065.12		New rate effective 1 JUL 2015
Rate Increase	7821 Arab Drive SE	Tumwater	730	20,956	7/1/2014	6/30/2015		\$ 116,845.20		\$121,000.00	\$121,000.00	\$4,154.80	\$4,154.80		Assumes 1 year lease extensions for FY16 and FY17 until possible move into expanded records center
Moved	6330 Capitol Blvd SE	Tumwater	310	6000	2/1/2009	1/31/2014		\$ 90,000.00		\$0.00	\$0.00	-\$90,000.00	-\$90,000.00		Consolidated Administration staff with Library Staff

State of Washington
Decision Package

Agency: 085 Office of the Secretary of State
Decision Package Code/Title: A0 Remove Productivity Board
Budget Period: 2015-17
Budget Level: PL - Performance Level

Recommendation Summary Text:

This package would eliminate the Productivity Board from the Secretary of State's budget and save the State \$781,000 in the general fund affiliated fund 415 (Personnel Service Account).

Fiscal Detail

Operating Expenditures	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
415-1 Personnel Service Account-State	(415,000)	(366,000)	(781,000)
Total Cost	(415,000)	(366,000)	(781,000)

Staffing	<u>FY 2016</u>	<u>FY 2017</u>	<u>Annual Average</u>
FTEs	-4.0	-4.0	-4.0

Package Description:

In an effort to comply with the OFM directed 15% cut directive, the Secretary is willing to eliminate the Productivity Board from the Secretary of State's budget.

Agency Contact:
 Deputy Secretary of State Mark Neary
 360-902-4186
 Mark.neary@sos.wa.gov

Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

The outcome of this request will be a loss in the program designed to monetarily recognize employees who create innovative ideas to improve public service and increase efficiencies.

Performance Measure Detail

Activity:

Incremental Changes

No measures submitted for package

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

No, it is a reduction associated with the 15% OFM requested reductions.

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

This is a reduction in service that may negatively impact the Governors Results Washington priorities goal 5, because it eliminates the program that recognizes employees with ideas that may improve efficient, effective, and accountable government.

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

None.

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

If the Office of the Secretary of State is required to absorb a 15% reduction in General Fund and near General Fund support, then the Secretary of State is willing to forego the reinstatement of the Productivity Board program in order to protect other essential services provided by the Office.

What are the consequences of adopting or not adopting this package?

If you do not adopt this package, the state will be required to reinstate the Productivity Board at full funding of \$781,000 through Fund 415.

What is the relationship, if any, to the state's capital budget?

None.

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

RCW 41.60

Expenditure and revenue calculations and assumptions

Removing 4.0 FTE and \$781,000 from the carry forward level in fund 415 from the Secretary of State's budget.

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

This would be an on-going cut to funding and FTEs.

<u>Object Detail</u>		<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
A	Salaries And Wages	(179,228)	(183,387)	(362,615)
B	Employee Benefits	(89,379)	(66,496)	(155,875)
C	Professional Svc Contracts	(2,500)	(1,248)	(3,748)
E	Goods\Other Services	(120,311)	(109,769)	(230,080)
G	Travel	(3,882)	(3,900)	(7,782)
J	Capital Outlays	(18,500)		(18,500)
N	Grants, Benefits & Client Services	(1,200)	(1,200)	(2,400)
Total Objects		(415,000)	(366,000)	(781,000)

Agency: 085 Office of the Secretary of State

Decision Package Code/Title: A1 Admin IT Cut through Attrition

Budget Period: 2015-17

Budget Level: PL - Performance Level

Recommendation Summary Text:

In an effort to comply with the 15% general fund recommended cuts, OSOS feels that with the upcoming attrition of an IT staff member, we may be able to eliminate the position. This elimination may cause a reduction in possible internal services, however should not impact the overall services that the external customers experience. This position administers the technical builds associated with internal applications like the Voter Registration Database and Washington Elections Information (WEI) applications. Administrative duties will be absorbed by the internal CIO and technical duties will be disbursed among existing IT staff.

Fiscal Detail

Operating Expenditures	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
001-1 General Fund - Basic Account-State	(70,920)	(111,652)	(182,572)
Total Cost	(70,920)	(111,652)	(182,572)
Staffing	<u>FY 2016</u>	<u>FY 2017</u>	<u>Annual Average</u>
FTEs	-1.0	-1.0	-1.0

Package Description:

We are looking at possible reductions through attrition to meet the general fund cuts for the 15-17 biennium. This position will be eliminated and the administrative duties reassigned to the office Chief Information Officer and other production duties assigned to remaining IT staff.

Agency Contact:
Deputy Secretary of State Mark Neary
360-902-4186
Mark.neary@sos.wa.gov

Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

The outcome of this request will be a reduction in one FTE and general fund savings.

Performance Measure Detail

Activity:

Incremental Changes

No measures submitted for package

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

No, this is a potential reduction of service to meet the 15% reduction request through the Office of Financial Management.

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

This request provides essential support to the Governor's Results Washington Goal 5 of Efficient, Effective, and Accountable Government by becoming even more efficient than we already are having a reduced workforce.

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

This reduction will require a lean review of the duties and connections with other divisions in our Office in order to eliminate this IT position.

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

Our office as a whole is extremely lean and therefor it is very difficult to make large cuts without effecting services to our clients which include but are not limited to citizens, state government employees, elected officials, business owners, charitable originations, as well as internal programs.

What are the consequences of adopting or not adopting this package?

This is not a request for additional funding but on the contrary, a reduction in general fund appropriation.

What is the relationship, if any, to the state's capital budget?

None.

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

None.

Expenditure and revenue calculations and assumptions

Reduction in general fund for administrative services in the amount of \$182,572 for the biennium of 15-17.

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

This will be an ongoing reduction.

<u>Object Detail</u>		<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
A	Salaries And Wages	(54,172)	(88,380)	(142,552)
B	Employee Benefits	(16,748)	(23,272)	(40,020)
Total Objects		(70,920)	(111,652)	(182,572)

State of Washington
Decision Package

Agency: 085 Office of the Secretary of State
Decision Package Code/Title: A2 Reduce Humanities WA Pass Through
Budget Period: 2015-17
Budget Level: PL - Performance Level

Recommendation Summary Text:

The Office of the Secretary of State's budget includes pass through state general fund for the Humanities Washington Speakers Bureau program. This proposal reduces the pass through state general funding by 15% on July 1, 2015.

Fiscal Detail

Operating Expenditures	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
001-1 General Fund - Basic Account-State	(2,249)	(1,642)	(3,891)
Total Cost	(2,249)	(1,642)	(3,891)

Package Description:

The 2015-2017 biennial budget instructs agencies to submit near general fund reductions. This reduction package eliminates the pass through state general fund \$2,249 in fiscal year 2016 and \$1,642 in fiscal year 2017 for Humanities Washington.

Agency Contact:
 Deputy Secretary of State Mark Neary
 360-902-4186
 Mark.Neary@sos.wa.gov

Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

The outcome of this reduction would be Humanities Washington would have less funding to provide community conversation programs throughout the state.

Performance Measure Detail

Activity:

Incremental Changes

No measures submitted for package

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

No, this is a potential reduction of service to meet the 15% reduction request through the Office of Financial Management.

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

This decision package is in response to the 15% reduction request from OFM.

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

Humanities Washington would have less funding available to fund the Speakers Bureau program. Humanities Washington state funding is matched by the federal government more than doubling its impact. The program delivers hundreds of talks each year at libraries, schools, colleges, museums, retirement homes, community centers, civic organizations and other unique venues throughout the state. The goal of the program is sharing of history, stories, ideas, and perspectives to encourage a more thoughtful and engaged state.

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

The Office of the Secretary of State continues to look for efficiencies to streamline use of state funds. This alternative would allow reduction of the pass through state general fund contained in its current budget and to comply with the 2015-2017 required reductions.

What are the consequences of adopting or not adopting this package?

Humanities Washington would continue to receive pass through state general funding to continue providing community conversation programs.

What is the relationship, if any, to the state's capital budget?

None.

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

None.

Expenditure and revenue calculations and assumptions

The current base of pass through funds for Humanities Washington contained in the Secretary of State's budget is \$15,000 first year and \$10,938 second year state general fund. This reduction would reduce the first year by \$2,249 and the second year by \$1,642.

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

The state general fund reduction would be ongoing and carry forward into future biennia.

<u>Object Detail</u>		<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
N	Grants, Benefits & Client Services	(2,249)	(1,642)	(3,891)

State of Washington
Decision Package

Agency: 085 Office of the Secretary of State
Decision Package Code/Title: A3 Facility Maintenance Cut
Budget Period: 2015-17
Budget Level: PL - Performance Level

Recommendation Summary Text:

To meet part of the requested 15% reduction in the Office of the Secretary of State maintenance level budget for 2015-2017, the Archives is offering to reduce \$80,000 from Fund 006 currently allotted for maintenance and improvements to a leased warehouse facility. The Office is in the process of investigating more efficient longer-term storage solutions and should be vacating this leased facility at some point in the 2015-17 biennium.

Fiscal Detail

Operating Expenditures	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
006-1 Public Records Efficiency, Preserva-State	(40,000)	(40,000)	(80,000)
Total Cost	(40,000)	(40,000)	(80,000)

Revenue

<u>Fund</u>	<u>Source</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
006 Public Records Effic	0420 Charges for Services	(40,000)	(40,000)	(80,000)
Total Revenue		(40,000)	(40,000)	(80,000)

Package Description:

The Office of the Secretary of State currently leases warehouse space for additional records storage. When the facility was acquired, the Office allotted \$80,000 for maintenance and improvements. Since we have continued to operate the facility, the Office has maintained this allotment. The Office anticipates leaving the leased facility to a longer-term storage facility at some point in the 2015-17 biennium. Once the facility is vacated, the maintenance allotment will no longer be needed.

To meet part of the requested 15% reduction in the Office of the Secretary of State maintenance level budget for 2015-2017, the Archives is offering to reduce \$80,000 from Fund 006 currently allotted for maintenance and improvements to a leased warehouse facility.

Agency Contact: Terry Badger, (360) 586-1602, terry.badger@sos.wa.gov

Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

The outcome of this request will be the savings of \$80,000 from Fund 006 the Public Records Efficiency, Preservation and Access account.

With the acceptance of this request, the Office of the Secretary of State, would lose \$80,000 in expenditure authority. If maintained, the \$80,000 would be re-allotted as maintenance and improvement costs for the longer-term storage solution.

This request will have a minimal, if any, impact on client agencies

Performance Measure Detail

Activity:

Incremental Changes

No measures submitted for package

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

This request would not impact the number of public records stored and managed in the records center.

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

This request provides essential support to the Governor's Results Washington Goal of Efficient, Effective, and Accountable government.

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

State agencies currently pay a central service charge to the Office of the Secretary of State for archives services (based upon FTE counts per agency) and records center services (cost per box stored specifically at the records center). Choosing this proposed reduction would minutely decrease the central service charge for the 2015-2017 biennium.

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

Other alternatives are being proposed for cuts, but this is easier to implement since it only impacts the records center operations and does not impact the service level received by our state agency customers.

What are the consequences of adopting or not adopting this package?

If this package is not selected, the maintenance and improvement funds allotted for the leased records storage space would be transferred to a newly leased more efficient storage space.

What is the relationship, if any, to the state's capital budget?

The Secretary of State's Office (OSOS) capital budget will request pre-design funds to begin the process for a new facility which eventually eliminate the need for the leased facility discussed in this package.

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

None.

Expenditure and revenue calculations and assumptions

ONGOING: \$(80,000)

Explanation of costs by object:

EE 0003 - Building (non DES leased) Repairs/Alterations/Maintenance

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

ONGOING: \$(80,000)

<u>Object Detail</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
E Goods\Other Services	(40,000)	(40,000)	(80,000)

State of Washington
Decision Package

Agency: **085 Office of the Secretary of State**

Decision Package Code/Title: **A4 Odd-year Election Costs**

Budget Period: **2015-17**

Budget Level: **PL - Performance Level**

Recommendation Summary Text:

The State of Washington is required to assume a prorated share of the costs of that state Primary and General Election in odd-numbered years (RCW 29A.04.420). This request will reduce the funds necessary to reimburse the counties for the state's costs by 15 percent (estimated \$495,150).

Fiscal Detail

Operating Expenditures	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
001-1 General Fund - Basic Account-State	(495,150)	0	(495,150)
Total Cost	(495,150)		(495,150)

Package Description:

As required by RCW 29A.04.420, whenever state officers or measures are voted upon at a state primary or general election held in an odd-numbered year, the state of Washington shall assume a prorated share of the costs of that state primary and general election.

State offices regularly appear on the ballot in even-numbered year elections. The number of state offices on the ballot in an odd-numbered year varies depending on the number of vacancies that occur in state offices. Since a vacancy in a state office is typically the result of an unanticipated event, it is not possible to predict the number of state offices that will be on the ballot in an odd-numbered year election. Without knowing how many offices will be on the ballot, it is difficult to estimate the state's share.

The number of measures on the ballot in an odd-numbered year varies depending on how many initiatives or referenda measures are filed and certified to the ballot. This number is also difficult to predict.

With no reliable way to predict how many state offices or ballot measures may appear on the ballot in an odd-numbered year, the Elections Division reviews past odd-year reimbursement data to draw inferences about future costs.

This package would reduce the current base budget of \$3,301,000 by 15 percent to a total of \$2,805,850. Based on historical figures, \$2,805,850 would not cover the state's share reimbursement to counties for odd-numbered year election costs. RCW 29A.04.450 requires the state to cover these cost, and would need to be revised to so that only 85 percent of the actual prorated state's costs are reimbursed.

Agency Contact:
Allyson Ruppenthal
(360) 725-5781
allyson.ruppenthal@sos.wa.gov

Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

The outcome of this request will be that state will perform its legal obligation, if the law is changed, to reimburse counties for 85 percent of the actual prorated state's share of the odd-year election costs. There is no specific performance measure tied to this package.

Performance Measure Detail

Activity:

No measures submitted for package

Incremental Changes

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

This request negatively impacts implementing strategic priorities in the OSOS's strategic plan because decreasing the reimbursement percentage to the counties for the state's odd-numbered year costs contradicts four out of five goals of the Elections Division:

Goal 1: Improve processes to protect and increase accuracy in elections administration.

Goal 2: Maximize the informed participation of all eligible voters in elections.

Goal 3: Safeguard the transparency of elections in Washington.

Goal 4: Increase accessibility of elections to all who are eligible.

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

This request does not support the Governor's Results Washington priorities. If this package is not implemented, then OSOS would continue to support the Governor's Results Washington Goal 5: Efficient, Effective, and Accountable Government by ensuring voters of the State of Washington have access to the state's democratic processes and government accountability for elections-related information.

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

This package limits odd-numbered year county reimbursements to 85 percent of the actual prorated share of primary and general election costs. All 39 counties will be reimbursed a prorated share of the costs of primary and general elections in odd-numbered years; the state must reimburse the counties. The state does not reimburse counties for most state election costs because the state does not reimburse for even-numbered year elections, when all state and federal candidates appear on the ballot.

County governments, particularly County Auditors, would strongly oppose a proposal that reduces the state's share reimbursement requirement in odd-numbered years.

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

The alternative to this package is to maintain the proviso base budget of \$3,301,000, and uphold the existing RCW (RCW 29A.04.420); this is the preference of the OSOS.

What are the consequences of adopting or not adopting this package?

This package creates a significant financial impact to all 39 counties. Reducing odd-numbered year county reimbursements to 85 percent of the actual prorated share of primary and general election costs sets additional unfunded responsibility on the counties to absorb costs typically borne by the state.

The state only pays for its share of elections costs in odd-numbered years. The state does not reimburse counties for state share of costs in even-numbered years.

What is the relationship, if any, to the state's capital budget?

None.

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

This package would require a revision to RCW 29A.04.420 to state that whenever state officers or measures are voted upon at a state primary or general election held in an odd-numbered year under RCW 29A.04.321, the state of Washington shall assume 85 percent of the actual prorated share of the costs of that state primary or general election.

RCW 29A.04.420, currently states:

RCW 29a.04.420

State share.

(1) Whenever state officers or measures are voted upon at a state primary or general election held in an odd-numbered year under RCW 29A.04.321, the state of Washington shall assume a prorated share of the costs of that state primary or general election.

(2) Whenever a primary or vacancy election is held to fill a vacancy in the position of United States senator or United States representative under chapter 29A.28 RCW, the state of Washington shall assume a prorated share of the costs of that primary or vacancy election.

(3) The county auditor shall apportion the state's share of these expenses when prorating election costs under RCW 29A.04.410 and shall file such expense claims with the secretary of state.

(4) The secretary of state shall include in his or her biennial budget requests sufficient funds to carry out this section. Reimbursements for election costs shall be from appropriations specifically provided by law for that purpose.

[2013 c 11 § 11; 2003 c 111 § 147. Prior: 1985 c 45 § 2; 1977 ex.s. c 144 § 4; 1975-'76 2nd ex.s. c 4 § 1; 1973 c 4 § 2. Formerly RCW 29.13.047.]

Notes:

Legislative intent - 1985 c 45: "It is the intention of the legislature that sections 2 through 7 of this act shall provide an orderly and predictable election procedure for filling vacancies in the offices of United States representative and United States senator." [1985 c 45 § 1.]

The adoption of the proposed changes to RCW 29A.04.420 would need to occur in the Legislature during the 2015 regular session.

Expenditure and revenue calculations and assumptions

Expenditure calculations for the state's cost of conducting an odd-numbered year election are challenging to calculate with a high degree of confidence because there are many variables that impact costs.

State offices regularly appear on the ballot in even-numbered year elections. The number of state offices on the ballot in an odd-numbered year varies depending on the number of vacancies that occur in state offices. Since a vacancy in a state office is typically the result of an unanticipated event, it is not possible to predict the number of state offices that will be on the ballot in an odd-numbered year election. The fiscal year 2014 budget was created an entire year before candidates filed for office, making it tough to estimate the state's share.

The number of measures on the ballot in an odd-numbered year varies depending on how many initiatives or referenda measures are filed and certified to the ballot. This number is also difficult to predict.

With no reliable way to predict how many state offices or ballot measures may appear on the ballot in an odd-numbered year, the Elections Division reviews past odd-year reimbursement data to draw inferences about future costs.

The following represents the state's share in past odd-numbered year elections:

2013 General: \$3,147,465

2013 Primary: \$277,638

2011 General: \$2,580,907

2011 Primary: \$1,304,638

2009 General: \$2,223,553

2009 Primary: \$1,356,193

Our base budget (which reflects the 15 percent reduction) provides \$2,805,550 to reimburse counties for 2015 election costs. Looking at the historical costs, the 15 percent reduction of \$495,150 to the Elections Division base budget will not cover counties odd-numbered year elections state costs.

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

The reduced funds are onetime and any future changes to the odd-year election costs will be made in a budget request.

<u>Object Detail</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
N Grants, Benefits & Client Services	(495,150)		(495,150)

State of Washington
Decision Package

Agency: **085 Office of the Secretary of State**
Decision Package Code/Title: **A5 Eliminate GFS Funding Legacy Proj.**
Budget Period: **2015-17**
Budget Level: **PL - Performance Level**

Recommendation Summary Text:

The Office of the Secretary of State's Legacy Project documents the lives of extraordinary people who changed the course of history and publishes their oral histories, biographies and exhibit stories, online and for free, Accessible to readers across the world. The project is currently funded 60% by the state general fund and 40% from other funds. This reduction would eliminate the state general funding which leaves insufficient funds to adequately staff and perform the functions of this activity. As a result the Office of the Secretary of State would search for alternative funding, but in the absence of alternative funds may have to eliminate the program.

Fiscal Detail

Operating Expenditures	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
001-1 General Fund - Basic Account-State	(187,570)	(184,313)	(371,883)
Total Cost	(187,570)	(184,313)	(371,883)
Staffing	<u>FY 2016</u>	<u>FY 2017</u>	<u>Annual Average</u>
FTEs	-2.0	-2.0	-2.0

Package Description:

Since 2008, the Legacy Project has documented the lives of many extraordinary people who changed the course of history. Courageous citizens from all walks of life have contributed to our heritage, including Members of Congress, statewide elected officials, justices, and unknown heroes next door. Examples include Governor Booth Gardner, Congressman Slade Gorton, Congresswoman Jennifer Dunn, State Legislator Sid Snyder, Chief Justice Robert Utter, and Billy Frank Jr. whose story is in multiple printings and used at educational institutions and Lillian Walker, a civil rights pioneer, whose story is now in every school library around the state.

The mission of the Legacy Project is to educate through oral histories, essays, exhibits and biographies by telling the stories and times of our state's most prominent leaders. The program helps secure the legacy of Washington. Future generations and citizens worldwide have access to the personal accounts and memoirs of instrumental leaders at the center of our most defining moments. This time sensitive collection of knowledge helps current residents and future generations guide the state. The Legacy Project is a critical resource to the people of Washington because it preserves personal accounts of history and provides access to government. Capturing this work is time sensitive due to the fact that many subjects are elderly and memories fade. In the past, key leaders have passed away or lost their faculties before their stories could be captured and recorded for future generations.

The 2015 2017 biennial budget instructs agencies to submit near general fund reductions. This package eliminates state general fund funding of \$187,570 in fiscal year 2016 and \$184,313 in fiscal year 2017 for the Legacy Project. Currently a staff of 3 performs the Legacy Project work by interviewing, documenting and editing. Eliminating 60% of the funding would not leave adequate funding to support the project.

Agency Contact:
 Deputy Secretary of State Mark Neary
 360 902 4186
 Mark.Neary@sos.wa.gov

Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

The outcome of this request will impact future oral histories or bibliographies that may not be able to be accomplished due to insufficient funding. Future projects include:

Completion of the William D. Ruckelshaus oral history
World War II Veterans oral histories
Who are we? The changing face of Washington
Washington Disasters

Performance Measure Detail

Activity:		Incremental Changes	
		<u>FY 2016</u>	<u>FY 2017</u>
Output Measures			
000167	Number of oral histories published on influential political leaders and remarkable people.	(4.00)	(5.00)

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

No, quite the contrary. This request would negatively impact implementing a strategic priority in OSOS's strategic plan because it is the responsibility of the Office of the Secretary of State to preserve the history of Washington and its significant leaders who have impacted the state.

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

No.

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

Elimination of the state general fund funding for the project may leave the program without adequate resources to continue preserving the knowledge and wisdom of instrumental political and community leaders. As our predecessors have done for us, and, like every state in the country, Washington has a duty to future generations to record and preserve its continuing story.

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

The Legacy Project has increased fund raising efforts and advertised for volunteers to maintain current activities. However, this alternative would eliminate 60% of their state general fund and it is unlikely those could be replaced with fund raising and/or volunteers. The Office of the Secretary of State continues to look for alternative funding sources to continue this important responsibility of documenting the state's historical figures.

What are the consequences of adopting or not adopting this package?

The Legacy Project would remain funded and continue to perform its activities.

What is the relationship, if any, to the state's capital budget?

None.

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

If the Legacy Project program was eliminated RCW 43.07.363 would need to be repealed.

Expenditure and revenue calculations and assumptions

The Legacy Project current base of 3 FTE and \$586,883 (all funds) covers the Creative Director, Chief Historian and Communications Consultant. Reducing the state general fund \$187,570 first year and \$184,313 second year leaves only \$215,000 other funds. The other funds would only cover 1 FTE, the Communications Consultant salary and benefits, the current project goods and services (supplies, communications, facility, printing and network costs) and travel.

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

The state general fund reduction would continue into the future biennia unless it is restored in the buyback decision package included in the agency request budget - \$187,570 first year and -\$184,313 second year.

<u>Object Detail</u>		<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
A	Salaries And Wages	(142,907)	(145,273)	(288,180)
B	Employee Benefits	(44,663)	(39,040)	(83,703)
Total Objects		(187,570)	(184,313)	(371,883)

Agency: 085 Office of the Secretary of State
Decision Package Code/Title: C0 TVW State Contract 15% Reduction
Budget Period: 2015-17
Budget Level: PL - Performance Level

Recommendation Summary Text:

Implementing a 15% reduction (or cut of \$565,950) to the biennial appropriation for the state contract with TVW would fundamentally alter the operations of TVW, forcing the organization to provide gavel-to-gavel coverage of public meetings only during the legislative session and shut down gavel-to-gavel operations the rest of the year. This change not only would greatly reduce public access to view important state public meetings, but would also threaten the cooperative agreement with cable companies to continue providing a channel for TVW's television signal.

Fiscal Detail

Operating Expenditures	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
001-1 General Fund - Basic Account-State	(280,000)	(285,950)	(565,950)
Total Cost	(280,000)	(285,950)	(565,950)

Package Description:

In order to comply with the 15% cut directive given by OFM, TVW would be forced to eliminate 9 full-time production employees and replace them with temporary employees that work only during the legislative session.

Without these production positions being filled, once session is completed, TVW would no longer be able to televise or provide web video of public meetings held by the State Legislature, Supreme Court, the Governor, other state elected officials, or executive branch agencies held during the rest of the year. And citizens would no longer have the ability to watch these public proceedings, greatly reducing government transparency and access.

Agency Contact:

Mike Bay
 360.529.5312
 mikeb@twv.org

Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

This reduction would significantly erode the public's access to watching state public meetings, greatly reducing the transparency and openness of state government.

Performance Measure Detail

Activity:

No measures submitted for package

Incremental Changes

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

This impact of this reduction would considerably hinder the ability of TVW to successfully meet the basic mission of the organization.

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

This 15% reduction would be a substantial setback to the Governor's Results Washington Goal 5: Efficient, Effective, and Accountable Government.

An open and accountable government simply is not possible without providing citizens the ability to watch public meetings, deliberations and decisions. Restricting public access to watch state government proceedings to only a few months each year is counter to the Governor's goal.

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

Eliminating TVW's ability to program new content for 8 months each year would jeopardize the partnership TVW currently has with cable providers in Washington State. The state cable association has arranged for every cable provider in Washington to donate a channel for TVW's 24/7 television signal. However, if TVW cannot program new content for two-thirds of each year, in consideration of their viewers, cable companies have indicated a reluctance to continue donating that channel space.

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

Because private underwriting and sponsorship support TVW's produced programs and education initiatives, reductions in those areas of operation would also eliminate this private financial support. In effect, this would double the cut made to TVW's annual operations, which would also require making the production staff cuts outlined above, so is not a realistic alternative.

What are the consequences of adopting or not adopting this package?

Not instituting the 15% reduction would protect public access at current levels.

What is the relationship, if any, to the state's capital budget?

None.

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

None.

Expenditure and revenue calculations and assumptions

The 15% (or \$282,975) annual reduction would require the elimination of the following full-time FTE's. Because TVW would hire temporary employees to provide gavel-to-gavel production during the Legislative Sessions, the savings for each staff reduction is

calculated at 66.7% of total annual costs. FTE discussed in this package are not employees of the Secretary of State's Office and are privately employed by TVW. The State general fund for TVW is passed through based on the proviso contained in the final Secretary of State's budget.

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

<u>Object Detail</u>		<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
N	Grants, Benefits & Client Services	(280,000)	(285,950)	(565,950)

State of Washington
Decision Package

Agency: 085 Office of the Secretary of State
Decision Package Code/Title: N0 Backfill Library 14E Shortage
Budget Period: 2015-17
Budget Level: PL - Performance Level

Recommendation Summary Text:

Appropriate \$2,400,000 of General Fund - State to supplement insufficient revenues in 14-E (Heritage Center Fund) to sustain the Washington State Library, a Division of the Office of the Secretary of State.

Fiscal Detail

Operating Expenditures	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
001-1 General Fund - Basic Account-State	1,200,000	1,200,000	2,400,000
14E-1 Washington State Heritage Center-State	(1,200,000)	(1,200,000)	(2,400,000)
Total Cost			

Package Description:

The Library was moved from General Fund -- State to the 14E (Heritage Center fund) with an expectation that the revenue would be able to sustain the \$8.86 million appropriated to fund the State portion of the Library functions. Due to the uncertainty of the mortgage lending market and the corresponding downturn in recorded documents by the county auditors, the 14E revenues are expected to be short approximately \$1.2 million per year or \$2.4 million per biennium from the \$8.86 million appropriated for the 2013-2015 biennium and necessary to run the state-funded functions of the Library.

This request is not for an increase in the library budget, but a request for supplemental funds to address the anticipated revenue shortfall. If the revenues in 14-E increase and the supplemental funds are not needed, unused funds will revert to the general fund.

Agency Contact:
 Deputy State Librarian Marlys Rudeen
 360-704-7132
 Marlys.rudeen@sos.wa.gov

Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

For several years the performance measure for the Library has been "Number of transactions with Library Patrons." This includes information services, assistance using library materials, circulation of books, interlibrary loans and in-house use of library materials. (Since many of our research collections do not circulate, they need to be used within the Library.) Use of the Library's digital collections is measured by page views. The number of information service transactions has remained fairly steady at between 4,500-6,000 transactions per month. In-house use and circulation run between 5,600 and 8,500 per month. Page views of the digital collections have grown consistently from an average of 103,436 per month in 2012 to 160,146 per month in the first 6 months of 2014, a gain of nearly 55%.

Performance measures for the prison and state hospital branch libraries and the Washington Talking Book & Braille Library (WTBBL) have been represented by circulation of books and other library materials, and, in the case of WTBBL, the number of downloads of audio books from the online collection. Branch circulation runs between 53,000-60,000 items per month and the WTBBL circulation and downloads add up to over 36,000 items per month.

Performance Measure Detail

Activity:

Incremental Changes

No measures submitted for package

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

This request is essential to implementing a strategic priority in OSOS's strategic plan because the State Library serves the people of Washington directly and through support of local libraries.

Goal #2: Provide leadership and advocacy for libraries in the state of Washington.

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

This package directly ties in with the Governor's Results Washington goals of world-class Education and an Efficient, Effective and Accountable Government.

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

While the Library is not a general public library like the Timberland Regional Library, it is a specialized research library that is open to the public. It serves Washingtonians statewide through online information services, online collections, interlibrary loan, and by maintaining unique collections of record for Washington newspapers and state agency publications.

The budget request would allow us to support a streamlined Library, providing essential services such as the historical and rare collections; a comprehensive collection of print and digital state publications; the extensive collection of Washington newspapers, the most comprehensive collection in the world; and staff who work on digitizing Library collections, making them available online, and collecting and indexing state agency publications in digital formats. These collections are used by students, parents, teachers, authors, scholars, historians, lawyers, and the general public. The movement toward digital online collections is a great improvement in making collections available to WSL customers, and staff will put increased effort into it as budget allows. (Together the Library and Digital & Historical Collections use approximately \$1.3 million from 14 E and employ 15.3 FTE), or

The budget request would support the programs at the Washington Talking Book and Braille Library and our branch libraries in the state hospitals and prisons. The staff and collections at these branches and at WTBBL serve vulnerable, underserved populations, providing them information services, educational materials, recreational reading and specialized services aimed at meeting their specific needs. Both services demonstrate high use within their target populations. (WTBBL and the Branch libraries use approximately \$1.2 million from 14 E and employ 28 FTE. Some of the staff of the branches are paid out of federal funds.)

Impact on other state programs or other units of government:

The State Library provides millions of Federal dollars and leveraged resources to local libraries in almost every community around the state.

The budget request would allow us to support the Library services used by legislative staff and employees of state agencies, such as the comprehensive collection of state publications, print and digital. Through interlibrary loan we provide materials to libraries in communities across the state. Under RCWs, libraries are units of government either as municipal libraries or as junior taxing districts.

The Library also provides management of the state publications collection, including the collecting, making accessible and preserving of Washington state agency publications. The publications are available to the general public through the Library's online catalog,

interlibrary loan, digitization, and the distribution of print materials to depository libraries across the state. Once an agency deposits publications with the Library, they have fulfilled their responsibility in regard to those publications.

The State Library maintains comprehensive collections of both state and federal publications that supplement partial holdings at the universities and large public libraries of the state.

WSL branch libraries in Department of Corrections major prisons and Department of Social and Health Services adult psychiatric hospitals support the missions of those agencies.

Library services to offenders include providing access to collections that reinforce institution treatment programs and education, with particular emphasis placed on resources for successful transition back into our communities. Institution safety and security is supported by providing a legitimate activity with a place where offenders spend constructive time. Offenders with access to library and information services will be prepared for effective re-entry into the community.

Library services to patients include providing access to collections that support hospital treatment programs, with particular emphasis placed on resources for successful recovery and ability to transition back into our communities.

WTBBL provides a comprehensive library service to blind, visually-impaired, physically disabled, and learning disabled persons in every part of the state. Services include early literacy support, support to schools, veterans, and health care facilities. WTBBL helps persons with disabilities toward productive, independent lives by providing health information, news, periodicals, recreational reading, assistance in using new technologies, and information for children and their families. The Washington Talking Book & Braille Library partners with multiple non-profits and government agencies that serve the same clientele.

The Washington Talking Book & Braille Library partners with multiple nonprofits and government agencies that serve the same clientele.

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

The State Library has instituted annual budget reductions of approximately \$386,000 for FY15, this is in addition to the \$632,000 biennial cut taken at the beginning of the 13-15 biennium. Two positions were eliminated, book purchasing was suspended, Library hours were cut, newspaper microfilming and equipment replacement are deferred.

What are the consequences of adopting or not adopting this package?

Clients and Services

The Library has taken significant reductions over the past decade and has been diligent to live within its means. A shortage of revenue in 14-E (Heritage Center account) of an estimated \$2,400,000 could force the closure of the Washington State Library's Library located in Tumwater, WA and the cessation of its digital programs.

While the Library is not a general public library, it is open to the public. Potential closure of the library would mean little or no access to the State Library's collections and services not only for residents of local communities but for residents statewide who access us virtually for the online collections, who use online information services, or who borrow materials through interlibrary loan.

Digital collections would cease to grow, resulting in fewer primary resources for students and teachers trying to locate such materials to meet Common Core requirements. The responsibility for managing and preserving the current digital assets would need to shift elsewhere. We would no longer digitize historical material and newspapers. We would cease collecting rare and historic materials on Washington and maintaining those collections.

We hold the most comprehensive collection of publications of Washington State agencies, in print and online electronic formats.

Lawyers, authors, scholars, engineers, historians and the general public are among those who depend on this collection.

The State Library provides information assistance for those trying to navigate the State's portal Access Washington. Our experience tells us that navigating the state agency websites is not always intuitive. Many Washingtonians don't know the next steps to take if their initial searches do not provide them what they need. They turn to us for help. This service would no longer be available to the residents of Washington.

The Territorial Collection, assembled by Gov. Isaac Stevens in 1853-55, would be transferred to another venue and may not be as readily available to students, parents, historians, authors, scholars and the general public. We hold the most comprehensive collection of Washington newspapers, including historical papers, in the world. The newspapers are our highest circulating collection and

preserves local news from numerous communities in one place. All digitizing and microfilming of newspapers would cease.

The closure of the Library would also put the Library in violation with our agreement with the Government Printing Office Federal

Depository Library Program. When the Library became the designated regional federal depository library for Washington and Alaska, we assumed responsibility to house, maintain and provide access to the collection placed in our care by the federal government. We retain materials permanently to assure public access and to supplement the partial collections at the universities and larger public libraries in the state. If we have to give up the regional designation, the collection may not be sold, warehoused or given away. We cannot simply mothball the collection. The federal collection belongs to the federal government and we would be required to:

Notify the U.S. Senators for Washington (Senators designate the states' regional depository libraries);
Inventory the collection (over 1 million items);
Replace missing items;
Pack and ship the materials back to the Superintendent of Documents at the Library's expense.

(See Appendix A for further information.)

Another potential consequence of a loss of \$2.4 million in revenue would be to close the Washington Talking Book & Braille Library and the library branches in state correctional institutions and psychiatric hospitals. We provide a valuable service in meeting the information needs of individuals whose needs are not met by traditional library services.

WTBBL patrons and the residents of state institutions are both extremely vulnerable populations and would find the loss of specialized library services devastating, losing heavily used services that provide information, education, and recreation suited to very specialized needs.

The branches of the state library in our correctional system play a key role in motivating inmates as access is considered a perk for good behavior. It is likely the correctional system would request additional funds to maintain the libraries in order to continue this inducement as well as offer an opportunity for inmates to educate themselves and potentially prepare for their release.

State Programs and other units of government

We hold the most comprehensive collection of publications of Washington State agencies, in print and online electronic formats in the world. Employees of state agencies and legislative staff access our collections, specifically state publications, necessary for their work. The work of collecting, indexing and preserving state agency publications would devolve to the agencies themselves and would result in duplication of effort across agencies, disparate systems of preserving and indexing publications, loss of some publications and, most importantly, loss of easy public access to the valuable research and statistical data that makes up this part of the government record. Federal funding of \$7.397 million per biennium is utilized for training, cooperative purchases, and other statewide programs that support local libraries and their communities across the state. In order to receive this Federal Funding, the State has a fiduciary duty to provide maintenance of effort, as well as match portions. Full federal funding requires maintenance of effort for state funds that are allocated to the State Library Administrative Agency, i.e., the Washington State Library. Without the state funds, the Federal funds would be diminished, causing hardships for libraries and the communities they serve all over the state.

About 45% of the library's operating budget comes from a federal Library Services and Technology Act grant administered by the Institute of Museum and Library Services. We have tried to avoid damaging our maintenance of effort, but budget reductions since 2003 have made it impossible. WTBBL and the prison and hospital branch libraries make up the bulk of maintenance of effort. The Digital & Historical Collections program also contributes to maintenance of effort, and loss of federal funds would result if cut. Eliminations of these programs will equate to severe loss of LSTA funding. While LSTA funds benefit our branch libraries and WTBBL, the bulk of it goes to supporting the libraries of the state in serving their communities. Our ability to serve the residents of the state by this means would be lost or severely damaged.

In addition the Library is still liable for the lease on the building in Tumwater, \$992,000 per year. The building also houses four smaller Secretary of State programs. The Library portion of the building would essentially be vacated with the exception of a small administrative staff and our federally funded services to Washington libraries (Library Development) program while funding lasts. While some of the collections could be disbursed to other libraries, some of the largest collections would require negotiations with institutions that could possibly receive them. Any of the larger collections, such as the state or federal publications would require considerable space and staff to transfer, store and maintain on the part of the receiving institution. If, for instance, the University of Washington library system was willing to accept the State Publications collection they would require additional space and staff to house, maintain and continue to build the collection. Both space and staff at the UW would be more costly to the State than the current model.

Lack of requested funding would actually be expensive to the State because of the need for staff to negotiate disbursement of

collections, inventory and ship collections, and assembling the indexing data from the Library catalog to go with them.

Another point of consideration is that all of the universities charge a fee for loaning materials to other libraries, which would impact the ease of access for the general public. WSL does not. Each university has as its primary mission to serve the study and research needs of its faculty and students. It is WSL's mission to serve the whole state.

Additional cost to the Office would include the cost of unemployment insurance benefits for up to 15.3 FTE (Library), 16.5 FTE (WTBBL), or 11.5 FTE (Branches) who would be laid off. A rough estimate for that would be approximately \$165,400-\$200,000 for 26 weeks of benefits.

Closing the institutional branches would need to be negotiated with DOC and DSHS, the host institutions. Disposal of the equipment and collections, which belong to the Library rather than the host institutions would need to be negotiated. Closing WTBBL would need to be negotiated with the National Library Service for the Blind (NLS). WTBBL serves as a regional library and receives the bulk of their circulating collection from NLS, and if the program were to close, those materials would need to be returned to NLS.

What is the relationship, if any, to the state's capital budget?

No impact on the capital budget.

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

No changes are required if the request is funded. If it is not, changes would need to be made in RCW's 27.04 and 40.06.

Expenditure and revenue calculations and assumptions

This package switches a portion of the fund source from Fund 14E to state fund 001 for 15.3 FTEs and related goods and services.

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

This proposal would involve ongoing funds. The inventory of publications housed at the library and its annex includes many federal documents not owned by the state. A shut down would require a complete inventory of all federal documents at the state library. Any missing documents would need to be replaced and all would need to be returned to the federal government. The cost of performing this task could be very expensive if this were to occur.

It takes time and resources to dismantle a library. The process could take two years or more. We would need a crew of supervised project people to get the job done especially if there is significant loss of permanent staff. This route would require additional one-time funding.

<u>Object Detail</u>		<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
A	Salaries And Wages	772,770	772,770	1,545,540
B	Employee Benefits	275,823	275,823	551,646
E	Goods\Other Services	146,252	146,252	292,504
G	Travel	1,217	1,217	2,434
J	Capital Outlays	3,563	3,563	7,126
N	Grants, Benefits & Client Services	375	375	750
Total Objects		1,200,000	1,200,000	2,400,000

Appendix A

The first two segments are taken from the web site of the Federal Depository Library Program. The third segment is from a letter from 2011 that details the requirements for leaving the program.

1. Legal Requirements & Program Regulations of the Federal Depository Library Program.

June 2011

[Legal Requirements & Program Regulations of the Federal Depository Library Program](#)

p. 4 Overview

These regulations are based on Title 44 U.S.C. §§1901 -1916 (2010) and further refine and clarify Federal depository library obligations. They are not intended to provide in-depth guidance to help library staff gauge how to implement the regulations. For a more detailed explanation of how to implement regulations, consult the Guidance document.

3. Depository libraries that wish to relinquish depository status must follow all GPO requirements to properly withdraw from their Federal Depository Library partnership; including notifying GPO through email at FDLPOutreach@gpo.gov, or by phone at (202) 512-1119.

2. Procedure for a Regional Depository Library

<http://www.fdlp.gov/requirements-guidance-2/guidance/21-leaving-the-fdlp>

A regional considering leaving the FDLP or changing its depository status should first contact the Office of Education and Outreach through email or by phone at (202) 512-1119.

Your library should not make the decision to relinquish one's regional designation quickly or without consultation. If your library is a regional library, the regional must inform GPO as soon as possible about the potential change in designation. Your library must discuss the ramifications of the potential change with the impacted selective libraries, GPO, and, if applicable, the other regional in the state.

The following entities must also be informed:

- The state library agency
- The state's Senators, as senators designate all regional libraries

Once your library has made the decision to relinquish your regional designation, your library must submit a letter to the Superintendent of Documents requesting the change in your designation from regional to selective. The letter should include the reasons for this decision.

Correspondence should be addressed to:

Superintendent of Documents

U.S. Government Printing Office (IDPD)

732 North Capitol St. NW
Washington, DC 20401-0001

- Provide GPO with a plan that includes a timeline for the change, the effective date, and any strategies for extensive weeding or change in collection focus.
- Copy the documentation sent to GPO to the state's other regional depository library (if there is one).
- Notify all selective libraries currently served by your library of the intent to change designations and inform them of the associated timelines.
- Notify the offices of your state's U.S. Senators of the final decision.

Once GPO has approved your request, the Superintendent of Documents will send you an official letter. This letter will include instructions and a point of contact with whom you will work through this process. This person may be from GPO, from a selective in the state acting as an agent of GPO, or from the remaining regional in the state, if applicable.

Effective the date of the change in designation, your library must take these actions:

- Deselect publications distributed only to regional depository libraries
- Review current item selections and deselect at least one of the item numbers for materials received in more than one tangible format at regionals. Selective libraries are allowed to receive only one tangible format

Disposition of Materials from a Regional Depository Library

Since publications distributed through the FDLP remain the property of the U.S. Government, GPO has the authority to require libraries to return materials to the GPO. GPO will exercise this authority if the agency needs the publications for other purposes, i.e., digitization or transfer to another depository library. If invoked, the material return will be coordinated between GPO, your point of contact, and your library.

Regional depository libraries are not required to dispose of any materials when they relinquish their regional designation. If the library wishes to do so, the appropriate parties can establish the disposal requirements collaboratively using the regional's existing procedures as a basis. The requirements may include, but are not limited to:

- Time frames
- Responsibility for the transfer of materials, e.g., costs, mode of transporting
- Listing publications
- Offering materials to other depositories or libraries in the state or nation

3. Except from letter, Mar. 31, 2011 from Mary Alice Baish, Supt. Of Documents, GPO

As soon as the State Library finds itself unable to continue providing free public access to the Federal depository collection and related services, GPO will place the library on probation. This status provides a statutory minimum of six months for the library to restore free public access to the collection. There must also be sufficient staffing and funds available to fulfill the duties of a regional depository library, including interlibrary loan and reference assistance for the selective depository libraries in the states your library serves, Washington and Alaska. After the six month period, the library would be inspected. If the deficiencies have not been corrected, the library would be removed from the FDLP under authority provided in 44 USC § 1909. .

Once the State Library is no longer a participant in the FDLP, the materials in the Federal depository collection, which remain Federal property, revert to the Federal government. The Federal documents collection - all documents received through the FDLP-must be inventoried, missing publications identified, and a good faith effort made to replace any missing publications. The collection must then be packed and returned to the Government Printing Office, or sent to an alternative location that GPO has identified, at the State Library's expense.

The State Library cannot transfer or reassign the collection or its regional responsibilities to another depository; only a U.S. Senator may designate a regional Federal depository library. The State Library may not remain in the FDLP if public access to the collection is severely reduced or eliminated, so the Federal documents collection cannot be warehoused. The FDLP was established by Congress to ensure that the American public has access to the information of its government, and public access is the most fundamental requirement for participation in the FDLP.

There are additional consequences for the selective depository libraries in Washington and Alaska that are served by the Washington State Library. These libraries will not be able to withdraw depository materials other than superseded materials; they will not be able to officially substitute tangible material with either alternative tangible material or electronic content; they will lose the regional depository library's interlibrary loan service; and, they will lose the communication and coordination among libraries typically performed by the regional depository library.

State of Washington
Decision Package

Agency: **085 Office of the Secretary of State**
Decision Package Code/Title: **N1 Replace HAVA Funds with GFS**
Budget Period: **2015-17**
Budget Level: **PL - Performance Level**

Recommendation Summary Text:

The Office of the Secretary of State, under the federal Help America Vote Act (HAVA) of 2002 and Washington State law (RCW 29A.08.125), is charged with maintaining a database of all voters in the state.

The database was launched in January 2006. HAVA funds were used to build the voter database and, over the last eight years, have also been used to maintain it. However, federal funds are nearly depleted, and will be exhausted before the end of Fiscal Year 15. State funds must replace HAVA funds to support ongoing infrastructure maintenance and the staff needed to support the database.

Fiscal Detail

Operating Expenditures	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
001-1 General Fund - Basic Account-State	1,622,000	1,548,000	3,170,000
549-2 Election Account-Federal	(1,622,000)	(1,548,000)	(3,170,000)
Total Cost			

Package Description:

The Office of the Secretary of State, under the federal Help America Vote Act (HAVA) of 2002 and Washington State law, is charged with maintaining a database of all voters in the state (RCW 29A.08).

The database was launched in 2006, from that time voter registrations processed at county auditor offices began to be transmitted electronically to the voter database. The database was upgraded with a series of enhancements which offered voters an online set of tools and services that improve the voting experience. Further enhancements were made that helped bring uniformity and efficiencies to the administration of elections, including online registration and online candidate filing. These enhancements are referred to as MyVote and the Washington Election Information System (WEI). Voters and our local election offices have come to expect these online services, and rely on them on a daily basis.

Maintaining the voter database is ultimately a state responsibility; the federal funds that support it will be depleted soon.

Funding this package buys assurance that Washington State will continue to meet federal requirements for maintaining a statewide voter database. It also ensures voters will continue to have access to comprehensive, accurate elections information through the online services described below.

The following two sections describe the statewide voter registration database and the enhancements that have been incorporated into the voter database to better serve various key customer groups. (Key customer groups include the general public/voters, county auditors, candidates, elected officials, and the media.)

The Statewide Voter Registration Database -

The Help America Vote Act of 2002 (HAVA), 42 USC 15301 to 15545, requires all states with voter registration to develop or procure a centralized, uniform statewide voter registration database. The HAVA voter registration database requirements have also

been adopted as state law (RCW 29A.08.125). With the successful launch of the statewide voter registration database in 2006, the state became responsible for maintaining the official list of registered voters that County Auditors must use to conduct elections.

Washington State has over 3.9 million registered voters. As required by law, the Secretary routinely screens the database for deceased voters, ineligible felons, and voters who have moved out of state. New registrations are processed daily and compared against existing records, preventing duplicate registrations. Registration activity peaks in cycles corresponding to Presidential election years. Changes and updates to existing registration records occur continuously as voters move out of state, change addresses, change names, die, are convicted of felony crimes, have voting rights restored, and experience other circumstances that necessitate an update to the voter registration files.

Since development, the voter database has been enhanced to improve its usefulness to elections officials and provide a variety of services to voters. During FY 2012 and 2013, a significant amount of federal funding was spent to replace and upgrade equipment originally purchased during the development phase. Additionally, funds were spent on personal service contracts to implement program enhancements to the voter database that will make the system easier and less costly to maintain in the future.

Statewide Voter Registration Database Enhancements

MyVote. MyVote is a set of personalized online voter information services. Using MyVote, a voter can: verify registration status (either active or inactive); update registration information, such as an address, telephone number or email; view an online voters' guide personalized to display only the candidates and ballot measures that appear on the voter's ballot; look up the nearest ballot drop box or voter service center; confirm whether elections officials have received a voted ballot; review which elections the voter participated in; and, look up contact information for the federal, state, and local elected officials that represent the voter.

MyVote was launched in 2007 and has become popular among voters and the media. MyVote helps voters take an active role in keeping their records up-to-date, but it also facilitates voter education and awareness about the democratic process. Other states have created systems modeled on Washington's MyVote. MyVote is available on computers, tablets, and smartphones; it is now available to Facebook users via a MyVote Facebook application.

Although MyVote is a fully developed set of enhancements to the voter registration database, ensuring it remains functional requires ongoing support and maintenance. The FTEs requested in this package perform the needed operations support and maintenance.

MyVote serves as the entry point to online registration as well. At the time a user logs into MyVote, with his or her name and date of birth, the system checks the state voter database to see if the user is registered. If so, the user is taken to MyVote. If not, the user is presented with information on how to register. This informational page offers the user the option to proceed with online registration.

Online voter registration. Authorized by the Legislature in 2007, online registration allows residents with valid Washington State drivers' licenses or identification cards a secure, convenient way to complete a voter registration application online (RCW 29A.08.123). Online registrations (and changes of address) are sent electronically to county election departments where each one is processed and then transmitted to the statewide voter database.

Online registration decreases voter registration costs and reduces the risk of data entry errors that create inaccurate voter records. Until the Secretary of State's Election's Division overhauled the paper-based voter registration process in late 2009, each online registration saved the state approximately 25 cents. Prior to the overhaul, paper forms were mailed to the Secretary's office, where they were sorted and distributed to the counties. Now most paper mail-in forms go directly to the counties for processing. Each online registration saves the counties between 50 cents and two dollars, depending on the county.

Online registration reduces the opportunity for human data entry error in two ways; 1) the applicant is entering their own information, so it is less likely they will inadvertently enter incorrect information, and 2) county election workers process online registrations electronically - they do not have to decipher sometimes illegible handwriting on a paper form.

Over 500,000 voter registrations and changes of address have been processed through the online system since it was launched on January 8, 2008. Washington was the second state to offer an online registration option; twenty states have since developed similar services.

Online candidate filing. This service is required by Washington State law (RCW 29A.24.040) and was first made available to candidates in July 2004. In the same way that residents type in their own information using the online voter registration system,

candidates for office are able to use the online filing service to file declarations of candidacy and pay filing fees. Automated confirmation emails are sent out when the filing is accepted by the filing officer (state or county) and candidates are also notified when another person files for the same office. Candidates receive an automated email with instructions for submitting a candidate statement and photo for use in the online voters' guide and publication in the printed voters' pamphlets.

Election results information. The election results reporting system has been modified significantly in the last few years. The first modification created a system that allows counties to electronically upload results, eliminating the need to manually enter results (risking data entry errors). Results are transferred via a removable data drive from a vote counting machine to an internet-enabled computer, where the totals are uploaded and presented on websites. The system was overhauled significantly after the 2010 Primary as well. These modifications were intended to ensure the system could handle large spikes in demand for election results. Election results reporting is one of the most highly utilized services the office provides to the public, candidates, and the media. Beginning in 2011, the Secretary of State made election results available via a mobile device application.

Public access to voting and elections information. Prior to the state voter database and MyVote, not every county elections department in the state had a website to display election information, including election results. This meant voters had to telephone the state or county, or rely on newspaper reports, to get information about elections. It also meant that state and county election offices spent much of their time providing information over the phone; a costly activity.

Counties that did have websites found they were investing significant staff time and money to ensure the sites displayed current and accurate information. The Office of the Secretary of State also invested significant time and money to maintain its elections websites. No efficient method existed to ensure that the information published on the state elections website was consistent with information published on county websites. For example, not all election offices explained the requirements for registering to vote in the same way. This could lead to confusion, which could result in eligible people not registering and ineligible people registering.

Using federal funds, the Secretary developed a statewide website content management system county and state election offices share. Now, all counties provide voters with uniform information about voting rights and eligibility, deadlines, results, etc. Since 2007, everyone who has access to the internet can view accurate, timely elections/voting information. This system meets public demand for efficient government services and decreases workload for state and county offices in times of reduced staffing.

Washington Election Information System. The Secretary of State Elections Division and County Auditors refer to MyVote, online registration, online candidate filing and county election websites, and website content management tool as the Washington Election Information System (WEI). A WEI system administration tool is maintained by the FTEs in this package. The tool, referred to as WEI Admin, helps state and county elections staff manage the data that is displayed on the websites and presented in applications like online registration and MyVote. Since the Washington Election Information System helps counties manage and operate so many aspects of the elections operation, the WEI System has become an essential tool for the administration of elections in Washington State.

The statewide voter registration database is a state and federal mandate. Online registration and online candidate filing are state required services. Election night results, while not required by law, must be maintained to ensure public trust and confidence in our democratic process. The same is true of the online voters' guide and other services available in MyVote and through the county web sites. These enhancements to the statewide voter registration database also help standardize and more efficiently manage critical election information across the state.

The enhancements - the WEI System and MyVote - provide Washington voters with access to information and services that far exceed what many states offer their voters. In this way, Washington has become a model for modernizing elections and using technology to improve the voter experience. These services, which are now expected by voters, candidates and the media, are supported/maintained/enhanced by a team of IT and program staff. This package ensures this team of 9.2 FTEs remains intact and that all the services discussed in this package - many required by law - continue when the federal funds used to build and maintain these services over the last eight years are depleted.

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allyson.ruppenthal@sos.wa.gov

Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

The outcome of this request will be assurance that the Secretary continues compliance with state and federal law. Maintaining the voter database is ultimately a state responsibility.

This package will maintain the current voter registration database and online voter services, such as online voter registration, MyVote, online candidate filing, and the WEI System. The public will have seamless access to the non-confidential government records and information held by the agency. This package provides for the efficient management, protection, and integrity of public information assets held by state and local government agencies. This package provides for funding to maintain staff and technology capacity to ensure secure records of state and local government, and deliver elections are transparent and accurate.

The state voter database contains voter registration information. Some elements of voter registration information are public, other elements are not (RCW 29A.08.710 and RCW 29A.08.720).

Performance Measure Detail

Activity:

No measures submitted for package

Incremental Changes

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

This request is essential to implementing a strategic priority in OSOS's strategic plan because it ensures compliance with federal and state law. This package also meets all five goals of the Elections Division:

Goal 1: Improve processes to protect and increase accuracy in elections administration.

Goal 2: Maximize the informed participation of all eligible voters in elections.

Goal 3: Safeguard the transparency of elections in Washington.

Goal 4: Increase accessibility of elections to all who are eligible.

Goal 5: Maximize use of technology-based services to meet expectations of voters, candidates, and the media.

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

This request provides essential support to the Governor's Results Washington Goal 5: Efficient, Effective, and Accountable Government by ensuring voters of the State of Washington have access to the state's democratic processes and government accountability for elections-related information.

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

The services provided through the programs that have been HAVA funded are federally required by the Help America Vote Act (HAVA), Military and Overseas Vote Empowerment (MOVE) Act, and the Americans with Disabilities Act (ADA).

In addition to fulfilling federal requirements, these services voters have embraced by voters and are relied on by county elections to conduct elections. The statewide voter database, MyVote services, and the Washington Election Information System (WEI) help maintain public trust and confidence in government. These systems bring a high degree of transparency and uniformity to Washington elections and help strengthen government's ability to achieve results efficiently and effectively.

The statewide voter registration database is a federal mandate. It is a critical resource used by all 39 counties in Washington and the Office of the Secretary of State to maintain accurate voter registration data, report election results, and provide the public with access to other vital election information that empowers voters take an active role in the elections process. (It is the foundation of the MyVote services and the Washington Elections Information system.) All 39 county auditors support maintaining the MyVote enhancements and the Washington Elections Information System.

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

In 2002, after the Help America Vote Act was enacted, the Secretary of State considered purchasing an off-the-shelf solution and using federal grant money to allow counties to build their own websites and online voter services.

The downsides to this approach were that no opportunity would have existed to efficiently share data county-to-county and county-to-state. There would be no opportunity to standardize the presentation of election information across the state, and no way to be sure that voters in every county had access to the same information. Additionally, if each county received separate funding to develop a website and online services, there would not have been enough funds available to build services such as MyVote, online voter registration, online candidate filing, and election results reporting that are available to all Washington residents.

Also considered were the limitations of an off-the-shelf solution could be more expensive to maintain than a custom built solution. Off the shelf solutions could have been more difficult to enhance when demand for new services develop or laws change that require system modifications.

By creating an integrated set of tools - the state voter database, MyVote, and the Washington Election Information System - for the state and counties to use together, money for information technology (IT) resources can be pooled and used more effectively, and the system is more likely to remain viable into the future.

What are the consequences of adopting or not adopting this package?

The Office of the Secretary of State does not have the funds in its base budget to continue to comply with the Help America Vote Act (HAVA), Military and Overseas Vote Empowerment (MOVE) Act, and the Americans with Disabilities Act (ADA). Funds are needed to ensure that Washington State will meet federal requirements for maintaining a statewide voter registration database; voters will continue to have access to comprehensive, accurate election information through online services; voters with disabilities will be aware of opportunities to vote privately and independently; and voters who are not proficient in English receive voting and elections information in an alternative language, as required by the federal Voting Rights Act.

Federal HAVA funds committed to supporting the voter registration database, MyVote, and Washington Election Information System are nearly gone. This package moves these vital elections services to state dollars. If this package is not funded, the Secretary will not have the funds to comply with federal requirements and state law.

The statewide voter registration database is a federal mandate; it used by all 39 counties in Washington and the Office of the Secretary of State to maintain accurate voter registration data, report election results, and allows the public access to other vital election information.

The database must be maintained in the manner required by the Help America Vote Act and state law; otherwise, the state is risking federal intervention or litigation and public loss of confidence in the outcome of elections. If MyVote and the Washington Election Information System are reduced or shut down, voters will experience a dramatic decrease in the availability of tools that facilitate voter registration (online registration), increase informed voter participation (online voter guides and MyVote), and that ensure transparency in our democratic process (election results reporting).

What is the relationship, if any, to the state's capital budget?

None.

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

None.

Expenditure and revenue calculations and assumptions

This package switches the fund source from federal to state for 9.2 FTEs. These FTEs are assigned to a mix of part-time and full-time positions.

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

This is a request for ongoing funding beginning July 1, 2015 that will carry forward as General Fund State in the amounts of \$1,622,000 and \$1,548,000 respectively.

<u>Object Detail</u>		<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
A	Salaries And Wages	570,200	593,008	1,163,208
B	Employee Benefits	188,100	195,492	383,592
C	Professional Svc Contracts	76,692	71,000	147,692
E	Goods\Other Services	155,008	160,500	315,508
G	Travel	2,000	2,000	4,000
J	Capital Outlays	630,000	526,000	1,156,000
Total Objects		1,622,000	1,548,000	3,170,000

Agency: 085 Office of the Secretary of State

Decision Package Code/Title: N2 Buyback Legacy Funding GFS

Budget Period: 2015-17

Budget Level: PL - Performance Level

Recommendation Summary Text:

The Office of the Secretary of State's Legacy Project documents the lives of extraordinary people who changed the course of history and publishes their oral histories and biographies online and for free, accessible to readers across the world. The project is currently funded 60% by the state general fund and 40% from other funds. This buyback proposal restores the reduction that eliminates the state general funding associated with the Legacy Project.

Fiscal Detail

Operating Expenditures	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
001-1 General Fund - Basic Account-State	187,570	184,313	371,883
Total Cost	187,570	184,313	371,883
Staffing	<u>FY 2016</u>	<u>FY 2017</u>	<u>Annual Average</u>
FTEs	2.0	2.0	2.0

Package Description:

Since 2008, the Legacy Project has documented the lives of many extraordinary people who changed the course of history. Courageous citizens from all walks of life have contributed to our heritage, including Members of Congress, statewide elected officials, justices, and unknown heroes next door. Examples include Governor Booth Gardner, Congressman Slade Gorton, Congresswoman Jennifer Dunn, State Legislator Sid Snyder, Chief Justice Robert Utter, and Billy Frank Jr. whose story is in multiple printings and used at educational institutions and Lillian Walker, a civil rights pioneer, whose story is now in every school library around the state.

The mission of the Legacy Project is to educate and inform through oral histories of prominent political leaders who changed the course of State history. The program helps secure the legacy of Washington. Future generations and citizens worldwide have access to the personal accounts and memoirs of instrumental leaders at the center of our most defining moments. This time sensitive collection of knowledge helps current residents and future generations guide the state. The Legacy Project is a critical resource to the people of Washington because it preserves personal accounts of history and provides access to government. Capturing oral histories is time sensitive due to the fact that the subjects and their memories won't be around forever. In the past, key leaders have passed away or lost their faculties before their stories could be captured and recorded for future generations.

The 2015 2017 biennial budget instructs agencies to submit near general fund reductions. The reduction package submitted for the Legacy Project eliminates state general fund \$187,570 in fiscal year 2016 and \$184,313 in fiscal year 2017. Currently a staff of 3 performs the Legacy Project interviewing, documenting and editing of the oral histories. Eliminating 60% of the funding would not be adequate to support the project. This buyback request would restore the state general fund funding to fully restore the project.

Agency Contact:
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Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

The outcome of this request will be oral histories or bibliographies would be done. Future projects include:

Completion of the William D. Ruckelshaus oral history
World War II Veterans essays
Washington Disasters exhibit

Performance Measure Detail

Activity:		Incremental Changes	
		<u>FY 2016</u>	<u>FY 2017</u>
Output Measures			
000167	Number of oral histories published on influential political leaders and remarkable people.	4.00	5.00

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

This request is essential to implementing a strategic priority in OSOS's strategic plan because it is the responsibility of the Office of the Secretary of State to preserve the history of Washington and the significant leaders that have impacted the state.

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

This request provides essential support to the Governor's Results Washington Goal 5: Efficient, effective, and Accountable Government by allowing the Office of the Secretary of State to efficiently provide Legacy Projects that record and preserve valuable history of Washington State.

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

Elimination of the state general fund for the project would leave it without adequate funding to continue preserving the knowledge and wisdom of instrumental political leaders and individuals which will be lost. As our predecessors have done for us, and, like every state in the country, Washington has a duty to future generations to record and preserve its continuing story.

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

The Legacy Project has increased fund raising efforts and advertised for volunteers to maintain current activities. The Office of the Secretary of State continues to look for efficiencies to streamline use of state funds. However, this alternative would restore the state general fund portion that would be difficult to be replace.

What are the consequences of adopting or not adopting this package?

The Legacy Project would not be funded through the General Fund and may lead to the elimination of this program.

What is the relationship, if any, to the state's capital budget?

None.

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

None.

Expenditure and revenue calculations and assumptions

The Legacy Project current base of 3 FTE and \$586,883 (all funds) covers the Creative Director, Chief Historian and Communications Consultant. Eliminating the state general fund \$187,570 first year and \$184,313 second year leaves only \$215,000 other funds. The other funds would only cover 1 FTE, the Communications Consultant salary and benefits, the current project goods and services (supplies, communications, facility, printing and network costs) and travel.

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

The state general fund would continue funding the Legacy Project into the future, \$187,570 first year and \$184,313 second year.

<u>Object Detail</u>		<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
A	Salaries And Wages	142,907	145,273	288,180
B	Employee Benefits	44,663	39,040	83,703
Total Objects		187,570	184,313	371,883

State of Washington
Decision Package

Agency: **085 Office of the Secretary of State**
Decision Package Code/Title: **N3 Buyback Odd Year Elections Costs**
Budget Period: **2015-17**
Budget Level: **PL - Performance Level**

Recommendation Summary Text:

The State of Washington is required to assume a prorated share of the costs of the state Primary and General Election in odd-numbered years (RCW 29A.04.420). This request will buy-back 15 percent (\$495,150) of the funds necessary to reimburse the counties for full prorated share of the state's costs.

Fiscal Detail

Operating Expenditures	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
001-1 General Fund - Basic Account-State	495,150	0	495,150
Total Cost	495,150		495,150

Package Description:

As required by RCW 29A.04.420, whenever state officers or measures are voted upon at a state primary or general election held in an odd-numbered year, the state of Washington shall assume a prorated share of the costs of that state primary and general election.

State offices regularly appear on the ballot in even-numbered year elections. The number of state offices on the ballot in an odd-numbered year varies depending on the number of vacancies that occur in state offices. Since a vacancy in a state office is typically the result of an unanticipated event, it is not possible to predict the number of state offices that will be on the ballot in an odd-numbered year election. Without knowing how many offices will be on the ballot, it is difficult to estimate the state's share.

The number of measures on the ballot in an odd-numbered year varies depending on how many initiatives or referenda measures are filed and certified to the ballot. This number is also difficult to predict.

With no reliable way to predict how many state offices or ballot measures may appear on the ballot in an odd-numbered year, the Elections Division reviews past odd-year reimbursement data to draw inferences about future costs.

Analyzing prior odd-numbered year county reimbursements for prorated shares of the costs of the state Primary and General Election, the 15 percent reduction (\$495,150) needs to be returned to the base-budget to meet the reimbursement requirements of RCW 29A.04.420.

Agency Contact:

Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

Restoring the funding allows the state to assume its legal obligation to reimburse counties for the state's share of the odd-year election costs. There is no specific performance measure tied to this package.

County governments, particularly County Auditors, would strongly approve a proposal that maintained the current RCW 29A.04.420, which requires the state to assume a prorated share of the costs of the state Primary and General Election in odd-numbered years.

Performance Measure Detail

Activity:

Incremental Changes

No measures submitted for package

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

This request is essential to implementing a strategic priority in OSOS's strategic plan because reimbursing the counties for the state's odd-numbered year costs meets four out of five goals of the Elections Division:

Goal 1: Improve processes to protect and increase accuracy in elections administration.

Goal 2: Maximize the informed participation of all eligible voters in elections.

Goal 3: Safeguard the transparency of elections in Washington.

Goal 4: Increase accessibility of elections to all who are eligible.

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

This request provides essential support to the Governor's Results Washington Goal 5: Efficient, Effective, and Accountable Government by ensuring voters of the State of Washington have access to the state's democratic processes and government accountability for elections related information.

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

All 39 counties will be reimbursed a prorated share of the costs of primary and general elections in odd-numbered years; the state must reimburse the counties. The state does not reimburse counties for most state election costs because the state does not reimburse for even-numbered year elections, when all state and federal candidates appear on the ballot.

County governments, particularly County Auditors, would strongly support a proposal that required the state to continue to pay the state's share in the odd-numbered years.

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

A 15 percent reduction (\$495,150) to the base-budget was explored. However, the Secretary does not recommend the 15 percent reduction alternative for this package because of the financial impact to all 39 counties. Reducing odd-numbered year county reimbursements to 85 percent of the actual prorated share of primary and general election costs sets additional unfunded responsibility on the counties to absorb costs typically borne by the state.

What are the consequences of adopting or not adopting this package?

The Office of the Secretary of State does not have the funds in its base budget of \$2,805,850 to reimburse the counties; the Secretary (and the State of Washington) would be in violation of RCW 29A.56.060. If not paid within 30 days of invoice, the state will pay interest on delayed payments.

This request is essential to implementing a strategic priorities in Office of the Secretary of State's strategic plan because it ensures counties will be reimbursed for the state's share of the cost of conducting odd-numbered year Primary and General Election.

What is the relationship, if any, to the state's capital budget?

None.

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

No changes would need to be made to RCW 29A.04.420 if the 15 percent buy-back of \$495,150 is implemented.

Expenditure and revenue calculations and assumptions

Expenditure calculations for the state's cost of conducting an odd-numbered year election are challenging to calculate with a high degree of confidence because there are many variables that impact costs, some of which are difficult to estimate.

State offices regularly appear on the ballot in even-numbered year elections. The number of state offices on the ballot in an odd-numbered year varies depending on the number of vacancies that occur in state offices. Since a vacancy in a state office is typically the result of an unanticipated event, it is not possible to predict the number of state offices that will be on the ballot in an odd-numbered year election.

The number of measures on the ballot in an odd-numbered year varies depending on how many initiatives or referenda measures are filed and certified to the ballot. This number is also tough to predict.

With no reliable way to predict how many state offices or ballot measures may appear on the ballot in an odd-numbered year, the Elections Division reviews past odd-year reimbursement data to draw inferences about future costs.

The following is the state's share in past odd-numbered year elections:

2013 General: \$3,147,465
2013 Primary: \$277,638
2011 General: \$2,580,907
2011 Primary: \$1,304,638
2009 General: \$2,223,553
2009 Primary: \$1,356,193

Our base budget (which reflects the 15 percent reduction) provides \$2,805,550 to reimburse counties for 2015 election costs. Looking at the historical reimbursement costs, the Elections Division needs the 15 percent reduction of \$495,150 returned to its base budget to cover odd-numbered year county reimbursements.

Funds in this decision package are appropriated through a proviso.

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

The requested funds will carry forward to the subsequent biennia.

<u>Object Detail</u>		<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
N	Grants, Benefits & Client Services	495,150		495,150

State of Washington
Decision Package

Agency: 085 Office of the Secretary of State
Decision Package Code/Title: N4 Enhance Charitable Org. Education
Budget Period: 2015-17
Budget Level: PL - Performance Level

Recommendation Summary Text:

The charitable organization education program was established as a separate program by the legislature in 2007 (RCW 19.09.510), with the office of secretary of state given rule-writing authority to adopt fees to fund it. Its purpose is to provide training to charitable organizations, nonprofit corporations (over 95% of charities are organized as nonprofit corporations), their boards, and the donating public. Providing training to charitable organizations, board members and the general public is also part of the base function of the charities program (RCW 19.09.010(3)).

The current level of training we provide is not adequate.

This decision package will allow us to increase the number, variety of subjects, and availability of training sessions across the state to charitable organizations and nonprofit boards and staff. We propose increasing the appropriation to \$662,000 per biennium (an increase of \$296,000) to utilize more contractor conducted training to better meet our statewide education goals.

We expect this will result in a higher level of compliance with the requirements of the charities program and fewer administrative dissolutions of nonprofit corporations.

Fiscal Detail

Operating Expenditures	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
12M-1 Charitable Organization Education-State	148,000	148,000	296,000
Total Cost	148,000	148,000	296,000
Staffing	<u>FY 2016</u>	<u>FY 2017</u>	<u>Annual Average</u>
FTEs	-.5	-.5	-.5

Package Description:

Before the rules were adopted, initiative 960, requiring fees to be authorized by legislative action, passed. As a result, the Charitable Organization Education Program was put on hold until 2010, when the legislature implemented fees to fund the program (effective FY11). A fee of \$40 was imposed for initial registrations for organizations that engage in charitable solicitations and commercial fundraisers (\$20 for the annual renewals of either of those types of registrations), and \$10 per commercial fundraising contracts filed. These fees were phased in during FY11. For the past several years, there have been over 10,000 registered charitable organizations in Washington State. In addition, there are currently over 5,000 charities that have chosen to file an optional free registration. (In 2011, the legislature passed HB1485, increasing the threshold required for charities to register with the state -- to \$50,000 revenues; it was \$25,000).

We currently provide training using a variety of resources: 1 paid staff, volunteers, very limited use of contractors:

In FY11, the Office provided one training session

In FY12, nine training sessions were conducted

In FY13, ten training sessions were conducted

In FY14, 23 training sessions were conducted, with a total of 2,315 people, representing 1,634 charitable and nonprofit organizations,

in attendance (FY14 is the first year we captured attendance and organization totals).

The training sessions started out as very general, applying to all charitable organizations and nonprofit organizations (roughly 95% of our registered charities are nonprofit corporations). Over time, responding to advice from stakeholders, we expanded our training to include more focused training sessions; these included the focused topics of ethics in fundraising, nonprofit board service, faith based nonprofits, and homeowners associations. However, we do not have the internal expertise for many of these desired training subjects, have limited volunteers to conduct them for free, and do not have adequate expenditure authority to contract for this training to be performed.

The 2013-15 appropriation is \$364,000. We anticipate it would take a total of \$662,000 (an increase of \$296,000) per biennium to provide significantly more training opportunities for charitable organizations and their related nonprofit corporations and boards. Secretary of State staff would focus on the contract administration and the compliance aspects of training, as well as providing additional training to the general public.

We request a budget increase of \$296,000 per biennium (split evenly per year, bringing our total appropriation to in this program to \$662,000 per biennium, \$331,000 per year) in the Charitable Organization Education Account (fund 12M).

Agency Contact:

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Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

The outcome of this request will be more training provided to charitable organizations and nonprofit corporations, their board and staff members. We provided 23 training sessions in FY14. With the increased funding, our target is 50 training sessions per year. We also anticipate that as we train more charities and nonprofit corporations, we will have a higher level of compliance with charities laws and rules, fewer nonprofit corporations be administratively dissolved (see performance measure below), and more education to the donating public.

Performance Measure Detail

Activity:

Incremental Changes

No measures submitted for package

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

This request is essential to implementing a strategic priority in OSOS's strategic plan because it directly addresses the goal to increase educational opportunities for nonprofit and charitable organizations in the state with a specialized curriculum designed in a variety of formats for boards, officers, and volunteers.

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

This request provides essential support to the Governor's Results Washington Goal 2 Prosperous Economy by helping a large section of the economy (the nonprofits in general, Charities specifically) have the information they need to operate more efficiently and

effectively, and continue as going concerns. In addition, because many charities in the state support goals very similar to the Governor's Results Washington priorities (especially education - goal 1, the environment - goal 3, and health and community safety - goal 4), this decision package also provides indirect support to those other priorities.

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

In 2007, the charitable advisory council (CAC) was created (RCW 19.09.550) to, among other things, advise the secretary in determining the training and educational needs of charitable organizations.

Staff from the Office meet with the CAC twice a year. The CAC has consistently and repeatedly told us that the charities community needs more training, especially in the areas of board governance and board development, and especially for smaller, newly established organizations and those in the more rural areas of the state.

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

We currently provide training with limited in-house staff resources with some volunteer and paid contractors. We considered two options with the current funding levels:

- 1) Keep doing the training we are, and strive to increase the number of training sessions provided. We did not choose this option because we do not have the internal expertise to provide training in some of the subjects desired/needed by stakeholders, and we doubt that we could significantly increase the number of training opportunities without some increase in funding.
- 2) Laying off our current staff member assigned to the program to free up more resources for hiring contractors. While this would give us the expertise needed, we did not choose this option because we do not think we could significantly increase the number of training sessions without some increase in funding, we will need some staff resources to manage the contracts, and we believe that our internal staff is the best source of training on compliance issues and public donor education.

What are the consequences of adopting or not adopting this package?

Not funding this proposal will continue the current general level of subjects of training. Our stakeholders have repeatedly told us that this is inadequate, both in terms of the number of training sessions provided and in the scope of the training topics. In addition, we continue to have a significant number of administrative dissolutions of our nonprofit corporations, some of which, we believe, is due to them not understanding administrative requirements relating to nonprofit corporations.

What is the relationship, if any, to the state's capital budget?

This decision package has no effect to the capital budget or facility requirements.

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

This decision package does not require any statute or rule changes. We do anticipate more contracts with one or more vendors to conduct training to charitable organizations throughout the state.

Expenditure and revenue calculations and assumptions

If funded, we anticipate keeping internal staff resources to manage the contract and perform compliance training, but not to provide the bulk of the training. We would reassign portions of two management staff members (Customer Service Manager, range 56, step L), each at 0.25 FTE to cover the administrative and compliance aspects of the training, and lay off the staff (Program Specialist 2, range 41L) member currently assigned to conduct the day to day training. Staffing for this program would drop from 1.0 FTE to 0.5 FTE. The salary reduction is the cost of the portions of the reassigned staff resources, less the cost of the current program staff person, all at current rates.

The benefit reduction is figured at 33% of the associated salary savings.

We anticipate contracting for training to be provided throughout the state. Object C, personal services contracts, therefore, would be increased by \$184,000 per year.

Other goods and services would be cut by \$15,353 per year, which is the savings we could realize by not carrying out the training ourselves. This consists of a portion of the printing, postage (communications), supplies and rentals that we anticipate would be provided as part of the contracted services.

We would reduce employee travel costs by \$5,000 per year by having the contracting companies / organizations (which might be located throughout the state) doing the bulk of the training rather than our employees.

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

All costs are ongoing and would carry forward to future biennia in Fund 12M.

<u>Object Detail</u>		<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
A	Salaries And Wages	(11,772)	(11,772)	(23,544)
B	Employee Benefits	(3,885)	(3,885)	(7,770)
C	Professional Svc Contracts	184,000	184,000	368,000
E	Goods\Other Services	(15,343)	(15,343)	(30,686)
G	Travel	(5,000)	(5,000)	(10,000)
Total Objects		148,000	148,000	296,000

State of Washington
Decision Package

Agency: 085 Office of the Secretary of State
Decision Package Code/Title: Q0 Buyback TVW 15% State Contract Red.
Budget Period: 2015-17
Budget Level: PL - Performance Level

Recommendation Summary Text:

Eliminating the directive to reduce the biennial appropriation for the state contract with TVW by 15% (or \$565,950) would prevent the organization from having to transition to providing gavel-to-gavel coverage of public meetings for citizens to view only during the first four months each year - a fundamental change to the service TVW has provided for 20 years.

Fiscal Detail

Operating Expenditures	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
001-1 General Fund - Basic Account-State	280,000	285,950	565,950
Total Cost	280,000	285,950	565,950

Package Description:

Restoring the \$565,950 that would be cut under the directive given by OFM would protect TVW from having to eliminate 9 full-time production employees and replace them with temporary employees that work only during the legislative session.

Restoring this funding cut would protect government transparency and year-round citizen access to view public meetings held by the State Legislature, Supreme Court, the Governor, other state elected officials, or executive branch agencies.

Agency Contact:
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Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

TVW would be allowed to maintain the current level of annual gavel-to-gavel event production, ensuring citizens will continue to have access to watch public meetings held by state government officials all year long.

Performance Measure Detail

Activity:

No measures submitted for package

Incremental Changes

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

This would ensure TVW can continue to meet the primary mission of the organization.

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

This request provides essential support to the Governor's Results Washington Goal 5: Efficient, Effective, and Accountable Government.

Protecting the public's ability to view gavel-to-gavel video of state public meetings all year long is essential to state government being open, transparent and accountable to the citizens it serves and represents.

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

Through a partnership with the state cable association, every cable provider in Washington donates a channel to carry TVW's 24/7 television signal. In all, 70 percent of all Washington television households have access to watch TVW on television through this agreement. Restricting TVW's ability to provide original programming content to only four months each year would threaten this arrangement, another significant reason to restore the 15% funding reduction directed by OFM.

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

TVW has already increased private financial support through sponsorship and underwriting of produced media programming and education initiatives in an effort to replace a small portion of the 25% funding reduction already made to TVW's state contract since 2009. Replacing any additional reduction made in the 2015-17 State Operating Budget through other revenue sources simply isn't realistic under TVW's operating model.

What are the consequences of adopting or not adopting this package?

Not restoring the 15% reduction (or \$565,950) to the biennial appropriation for the state contract with TVW would require the organization to fundamentally alter its operations. Nine full-time production positions would be eliminated, forcing the organization to provide gavel-to-gavel coverage of public meetings only during the legislative session and shut down gavel-to-gavel operations the rest of the year. This change not only would greatly reduce public access to view important state public meetings, but would also threaten the cooperative agreement with cable companies to continue providing a channel for TVW's television signal.

What is the relationship, if any, to the state's capital budget?

None.

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

None.

Expenditure and revenue calculations and assumptions

Restoring the 15% (or \$282,975) annual reduction proposed for TVW would prevent the elimination of the following full-time FTE's. (Note: Because TVW would hire temporary employees to provide gavel-to-gavel production during the Legislative Sessions, the savings for each staff reduction is calculated at 66.7% of total annual costs.) FTE discussed in this package are not employees of the

Secretary of State's Office and are privately employed by TVW. The State general fund for TVW is passed through based on the proviso contained in the final Secretary of State's budget.

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

<u>Object Detail</u>		<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
N	Grants, Benefits & Client Services	280,000	285,950	565,950

Agency: 085 Office of the Secretary of State
Decision Package Code/Title: Q1 TVW Replace Capitol Campus Video Eq
Budget Period: 2015-17
Budget Level: PL - Performance Level

Recommendation Summary Text:

Obsolete and failing equipment on the state Capitol Campus is endangering TVW's ability to provide public access to public events/meetings held at the Capitol by the Legislature, Governor, other elected officials and executive state agencies. The total cost of the project, including the replacement of all cameras, insufficient fiber connections and related production equipment, is \$3.4 million. TVW is requesting \$1.67 million in the 2015-17 biennium to fund the first two years of a five-year financing plan for the project. TVW would procure private financing for the project and is requesting an annual appropriation of \$835,000 for loan payments.

Fiscal Detail

Operating Expenditures	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
001-1 General Fund - Basic Account-State	835,000	835,000	1,670,000
Total Cost	835,000	835,000	1,670,000

Package Description:

Citizens rely on TVW as the only way to watch televised or web video of public meetings held by state government, including every meeting held by the State Legislature. While traditional media continue to dramatically reduce news coverage of state government and elections, citizens utilize TVW more than ever for information about, and access to, the state public policy process.

The over four dozen remotely-operated cameras located throughout the Capitol Campus have been used by TVW for 20 years and are now failing. Well past the end-of-life schedule for replacement, the hardware is no longer supported by the manufacturer and parts can no longer be accessed to repair equipment failures.

With every camera failure, public access to the process is reduced. TVW's ability to provide video coverage of the State Legislature, State Supreme Court, the Governor and other public meetings held on the State Capitol Campus will continue to be restricted more and more until the equipment is replaced.

The total cost to replace the equipment is \$3.4 million. TVW is proposing to privately finance the project over five years and is asking for a biennial operating budget increase of \$1.67 million in 2015-17 to cover the first two years of the 5-year financing payments.

Agency Contact:
Mike Bay
360.529.5312

Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

The outcome of this request will be protecting the public's access to watch state legislative, judicial and executive branch agency public meetings.

Performance Measure Detail

Activity:

Incremental Changes

No measures submitted for package

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

This request is essential to implement the fundamental mission of TVW and achieve the objectives outlined by the Legislature and Governor when TVW was first authorized and created.

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

This request provides essential support to the Governor's Results Washington Goal 5: Efficient, Effective, and Accountable Government.

The fundamental component of open and accountable government is providing the ability for citizens to watch their elected officials act on their behalf in public meetings. Without the video equipment being replaced, every future camera failure will reduce the ability of citizens to watch public proceedings.

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

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

In previous years, TVW has requested funding for this project from the Capital Budget. Legislative policy objections to funding the project in the Capital Budget have led to this alternative funding plan and proposal.

What are the consequences of adopting or not adopting this package?

TVW has no spare cameras to replace future failures on the Capitol Campus and no alternative source to fund the project. Every future camera failure will restrict, limit or eliminate TVW's ability to provide video coverage in public meeting rooms on campus.

What is the relationship, if any, to the state's capital budget?

TVW will no longer request funds from the Capital Budget for this project.

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

Expenditure and revenue calculations and assumptions

Specifically, the project includes the following equipment:

HD Cameras	\$520,000	
Robotic Pan/Tilt Head	\$598,000	
16:9 Lens/lens Drive	\$572,000	
Robotics Controllers		\$ 30,000
Production Switchers	\$ 96,000	
Fiber Tx/Rx system		\$350,000
Audio Boards	\$ 9,000	
Router Switcher	\$220,000	
Station Automation		\$200,000
Playout/Rec Server		\$300,000
Master Control Switcher	\$ 11,000	
Master Control Graphics	\$ 25,000	
HD Sync Generator		\$ 11,000
Cable Consumables		\$100,000
IP Switching Environment	\$ 72,000	
Integration	\$260,000	
Remote Site Cable Install	\$ 66,000	
TOTAL	\$3,440,000	

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

The additional \$1.67 million would be required again in 2017-19 and 2020 (\$835,000/yr.) to cover the completion of the 5-year financing plan. The State general fund for TVW is passed through based on the proviso contained in the final Secretary of State's budget.

<u>Object Detail</u>		<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
N	Grants, Benefits & Client Services	835,000	835,000	1,670,000

State of Washington

Summarized Revenue by Account and Source

Budget Period: 2015-17
 Dollars in thousands
 085 - Office of the Secretary of State
 Agency Level
 AA - Operating Budget Agency Request 17
 Supporting Text Included

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	Maintenance Level		Performance Level		Biennium Totals		Total
	FY2016	FY2017	FY2016	FY2017	FY2016	FY2017	
001 - General Fund							
Total - 0220 - Charitable Funds Sol - S	302	308			302	308	610
Total - 0226 - Corp Licenses/Fees - S	29,408	29,996			29,408	29,996	59,404
Total - 0303 - Institute of Museum - F	3,328	4,139			3,328	4,139	7,467
Total - 0420 - Charges for Services - S	151	154			151	154	305
Total - 0421 - Publicatns/Documents - S	1	1			1	1	2
Total - 0425 - Filing/Legal Srvcs - S	198	1			198	1	199
001 - General Fund - State	30,060	30,460			30,060	30,460	60,520
001 - General Fund - Federal	3,328	4,139			3,328	4,139	7,467
Total - 001 - General Fund	33,388	34,599			33,388	34,599	67,987
 006 - Public Records Effic							
0420 - Charges for Services - S	4,212	3,147					
1A - COP Payments	(3)						
1D - Digital Archives Hardware Replace	124	64					
1E - Records Center Vehicle Replacement	95						
8V - Lease Adjustments > 20,0000 sq ft.	4	4					
A3 - Facility Maintenance Cut			(40)	(40)			
Total - 0420 - Charges for Services - S	4,432	3,215	(40)	(40)	4,392	3,175	7,567
Total - 0421 - Publicatns/Documents - S	44	45			44	45	89
006 - Public Records Effic - State	4,476	3,260	(40)	(40)	4,436	3,220	7,656
Total - 006 - Public Records Effic	4,476	3,260	(40)	(40)	4,436	3,220	7,656
 06H - Wa St Legacy Proj							
Total - 0541 - Contributions Grants - P/L	100	100			100	100	200

06H - Wa St Legacy Proj - Private/Local	100	100	100	100	200
Total - 06H - Wa St Legacy Proj	100	100	100	100	200
 12M - Charitable Org Edu					
Total - 0220 - Charitable Funds Sol - S	332	332	332	332	664
12M - Charitable Org Edu - State	332	332	332	332	664
Total - 12M - Charitable Org Edu	332	332	332	332	664
 14E - WA St. Heritage Cntr					
Total - 0226 - Corp Licenses/Fees - S	280	286	280	286	566
Total - 0425 - Filing/Legal Srvc - S	2,850	2,792	2,850	2,792	5,642
14E - WA St. Heritage Cntr - State	3,130	3,078	3,130	3,078	6,208
Total - 14E - WA St. Heritage Cntr	3,130	3,078	3,130	3,078	6,208
 16F - State Flag Account					
Total - 0541 - Contributions Grants - P/L	1	1	1	1	2
16F - State Flag Account - Private/Local	1	1	1	1	2
Total - 16F - State Flag Account	1	1	1	1	2
 407 - Secretary State Rev					
Total - 0226 - Corp Licenses/Fees - S	3,293	3,359	3,293	3,359	6,652
Total - 0420 - Charges for Services - S	4,023	4,104	4,023	4,104	8,127
Total - 0421 - Publicatns/Documents - S	4	4	4	4	8
Total - 0425 - Filing/Legal Srvc - S	17	18	17	18	35
407 - Secretary State Rev - State	7,337	7,485	7,337	7,485	14,822
Total - 407 - Secretary State Rev	7,337	7,485	7,337	7,485	14,822
 441 - Local Gov Archives					
Total - 0425 - Filing/Legal Srvc - S	3,767	3,842	3,767	3,842	7,609
441 - Local Gov Archives - State	3,767	3,842	3,767	3,842	7,609
Total - 441 - Local Gov Archives	3,767	3,842	3,767	3,842	7,609
 470 - Imaging Account					
Total - 0420 - Charges for Services - S	804	808	804	808	1,612

470 - Imaging Account - State	804	808			804	808	1,612
Total - 470 - Imaging Account	804	808			804	808	1,612
 549 - Election Account							
Total - 0339 - General Services Adm - F	4,386	4,479			4,386	4,479	8,865
549 - Election Account - Federal	4,386	4,479			4,386	4,479	8,865
Total - 549 - Election Account	4,386	4,479			4,386	4,479	8,865
 085 - Office of the Secretary of State - State	49,906	49,265	(40)	(40)	49,866	49,225	99,091
085 - Office of the Secretary of State - Federal	7,714	8,618			7,714	8,618	16,332
085 - Office of the Secretary of State - Private/Local	101	101			101	101	202
Total - 085 - Office of the Secretary of State	57,721	57,984	(40)	(40)	57,681	57,944	115,625

1A - COP Payments

The Office of the Secretary of State is making debt service payments on the Eastern Region and Digital Archives building completed in the 2001-2003 biennium. This adjusts the funding level to reflect the 2015-2017 scheduled payments.

1D - Digital Archives Hardware Replace

The Office of the Secretary of State (OSOS) operates a digital archives to securely preserve and maintain the state's significant legal and historic electronic records in accordance with state statutes. The digital archives provides public access to its collections via the internet, and ensures the long-term accessibility of these records through data migration. Current funding allows for essential equipment to be replaced as failures occur, but does not support the substantial growth of data. OSOS requests one-time funding to acquire and update necessary hardware to collect the exponential increase in local and state agency electronic records.

1E - Records Center Vehicle Replacement

The Office of the Secretary of State (OSOS) operates a central records center for housing short-term state agency records. Annually, the records center travels state-wide to collect 29,000 records boxes. The only large vehicle operated by the records center is a 1999 Sterling box truck. The vehicle has over 111,000 miles and as the vehicle has aged, maintenance costs have dramatically increased. In the past two years \$10,000 has been spent on maintenance. The 15-year old vehicle meets the Department of Enterprise Services minimum mileage for replacement of more than 100,000 miles. OSOS requests the funds to replace this vehicle.

8V - Lease Adjustments > 20,0000 sq ft.

The Office of the Secretary of State leases several facilities which are negotiated through the Department of Enterprise Services (DES). The current lease on 7821 Arab Drive SE Tumwater, WA is an annual lease that will be renewed for the 15-17 Biennium pending a possible relocation to a state owned facility. We expect the annual cost of the lease for the state owned facility will be comparable through DES. The lease increase is \$4,155 per year. This package will make the necessary lease adjustments starting July 1, 2015 on this facility.

A3 - Facility Maintenance Cut

To meet part of the requested 15% reduction in the Office of the Secretary of State maintenance level budget for 2015-2017, the Archives is offering to reduce \$80,000 from Fund 006 currently allotted for maintenance and improvements to a leased warehouse facility. The Office is in the process of investigating more efficient longer-term storage solutions and should be vacating this leased facility at some point in the 2015-17 biennium.

BASS BDS030

Form B9-1

State of Washington
Working Capital Reserve

Budget Period: 2015-17
Agency: 085 Office of the Secretary of State
Version: AA Operating Budget Agency Request 17

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FUND ADMINISTRATOR AGENCY
ONLY

RECOMMENDED ENDING FUND
BALANCE

FUND ADMINISTRATOR AGENCY
ONLY

RECOMMENDED ENDING FUND
BALANCE

FUND	FUND TITLE	Current Biennium	Ensuing Biennium
006	Public Records Efficiency, Preserva	1,000,000	1,000,000
14E	Washington State Heritage Center		50,000
407	Secretary of State's Revolving Acct	1,000,000	2,000,000
441	Local Government Archives Account	206,000	50,000

AGENCY	Code	Title
	085	Secretary of State

2015-17 Federal Funding Estimates Summary

CFDA NO.*	Agency	Federal Fiscal Year	State Fiscal Year	State Match Amounts
45.310	Agency Total			
	FY 2014	3,281,761	3,281,761	1,690,604
	FY 2015	3,400,000	3,400,000	1,751,515
	FY 2016	3,400,000	3,400,000	1,751,515
	FY 2017	3,400,000	3,400,000	1,751,515
	Federal Agency Name			
	Institute of Museum and Library Services			
	Activity #			
	FY 2014	3,281,761	3,281,761	1,690,604
	FY 2015	3,400,000	3,400,000	1,751,515
	FY 2016	3,400,000	3,400,000	1,751,515
	FY 2017	3,400,000	3,400,000	1,751,515

* Catalog of Federal Domestic Assistance

Information Technology Addendum

Recsum Code and Title 1D Digital Archives Hardware Replace

Brief Description: The Office of the Secretary of State (OSOS) operates a digital archives to securely preserve and maintain the state's significant legal and historic electronic records in accordance with state statutes. The digital archives provides public access to its collections via the internet, and ensures the long-term accessibility of these records through data migration. Current funding allows for essential equipment to be replaced as failures occur, but does not support the substantial growth of data. OSOS requests one-time funding to acquire and update necessary hardware to collect the exponential increase in local and state agency electronic records.

If this investment includes the use of servers, do you plan to use the state data center?

☐ Yes ☐ No, waiver received ☐ No, waiver not received ☒ Does not apply

Security

Security: How does this investment affect the state's security posture? Have the proper security considerations been made? Does the investment itself actually improve infrastructure security? What, if any, security concerns are there?

Yes, this investment allows the Digital Archives, (DA) to increase the state's security postures. This investment allows the DA to upgrade its firewall and intruder prevention system. The new firewall and intruder prevention will be a Next-Generation firewall. This will allow additional security inspection to perform deep packet inspection of encrypted traffic, packet headers, detect use of nonstandard ports, and "Layer 7 aware".

Feasibility/Risk

Cultural readiness/organizational capacity: Does this investment require significant institutional change within the agency, and is the agency prepared for that change? Is there committed and proven leadership? Is there a record of successful projects? Does the agency foster a culture of creative problem solving?

The DA has proven to foster creative problem solving, which has resulted in very little turnover of staff. The Network Administrator and Applications Architect have over 17 combined years of success for delivering projects under time and under budget.

Technical complexity: Can the investment realistically be completed within the proposed framework of time, budget and resources?

Yes, this investment can be completed within the proposed framework of time, budget, and resources. The DA operates under the Agile method of development. All resources for this investment will be scheduled within a Sprint Cycle.

Urgency: Is the investment urgent or can wait until a future funding cycle? Must the investment be completed all at once, or can we break it into incremental pieces?

In order to allow the DA to continue its mission, this investment cannot wait for a future funding cycle. The investment can be broke into incremental pieces within the 2015-17 Biennium.

Impact of not doing: What are the potential impacts to the state, agency, or the public if this investment is not completed?

With no equipment and storage expansion, the DA will not be able to keep up with customer demands for the preservation and access of electronic records, the system will stagnate, and resources will become strained, as available storage will be at capacity and no additional electronic records will be preserved.

This would affect state and local government agencies who transfer records to the DA, as well as the general public and other users who benefit and rely on the data viewed over the website.

Technology Strategy Alignment

Agile value: Is the investment broken into incremental steps that provide customer-facing value and allow periodic assessment of progress?

The DA operates under the Agile method of development. This investment will be broken into incremental steps, and allow for a phased in implementation. Feedback will be solicited from a sampling of our user base to measure the customer value that is generated from this investment.

Modernization of state government: Will the investment result in replacing legacy systems that are no longer solving business problems with modern, appropriate technology solutions?

Yes, this investment will replace an outdated network firewall and intruder prevention system with a new next-generation firewall. Our existing tape library will be upgraded to accept LTO6 tapes rather than LTO4 tapes. This means fewer tapes will be required for our tape back-ups.

Mobility: Does the investment help state employees conduct business “any time, anywhere”? Does it improve mobile access to services for customers?

By increasing the capacity of the storage at the DA, this allows more electronic records to be preserved and accessed by our website from State and Local Government Agencies.

Transparency: Does it increase public visibility of services provided with public funds? Does this investment increase public access to searchable public data and information?

This investment directly supports transparency by increasing access to state government electronic records. Each year the digital archives increases the amount of searchable and downloadable records by 9 million records and is accessed by over 500,000 users.

Accountability: Are the investment’s goals well articulated? How will “success” be determined or measured?

These investment goals are well articulated. Success will be measured by an increased electronic record count which is aligned with our OFM Targets. Success will also be measured by increased prevention of cyber attacks.

Financial

Financial risk of not doing: Are there potential financial consequences for not completing this investment, such as fines for noncompliance with legal requirements or a loss of federal funding?

If this investment is not completed, then the DA is at risks from cyber-attacks, as it will be operating with an outdated infrastructure. Additionally, there is not enough storage at the DA to continue to receive and preserve electronic records from State and Local Government Agencies. By not purchasing additional storage, the DA will not be able to accept electronic records from its State and Local Government Agencies, resulting in a loss of archival and significant historical records from these agencies.

Cost Reduction: Does this investment prevent or reduce expenses, such as the cost of maintaining labor-intensive systems that could be automated, repairs or maintenance to obsolete or outdated infrastructure, or specialty expertise required for legacy technologies?

This investment package replaces outdated infrastructure. This outdated infrastructure includes a previous generation firewall, and a tape library system.

Revenue Generation: Does this investment generate new revenue, or capture additional revenue left “on the table” by current solutions?

This investment does not generate new revenue or capture additional revenue left “on the table” by current solutions. By statute, the Washington State Archives is not a revenue-generating agency.

Business Case/Agency Mission Priority

Mission priority: Does this investment help the agency better deliver its mission?

The storage and the equipment requested is necessary to continue accepting the state’s important legal and historical electronic records and will allow local and state agencies to continue to transfer records, and the digital archives to expand its support to include larger files and datasets, such as maps, videos, and various audio file formats.

This decision package allows the DA to continue to fulfill its mission in the Digital WAC 443-662.

Business case: Is there a clear problem with the status quo, and does this investment clearly solve that business problem?

There is a problem with the status quo. The DA needs to increase and improve the security of its holdings from State and Local Government agencies to prevent current and future security threats. These State and Local Government agencies entrusts the DA to protect and secure their electronic records.

To continue to receive electronic records from State and Local Government agencies, the DA will need to increase its storage capacity.

ELECTRONIC SUBMITTAL CONFIRMATION FORM

Agency Number: 085

Agency Name: Office of the Secretary of State

Agencies are required to provide electronic access to each decision package in their budget request as part of the submittal process. Confirm Option 1 or 2 below:

Option 1:

☒ This agency posts all decision packages for our 2015-17 budget request to our public facing website at the following URL:

URL: http:// www.sos.wa.gov/

Option 2:

☐ This agency does not post decision packages and has forwarded copies via e-mail to OFM.Budget@ofm.wa.gov.

These decision packages conform to our agency's ADA accessibility compliance policy.

Agency Contact: Deputy Secretary of State Mark Neary

Contact Phone: 360-902-4186

Contact E-mail: Mark.neary@sos.wa.gov

Date: 9/15/2014