



SOS

Office of the Secretary of State

Kim Wynn



2017-2019 Operating Budget



2017-2019 OPERATING BUDGET

September 9, 2016

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Secretary of State

Kim Wyman

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September 14, 2016

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

Dear Governor Inslee: *Jay,*

Enclosed is the Secretary of State's 2017-2019 Operating Budget request.

Our budget priorities for the upcoming budget cycle are carefully and strategically drawn to reflect our commitment to meeting our legal mandates and the expectations of the people of Washington, both in the near-term and, sustainably, for the years ahead. We concur with the administration's call for Lean management, high quality and cost-effective services and effective use of technology. We endeavor to provide strong leadership, vision, and best practices in our divisions and programs, and we believe Washington is the envy of the nation on many fronts. Our budget reflects tightly drawn items to preserve vital services, while achieving progress toward modernization and security of our aging election system and providing Archives and State Library a closer collaboration and commitment to digitization and reduction of stored paper records.

Our essential requests are needed to best serve the people of Washington:

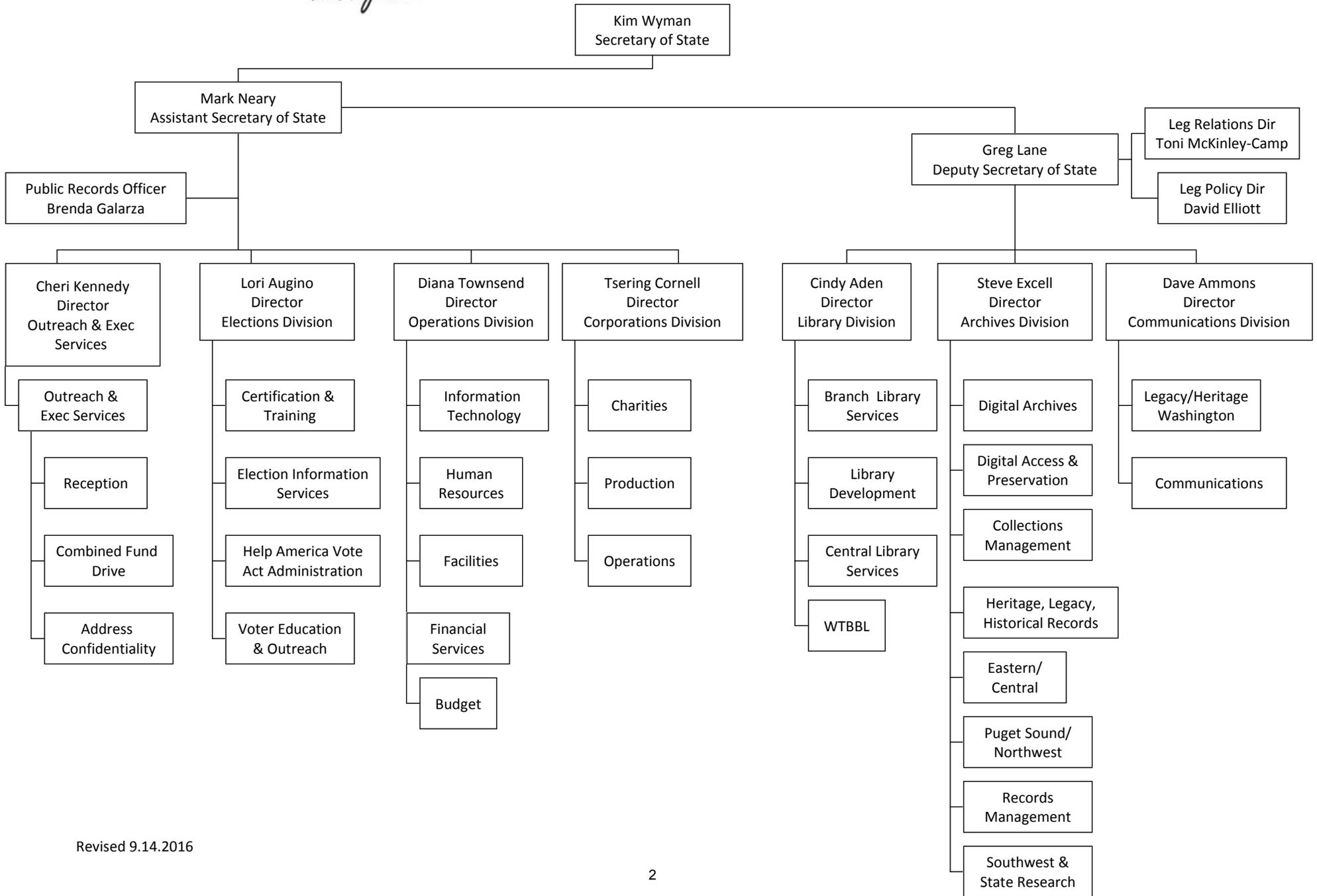
1. Elections Division:
 - a. Modernize our Washington Election's System
 - b. Elections Census and Redistricting
 - c. Primary Voter's Pamphlet
2. Archives Division:
 - a. Records Center staff request that was omitted from carry-forward
 - b. Digital Archives replacement and staff
 - c. Grant appropriation request
3. Executive:
 - a. Per RCW 43.105.375 OSOS and SDC server colocation

Thank you for giving our submission careful consideration. I would greatly appreciate inclusion in your 2017-2019 Governor's Budget.

Sincerely,

Kim Wyman

Kim Wyman
Secretary of State



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 2018	FY 2019	Biennial Total
FTE			
996-Z Other	11.6	11.7	11.7
12M Charitable Organization Education Account			
12M-1 State	\$337,000	\$335,500	\$672,500
407 Secretary of State's Revolving Account			
407-6 Non-Appropriated	\$1,313,363	\$1,082,406	\$2,395,769

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.

001063 Average number of days to process Charities filings from receipt.			
Biennium	Period	Actual	Target
2017-19	Q8		4
	Q7		4
	Q6		4
	Q5		4
	Q4		5
	Q3		5
	Q2		5
	Q1		5
2015-17	Q8		7
	Q7		8
	Q6		9
	Q5		8
	Q4	2.4	9
	Q3	2.1	9
	Q2	5.8	10
	Q1	3.6	10
2013-15	Q8	2.9	10
	Q7	12.5	14
	Q6	11.6	10
	Q5	5.8	10
	Q4	9.5	12
	Q3	9.4	16
	Q2	11.2	12
	Q1	4.6	12
Performance Measure Status: Approved			

002474 The number of administrative dissolutions for non-profit corporations in a given quarter.			
Biennium	Period	Actual	Target
2015-17	Q8		
	Q7		
	Q6		
	Q5		
	Q4	840	1,200
	Q3	1,607	1,210
	Q2	1,338	1,222
	Q1	1,440	1,232
2013-15	Q8	1,243	1,076
	Q7	1,321	1,090
	Q6	1,274	1,104
	Q5	1,399	1,118
	Q4	1,317	1,132
	Q3	1,202	1,146
	Q2	1,286	1,160
	Q1	1,374	1,175
Performance Measure Status: Approved			

002738 Measures output of number of training sessions provided.			
Biennium	Period	Actual	Target
2017-19	Q8		12
	Q7		12
	Q6		11
	Q5		11
	Q4		11
	Q3		11
	Q2		11
	Q1		7
2015-17	Q8		15
	Q7		2
	Q6		19
	Q5		0
	Q4	14	9
	Q3	15	9
	Q2	0	9
	Q1	1	1
Performance Measure Status: Approved			

A011 Corporations, Partnerships, and Apostilles Services

This activity registers entities conducting business in the State of Washington, which includes 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 2018	FY 2019	Biennial Total
FTE			
996-Z Other	61.1	61.2	61.2
407 Secretary of State's Revolving Account			
407-6 Non-Appropriated	\$6,562,597	\$5,233,131	\$11,795,728

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: 2017-19 Activity Version: AA - Operating Budget Agency Request 19

001066 Average number of days to process Corporate filings from receipt.			
Biennium	Period	Actual	Target
2017-19	Q8		7
	Q7		8
	Q6		8
	Q5		8
	Q4		9
	Q3		9
	Q2		9
	Q1		10
2015-17	Q8		10
	Q7		12
	Q6		12
	Q5		12
	Q4	10.5	12
	Q3	11.4	12
	Q2	10.8	12
	Q1	6.7	12
2013-15	Q8	6.2	12
	Q7	11.2	12
	Q6	6.7	12
	Q5	12.4	12
	Q4	16.8	14
	Q3	10.1	14
	Q2	12.2	14
	Q1	10.7	14
Performance Measure Status: Approved			

002474 The number of administrative dissolutions for non-profit corporations in a given quarter.			
Biennium	Period	Actual	Target
2015-17	Q8		
	Q7		
	Q6		
	Q5		
	Q4	840	1,200
	Q3	1,607	1,210
	Q2	1,338	1,222
	Q1	1,440	1,232
2013-15	Q8	1,243	1,076
	Q7	1,321	1,090
	Q6	1,274	1,104
	Q5	1,399	1,118
	Q4	1,317	1,132
	Q3	1,202	1,146
	Q2	1,286	1,160
	Q1	1,374	1,175
Performance Measure Status: Approved			

Program 010 Corporations

	FY 2018	FY 2019	Biennial Total
FTE's	72.7	72.9	72.8
GFS	\$0	\$0	\$0
Other	\$8,212,960	\$6,651,037	\$14,863,997
Total	\$8,212,960	\$6,651,037	\$14,863,997

Program 020 Elections and Voter Services

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.

Program 020 - Elections and Voter Services

Account	FY 2018	FY 2019	Biennial Total
FTE			
001-1 State	32.1	33.1	32.6
001 General Fund			
001-1 State	\$8,151,982	\$7,833,903	\$15,985,885

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.

002739 Number of Secretary of State sponsored training hours completed by election officials.			
Biennium	Period	Actual	Target
2017-19	Q8		3,249
	Q7		570
	Q6		60
	Q5		0
	Q4		3,249
	Q3		570
	Q2		0
	Q1		0
2015-17	Q8		2,500
	Q7		300
	Q6		180
	Q5		20
	Q4	3,550	2,500
	Q3	350	300
	Q2	21.45	180
	Q1	1,332.5	20
Performance Measure Status: Approved			

002740 Number of voter data integrity checks administered.			
Biennium	Period	Actual	Target
2017-19	A3		20
	A2		20
2015-17	A3		20
	A2	23	20
Performance Measure Status: Approved			

000112 Percent of eligible voting age population who are registered to vote.			
Biennium	Period	Actual	Target
2017-19	Q8		79%
	Q7		79%
	Q6		79%
	Q5		79%
	Q4		79%
	Q3		79%
	Q2		79%
	Q1		79%
2015-17	Q8		
	Q7		
	Q6		79%
	Q5		
	Q4		
	Q3		
	Q2	80.4%	75%
	Q1		
2013-15	Q8		
	Q7		
	Q6	72.95%	78%
	Q5		
	Q4		
	Q3		
	Q2	80%	75%
	Q1		
Performance Measure Status: Approved			

Program 020 - Elections and Voter Services

Account	FY 2018	FY 2019	Biennial Total
549 Election Account			
549-2 Federal	\$2,015,208	\$2,371,792	\$4,387,000

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.

Program 020 Elections and Voter Services

	FY 2018	FY 2019	Biennial Total
FTE's	32.1	33.1	32.6
GFS	\$8,151,982	\$7,833,903	\$15,985,885
Other	\$2,015,208	\$2,371,792	\$4,387,000
Total	\$10,167,190	\$10,205,695	\$20,372,885

Program 040 Administration and Operations

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 Operations

Account	FY 2018	FY 2019	Biennial Total
FTE			
001-1 State	41.0	41.0	41.0
001 General Fund			
001-1 State	\$2,841,281	\$4,155,653	\$6,996,934
470 Imaging Account			
470-6 Non-Appropriated	\$83,445	\$39,960	\$123,405
441 Local Government Archives Account			
441-1 State	\$436,838	\$212,248	\$649,086
415 Personnel Service Account			
415-1 State	\$71,204	\$62,796	\$134,000
006 Public Records Efficiency, Preservation & Access Acct			
006-1 State	\$376,147	\$187,424	\$563,571
407 Secretary of State's Revolving Account			
407-6 Non-Appropriated	\$717,686	\$346,518	\$1,064,204
16F Washington State Flag Account			
16F-6 Non-Appropriated	\$1,000	\$1,000	\$2,000
14E Washington State Heritage Center Account			
14E-1 State	\$365,816	\$175,184	\$541,000

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.

Program 040 Administration and Operations

	FY 2018	FY 2019	Biennial Total
FTE's	41.0	41.0	41.0
GFS	\$2,841,281	\$4,155,653	\$6,996,934
Other	\$2,052,136	\$1,025,130	\$3,077,266
Total	\$4,893,417	\$5,180,783	\$10,074,200

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 2018	FY 2019	Biennial Total
001 General Fund			
001-1 State	\$3,301,000	\$0	\$3,301,000

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 2018	FY 2019	Biennial Total
FTE's	0.0	0.0	0.0
GFS	\$3,301,000	\$0	\$3,301,000
Other	\$0	\$0	\$0
Total	\$3,301,000	\$0	\$3,301,000

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 2018	FY 2019	Biennial Total
FTE			
996-Z Other	34.4	34.3	34.4
441-1 State	1.3	1.3	1.3
006-1 State	0.7	0.7	0.7
FTE Total	36.4	36.3	36.4
001 General Fund			
001-2 Federal	\$30,000	\$20,000	\$50,000
441 Local Government Archives Account			
441-1 State	\$3,669,521	\$3,808,757	\$7,478,278
006 Public Records Efficiency, Preservation & Access Acct			
006-1 State	\$1,769,975	\$1,829,834	\$3,599,809
06H Washington State Legacy Project, State Library, and Archives Account			
06H-6 Non-Appropriated	\$19,584	\$19,594	\$39,178

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.

000144 Number of new electronic records preserved and managed by the Archives.			
Biennium	Period	Actual	Target
2017-19	Q8		2,800,000
	Q7		2,500,000
	Q6		2,400,000
	Q5		2,300,000
	Q4		2,800,000
	Q3		2,500,000
	Q2		2,400,000
	Q1		2,300,000
2015-17	Q8		6,980,000
	Q7		1,910,000
	Q6		1,910,000
	Q5		1,910,000
	Q4	1,205,707	6,525,000
	Q3	8,787,770	1,785,000
	Q2	10,081,673	1,785,000
	Q1	6,605,618	1,785,000
2013-15	Q8	6,968,489	6,100,000
	Q7	517,018	1,040,000
	Q6	2,201,323	1,040,000
	Q5	756,520	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
Performance Measure Status: Approved			

000143 Number of pages preserved and made available to the public in the State Archives (in thousands).			
Biennium	Period	Actual	Target
2017-19	Q8		3,900
	Q7		3,200
	Q6		3,000
	Q5		2,900
	Q4		3,900
	Q3		3,200
	Q2		3,000
	Q1		2,900
2015-17	Q8		2,400
	Q7		2,250
	Q6		2,100
	Q5		1,950
	Q4	2,220	1,850
	Q3	6,480	1,700
	Q2	3,732	1,600
	Q1	3,012	1,500
2013-15	Q8	5,075	800
	Q7	1,962	1,700
	Q6	4,152	1,100
	Q5	5,560	1,450
	Q4	5,325	790
	Q3	2,147	1,650
	Q2	2,342	1,050
	Q1	3,012	1,400
Performance Measure Status: Approved			

000146 Number of unique visitors to the Digital Archives website.			
Biennium	Period	Actual	Target
2017-19	Q8		141,250
	Q7		148,100
	Q6		161,000
	Q5		164,500
	Q4		141,250
	Q3		148,100
	Q2		161,000
	Q1		164,500
2015-17	Q8		193,500
	Q7		190,500
	Q6		187,900
	Q5		185,000
	Q4	153,142	182,500
	Q3	167,710	179,500
	Q2	285,012	177,000
	Q1	248,215	174,000
2013-15	Q8	178,106	171,900
	Q7	187,201	169,400
	Q6	174,450	166,900
	Q5	183,591	164,400
	Q4	80,620	161,900
	Q3	92,441	159,400
	Q2	135,510	156,900
	Q1	162,929	154,400
Performance Measure Status: Approved			

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 2018	FY 2019	Biennial Total
FTE			
996-Z Other	14.8	14.2	14.5
470 Imaging Account			
470-6 Non-Appropriated	\$780,297	\$765,298	\$1,545,595
441 Local Government Archives Account			
441-1 State	\$334,929	\$320,338	\$655,267
006 Public Records Efficiency, Preservation & Access Acct			
006-1 State	\$267,331	\$246,792	\$514,123

Statewide Result Area: Efficient, Effective and Accountable Government

Statewide Strategy: Provide tools and resources to execute government functions

Expected Results

Essential records are imaged and stored. 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
2017-19	Q8		1,400
	Q7		1,875
	Q6		1,400
	Q5		1,450
	Q4		1,400
	Q3		1,875
	Q2		1,400
	Q1		1,450
2015-17	Q8		1,100
	Q7		1,100
	Q6		1,100
	Q5		1,100
	Q4	2,170	1,100
	Q3	2,437	1,100
	Q2	1,226	1,100
	Q1	1,726	1,100
2013-15	Q8	1,008	1,100
	Q7	1,490	1,100
	Q6	820	1,100
	Q5	1,459	1,100
	Q4	1,218	1,100
	Q3	2,085	1,100
	Q2	946	1,100
	Q1	1,157	1,100
Performance Measure Status: Approved			

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 provision of central state records center that achieves significant cost savings. 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: 2017-19 Activity Version: AA - Operating Budget Agency Request 19

Program 060 - Archives and Records Management

Account	FY 2018	FY 2019	Biennial Total
FTE			
996-Z Other	11.3	10.9	11.1
006-1 State	1.0	1.0	1.0
FTE Total	12.3	11.9	12.1
441 Local Government Archives Account			
441-1 State	\$347,143	\$342,516	\$689,659
006 Public Records Efficiency, Preservation & Access Acct			
006-1 State	\$2,517,830	\$1,767,185	\$4,285,015

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.

002735 Number of files and boxes moved in and out of the State Records Center.			
Biennium	Period	Actual	Target
2017-19	Q8		47,000
	Q7		37,500
	Q6		41,800
	Q5		42,700
	Q4		47,000
	Q3		37,500
	Q2		41,800
	Q1		42,700
2015-17	Q8		48,500
	Q7		54,000
	Q6		51,000
	Q5		52,500
	Q4	37,485	56,000
	Q3	69,350	38,500
	Q2	80,686	41,500
	Q1	56,827	42,500
Performance Measure Status: Approved			

Appropriation Period: 2017-19 Activity Version: AA - Operating Budget Agency Request 19

002734 Number of state and local government agency staff attending/viewing training in records management.			
Biennium	Period	Actual	Target
2017-19	Q8		2,200
	Q7		2,200
	Q6		2,100
	Q5		2,100
	Q4		2,000
	Q3		2,000
	Q2		1,900
	Q1		1,900
2015-17	Q8		1,577
	Q7		961
	Q6		1,436
	Q5		884
	Q4	2,144	1,577
	Q3	2,335	961
	Q2	2,037	1,436
	Q1	2,140	884
Performance Measure Status: Approved			

Program 060 Archives and Records Management

	FY 2018	FY 2019	Biennial Total
FTE's	63.5	62.4	63.0
GFS	\$0	\$0	\$0
Other	\$9,736,610	\$9,120,314	\$18,856,924
Total	\$9,736,610	\$9,120,314	\$18,856,924

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 2018	FY 2019	Biennial Total
FTE			
001-1 State	3.6	3.6	3.6
001 General Fund			
001-1 State	\$374,981	\$378,718	\$753,699

Statewide Result Area: Healthy and Safe Communities

Statewide Strategy: Protect and support victims of crime

Expected Results

Crime victims locations will be kept confidential.

000159 Number of active participants in the Address Confidentiality Program.			
Biennium	Period	Actual	Target
2017-19	Q8		4,923
	Q7		4,874
	Q6		4,826
	Q5		4,778
	Q4		4,731
	Q3		4,684
	Q2		4,638
	Q1		4,592
2015-17	Q8		4,937
	Q7		4,864
	Q6		4,793
	Q5		4,722
	Q4	4,369	4,562
	Q3	4,310	4,583
	Q2	4,242	4,448
	Q1	4,231	4,382
2013-15	Q8	4,318	4,175
	Q7		
	Q6	4,163	4,134
	Q5		
	Q4	4,085	4,093
	Q3		
	Q2	4,027	4,052
	Q1		
Performance Measure Status: Approved			

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 2018	FY 2019	Biennial Total
FTE			
996-Z Other	3.8	3.8	3.8
001 General Fund			
001-1 State	\$5,197,000	\$5,271,938	\$10,468,938

Statewide Result Area: Efficient, Effective and Accountable Government

Statewide Strategy: Support democratic processes and government accountability

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 2018	FY 2019	Biennial Total
FTE			
001-1 State	4.1	4.1	4.1
001 General Fund			
001-1 State	\$293,166	\$299,824	\$592,990
441 Local Government Archives Account			
441-1 State	\$18,445	\$8,681	\$27,126
006 Public Records Efficiency, Preservation & Access Acct			
006-1 State	\$52,500	\$53,928	\$106,428
407 Secretary of State's Revolving Account			
407-6 Non-Appropriated	\$56,000	\$54,000	\$110,000
06H Washington State Legacy Project, State Library, and Archives Account			
06H-6 Non-Appropriated	\$2,511	\$2,511	\$5,022

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.

000167 Number of oral histories published on influential political leaders and remarkable people.			
Biennium	Period	Actual	Target
2017-19	A3		12
	A2		12
2015-17	A3		12
	A2	12	12
2013-15	A3		
	A3	10	5
	A2		
	A2	11	5
	A2		
	A2		
	A1		
A1			
Performance Measure Status: Approved			

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 2018	FY 2019	Biennial Total
415 Personnel Service Account			
415-1 State	\$343,796	\$303,204	\$647,000

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 2018	FY 2019	Biennial Total
FTE's	11.5	11.5	11.5
GFS	\$5,865,147	\$5,950,480	\$11,815,627
Other	\$473,252	\$422,324	\$895,576
Total	\$6,338,399	\$6,372,804	\$12,711,203

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 by 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 2018	FY 2019	Biennial Total
FTE			
996-Z Other	30.8	30.8	30.8
001 General Fund			
001-2 Federal	\$885,599	\$891,238	\$1,776,837
06H Washington State Legacy Project, State Library, and Archives Account			
06H-6 Non-Appropriated	\$76,076	\$76,908	\$152,984
14E Washington State Heritage Center Account			
14E-1 State	\$1,785,775	\$1,777,307	\$3,563,082

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.

001319 Number of Washington Talking Book & Braille Library (WTBBL) and branch library materials in circulation.			
Biennium	Period	Actual	Target
2017-19	Q8		247,900
	Q7		247,900
	Q6		247,900
	Q5		247,900
	Q4		249,400
	Q3		249,400
	Q2		249,400
	Q1		249,400
2015-17	Q8		277,300
	Q7		277,300
	Q6		277,300
	Q5		277,300
	Q4	240,163	278,500
	Q3	249,894	278,500
	Q2	241,101	278,500
	Q1	263,455	278,500
2013-15	Q8	264,409	270,000
	Q7	282,835	270,000
	Q6	279,781	270,000
	Q5	295,762	270,000
	Q4	288,177	310,000
	Q3	288,848	310,000
	Q2	279,009	310,000
	Q1	269,603	310,000
Performance Measure Status: Approved			

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, provide subsidies to save 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 2018	FY 2019	Biennial Total
FTE			
996-Z Other	15.8	15.7	15.8
001 General Fund			
001-2 Federal	\$2,924,850	\$2,896,262	\$5,821,112
14E Washington State Heritage Center Account			
14E-1 State	\$617,362	\$605,372	\$1,222,734

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
2017-19	Q8		435
	Q7		435
	Q6		435
	Q5		435
	Q4		435
	Q3		435
	Q2		435
	Q1		435
2015-17	Q8		1,165
	Q7		865
	Q6		1,165
	Q5		615
	Q4	960	1,165
	Q3	784	865
	Q2	1,475	1,165
	Q1	1,126	615
2013-15	Q8	1,262	1,165
	Q7	935	865
	Q6	1,082	1,165
	Q5	1,213	615
	Q4	1,640	1,165
	Q3	1,019	865
	Q2	1,543	1,165
	Q1	1,798	615
Performance Measure Status: Approved			

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 2018	FY 2019	Biennial Total
FTE			
996-Z Other	13.6	13.6	13.6
001 General Fund			
001-2 Federal	\$6,551	\$0	\$6,551
06H Washington State Legacy Project, State Library, and Archives Account			
06H-6 Non-Appropriated	\$4,908	\$4,908	\$9,816
14E Washington State Heritage Center Account			
14E-1 State	\$2,276,661	\$2,312,523	\$4,589,184

Statewide Result Area: Efficient, Effective and Accountable Government

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

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.

Appropriation Period: 2017-19 Activity Version: AA - Operating Budget Agency Request 19

001317 Number of transactions with library patrons.			
Biennium	Period	Actual	Target
2017-19	Q8		580,600
	Q7		630,600
	Q6		655,600
	Q5		655,600
	Q4		555,600
	Q3		605,600
	Q2		630,600
	Q1		630,600
2015-17	Q8		606,900
	Q7		681,900
	Q6		631,900
	Q5		631,900
	Q4	555,438	591,900
	Q3	587,190	656,900
	Q2	661,929	606,900
	Q1	639,780	606,900
2013-15	Q8	647,930	414,300
	Q7	792,128	414,300
	Q6	766,883	364,300
	Q5	737,680	314,300
	Q4	510,414	246,400
	Q3	472,198	246,400
	Q2	387,263	206,400
	Q1	502,994	236,400
Performance Measure Status: Approved			

Program 090 State Library

	FY 2018	FY 2019	Biennial Total
FTE's	60.2	60.1	60.2
GFS	\$0	\$0	\$0
Other	\$8,577,782	\$8,564,518	\$17,142,300
Total	\$8,577,782	\$8,564,518	\$17,142,300

Grand Total

	FY 2018	FY 2019	Biennial Total
FTE's	281.0	281.0	281.0
GFS	\$20,159,410	\$17,940,036	\$38,099,446
Other	\$31,067,948	\$28,155,115	\$59,223,063
Total	\$51,227,358	\$46,095,151	\$97,322,509

Activity: A012		Archives Collections and Services		
PL	15	NHPRC Grant Appropriation		No measures linked to decision package
Output Measures		000144	Number of new electronic records preserved and managed by the Archives.	
				<u>FY 2018</u>
PL	14	Digital Archives Hardware Replace		5,000,000.00
				<u>FY 2019</u>
				5,000,000.00
Output Measures		000146	Number of unique visitors to the Digital Archives website.	
				<u>FY 2018</u>
PL	14	Digital Archives Hardware Replace		200,000.00
				<u>FY 2019</u>
				200,000.00
Activity: A002		Executive and Administrative Services		
PL	16	OSOS SDC Server Consolidation		No measures linked to activity
PL	16	OSOS SDC Server Consolidation		No measures linked to decision package
Activity: A034		TVW (Pass Through Funds)		
PL	TV	TVW Pass Through Request		No measures linked to activity
PL	TV	TVW Pass Through Request		No measures linked to decision package
Activity: A024		Coordinate the Cost-Effective Management of State and Local Records		
PL	13	Records Staff not in Carry-forward		No measures linked to decision package
Activity: A038		Voter Information, Voter Registration, and Elections Official Training		
PL	10	Modernize WA Election's System		No measures linked to decision package
PL	11	Elections Census and Redistricting		No measures linked to decision package
PL	12	Primary Voter's Pamphlet		No measures linked to decision package

ACTIVITY INVENTORY: INDIRECT COST ALLOCATION METHODOLOGY

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

Activity Code		FY 2018				FY 2019				2017-2019 Indirect Costs Allocated to Activities
		% of Total Allocated	006-1	441-1	FTE	% of Total Allocated	006-1	441-1	FTE	
A019	Imaging & Security Microfilm	25%	\$195,777	\$36,631	0.99	24%	\$193,326	\$38,117	0.97	\$463,851
A024	Records Management	19%	\$149,769	\$28,023	0.76	18%	\$147,895	\$29,159	0.74	\$354,846
A012	Archives Collections & Services	56%	\$446,371	\$83,519	2.25	57%	\$460,117	\$90,717	2.30	\$1,080,724
TOTAL		100%	\$791,917	\$148,173	4.00	100%	\$801,338	\$157,993	4.00	\$1,899,421

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 2018			FY 2019			2017-2019 Indirect Costs Allocated to Activities
		% of Total Allocated	407-6	FTE	% of Total Allocated	407-6	FTE	
A008	Charitable Solicitation & Trusts	83%	\$3,741,106	12.9	83%	\$2,604,797	13.1	\$6,345,903
A011	Corporations, Partnerships & Apostilles	17%	\$765,226	2.6	17%	\$532,799	2.7	\$1,298,026
TOTAL		100%	\$4,506,332	15.6	100%	\$3,137,596	15.8	\$7,643,928

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

Activity Code	Activity	FY 2018			FY 2019			2017-2019 Indirect Costs Allocated to Activities
		% of Total Allocated	14E-1	FTE	% of Total Allocated	14E-1	FTE	
A036	Building State Library collections of record for Washington's government and history	51%	\$940,651	1.45	51%	\$972,094	1.45	\$1,912,744
A039	Library services to marginalized people	22%	\$236,829	0.91	22%	\$242,782	0.91	\$479,611
A040	Service Washington Libraries	28%	\$381,719	1.02	28%	\$392,935	1.02	\$774,654
TOTAL		100%	\$1,559,198	3.38	100%	\$1,607,811	3.38	\$3,167,010

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.



Secretary of State

Kim Wyman

GOALS AND OBJECTIVES (STRATEGIC PLAN)

2017 – 2019 BIENNIUM

AUGUST 31, 2016

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OFFICE OF THE SECRETARY OF STATE

2017-2019

Goals and Objectives

(Strategic Plan)

I. Agency Overview

Vision

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

Agency Mission

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

- Safeguarding vital government records, documents, publications and processes
- 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 253 staff members organized into the following five major divisions including separate individual programs.

The Executive and Operations 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, budget, information technology, facilities and safety.

The Archives and Records Management Division is responsible for historical records preservation and managing records 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.

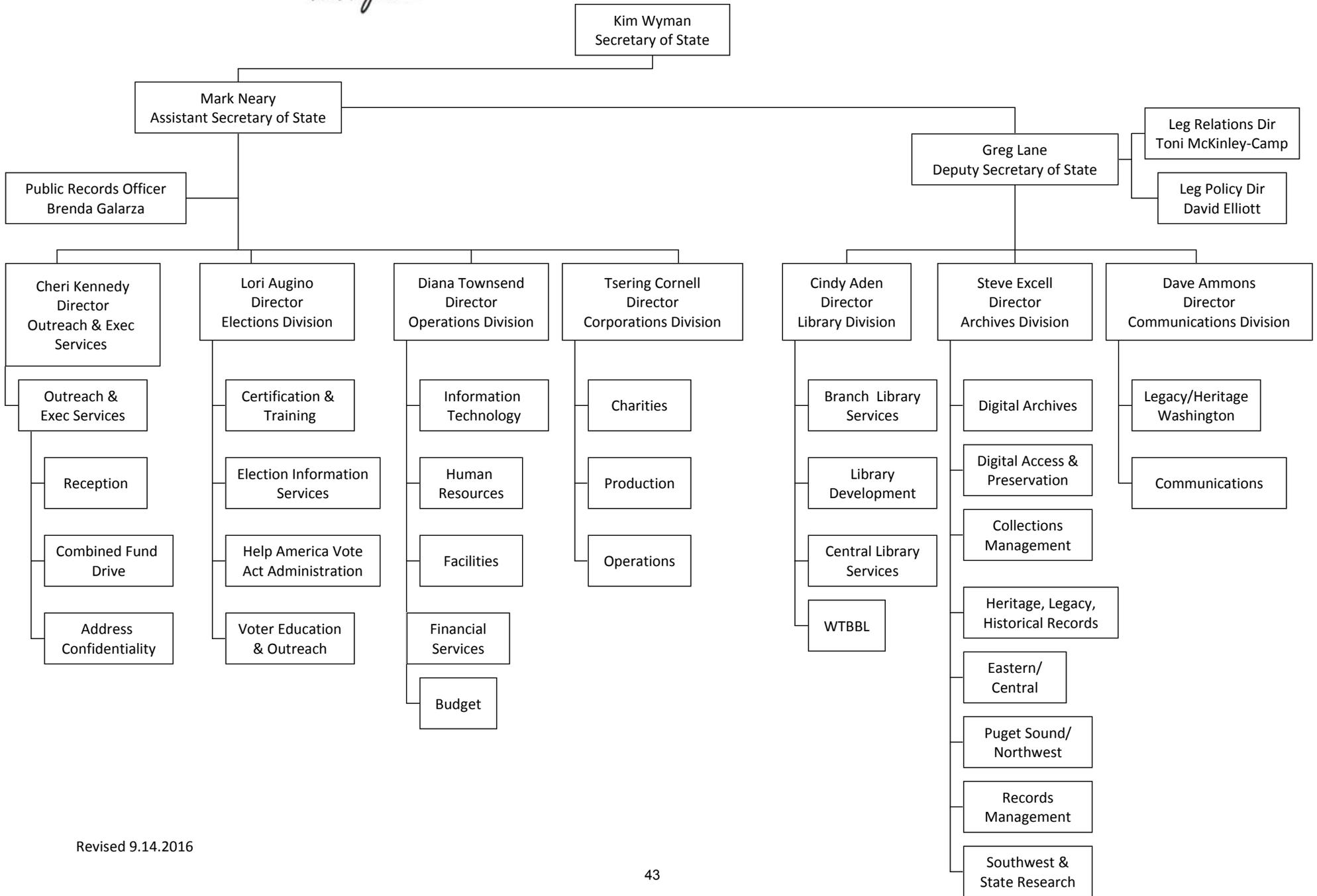
Individual Programs:

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

The **Legacy Project (Legacy Washington)** is responsible for sharing the state's history with schools, universities and the public at large through compelling storytelling.

The **Combined Fund Drive** is responsible to empower Washington public employees and retirees to strengthen their communities through the funding and support of charities.

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



Executive and Operations Division

Mission and Purpose

Executive and Operations 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

Executive and Operations is assumed under the general agency authority in RCW 43.07, and in Article 2 and 3 of the State Constitution.

Results Washington

Efficient, Effective and Accountable Government.

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, payroll, 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, allotments, budget review, 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, outgoing and internal mail).

Archives Division

Mission and Purpose

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

Results Washington

Efficient, Effective and Accountable Government.

Statutory Authority

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. Beginning in 7/1/2018, fifty percent of the 2nd dollar surcharge will be transferred to the centennial document preservation fund.

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.
- Archival Operations: Preserves and provides access to legal and historical documents of executive, legislative and judicial branch state and local government agencies. Manages the life-cycle of records and provides: five public research facilities throughout the

State, training, outreach, preservation and conservation. Additionally, provide secure storage of archival electronic records, remote access for the public via the web, and ensures long term accessibility through data migration.

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 existing archival holdings properly preserved and stored by 400 records boxes or 1,000,000 items per year.
- Increase physical and intellectual control over the Archives collections

Strategies:

- Assist the OSOS Executive team as requested for further development of the Archives & Library Building
- Reach out to agency personnel to identify records that can be transferred to the Archives.
- Create a Collection Policy
- Continue to develop and introduce the use of barcode technology into the Archives

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:

- Update marketing efforts and functionality of the on-line indexing tool, Scribe.
- Request funding for additional staff to support further development of the Digital Archives.
- Develop and provide information on Archives funding and support the work of the OSOS executive team and county officials to back-fill lost revenue.
- Coordinate and plan events, such as Ancestry Day in Washington, to share information about the Archives collections to key public and constituent groups.

- Continue to leverage partnerships with key constituent groups for mutually beneficial resource sharing.

Goal #3: *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 \$5.00 per year.
- Provide updated and accurate on-line training for Records Center Users
- Meet the paper reduction criteria as established by the legislature.
- Maintain staff-to-box ratio under 100,000 boxes per person.

Strategies:

- Request that the one-time funding received in 2015-2017 for one FTE be converted to on-going funding.
- Review, update, and convert for web presentation, the Records Center User's Manual.
- Improve Records Center software by allowing state agency personnel to add box content information.
- Update inventory control software with the new general schedule information and process the increased number of dispositions resulting from the changes.

Goal #4: *Improve the records management practices used by state and local government agencies.*

Objectives:

- Increase the amount and types of training available to local and state agency personnel.
- 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.
- Provide working knowledge of electronic records management system software to agency personnel.

Strategies:

- Create on-line training modules, webinars, or tutorials on pertinent records management issues.
- Continue to invite subject matter experts to participate in records retention schedule creations, reviews and updates.
- Educate staff and state and local agency personnel on the concepts and principles of ISO 15489-1: 2016.
- Implement HP Trim on a test basis to selected Archives & Records Management staff.

Goal #5: *Maintain facilities and equipment necessary to carry out the Archives' mission.*

Objectives:

- Decrease the risk of losing archival electronic records by ensuring that hardware is up-to-date and functional.
- 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:

- Continue partnerships with regional universities to ensure upkeep of facilities and equipment and request funding as necessary for large repairs.
- Request Americans with Disabilities Act accessibility reviews for archives facilities and request funding as necessary to meet requirements.
- Request legislative funding to replace aged hardware at the Digital Archives.
- Request funding to maintain facilities as needed.

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.

Office Values

Service Excellence, Accountability, Integrity, Teamwork

Results Washington

Efficient, Effective and Accountable Government.

Statutory Authority

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 23.95 – Uniform Business Organizations Code (HUB). Uniform law that harmonizes filing requirements for various business entities including nonprofit corporations, profit corporations, limited liability companies, limited partnerships, limited liability partnerships, and cooperative associations. Also addresses requirements for registered agents and authorizes commercial registered agents.

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.*

Objectives:

- Stabilize and look for needed enhancements in the new filing system and division operating structures and procedures.

Strategies:

1. If deemed appropriate (based on results from a 2015-17 strategy: determine whether organizational changes are needed in order to provide additional customer support), begin implementing organizational changes to provide more integrated service to customers and the public.
2. Work with stakeholders and executive staff to develop legislation to consolidate filing requirements as needed.
3. Work with Operations in the business needs evaluation and development of a new Office revenue system.
4. Continue to work with OCIO, UBI agencies, and others to enhance the ease with which customers work with Washington State business formation and maintenance.

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:

- 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. Use an external vendor to increase the scope of material covered, areas of the state where training is offered, and number of trainings offered to the nonprofit and charitable organization communities.
4. 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 Authority

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.

Results Washington

Efficient, Effective and Accountable Government;

Elections Division Programs

Voter Education and Outreach (VEO) Program

Essential functions and activities: Voters’ Pamphlet: Legal Advertising: Voter Outreach, including, Youth (K-12) Civics Education, College Civics, Military and Overseas Voter Outreach, Alternate Language Community Voter Outreach, Disabled/ADA Voter Outreach, Translating documents; and 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, and 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, and MyVote

Other Programs/Services

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
- Media
- Internal state government 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 Federal Voting Assistance Program (FVAP) provides assistance and guidance in working with our military and overseas voters.

- 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.
- Washington State Department of Enterprise Services (DES). DES 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.

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 strive to achieve the following five goals:

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

Goal 2: Provide opportunities for informed participation to all eligible voters.

Goal 3: Safeguard the transparency of elections in Washington.

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

Goal 5: Support and enhance systems to maintain data integrity and serve stakeholders

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.

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, useful to voters, and delivered timely?	Yes
2	18-24 year olds to participate in the elections process at higher rates than they do now.	<p>Conduct the College Civics Program on campuses throughout the state.</p> <p>Encourage college students (18-24 year olds) to register and vote.</p>	Number of colleges participating in College Civics Program.	13 campuses participating in on campus civics events
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.	<p>Odd yr: 10% increase over last odd year mock election</p> <p>Even yr: 10% increase over last even year mock election</p> <p>Presidential yr: 10% increase over last Presidential year mock election</p>
4	Information about elections and the voting process in accessible formats.	Create and distribute elections materials in alternate languages and accessible formats.	Number of alternate 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 or presentations given in a year.	40

Certifications and Training

Div. Goal	Objective	Strategy	Performance Measure	Target
1	Provide resources needed for every county to meet or exceed the two certified election administrators required by statute.	Conduct a two-day mandatory orientation at least twice yearly.	Number of counties using the offered training to certify and maintain certification of at least two election administrators.	37 out of 39 counties use the training offered.
		Conduct and sponsor training to meet the requirements of certification no less than 18 hours of training yearly to afford the opportunity for continued certification.		
1	Improve results reporting accuracy	Revise the certification reconciliation report (certification of elections) and provide training.	Number of counties with mistakes or unexplained discrepancies.	0
1,3,4	Improve election administration at the county level.	Review 8 counties every year as required by state law for current procedures and practices.	Reviews of counties reflect fewer repeat recommendations for changing procedures.	Conduct at least five reviews per year. 50% reduction in number of repeat recommendations in reviews
		Conduct follow up visitation to verify changes have been implemented in response to review recommendations.		
		Assist counties in seeking ways to implement recommendations.		
		Provide frequent communications and advisories to keep counties apprised of state rule and law changes.		

		Offer more training sessions at convenient locations throughout the state.	Number of counties participating in training (regional training workshops and annual elections conference).	37 out of 39 counties have a representative attend each training.
		Provide individual one-on-one to counties.		
		Seek opportunities for alternate forms of training (e.g., webinars, train-the-trainer).		

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.		
		Use hash code technique for security inventories and logic and accuracy tests.	Percentage of counties with hash code match.	100%
		Verify software, hardware and firmware version numbers before every state election.	Percentage of counties that match version numbers on published state certification.	100%
1,2,3,4,5	Facilitate the dissemination of comprehensive election information.	Build and maintain accessible web tools that manage and display elections information.	Number of hours web pages/web sites are not available per year.	Less than 1% Web tools are 100% accessible.

			Test all web tools for accessibility. Ensure 100% accessibility.	
		Coordinate efforts across workgroups to provide infrastructure that supports web tools.	Number of outages at mission critical times.	0
			Response time to mission critical outages.	Less than 1 hour
		Promote broad public interaction with MyVote/MyBallot, OLVR, Online Candidate Filing, Online Voter Guides, Election Results Reporting, and all other election information.		
		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.		
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)	Conduct multiple checks per year.	20
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

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

Statutory Authority

RCW 27.04 – State Library – Establishes the state library and a state librarian appointed by the Secretary of State.

Results Washington

Efficient, Effective and Accountable Government; World-Class Education.

Essential functions and activities

- Government publications depository – Federal and State Depository Collections: Provide public access to current and historical state and federal government information and publications. Provide permanent public access to state and federal government publications in physical and digital formats.
- Ask a Librarian: Provide live chat, email, and telephone access to library staff who can assist them in finding and using State Library collections, as well as government information.
- 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: Comprehensive, statewide library service for residents unable to read standard print who are blind, visually

impaired, deaf-blind, unable to hold a book or turn pages, or have a reading disability.

- Northwest History – Historical and Digital collections: Provide information on the Pacific Northwest region, including searchable, online access to historical resources, such as maps, photos, books, newspapers, and government publications.
- Preserving Washington’s past: Collect and preserve materials relating to Pacific Northwest and Washington state history so that they are available to future generations.

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.*

Objective A: *Use collaborative relationships to maximize resources.*

Strategies for 2017-2019:

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 to better serve the residents of Washington.
3. Collaborate with other libraries, consortia and heritage organizations in areas such as group purchasing, virtual reference, digital literacy, workforce development, digital access and preservation.
4. Implement technologies that provide efficient access to digital resources of the state’s libraries and 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 Imagine Academy to provide digital literacy and training for residents across Washington State through local libraries and the Washington State Library.

Strategies beyond 2019:

1. Update and implement technological options for a more robust information architecture so that the residents of Washington have an improved ability to search and locate the State Library’s collections and resources from anywhere in the state.

2. Identify new developments or trends that provide opportunities for collaboration.
3. Develop technological options that provide economical and efficient access to digital resources of the state's libraries and cultural heritage organizations.
4. Continue to collaborate with other libraries, consortia and cultural heritage organizations on digital and preservation projects.

Objective B: *Improve public access to historical information about Washington.*

Strategies for 2017-2019:

1. Continue to build and preserve the historical collections.
2. Continue to build digital collections of historical and geographical material for improved public access.
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 keeping 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 2019:

1. Identify and evaluate new technologies for improving public access to historical resources.
2. Continue to build, preserve and digitize collections of historical and geographical materials.
3. Expand digital collections of historical and geographical material to improve public access and modes of access.
4. Form new partnerships between the State Archives and the Washington State Historical Society to strengthen library programs for parents, students, teachers and the general public, and explore methods for collaborative virtual programming for broader participation and inclusion.

Objective C: *Improve public access to government information in Washington*

Strategies for 2017-2019 and beyond:

1. Continue to assist state agencies by acquiring, indexing and preserving 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 accessible digital formats.
3. Continue to collaborate with State Archives 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 between the Library and Archives.
4. Continue to digitize historic state and federal government publications and partner with other libraries and organizations on digitizing these materials.
5. Collaborate with selective Federal Depository Library Program libraries in Washington to share responsibility for housing the Regional Federal Depository Collection currently housed at the State Library.
6. 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*

Objective A: *Increase onsite and online access to traditional and digital library resources and services in all areas of the state.*

Strategies for 2017-2019 and beyond:

1. Support technological development of library infrastructures.
2. Encourage collaboration among all types of libraries.
3. Advocate for the library and information science profession, encouraging connections and partnerships with library schools, and mentoring opportunities for graduates.
4. Continue to partner with Microsoft to provide complimentary online training to residents of Washington through the state's public, tribal and community college libraries via the Microsoft Imagine Academy program.
5. Improve quality and productivity of the library workforce by providing training and continuing education opportunities.
6. Develop efficient and economical online, digital access to information.
7. Increase the number of small public libraries and tribal libraries that provide online access for their communities to their library's collection and to e-

government, e-commerce and e-health services using content management system support and open access library system support.

8. Coordinate participation of public libraries in the K20 network or other resources that facilitate connections with the Internet
9. 9. Continue to represent and advocate for public libraries on the K20 Network consortium board.

Objective B: *Residents of Washington will have increased awareness of library resources and services available to them.*

Strategies for 2017-2019 and beyond:

1. Increase the visibility and promote the value of libraries.
2. Increase awareness of services and programs offered by the State Library.
3. Assist libraries in advocating for their local programs and services.
4. Support libraries in becoming more visible and maintain the critical role they play within their communities.

Objective C: *Provide enhanced and expanded library services, resources and programs statewide.*

Strategies for 2017-2019 and beyond:

1. Explore, identify, and implement opportunities to expand and improve library services through collaboration within the library community.
2. Monitor and evaluate trends and developments in library practice and information culture.
3. Develop programs that promote reading by all Washingtonians such as support for cutting-edge early literacy story times and summer reading programs, one community one book programs, and Washington Reads, providing access whenever possible to titles in accessible formats such as braille, audio, or large print.
4. Develop library programs to support civic engagement and voter education, in partnership with the Elections Division, in order to build an informed citizenry.
5. Assist local libraries by providing planning and evaluation tools, resources and assistance
6. Increase the ability of librarians and the public to use information in all accessible formats.

7. Increase partnerships between the State Library and Washington libraries and associations to enhance library services for the people of Washington.
8. Plan for and implement enhanced and expanded statewide library services, resources and programs.
9. Consult with the public, government officials, and library trustees and staff on the development of library services, especially as they relate to the underserved and unserved.
10. Work with libraries to build and encourage STREAM (Science, Technology, Reading, Engineering, and Math) programs.

Objective D: *Improve student achievement in elementary, middle and secondary schools by increasing the effectiveness of teacher-librarians.*

Strategies 2017-2019 and beyond:

1. Improve library service to K12 students through collaboration with school library staff.
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.*

Objective A: *Improve library services to underserved populations.*

Strategies for 2017-2019 and beyond:

1. Increase staffing levels in existing institutional libraries in order to provide a dependable level of service with expanded public access and with improved support for treatment, recovery, education, re-entry and rehabilitation.
2. Improve and expand existing services and implement new programs for people with visual or other disabilities that make it difficult to read standard print.

3. Increase accessibility of digital collections to persons using assistive technology. Make digital collections, and access to all library resources (catalog, website, etc.) available to persons using assistive technology through compliance with the most recent guidelines issued by the Web Accessibility Initiative of the World Wide Web Consortium (W3C).
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 or accessing libraries.
7. Work with libraries and community literacy groups to implement programs that meet the literacy needs of the people of Washington, including braille literacy and programming for youth unable to read standard print material.
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.

Goal #4: *Align services, programs and collections with State Library vision and mission*

Strategies for 2017-2019:

1. Assess the direction and efficiency of the State Library and plan to restructure where appropriate.
2. Define primary customers and focus on the services they want.
3. Determine the most effective and efficient means to reach 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 through collaboration with the State Archives.

Strategies beyond 2019

1. Assess the efficiency of the State Library after restructuring 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 and implement those that will provide better service to our primary customers.
5. Continue to work with the State Archives to assess potential efficiencies and effectiveness of serving our primary customers and make adjustments as appropriate.

Address Confidentiality Program

Vision

To maintain the highest standards of confidentiality and service for all program participants.

Mission and purpose

The mission of the Address Confidentiality Program, as defined in RCW 9A.46.02, is to provide survivors of domestic violence, stalking, trafficking and sexual assault or criminal justice participants an official substitute address to help keep them safe. This substitute address ensures that state and local government agencies do not endanger survivors by documenting their actual residence address on public records, which could potentially be accessed by the abuser and result in further mistreatment.

Results Washington

Efficient, Effective and Accountable Government; Healthy and Safe Communities.

Statutory authority

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 program participant's with a substitute address as program participant's legal residence, work and/or school address. ACP staff forward mail to the participant's actual physical (home) location.
- Enables confidentiality of two normally public records -- voter registration and marriage licenses.

- Provides program education 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

- Survivors of domestic violence, sexual assault, trafficking and stalking
- 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 and 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 to provide an excellent level of service to participants by forwarding first class mail within 24 hours
- Provide ACP training to support the efforts of 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.

THE LEGACY PROJECT

Vision

To inform and engage communities in the continuing history of Washington through innovative storytelling.

Mission and purpose

The mission of Legacy Washington (formerly Legacy Project) is to share Washington history with schools, universities and the public at large through compelling storytelling. The project relies heavily on personal recollections (oral history) and on the unique collections held by the Washington State Library, the Washington State Archives, heritage organizations and private citizens. The age and health of many

of our subjects add urgency to the work. The mission of Legacy Washington is accomplished through access to its material. All published stories are accessible online. Moreover, the project holds key partnerships with other heritage organizations that increase the visibility of its work.

Results Washington

Efficient, Effective and Accountable Government.

Statutory Authority

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.]

Essential functions and activities

- Record, transcribe and share the recollections of public officials and citizens who have been involved in the state's history.
- Create materials that document and illustrate the contributions to state history by members of Congress, governors, judges, other statewide elected officials and influential newsmakers, 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.
- Make accessible in multiple formats the stories of Washington.

Goals, Objectives & Strategies

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

Objectives: 2017-2019:

To expand partnerships with schools and heritage organizations that will broaden the reach of Legacy Washington material.

Strategies 2017 -2019:

- Produce books, e-books, oral histories, major profiles, events 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.
- Generate public interest and market products.
- Host public events that also include exhibit openings and book launches.
- Expand partnerships with museums and educators.
- Capitalize on technology and build a web resource page for educators.
- Serve new populations by translating Legacy Project (Legacy Washington) work into other languages and by choosing topics that are relevant to minority and underserved communities.

Strategies beyond 2019:

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

Combined Fund Drive

Vision

To empower Washington public employees and retirees with the ability to strengthen their communities through the funding and support of charities.

Our Mission and purpose

Created in 1984, the Combined Fund Drive (CFD) was established to consolidate the numerous charitable fundraising campaigns being conducted at state work sites.

The CFD provides one avenue through which Washington State agency and higher education employees can raise money for charities. Employees can give through payroll contribution or at agency fundraising events. The program conducts an annual giving campaign which raises millions of dollars for charities. In addition the CFD:

- Connects state employees and retirees to improve our world, state and local communities through charitable involvement.
- Strives for excellent customer service when dealing with each of our stakeholders.
- Values and respects employee choices by providing a wide range of charitable giving opportunities.

- Values innovations and efficiencies that best serve the needs of employees, retirees, and the charities they support.
- Strives to consistently improve accessibility and participation.
- Values and believes it critical to foster a partnership among the federations, charities, the CFD Committee, CFD staff and state employees.

Statutory Authority

RCW 41.04.033

The Secretary of State is authorized to adopt rules, after consultation with state agencies, institutions of higher education, and employee organizations for the operation of the Washington State Combined Fund Drive.

RCW 41.04.0331

State combined fund drive program—Powers and duties of Secretary of State.

To operate the Washington State Combined Fund Drive Program, the Secretary of State or the Secretary's designee may, but is not limited to the following:

- (1) Raise money for charity, and reducing [reduce] the disruption to government caused by multiple fund drives;
- (2) Establish criteria by which a public or private nonprofit organization may participate in the combined fund drive;
- (3) Engage in or encouraging [encourage] fund-raising activities including the solicitation and acceptance of charitable gifts, grants, and donations from state employees, retired public employees, corporations, foundations, and other individuals for the benefit of the beneficiaries of the Washington state combined fund drive;
- (4) Request the appointment of employees from state agencies and institutions of higher education to lead and manage workplace charitable giving campaigns within state government;
- (5) Engage in educational activities, including classes, exhibits, seminars, workshops, and conferences, related to the basic purpose of the combined fund drive;
- (6) Engage in appropriate fund-raising and advertising activities for the support of the administrative duties of the Washington state combined fund drive; and
- (7) Charge an administrative fee to the beneficiaries of the Washington state combined fund drive to fund the administrative duties of the Washington state combined fund drive.

Activities of the Washington state combined fund drive shall not result in direct commercial solicitation of state employees, or a benefit or advantage that would violate one or more provisions of chapter **42.52 RCW**. This section does not authorize individual state agencies to enter into contracts or partnerships unless otherwise authorized by law.

Essential functions and activities

- Manage payroll contributions and fundraising dollars for state and higher education employees;
- Promote giving to charitable organizations and causes in state agencies and higher education institutions;
- Support volunteers in fundraising and charitable education efforts.

Key customer groups

- Donors (state and higher education employees and retirees)
- Charities
- Volunteers

Authorizing environment/other stakeholders

- Office of Secretary of State Fiscal Services
- Office of Financial Management Payee Desk
- Office of Secretary of State Information Technology Services
- Washington State Gambling Commission
- Washington State Executive Ethics Board
- Office of Attorney General

Goals and Objectives

- Increase payroll contribution participation for all higher education institutions by a combined one percent.
- Increase corporate sponsorships to decrease event costs to allow for more funds to be passed along to member charities.
- Increase retiree donor participation through development of new retiree policies and procedures.

Strategies beyond 2017

- Increase total donations to more than \$5.5 million annually.
- Increase state employee payroll contributions to 25%.

State of Washington
Recommendation Summary

3:15:28PM

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

9/12/2016

Dollars in Thousands

	Annual Average FTEs	General Fund State	Other Funds	Total Funds
2015-17 Current Biennium Total	276.0	38,912	57,585	96,497
CL 05 Biennialize PEBB Funding Rate		53	112	165
CL 09 WFSE General Government			51	51
CL 1A COP Payments			12	12
CL 1B Presidential Election Year Costs		(600)		(600)
CL 1C Presidential Primary & Voter Pamph		(11,497)		(11,497)
CL 1D Replace Digital Archives Hardware			(538)	(538)
CL 2J CTS Central Services		(35)	(49)	(84)
CL 2K DES Central Services		1		1
CL 2N Data Processing Revolving Account		(39)	(57)	(96)
CL 2S Worker's Compensation		15	21	36
CL 2T Time, Leave and Attendance System		(19)	(28)	(47)
CL 8V Lease Adjustments > 20,000 sq ft.			2	2
CL 9B Pension and DRS Rate Changes			1	1
CL A0 Suspend Productivity Board-Restore			781	781
CL A1 Eliminate IT Vacancy		(41)		(41)
CL A2 Moore V HCA Settlement		(65)	(46)	(111)
CL IA Information Technology Academy		(1,543)		(1,543)
CL L9 General Wage Incr-State Employees		119	167	286
Total Carry Forward Level	276.0	25,261	58,014	83,275
Percent Change from Current Biennium		(35.1)%	.7%	(13.7)%
M1 90 Maintenance Level Revenue				
Carry Forward plus Workload Changes	276.0	25,261	58,014	83,275
Percent Change from Current Biennium		(35.1)%	.7%	(13.7)%
Total Maintenance Level	276.0	25,261	58,014	83,275
Percent Change from Current Biennium		(35.1)%	.7%	(13.7)%
PL 10 Modernize WA Election's System		5,883		5,883
PL 11 Elections Census and Redistricting	1.0	204		204
PL 12 Primary Voter's Pamphlet	1.0	1,693		1,693
PL 13 Records Staff not in Carry-forward	1.0		119	119
PL 14 Digital Archives Hardware Replace	2.0		1,041	1,041
PL 15 NHPRC Grant Appropriation			50	50
PL 16 OSOS SDC Server Consolidation		58		58
PL TV TVW Pass Through Request		5,000		5,000
Subtotal - Performance Level Changes	5.0	12,838	1,210	14,048
2017-19 Total Proposed Budget	281.0	38,099	59,224	97,323
Percent Change from Current Biennium	1.8%	(2.1)%	2.8%	.9%

PL 10 Modernize WA Election's System

The Office of the Secretary of State (OSOS) is requesting an appropriation of \$5,883,000 to replace the Washington Voter Registration Database (VRDB) and the Washington Election Information System (WEI) with a modernized system. The project is envisioned to start in FY2018, and be completed by the end of FY2019.

PL 11 Elections Census and Redistricting

Redistricting is the process of changing boundaries of voting districts so that all districts have the same number of people and keep groups together that have minority interests in government. This is how we make sure that everyone has equal representation in government.

As states and communities grow and change, peoples' representation in government begins to get out of balance. Redistricting brings everything back into balance to make sure that every Washingtonian is represented fairly in the state Legislature and the U.S. Congress. The U.S. and state constitutions require that each congressional and legislative district represent roughly equal numbers of people and keep groups who have common minority interests together to make sure political power is fairly distributed.

The U.S. Constitution requires that all states evaluate electoral district boundaries every ten years following the U.S. Census. In 1983, Washington voters established the Washington State Redistricting Commission to ensure district boundaries are redrawn through a fair and bipartisan process. The Redistricting Commission includes two Democrats and two Republicans as voting members and a non-voting, nonpartisan chair.

To be prepared to support this constitutional requirement, every ten years, each state participates in the U.S. Census Bureau's Redistricting Data Program which results in information used by the Washington State Redistricting Commission to establish legislative and congressional districts. This request will provide the funding necessary for the Office of the Secretary of State (OSOS) to provide information for the 2020 U.S. Census and begin planning for redistricting efforts required by the Washington State Constitution and Revised Code of Washington.

PL 12 Primary Voter's Pamphlet

This decision package requests ongoing funding to provide each residence in Washington with a printed voters' pamphlet for each even-numbered year primary, beginning with the 2018 Primary. Printed primary voters' pamphlets will include all federal and state candidates for partisan and nonpartisan offices, which will help all voters make more informed decisions when participating in the primary.

PL 13 Records Staff not in Carry-forward

The Office of the Secretary of State (OSOS) is requesting carry-forward funds for one FTE at the state records center hired by one-time funds authorized in the 2015-2017 final operating budget. The original budget request included this piece to be ongoing.

PL 14 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 archives provides public access to its collections via the internet, and ensures the long-term accessibility of the records through data migration. One-time funding is requested for the replacement of end-of-life equipment and to support the growth of records, and on-going funding is requested to fill two vacancies to support continued development and coordination with local and state agencies.

PL 15 NHPRC Grant Appropriation

Requests spending authority for an anticipated national historical publications and records commission (NHPRC) grant to the office of the secretary of state (OSOS) that would be awarded for use in 2017-2019 and forward.

PL 16 OSOS SDC Server Consolidation

The Office of the Secretary of State (OSOS) is requesting \$30,100 for fiscal year 18 and \$27,600 each fiscal year after for moving, maintaining, and operating 27 servers, and related equipment, in the State Data Center (SDC) managed by Consolidated Technology Services (WaTech) on, or before, March 31, 2018. This request will bring the agency into compliance with RCW 43.105.375 and maximize the use of the SDC.

PL TV TVW Pass Through Request

Recognizing the budget challenges the state will face in the 2017-19, TVW requests \$5 million in additional appropriation to bring the State's contract with TVW back to pre-2006 levels.

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**

9/12/2016
3:17:40PM

Budget Period: **2017-19**

Decision Package

<u>Code</u>	<u>Decision Package Title</u>
PL-10	Modernize WA Election's System
PL-11	Elections Census and Redistricting
PL-12	Primary Voter's Pamphlet
PL-13	Records Staff not in Carry-forward
PL-14	Digital Archives Hardware Replace
PL-15	NHPRC Grant Appropriation
PL-16	OSOS SDC Server Consolidation
PL-TV	TVW Pass Through Request

2017-19 Biennium Budget Decision Package

Agency: Office of the Secretary of State

Decision Package Code/Title: Elections Modernization Project

Budget Period: 2017-19

Budget Level: Performance and Policy Level

Agency Recommendation Summary Text: The Office of the Secretary of State (OSOS) is requesting an appropriation of \$5,883,000 to replace the Washington Voter Registration Database (VRDB) and the Washington Election Information System (WEI) with a modernized system. The project is envisioned to start in FY2018, and be completed by the end of FY2019.

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

Operating Expenditures		FY 2018	FY 2019	FY 2020	FY 2021
Fund (Specify - see below for listing)	001-1	3,366,500	2,516,500		
Total Cost		3,366,500	2,516,500		
Staffing		FY 2018	FY 2019	FY 2020	FY 2021
FTEs					
Revenue		FY 2018	FY 2019	FY 2020	FY 2021
Fund (Specify - see below for listing)					
Object of Expenditure		FY 2018	FY 2019	FY 2020	FY 2021
Obj.	C	2,941,500	2,516,500		
Obj.	J	425,000			
Total Cost By Object		3,366,500	2,516,500		

Package Description: Office of the Secretary of State, Elections Modernization

Project: *Transforming the Business of Voter Registration*

Background

The Help America Vote Act of 2002 (HAVA) required all states to develop or procure a centralized, uniform statewide voter registration database. 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 the County Auditors must use to conduct elections.

Although currently stable, Washington's system is over ten years old and needs to be modernized in order to meet the challenges that we face today. Our current system challenges include:

- Ability to exchange data between elections and voter registration applications;
- Ability to ensure redundancy of data;
- Ability to adapt to changes in law or needs;
- Ability to synchronize our data between all systems and our 39 counties;
- Expense of our system for maintenance and operations;
- Ability to recover in a disaster quickly and without data loss.

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

Currently, 5.75 FTEs are used by the Office of the Secretary of State to support the Elections Division VRDB and WEI systems. OSOS is working with the 39 counties on potential cost distribution options for future maintenance costs. Once determined OSOS will prepare a decision package for FY2020 -2021 budget cycle. OSOS believes that maintenance costs covering the current application may be sufficient to cover the state share of the new application maintenance.

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

One of the key assumptions behind the estimates for the system development and implementation of the Elections Modernization Project is that the total project costs over the 17-19 biennium is \$9,483,000 OSOS will use approximately \$3,600,000 remaining in HAVA funding towards the overall cost of the project leaving \$5,883,000 documented in the request that follows.

Key Assumptions			
OBJECT OF EXPENDITURE	OBJ	Estimate	KEY ASSUMPTION
Staffing/FTE's		0	Elections - IT Applications Staff including OSOS Project Manager covered in current appropriation.
Object C Items	C	\$ 5,458,000	

Purchased Services	C	3,400,000	Assumes \$7M total one-time cost for vended system development and implementation. Assumes 75% of the project cost to remediate the VRDB and gather requirements from County partners in FY 18. OSOS looks to use remaining \$3.6M in HAVA funding in FY18 towards the project.
Personal Services - IV&V	C	1,050,000	Assumes external IV&V vendor, 15% of Purchased Services cost. One-time cost.
Personal Services - PM	C	403,200	Assumes contract PM for 2 years, 168 hours per month, \$100 per hour. One-time cost.
Personal Services - QA	C	604,800	Assumes external QA vendor for 2 years, 168 hours per month, \$150 per hour. One-time cost.
Object J Items	J	\$ 425,000	
Software License Purchase or Upgrades	J	125,000	Assumes a SW environment similar to what was procured for the Corporations Filing System project. One-time cost. We used these assumptions in our OCIO Concept Review and CTS DP reviews.
Hardware Purchase or Upgrades	J	300,000	Assumes a HW environment similar to what was procured for the Corporations Filing System project. One-time cost. We used these assumptions in our OCIO Concept Review and CTS DP reviews.

Decision Package Justification and Impacts

What specific performance outcomes does the agency expect?

The lack of interoperability between the systems, as well as a lack of common data structure, limits the amount of value OSOS can bring to our primary customers, which include over 4 million Washington voters, thousands of candidates and campaigns, the media, initiative sponsors, legislators, our 39 County Auditors and hundreds of elections administrators. The primary goal of this project is to modernize our system to bring improvements to all of our stakeholders.

This project will create a standardized data model resulting in the ability to exchange voter registration and election data between the State and the 39 counties.

At a high-level, OSOS and the 39 counties look for these outcomes from the project:

- Meet the HAVA requirement that both State and local (County) election officials have immediate access to the voter registration list.
- Meet the HAVA requirement that the State must oversee the official Voter Registration Database.
- Reduce the overall cost to the Washington State elections community by reducing the overall costs that the state and counties spend today for maintaining the systems.
- Leverage remaining Federal HAVA funds to offset the overall cost of the development and implementation costs projected for the project.
- Look for opportunities for cost-sharing on the overall maintenance and operations that the state as well as the counties spend today on the overall systems.

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

This decision package will provide improvements for our primary customers, including over 4 million Washington voters, thousands of candidates and campaigns, the media, initiative sponsors, legislators, our 39 County Auditors and hundreds of elections administrators. The primary goal of this project is to modernize our system to bring improvements to all of our stakeholders.

Based on our current plan for the project, benefits to State, and Counties are targeted to go live by July 2018. This in turn will allow for the citizens of Washington to see a benefit by improving the State VRDB to County process by:

- More seamless integration and access to real-time statewide voter registration information.
- Reduce the amount of manual or redundant data entry State and County Elections and IT Staff are required to do due to the lack of interoperability between the State and County systems.
- Reduce the amount of manual or redundant data entry State and County Elections and IT Staff are required to do due to the lack of interoperability between the three different vended County solutions.
- Provide improved integrity of the data between State and County systems.

With our Elections Modernization Project, we also look to increase customer facing value by taking advantage of today's technology to modernize the Washington Election Information (WEI) system. We will modernize and make improvements to our system to ensure online access to –

- Online Voters' Guide
- Ballot drop box and voting center locations
- Status of election ballots
- Elections in which they voted
- Elected officials contact information
- Access to online blank ballot
- Online Voter Registration
- Offices Open for Election

- Online Candidate Filing
- Candidate Statement Submission
- Lists of Candidates Who Have Filed
- Online Voters' Guide
- Election Night Reporting
- Election Night Results Mobile App

In addition, this decision package provides funding to modernize the following applications –

- WEI Admin (interface for all 39 Counties to enter data into the WEI including Election Results)
- WEI Online Help Manual
- Language Admin Tool (for translating text into Spanish, Chinese, and Vietnamese)
- Initiative Filing
- Initiative Signature Check
- County Website Hosting

Supporting the current WEI system presents these challenges today:

- Lack of support for mobile devices for all features
- Lack of cross-browser support for all features
- Lack of ability to respond quickly to legislative changes
- Lack of ability to add new languages for translation
- Aging hardware that doesn't support current versions of software

The public facing improvements are targeted to go live in a series of releases, which could begin as early as July 2018. These continue through targeted project close-out from January through June 2019.

The OSOS and the 39 counties have worked over the last two years to identify business requirements associated with a new application and mitigate the risks associated with this project. We must make improvements to the elections system, while at the same time practice risk mitigation, provide transparency, and ensure accountability. Secretary Wyman launched a collaborative effort between the Office of the Secretary of State and the 39 Elected County Auditors for the benefit of the State's Election Community and all of our stakeholders.

Since 2014, when Secretary Wyman launched this effort with all 39 county election partners, transparency was at the project forefront. The OSOS has continued to work with our county partners, elections vendors, partner state agencies, academics, disability advocates, civic engagement organizations, military and overseas organizations, the Election Assistance Commission as well as potential new system vendors. Working with our stakeholders is a priority.

It is the OSOS vision to not only use the QA vendor to assess the project performance, but to assure all of the Elections Community and the over 4 million registered voters in the State that the modernized system is accurate, that it provides for a free and fair election process, and that it will provide both for the foreseeable future.

The Office of the Secretary of State will be following the Office of the Chief Information Officer Policy 132 to utilize an external Quality Assurance vendor to provide ongoing independent assessment of not only the project management processes and activities, but those activities including transition and operational planning as well as readiness activities, and the planned governance following implementation.

In addition to contracted QA services, OSOS plans on using an independent, external IV&V vendor in parallel with the development work effort. The specific work that OSOS envisions for the IV&V Contractor will develop test cases to validate and verify the work performed by the external Developer Contractor. Upon system delivery by the Developer Contract, those acceptance test cases will be executed at the state and local jurisdiction level to meet the project goals of:

- Evaluate the degree which the delivered components conform to both the system characteristics specified in the procurement documentation;
- Evaluate the degree which the delivered components conform to those demonstrated in any applicable national and state certification tests;
- Establish a baseline for any future required audits of the system.

While the use of an external IV & V vendor provides not only the accountability in the testing, but goes to one of the main concerns of the public of any voting related system, which is the integrity of the system. A system tested by not only OSOS resources, but also resources outside of OSOS can verify that nothing has been tampered with and that loss of data from software or hardware faults has been eliminated.

The OSOS also envisions using both the QA and IV&V vendor services to guide the OSOS Elections Division IT staff as well as County IT staff in implementing and adopting best practices around QA in support of software lifecycle activities.

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

Impact(s) To:		Identify / Explanation
Regional/County impacts?	Yes	Identify: County Auditors and their Elections Staff
Other local gov't impacts?	No	Identify:
Tribal gov't impacts?	No	Identify:
Other state agency impacts?	Yes	Identify: Interface with DOL and designated voter registration assistance agencies
Responds to specific task force, report, mandate or exec order?	Yes	Identify: The Help America Vote Act, The National Voter Registration Act, Uniformed Overseas Citizens Absentee Voting Act, Military and Overseas Voter Empowerment Act
Does request contain a compensation change?	No	Identify:
Does request require a change to a collective bargaining agreement?	No	Identify:
Facility/workplace needs or impacts?	No	Identify:
Capital Budget Impacts?	No	Identify:
Is change required to existing statutes, rules or contracts?	No	Identify:
Is the request related to or a result of litigation?	No	Identify lawsuit (please consult with Attorney General's Office):
Is the request related to Puget Sound recovery?	No	If yes, see budget instructions Section 14.4 for additional instructions
Identify other important connections		

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

This decision package will provide improvements for our primary customers, including over 4 million Washington voters, thousands of candidates and campaigns, the media, initiative sponsors, legislators, our 39 County Auditors and hundreds of elections administrators. The primary goal of this project is to modernize our system to bring improvements to all of our stakeholders.

The Elections Modernization Project looks to modernize, while reducing overall costs for State and County Government by providing an opportunity for Cost Sharing, while leveraging the remaining HAVA funds to offset the overall Decision Package request.

As required by the National Voter Registration Act, we rely on our state agency partners to provide voter registration opportunities. The Department of Licensing registers nearly two-thirds of all voters. Other state agencies are directed by the Governor to provide voter registration services. This decision package will help streamline the data sharing required to manage the voter records.

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

This modernization has been an ongoing effort with our county election partners and other stakeholders. The process followed over the past two years has led the OSOS to move forward with this decision package.

Continuing our collaboration with the counties, in 2015 we documented nearly 500 business requirements for a modernized system. Subsequently, we issued two Requests for Information. Our RFIs asked vendors to review the documented business requirements and to provide recommendations as we move toward a modernized system.

The purpose of the RFIs was to:

- Increase transparency and provide a level playing field among potential vendors about our project and business requirements;
- If possible, obtain cost estimates based on the requirements;
- Obtain vendor feedback and further vet the business requirements.
- Provide an opportunity for potential vendors the time to better understand our needs before issuing the RFP.
- Provide this information back to our 39 County partners and the State of Washington Elections Community as a whole.

A State database hosted on either a single, central platform in a State of Washington Data Center and Cloud-based solution connected to the County officials is most closely akin to the requirements of HAVA. However, remediation of the current VRDB and County VR (vended) database systems may also meet the single, uniform list requirements that we have developed with the 39 County Election Officials.

Therefore, OSOS plan is to continue our collaboration with the counties through the vehicle of a RFP committee on what the final direction will be, and in turn, what the final measurements for performance outcomes for the project will be.

What are the consequences of not funding this request?

The Elections Modernization Project increases security, modernizes the system, and improves interoperability and mobility. If not funded, the OSOS will not be able to modernize Washington’s election system.

Although currently stable, Washington’s system is built on an old platform and needs to be modernized to ensure stability and security, while also providing that the system be safe from disaster. While the dispersed architecture currently in place provides certain levels of security such as no single point of failure, as well as competition amongst the 3 state-certified EMS/VR providers to ensure an optimal level of support and service to counties ranging in size from 1,500 to 1,200,000 registered voters, it presents challenges with system interoperability, data synchronization and standardization. We will continue to face existing risks, as well as new risks if we continue to use our system build in 2006.

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

The OSOS will use \$3,600,000 of existing grant funding to fund a portion of the modernization effort. Additional funding through this decision package is necessary to fund the entire project.

Other supporting materials: Please attach or reference any other supporting materials or information that will help analysts and policymakers understand and prioritize your request.

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

- No 
- Yes Continue to IT Addendum below and follow the directions on the bottom of the addendum to meet requirements for OCIO review.)

2017-19 IT Addendum

1 PART 1: ITEMIZED IT COSTS

All costs in this Decision Package are IT costs. While detailed above, we repeat the Expenditure Chart and Key Assumptions again here for the convenience of the reviewer.

One of the Key Assumptions behind the estimates for the system development and implementation of the Elections Modernization Project is that OSOS will use the approximately \$3,600,000 remaining in HAVA funding towards the overall cost of the project.

Operating Expenditures		FY 2018	FY 2019	FY 2020	FY 2021
Fund (Specify - see below for listing)	001-1	3,366,500	2,516,500		
Total Cost		3,366,500	2,516,500		
Staffing FTEs		FY 2018	FY 2019	FY 2020	FY 2021
Revenue		FY 2018	FY 2019	FY 2020	FY 2021
Fund (Specify - see below for listing)					
Object of Expenditure		FY 2018	FY 2019	FY 2020	FY 2021
Obj. C		2,941,500	2,516,500		
Obj. J		425,000			
Total Cost By Object		3,366,500	2,516,500		

Key Assumptions			
OBJECT OF EXPENDITURE	OBJ	Estimate	KEY ASSUMPTION
Staffing/FTE's		0	Elections - IT Applications Staff including OSOS Project Manager covered in current appropriation.
Object C Items	C	\$5,458,000	

Purchased Services	C	3,400,000	Assumes \$7M total one-time cost for vended system development and implementation. Assumes 75% of the project cost to remediate the VRDB and gather requirements from County partners in FY 18. OSOS looks to use remaining \$3.6M in HAVA funding in FY18 towards the project.
Personal Services - IV&V	C	1,050,000	Assumes external IV&V vendor, 15% of Purchased Services cost. One-time cost.
Personal Services - PM	C	403,200	Assumes contract PM for 2 years, 168 hours per month, \$100 per hour. One-time cost.
Personal Services - QA	C	604,800	Assumes external QA vendor for 2 years, 168 hours per month, \$150 per hour. One-time cost.
Object E Items	E		
Software Maintenance	E		Maintenance Costs are indeterminate at this time. Once negotiated with the counties for their share we will reevaluate and if need supply a budget request for FY2020 - 2021
Object J Items	J	\$425,000	
Software License Purchase or Upgrades	J	125,000	Assumes a SW environment similar to what was procured for the Corporations Filing System project. One-time cost. We used these assumptions in our OCIO Concept Review and CTS DP reviews.
Hardware Purchase or Upgrades	J	300,000	Assumes a HW environment similar to what was procured for the Corporations Filing System project. One-time cost. We used these assumptions in our OCIO Concept Review and CTS DP reviews.

2 PART 2: IDENTIFYING IT PROJECTS

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

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

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



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Risk/Severity Calculator

Project Name: Elections Modernization

Agency: Secretary of State

Assessment completed 7/25/2016

Oversight Level

Overall project oversight level is **Level 2 - Medium**

Severity			
Impact on Clients	Visibility	Impact on State Operations	Failure or Nil Consequence
High Direct contact with citizens, political subdivisions, and service providers - including systems that process benefits, payments, and similar transactions. Direct use by citizens, political subdivisions, and service providers (e.g. Medicaid payment systems, online driver's license renewals, reservation systems such as parks and ferries).	High Highly visible to public, trading partners, political subdivisions and Legislature. Likely subject to legislative hearings. System processes sensitive / confidential data (e.g. personally identifiable information, HIPAA, medical, social security numbers, credit card numbers). Required changes to existing RCWs and WACs have not been completed.	High Multiple agency involvement / impact. Agency has no funding or has not identified funding for ongoing maintenance and operations of the system after Go-Live. Significant architectural change to a mission critical system. Duplication (compete with) of an existing service or system provided (offered) by another state agency. Replacement of or significant modification to an existing core admin/financial system (AFRS, HRMS, TALS, TRAINS).	Low Loss of opportunity for improved service delivery or efficiency. Failure to resolve customer service complaints or requests.

Risks

Functional Impact on Business Processes or Rules	Development Effort & Resources	Technology	Capability & Management
Medium	Medium	Low	Low
<p>Functional Impact on Business Processes or Rules</p> <p>Moderate change to business rules. Major enhancement or moderate change of mission critical system*. Medium complexity business process (es). Requires moderate job training.</p>	<p>Development Effort & Resources</p> <p>12 to 24 months for detailed requirements, detailed design, development, and implementation. Project staff are not dedicated to the project, but agency management ensures project assignments have highest priority.</p>	<p>Technology</p> <p>Proposed technology is no more than one major version back. Proposed technology is commonly used throughout the agency and is well supported and understood.</p>	<p>Capability & Management</p> <p>Executive sponsor has authority to allocate resources to the project. Executive sponsor has been an effective executive sponsor over projects of similar size and complexity. Agency and vendor have strong ability to mitigate risk on projects. Agency uses documented and repeatable processes for project management. Agency routinely uses continuous process improvement throughout the life of the project. Agency has demonstrated effective vendor and contract management on projects of similar size and complexity.</p>

2017-19 Biennium Budget Decision Package

Agency: Office of the Secretary of State

Decision Package Code/Title: 2020 Census and Redistricting Project

Budget Period: 2017-19

Budget Level: Policy and Performance Level

Agency Recommendation Summary Text:

Redistricting is the process of changing boundaries of voting districts so that all districts have the same number of people and keep groups together that have minority interests in government. This is how we make sure that everyone has equal representation in government.

As states and communities grow and change, peoples' representation in government begins to get out of balance. Redistricting brings everything back into balance to make sure that every Washingtonian is represented fairly in the state Legislature and the U.S. Congress. The U.S. and state constitutions require that each congressional and legislative district represent roughly equal numbers of people and keep groups who have common minority interests together to make sure political power is fairly distributed.

The U.S. Constitution requires that all states evaluate electoral district boundaries every ten years following the U.S. Census. In 1983, Washington voters established the Washington State Redistricting Commission to ensure district boundaries are redrawn through a fair and bipartisan process. The Redistricting Commission includes two Democrats and two Republicans as voting members and a non-voting, nonpartisan chair.

To be prepared to support this constitutional requirement, every ten years, each state participates in the U.S. Census Bureau's Redistricting Data Program which results in information used by the Washington State Redistricting Commission to establish legislative and congressional districts. This request will provide the funding necessary for the Office of the Secretary of State (OSOS) to provide information for the 2020 U.S. Census and begin planning for redistricting efforts required by the Washington State Constitution and Revised Code of Washington.

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

Operating Expenditures		FY 2018	FY 2019	FY 2020	FY 2021
Fund (Specify - see below for listing)	001-1	\$107,351	\$97,050	\$97,050	\$97,050
Total Cost		\$107,351	\$97,050	\$97,050	\$97,050
Staffing		FY 2018	FY 2019	FY 2020	FY 2021
FTEs		1	1	1	1
Revenue		FY 2018	FY 2019	FY 2020	FY 2021
Fund (Specify - see below for listing)					
Object of Expenditure		FY 2018	FY 2019	FY 2020	FY 2021
Obj.	A	\$64,620	\$65,990	\$65,990	\$65,990
Obj.	B	\$23,320	\$23,578	\$23,578	\$23,578

Obj.	E	\$6,156	\$7,482	\$7,482	\$7,482
Obj.	J	\$13,255			
Total Cost By Object		\$107,351	\$97,050	\$97,050	\$97,050

Package Description

This package funds several steps necessary to ensure a successful redistricting process. The Census and Redistricting Project is divided into several phases:

Initial district review work, also called the Block Boundary Suggestion Project

This phase allows participating states to submit updates and corrections to the boundaries of counties, minor civil divisions (such as townships, in states that have them), incorporated places, and area landmarks (parks, college and university campuses, medical facility campuses, correctional facilities, etc.). States may also submit and update/correct linear features (roadways, waterways, etc.) and designate particular linear features that should or should not be used as tabulation block boundaries for the 2020 Census. For example, if an area were divided in two by a prominent ridgeline, and population figures from either side of the ridgeline were desired, the ridgeline could be digitally submitted and flagged for use as a block boundary. Conversely, a roadway cutting through a mobile home park or apartment complex, where the units share a single mailing address, could be flagged as being inappropriate for use as a block boundary so that the units cannot end up split between electoral districts following redistricting. This work was completed by an existing staff person.

District verification work, also called the Block Boundary Suggestion Project

In this phase, participating states are invited to review the work completed in the first phase and submit additional updates, corrections and block boundary suggestions. Elections staff assigned to this project will review census geography, consult with county auditors and taxing districts.

Voting Tabulation District Project

Participating states are invited to submit, correct, and/or update the boundary lines of voting precincts, relative to the newly updated jurisdictional lines from the block boundary suggestion project.

Verification of Voting Tabulation District Project

Participating states are invited to review their voting tabulation district project submissions and submit corrections and additional updates to bring the geography up to the benchmark of January 1, 2020.

The OSOS is required to manage the counties' review and establishment of street features and boundaries for the U.S. census and subsequent redistricting project. We currently have only one staff with the technical knowledge to perform this work. One additional FTE is required to ensure we can meet our constitutional and state legal requirements by our deadlines. In addition, we will require some hardware (computer, large monitors, and map plotter) as well as ArcGIS software to support the census program.

The 1 FTE will continue through FY 2021, requiring \$97,050 carry forward in the 2019-2021 biennium.

The 1 FTE that would be hired to work on this census and redistricting project, will work with the regional office of the U.S. Census Bureau, County Auditors, and other state and local regional entities, as necessary. The FTE will also work with legislative staff members who will be involved with the redistricting project, once set up. We will work with and submit data and information for inclusion in the 2020 U.S. Census. In response, the U.S. Census Bureau will report back to the OSOS on the population per precinct, which will be

used by the Washington State Redistricting Commission to redistrict legislative and congressional boundaries in 2021.

Base Budget: If the proposal is an expansion or alteration of a current program or service, provide information on the resources now devoted to the program or service. Please include annual expenditures and FTEs by fund and activity (or provide working models or backup materials containing this information).

This is a new program created to support the 2020 Census and Redistricting project in Washington.

Decision Package expenditure, FTE and revenue assumptions, calculations and details: Agencies must clearly articulate the workload or policy assumptions used in calculating expenditure and revenue changes proposed.

As indicated in the chart on page 1, the OSOS is requesting to fund one FTE Program Specialist 4, Range 56, Step L to support the Census and Redistricting workload. FY 2018 costs for salaries and benefits are \$87,940. FY 2019 and beyond costs for salaries and benefits are \$89,568. An additional 7% was calculated each fiscal year to support the administrative costs including but not limited to human resources, payroll, and information technology associated with this new position. The administrative costs were factored in to Object Code E, while the salaries and benefits are calculated in Objects A and B.

To support the FTEs work, this Decision Package includes funding in FY 18 for a computer, large map viewing monitors, a map plotter, and ArcView ESRI GIS software calculated at \$13,255 in Object Code J. Ongoing software costs of \$1,212 for ArcView are factored in to Object E.

Decision Package Justification and Impacts

What specific performance outcomes does the agency expect?

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

Performance Measure detail:

This Decision Package supports the following OSOS elections division performance measures: Facilitates the dissemination of compressive election information; safeguards the implementation of ‘one person, one vote’; improves election administration at the county level; and the public participates in and understands elections. In addition, OSOS will have the ability to report on the number of counties who have supplied information for the 2020 Census. While this is not associated to any one performance measure, it supports the Activity of the Elections Program. Activity A038 – Voter Information, Voter Registration, and Elections Training.

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

Funding this Decision Package will ensure the Redistricting Commission, once re-established, will benefit from a tremendous amount of work already completed, as outlined in this Decision Package. They will be able to immediately begin the work of re-drawing the state’s congressional and legislative lines based on the newest census data. The OSOS will provide a conduit between the Commission and the County Auditors, further ensuring that all eligible Washington voters will have an opportunity to vote in the 2022 elections in their new voting districts.

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

Impact(s) To:		Identify / Explanation
Regional/County impacts?	Yes	Identify: This Decision Package funds the preparation necessary for all Washington districts to be prepared for the 2020 Census and Redistricting. In addition, this work will assist the County Auditors in their subsequent precincting efforts post 2020 redistricting.
Other local gov't impacts?	Yes	Identify: This Decision Package funds the preparation necessary for all Washington districts to be prepared for the 2020 Census and subsequent Redistricting.
Tribal gov't impacts?	No	Identify:
Other state agency impacts?	Yes	Identify: This Decision Package funds the start-up work necessary to ensure that the Washington State Redistricting Commission will be prepared to start their work as soon as they are formed.
Responds to specific task force, report, mandate or exec order?	Yes	<ul style="list-style-type: none"> ▪ Identify: ▪ <u>U.S. Constitution - Article I, Section 2</u> ▪ <u>State Constitution - Article II, Section 43</u> ▪ <u>State Legislation - 44.05 RCW (redistricting law)</u>
Does request contain a compensation change?	No	Identify:
Does request require a change to a collective bargaining agreement?	No	Identify:
Facility/workplace needs or impacts?	No	Identify:
Capital Budget Impacts?	No	Identify:
Is change required to existing statutes, rules or contracts?	No	Identify:
Is the request related to or a result of litigation?	No	Identify lawsuit (please consult with Attorney General's Office):
Is the request related to Puget Sound recovery?	No	If yes, see budget instructions Section 14.4 for additional instructions

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

This Decision Package funds the preparation necessary for all Washington districts to be prepared for the 2020 Census and Redistricting. In addition, this work is necessary for the County Auditors in their subsequent reprecincting efforts post 2020 redistricting.

This Decision Package funds the start-up work necessary to ensure that the Redistricting Commission will be able to hit the ground running once established.

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

Another agency could undertake this work, however the OSOS has been tasked with this work in the past and maintains the best nexus to the required work and the stakeholders at the national, state, and local levels.

What are the consequences of not funding this request?

If this request is not funded, Washington will be grossly underprepared for the 2020 Redistricting Commission requirement. This project is required to be undertaken once every ten years. As in prior census cycles, the OSOS has been tasked with this role. Only one current staff member has the technical skills required to work on this project. But one FTE cannot complete this work alone, thus necessitating the request for one additional FTE.

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

The OSOS looked within its existing budget to determine if funds could be reprogrammed to support this project. However, there are no sufficient funds in the existing appropriation. Additionally, the existing staff is committed to other projects and day to day operations. The best alternative is to hire one project FTE to support this requirement.

Other supporting materials: Please attach or reference any other supporting materials or information that will help analysts and policymakers understand and prioritize your request.

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

No 

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

2017-19 IT Addendum - 2020 Census and Redistricting Project

Part 1: Itemized IT Costs

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

Information Technology Items in this DP <i>(insert rows as required)</i>	FY 2018	FY 2019	FY 2020	FY 2021
Map Plotter	\$3,000	0	0	0
Large Map Viewing Monitors	\$1,600	0	0	0
Computer	\$2,100			
ArcView ESRI GIS Software	\$6,555	\$1,212	\$1,212	\$1,212
Total Cost	\$13,255	\$1,212	\$1,212	\$1,212

Part 2: Identifying IT Projects

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

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

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

2017-19 Biennium Budget Decision Package

Agency: Office of the Secretary of State

Decision Package Code/Title: Providing Voters a Printed Primary Voters' Pamphlet Every Even Year

Budget Period: 2017-19

Budget Level: Performance Level

Agency Recommendation Summary Text:

This decision package requests ongoing funding to provide each residence in Washington with a printed voters' pamphlet for each even-numbered year primary, beginning with the 2018 Primary. Printed primary voters' pamphlets will include all federal and state candidates for partisan and nonpartisan offices, which will help all voters make more informed decisions when participating in the primary.

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

Operating Expenditures		FY 2018	FY 2019	FY 2020	FY 2021
Fund (Specify - see below for listing)	1	\$595,459	\$1,097,886	\$598,036	\$1,097,886
Total Cost		595459	1097886	598036	1097886
Staffing		FY 2018	FY 2019	FY 2020	FY 2021
FTEs		1	1	1	1
Revenue		FY 2018	FY 2019	FY 2020	FY 2021
Fund (Specify - see below for listing)					
Object of Expenditure		FY 2018	FY 2019	FY 2020	FY 2021
Obj.	A	\$62,548	\$64,620	\$64,620	\$64,620
Obj.	B	\$22,930	\$23,321	\$23,321	\$23,321
Obj.	E	\$506,156	\$1,006,270	\$506,270	\$1,006,270
Obj.	G	\$3,225	\$3,225	\$3,225	\$3,225
Obj.	J	\$600	\$450	\$600	\$450
Total Cost By Object		\$595,459	\$1,097,886	\$598,036	\$1,097,886

Package Description

The Office of the Secretary of State is required by the state Constitution, Article II, Section 1(e), and Revised Code of Washington, Chapter 29A.32, to provide informational material regarding ballot measures and candidates prior to the general election. The Constitution mandates "The Secretary of State shall send one copy of the publication to each individual place of residence in the state and shall make such additional

distribution as he shall determine necessary to reasonably assure that each voter will have an opportunity to study the measures prior to election.” RCW 29A.32.010 instructs the Secretary of State to provide a pamphlet “whenever at least one statewide measure or office is scheduled to appear on the general election ballot.”

Current funding does not allow the OSOS to provide each household with a printed state voters’ pamphlet for the even-numbered year primaries. Even-numbered year primaries include federal and state candidates for partisan and nonpartisan offices. The Secretary of State believes that it is important to provide voters with information on all candidates in the primary, when the field of candidates for each office is narrowed to the top two choices for the General Election. For example, in the 2016 Primary U.S. Senate race, there were 17 candidates on the primary ballot for voters to choose from. The two candidates with the most votes moved on to the General Election. But, only those voters with internet access could find voters’ pamphlet statements for all of these candidates while they were making their decisions.

This decision package requests ongoing funding to publish and distribute approximately 3.3 million printed voters’ pamphlets for each even-numbered year primary, beginning in 2018.

Base Budget: If the proposal is an expansion or alteration of a current program or service, provide information on the resources now devoted to the program or service. Please include annual expenditures and FTEs by fund and activity (or provide working models or backup materials containing this information).

The Office of the Secretary of State does not currently have funding for a printed Primary Voters’ Pamphlet in even-numbered years. This will be a new service.

Decision Package expenditure, FTE and revenue assumptions, calculations and details: Agencies must clearly articulate the workload or policy assumptions used in calculating expenditure and revenue changes proposed.

The total cost of a Primary Voters Pamphlet is estimated at \$1,693,345 in 2018. Costs are split between two fiscal years. FTE, travel, hardware and software costs are included in all fiscal years, postage is included in the first fiscal year, and composition, translations, and printing are included in the second fiscal year. With a Primary in early August, some activities occur in both fiscal years to support the creation of the pamphlet.

A printed primary voters’ pamphlet is an expansion of our current outreach program. An additional FTE is required to support the necessary workload increase. As indicated in the chart on page 1, the OSOS is requesting to fund one FTE Program Specialist 4, Range 56, Step L to support the Primary Voters’ Pamphlet. FY 2018 costs for salaries and benefits are \$87,940. FY 2019 and beyond costs for salaries and benefits are \$89,568. An additional 7% was calculated each fiscal year to support the administrative costs including but not limited to human resources, payroll, and information technology associated with this new position. The administrative costs were factored in to Object Code E, while the salaries and benefits are calculated in Objects A and B.

In addition, funding to support the composition, translation, creation of accessible formats, and distribution will be required as outlined in Object E. FY 2018 includes postage estimated at \$500,000 and FY 2019 includes composition, translations, accessible formats, and printing estimated at \$1,000,000. Costs carry forward in to Biennium 19-21.

Travel costs estimated at \$3,225 associated with composition and printing are included in G. Hardware and software costs for the design tools necessary for the new FTE are factored in to Object J at \$600 in FY 18 and \$450 in FY 19. Those costs carry forward.

There were two previous occasions when funding was provided for a printed State Voters' Pamphlet. The costs to produce those pamphlets were –

2008 - \$1,291,642

2000 - \$611,335

Decision Package Justification and Impacts

What specific performance outcomes does the agency expect?

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

Performance Measure detail:

This Decision Package ties to several Office of the Secretary of State goals, objectives, and measures as outlined in our strategic plan.

- Improve processes to protect and increase accuracy and consistency in elections administration.
- Provide opportunities for informed participation to all eligible voters.
- Increase accessibility of elections to all who are eligible.

Maximizing citizen access to comprehensive, timely, and accurate election-related information is a critical objective of the Secretary of State's strategic plan and Elections Division mission. Producing a printed primary voters' pamphlet is a cost-effective way to achieve that objective. Publishing an even-numbered year primary voters' pamphlet when federal and state primary candidates are numerous is essential for voters to cast informed ballots.

Additionally, when the Secretary of State publishes a voters' pamphlet, counties have the opportunity to include their local information in the appropriate edition of the state pamphlet for a prorated share of costs, reducing overall costs for both the state and combining counties. In some cases, counties that would not otherwise publish a printed voters' pamphlet opt to do so when the state publishes. As a result, publishing a primary voters' pamphlet would have the likely effect of counties also providing more local information to voters.

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

During the 2016 Primary, voters, the media, and candidates for various offices expressed concern about the lack of information available when casting informed decisions in the 2016 Top Two Primary. The Secretary of State, as well as the counties, received a high volume of calls and emails from voters demanding their pamphlet. Many have expressed frustration and distrust, citing concern that state government is not doing enough to help voters make good choices when they vote.

The Secretary of State could provide the level of information demanded by voters to cast informed ballots. If funds are appropriated, each residence in the state would receive a printed primary voters' pamphlet in even-numbered years containing information on all candidates for federal and state partisan and nonpartisan offices.

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

Impact(s) To:		Identify / Explanation
Regional/County impacts?	Yes	Identify: This would decrease the number of inquiries to the county elections divisions from voters raising concern about the lack of information provided in the Primary.
Other local gov't impacts?	No	Identify:
Tribal gov't impacts?	No	Identify:
Other state agency impacts?	Yes	Identify: This would decrease the number of inquiries to the legislative hotline, legislative staff, and legislators from constituents raising concern about the lack of information provided in the Primary. The OSOS will work with the Department of Printing to update existing composition, printing, and distribution contracts.
Responds to specific task force, report, mandate or exec order?	No	Identify:
Does request contain a compensation change?	No	Identify:
Does request require a change to a collective bargaining agreement?	No	Identify:
Facility/workplace needs or impacts?	No	Identify:
Capital Budget Impacts?	No	Identify:
Is change required to existing statutes, rules or contracts?	Yes	Identify: The OSOS will submit executive request legislation mandating a printed primary voters' pamphlet for each even-numbered year.
Is the request related to or a result of litigation?	No	Identify lawsuit (please consult with Attorney General's Office):
Is the request related to Puget Sound recovery?	No	If yes, see budget instructions Section 14.4 for additional instructions

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

Providing a printed State Voters' Pamphlet in the even-year Primary Election would decrease the number of inquiries, typically from angry, confused, and frustrated voters to local county elections divisions, legislative hotline staff, legislative staff, and legislators from constituents raising concern about the lack of information provided in the Primary.

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

We currently rely on an alternative to publishing a State Primary Voters' Pamphlet, the Online Voters' Guide. This method isn't effective in reaching all Washington voters, as we heard from the public during the 2016 Primary Election.

While websites are an easy and relatively inexpensive way to distribute information, availability is limited to those who have access to the internet. It also proves difficult to inform all potential voters that the information is available on the Secretary of State's website.

What are the consequences of not funding this request?

If funds are not allocated, voters will continue to be angry and frustrated about the lack of information available to them while voting in the Primary Elections. The Secretary of State would not provide a printed primary voters' pamphlet to every household in the state, but will continue to provide the information online. Voters who do not have access to the internet will continue to have less information available when voting in the primary.

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

There are not sufficient funds to publish and distribute a primary voters' pamphlet without an additional appropriation.

Other supporting materials: Please attach or reference any other supporting materials or information that will help analysts and policymakers understand and prioritize your request.

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

- No 
- Yes Continue to IT Addendum below and follow the directions on the bottom of the addendum to meet requirements for OCIO review.)

2017-19 Biennium Budget Decision Package

Agency: Office of the Secretary of State

Decision Package Code/Title: Records Center FTE Carry-forward

Budget Period: 2017-19

Budget Level: Policy and Performance Level

Agency Recommendation Summary Text:

The Office of the Secretary of State (OSOS) is requesting carry-forward funds for one FTE at the state records center hired by one-time funds authorized in the 2015-2017 final operating budget. The original budget request included this piece to be ongoing.

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

Operating Expenditures		FY 2018	FY 2019	FY 2020	FY 2021
Fund (Specify - see below for listing)	006-1	\$ 59,361	\$ 59,361	\$ 59,361	\$ 59,361
Total Cost		\$ 59,361	\$ 59,361	\$ 59,361	\$ 59,361
Staffing (Warehouse Operator 2)		FY 2018	FY 2019	FY 2020	FY 2021
FTEs		1	1	1	1
Revenue		FY 2018	FY 2019	FY 2020	FY 2021
Fund (Specify - see below for listing)	006-1	\$ 59,361	\$ 59,361	\$ 59,361	\$ 59,361

Package Description

- In the final 2015-2017 operating budget the legislature approved the use of existing public records, efficiency, and preservation account fund balance to lease additional records storage space, buy equipment and shelving for the new storage facility, and hire one FTE for the new facility. Though we requested carry-forward funds for the FTE and increased lease costs, the items were appropriated as one-time funds and not ongoing.
- During the 2016 supplemental session, carry-forward funds were authorized for the increased lease costs, but we neglected to ask for the FTE carry-forward funds. This requests asks for those carry-forward funds which are essential to maintaining the already limited operations of the records center and staff the additional facility leased in 2015.
- Over the past five (5) years the archives funding has been reduced by over 20%. In an effort to adjust to these new budget realities, the archives and records center used lean management principles to review several of our manual processes and the organizational structure of the records center. After the review and the hiring of the one FTE funded by the 2015-2017 legislature, we were able to reduce the workload of ten (10) staff to that of six (6). The reduction to six staff still allowed us to erase the majority of the filing backlogs in the records center, progress on several of the strategies to

reduce state agency paper records stored as identified by the Paper Reduction Task Force created in the 2014 supplemental operating budget, and maintain the essential functions of the records center. For instance:

- Storage of paper records at the records center has decreased by 17,000 boxes and annual growth has substantially slowed.
- Backlogs in the areas of box disposition, file put away, and DOC inmate case file processing and interfiling are substantially reduced allowing staff to focus on essential tasks.
- Safe and secure operations of the new leased facility with the additional FTE.

These backlogs created multiple inefficiencies in the records center. A backlog in box disposition means that boxes are sitting on the shelves longer. This keeps new boxes from coming in to the system and opens the state up to litigation where records that should have been destroyed are eligible for discovery. The file put away backlog and DOC inmate case file processing backlogs both create a situation where it takes two to three times longer to find and check out a file than normal. By providing the carry-forward funds for this FTE, these backlogs will continue to reduce and progress will continue on paper reduction.

- This request supports goal #3 of the OSOS archives strategic plan to provide the most efficient, economical, and accountable records storage service for the state's short-term records. And, it is essential for the objective of meeting the paper reduction criteria established by the legislature in 2014.
- The state records center stores over 303,000 boxes of agency records and over 380,000 department of corrections inmate case files. Each day, state agency personnel rely upon the records center's services. They rely upon statewide box pick-ups to efficiently consolidate the state's paper records into a centralized secure and cost effective environment and they rely upon the efficient and effective handling and tracking of the records in the records center. This request allows the records center to maintain current staffing levels of six (6) FTE. With a drop to five (5) staff, backlogs will reappear and substantial progress on the paper reduction criteria established in 2014 will suffer. Additionally, service delivery to state agencies will need to be further reduced.

Base Budget: If the proposal is an expansion or alteration of a current program or service, provide information on the resources now devoted to the program or service. Please include annual expenditures and FTEs by fund and activity (or provide working models or backup materials containing this information).

- This request continues the current 2015-2017 expenditures and FTE shown in Activity A024, coordinate the cost-effective management of state and local records.

Decision Package expenditure, FTE and revenue assumptions, calculations and details: Agencies must clearly articulate the workload or policy assumptions used in calculating expenditure and revenue changes proposed.

- All expenditures and FTE associated with this request are ongoing costs.
- An additional 7% was calculated each fiscal year to support the administrative costs including but not limited to human resources, payroll, and information technology associated with this new position.

Operating Expenditures		FY 2018	FY 2019	FY 2020	FY 2021
Fund (Specify - see below for listing)	006-1	\$ 59,361	\$ 59,361	\$ 59,361	\$ 59,361
Total Cost		\$ 59,361	\$ 59,361	\$ 59,361	\$ 59,361
Staffing (Warehouse Operator 2)		FY 2018	FY 2019	FY 2020	FY 2021
FTEs		1	1	1	1
Revenue		FY 2018	FY 2019	FY 2020	FY 2021
Fund (Specify - see below for listing)	006-1	\$ 59,361	\$ 59,361	\$ 59,361	\$ 59,361
Object of Expenditure		FY 2018	FY 2019	FY 2020	FY 2021
Obj.	A	\$ 35,928	\$ 35,928	\$ 35,928	\$ 35,928
Obj.	B	\$ 19,550	\$ 19,550	\$ 19,550	\$ 19,550
Obj.	E	\$ 3,883	\$ 3,883	\$ 3,883	\$ 3,883
Total Cost By Object		\$ 59,361	\$ 59,361	\$ 59,361	\$ 59,361

Decision Package Justification and Impacts

What specific performance outcomes does the agency expect?

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

- This request impacts activity A024, performance measure 002735, which shows the number of transactions performed by records center staff. Each transaction is a staff member picking up a box or file for transfer to the records center, referencing a file or box back to a state agency, or pulling for confidential shredding or transfer to the archives for permanent retention. The higher the number of transactions, the higher the staff workload.
- Through FY2016 there were 244,348 transactions by six (6) records center staff. With the loss of the one-time staff member the transactions for the same period would have been 203,623 transactions. This would have resulted in 40,725 less boxes or files picked-up, referenced, or destroyed. This would be the backlog created with the loss of the position.

Performance Measure detail:

- This request supports the Governor's priority of government reform, specifically an efficient, effective and accountable government. Each day, state agency personnel rely upon records center services. The storage of boxes at the records center is thirteen times less expensive than storing records in typical office space. State agencies also rely upon the statewide box pick-ups to efficiently consolidate the state's paper records into a centralized secure and cost effective environment. Once collected, these records are maintained by barcode tracking, retrieving, re-filing, reporting and then confidentially shredding or transferring them to the custody of the Archives.

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

- This request does not directly impact state residents and would only impact state government agencies. Ongoing funding for the requested carry-forward FTE will allow the records center to continue to provide expected services and operate the additional facility safely and securely. The records center alleviates the need for state agencies to duplicate services and/or maintain expensive office/warehouse space for their records storage needs.
- If this request is not approved backlogs will reappear and substantial progress on the paper reduction criteria established in 2014 will suffer. Additionally, service delivery to state agencies will need to be further reduced. This includes box pick-up and a decline in the ability to keep up with box dispositions.
- State agencies currently pay a central service charge to OSOS for archives services (based upon FTE counts per agency) and records center services (cost per box stored specifically at the records center). Funding this request would not increase the central service charge from 2015-2017 costs. OSOS central service model has consistently been approved by the Office of Financial Management for fairness and ease of operation.

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

Impact(s) To:		Identify / Explanation
Regional/County impacts?	No	Identify:
Other local gov't impacts?	No	Identify:
Tribal gov't impacts?	No	Identify:
Other state agency impacts?	Yes	Identify: See above
Responds to specific task force, report, mandate or exec order?	No	Identify:
Does request contain a compensation change?	No	Identify:
Does request require a change to a collective bargaining agreement?	No	Identify:
Facility/workplace needs or impacts?	No	Identify:
Capital Budget Impacts?	No	Identify:

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

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

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

- This requests needs funding to maintain the current minimal levels of records center staff and not further impact operations. Several alternatives have been explored and put into practice in the last few years to ensure we continue to meet our agency customer needs. For instance we have maximized frontline employees at the records center by reducing a management position.
- One alternative would be to reduce the number of boxes in the records center by 50,000 by returning them to state agencies or not accepting new records until 50,000 boxes have been destroyed. While this would ensure the management of backlogs at the records center, it was not chosen as it would lead agencies to return to the costly practice of storing records in office space or inappropriate leased space. This increases the risk of records loss, a broken chain of legal custody and the premature and illegal disposal of records. The loss or early destruction of just a few records could cost the state more in public disclosure fines and legal fees than the cost of this funding request.
- Another alternative considered was to return to the department of corrections (DOC), a large number of inmate case files to leave a reduced and manageable workload for the lowered number of records center staff. This option was not chosen as it would greatly increase the costs to DOC for records storage and the management of their inmate case files.

What are the consequences of not funding this request?

- Without the ongoing funds for the FTE the records center staffing would be reduced to five (5) FTE. At this level, a reduction in services to state agencies beginning in July 2017.
- Consequences would include:
 - No records pick-up outside of the Olympia area. This would result in all agencies spending more money in shipping costs
 - The inability to meet the legislative mandate for the reduction of stored paper records.
 - The return of boxes to state agencies would increase costs for agency storage space, staffing, and even potential litigation.
 - Agency records may not as easily accessible, safe from fire, loss, damage and theft.
 - The inability to maintain functional and efficient records storage services at a time when agencies are counting on us to save them records costs.

- The inability to fully meet the archives legislative mandate for short-term records services

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

- This request would maintain the records center FTO appropriation level from 2015-2017 in to 2017-2019.
- Process improvements were instituted in the last several years resulting in a reduction of staff without a loss of services. However, further staff reductions would just erode services.

Other supporting materials: Please attach or reference any other supporting materials or information that will help analysts and policymakers understand and prioritize your request.

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

No 

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

2017-19 Biennium Budget Decision Package

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

Decision Package Code/Title: **Digital Archives Hardware Replacement and Staff**

Budget Period: **2017-19**

Budget Level: **Policy and Performance Level**

Agency 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 archives provides public access to its collections via the internet, and ensures the long-term accessibility of the records through data migration. One-time funding is requested for the replacement of end-of-life equipment and to support the growth of records, and on-going funding is requested to fill two vacancies to support continued development and coordination with local and state agencies.

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

Operating Expenditures		FY 2018	FY 2019	FY 2020	FY 2021
Fund 006-1		\$179,312	\$184,912	\$65,912	\$65,912
Fund 441-1		\$333,008	\$343,408	\$122,408	\$122,408
Total Cost		\$512,320	\$528,320	\$188,320	\$188,320
Staffing		FY 2018	FY 2019	FY 2020	FY 2021
FTEs		2	2	2	2
Revenue		FY 2018	FY 2019	FY 2020	FY 2021
Fund 006-1		\$179,312	\$184,912	\$65,912	\$65,912
Fund 441-1		0	0	0	0

Package Description

- The archives currently preserves over 180 million electronic records that are accessed by over 850,000 visitors per year on the website, 24 hours a day, seven days a week. In FY2016 alone, the archives collected and preserved over 26 million new records and supported nearly 3.5 million searches against the website.

The archives stores over 93 terabytes (TB), or 180 million electronic records from various state and local government agencies, including county auditors, county clerks, county commissions, cities and the legislature. These records consist of meeting minutes, ordinances, resolutions, superior court case files, land transactions, naturalizations, marriages, uniform commercial code filings, agreements and contracts, as well as house committee and senate floor recordings to name a few. Currently twenty-three (23) county auditors and five (5) county clerks transfer their electronic records to the archives on a monthly basis.

With over 2,500 state and local government agencies supported, and the number of incoming records and research requests continuing to increase, we need to ensure that we can continue to accept new records, as well as maintain the ones in the collections. To ensure continued accessibility and authenticity, equipment needs to be refreshed on a periodic basis as end-of-life spans are met. Typically, we operate equipment past its end-of-life cycle, though in less critical roles.

- This unprecedented growth of the archives has happened during some of the leanest years for operating funds in the last several decades. The archives has held off on the hiring of staff as long as possible, but to continue to safely and efficiently operate, we need to fill two vacancies that have been held open for over six (6) years. A major backlog of troubles and enhancements requested by local and state agency customers has built up and impacted our ability to preserve records. One (1) information technology specialist 4 is requested to support database growth and maintenance, and one (1) library and archival professional 2 is requested to support the addition of new records.
- This request directly supports the goals of collecting and preserving the state's important legal and historical records from all state and local government agencies as well as providing transparency and accountability in government by ensuring access to the state's important legal and historical records.
- This request will specifically allow for:
 - Replacement of end-of-life servers used for the development, test, and production networks, as well as, domain, database, and image processors. Currently the networks are saturated and consists of over a hundred (100) end-of-life servers that are well past industry best practices and standards for replacement. The new equipment will be more power efficient and will allow staffing time to be repurposed due to the consolidation down to twenty-five (25) new servers.
 - Replacement of end-of-life developer workstations that are over six (6) years old and are well past industry practice for replacement.
 - Replacement and repurposing of the current storage area network (SAN). The SAN has been maintained for over 8 years with replacement drives, power modules and controllers. This central and critical equipment needs to be replaced to ensure continued operation and fast enough network speeds to ensure full back-ups.
 - Purchasing fiber channel switches to increase the efficiency of re-purposed hardware, such as the older SAN.
 - Acquiring additional storage to ensure complete and stable back-ups for the archives.
 - Hiring two (2) staff to support critical infrastructure and programming needs.

Base Budget: If the proposal is an expansion or alteration of a current program or service, provide information on the resources now devoted to the program or service. Please include annual expenditures and FTEs by fund and activity (or provide working models or backup materials containing this information).

- This request has a minor fiscal impact on activity A012, archives collections and services. Worksheet below shows the impact of this request on FY2018 and FY 2019 using the current allotment for activity A012 in FY2017 as the base.

Fund	FY2016	FY2017	FY2018	FY2019
FTE	34.4	34.3	36.3	36.3
441 Local Government Archives Acct				
441-1 State	\$3,527,000	\$3,591,000	\$3,745,900	\$3,748,300
006 Public Records Efficiency, Preservation & Access				
006-1 State	\$1,684,000	\$1,715,000	\$1,803,600	\$1,805,200
06H Washington State Legacy Project, State Library, and Archives Account				
06H-6 Non-Appropriated	\$20,000	\$20,000	0	0

Decision Package expenditure, FTE and revenue assumptions, calculations and details: Agencies must clearly articulate the workload or policy assumptions used in calculating expenditure and revenue changes proposed.

One-time Expenditures: All equipment purchases are one-time expenses

One-time Operating Expenditures		FY 2018	FY 2019	FY 2020	FY 2021
Fund 006-1		\$113,400	\$119,000		
Fund 441-1		\$210,600	\$221,000		
Total Cost		\$324,000	\$340,000	0	0
Staffing		FY 2018	FY 2019	FY 2020	FY 2021
FTEs		0	0	0	0
Revenue		FY 2018	FY 2019	FY 2020	FY 2021
Fund 006-1		\$113,400	\$119,000		
Object of Expenditure		FY 2018	FY 2019	FY 2020	FY 2021
Obj.	J	\$324,000	\$340,000	0	0
Total Cost By Object		\$324,000	\$340,000	0	0

Ongoing Expenditures: All FTE are ongoing expenses

Ongoing Operating Expenditures		FY 2018	FY 2019	FY 2020	FY 2021
Fund 006-1		\$65,912	\$65,912	\$65,912	\$65,912
Fund 441-1		\$122,408	\$122,408	\$122,408	\$122,408
Total Cost		\$188,320	\$188,320	\$188,320	\$188,320
Staffing		FY 2018	FY 2019	FY 2020	FY 2021
FTEs		2	2	2	2
Revenue		FY 2018	FY 2019	FY 2020	FY 2021

Fund 006-1		\$70,400	\$70,400	\$70,400	\$70,400
Object of Expenditure		FY 2018	FY 2019	FY 2020	FY 2021
Obj.	A	\$129,500	\$129,500	\$129,500	\$129,500
Obj.	B	\$46,500	\$46,500	\$46,500	\$46,500
Obj.	E	\$12,320	\$12,320	\$12,320	\$12,320
Total Cost By Object		\$188,320	\$188,320	\$188,320	\$188,320

An additional 7% was calculated each fiscal year to support the administrative costs including but not limited to human resources, payroll, and information technology associated with this new position.

Decision Package Justification and Impacts

What specific performance outcomes does the agency expect?

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

- This request directly supports the goals of collecting and preserving the state's important legal and historical records from all state and local government agencies as well as providing transparency and accountability in government by ensuring access to the state's important legal and historical records. The archives currently supports and preserves over 180 million records. As the archives continues to collect the long-term legal and historical records of the state, the replacement of end-of-life equipment is critical.
- This request also directly supports the Governor's priority of government reform, specifically ensuring an effective, efficient and accountable government. In FY2016 the archives increased the amount of records available by 26 million.

Performance Measure detail:

Activity Code	Performance Measure Code	Performance Measure Title	Incremental Change FY 2018	Incremental Change FY 2019
A012	000144	Number of new electronic records preserved and managed by the Archives	5,000,000	5,000,000
A012	000146	Number of unique visitors to the Digital Archives website	200,000	200,000

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

- The archives serves all state residents, whether in Washington, or abroad. 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. In FY2016, over 26 million electronic records were added to the archives, nearly 3.5 million searches were made, and over 8 million records were retrieved by over 850,000 daily visitors to the website. Visitors to the archives include, consultants (working on issues, such as environmental spills and clean-ups, land transactions, conservation), lawyers, family historians, students, reporters, and professional historians.

- Additional hardware and staff will allow continued basic services by the archives to the public via the website. Funding of this request will increase the amount of records received by the archives and available to the public, and support the collection of new record types.

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

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

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

- 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 a small 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.
- The archives serves over 2,500 state and local government agencies. 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 staff will provide for the continued basic services to state and local government agencies and accommodate the demands of those agencies for web accessible records. Funding of this request will increase the amount of records received and available, as well as support the collection of new record types.

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

- The phased implementation plan approved by the former Information Systems Board (ISB) determined 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.
- The replacement of aged equipment meets industry best practices and standards of best practice. There are really no other options.

What are the consequences of not funding this request?

- With no updated equipment or storage expansion, the archives will not be able to maintain basic services to state and local agencies, nor keep up with customer demands for the preservation and access of electronic records. Additionally, the system will be difficult to maintain, use more electricity, stagnate, and become strained. As available storage is reached, the Archives will no longer be able to meet its mandate to collect and preserve the legal and historical records of the state. This would impact both state and local government agencies that 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.

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

- Due to the serious decline in revenues to the local government archives account (42% since 2007) and reductions to the public records efficiency, preservation and access account (20% since 2009), large equipment purchases and upgrades can no longer be addressed in the carryforward budget of the archives.

Other supporting materials: Please attach or reference any other supporting materials or information that will help analysts and policymakers understand and prioritize your request.

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

No 

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

2017-19 IT Addendum - Digital Archives Hardware Replacement and Staff

Part 1: Itemized IT Costs

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

Information Technology Items in this DP <i>(insert rows as required)</i>	FY 2018	FY 2019	FY 2020	FY 2021
Developer Workstations	\$24,000	0	0	0
SAN Replacement & Additional Storage	0	\$290,000	0	0
Replace End of Life Servers	\$300,000	0	0	0
Fiber Channel Switches	0	\$50,000	0	0
Staff – ITS4	\$176,000	\$176,000	\$176,000	\$176,000
Total Cost	\$500,000	\$516,000	\$176,000	\$176,000

Part 2: Identifying IT Projects

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

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

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

2017-19 Biennium Budget Decision Package

Agency: Office of the Secretary of State

Decision Package Code/Title: NHPRC Grant Appropriation

Budget Period: 2017-19

Budget Level: Policy and Performance Level

Agency Recommendation Summary Text:

Requests spending authority for an anticipated national historical publications and records commission (NHPRC) grant to the office of the secretary of state (OSOS) that would be awarded for use in 2017-2019 and forward.

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

Operating Expenditures		FY 2018	FY 2019	FY 2020	FY 2021
Fund (Specify - see below for listing)	001-2	30000	20000	25000	25000
Total Cost		30000	20000	25000	25000
Staffing		FY 2018	FY 2019	FY 2020	FY 2021

Package Description

- The Washington state historical records advisory board (WSHRAB) of the OSOS serves the public as the central advisory board for historical records projects and plans and provides leadership and guidance to help ensure the identification, preservation, and use of the state's historical records. It acts as a state-level review body for any grant proposals from Washington to the NHPRC.
- The office of the secretary of state has received grants from the NHPRC for many years. During the 2015-2017 biennium, the NHPRC granted OSOS \$24,120 to cover expenses of the WSHRAB, including funds for board members to attend four (4) meetings, for Archives staff to coordinate and conduct at least 20 technical assistance workshops throughout the State, to distribute posters and create a website for Archives Month. This grant is set to expire in February 2017.
- This package requests expenditure authority to cover an anticipated 2017-2019 NHPRC grant award of \$50,000 and ongoing funds for future grant awards. The grant will continue to fund WSHRAB expenses and provide a small amount of funds for a re-grant program available to small local historical societies and museums. The anticipated grant would be awarded in March 2017, and we would wait until July 2017 for any expenditures if the request is approved.
- Federal grant funding received for the WSHRAB meets Goal #1 of the OSOS, Archives Division to “collect and preserve the state’s important legal and historical records from all state and local government agencies.”

Base Budget: If the proposal is an expansion or alteration of a current program or service, provide information on the resources now devoted to the program or service. Please include annual expenditures and FTEs by fund and activity (or provide working models or backup materials containing this information).

- This proposal neither expands, nor alters, any current programs or services. The request is for the ongoing expenditure authority to spend an anticipated 2017-2019 and future federal grants for the continued operations of the WSHRAB.

Decision Package expenditure, FTE and revenue assumptions, calculations and details: Agencies must clearly articulate the workload or policy assumptions used in calculating expenditure and revenue changes proposed.

Operating Expenditures		FY 2018	FY 2019	FY 2020	FY 2021
Fund (Specify - see below for listing)	001-2	30000	20000	25000	25000
Total Cost		30000	20000	25000	25000
Staffing		FY 2018	FY 2019	FY 2020	FY 2021
FTEs		0	0	0	0
Revenue		FY 2018	FY 2019	FY 2020	FY 2021
Fund					
Object of Expenditure		FY 2018	FY 2019	FY 2020	FY 2021
Obj.	E	30000	20000	25000	25000
Total Cost By Object		30000	20000	25000	25000

- Any expenditure authority resulting from this request is intended to be ongoing.

Decision Package Justification and Impacts

What specific performance outcomes does the agency expect?

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

- This outcome of this request supports in a general way, activity A012, Archives Collections and Services.
- The request meets Results Washington, goal #5, efficient, effective and accountable government, specifically providing transparency and accountability in government by ensuring access to the state's important legal and historical records, and responsible resource stewardship by using the grant funds to leverage partnerships with constituent groups for beneficial resource sharing.

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

- The work of the WSHRAB funded by the NHPRC grant has an ancillary impact on state residents and specific communities, by assisting in a small way to preserve local records in their communities.

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

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

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

- While WSHRAB supports state-wide objectives of records preservation and access, any specific impact would be on local government entities receiving funds from the \$25,000 re-grant program to assist them with specific records preservation and access projects.

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

- No other alternative was considered by OSOS, as expenditure authority is required prior to the expenditure of grant funds received by the federal government.

What are the consequences of not funding this request?

- Not providing the expenditure authority requested in this decision package would result in the office of the secretary of state not being able to spend potential grant funds received for the continued operation of the historical records advisory board (WSHRAB).

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

- Since this would be new grant revenue received by OSOS, we would not propose using existing appropriations.

Other supporting materials: Please attach or reference any other supporting materials or information that will help analysts and policymakers understand and prioritize your request.

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

No 

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

2017-19 Biennium Budget Decision Package

Agency: Office of the Secretary of State

Decision Package Code/Title: Office of the Secretary of State SDC Server Consolidation

Budget Period: 2017-19 Biennial Budget

Budget Level: Policy and Performance Level

Agency Recommendation Summary Text: The Office of the Secretary of State (OSOS) is requesting \$30,100 for fiscal year 18 and \$27,600 each fiscal year after for moving, maintaining, and operating 27 servers, and related equipment, in the State Data Center (SDC) managed by Consolidated Technology Services (WaTech) on, or before, March 31, 2018. This request will bring the agency into compliance with RCW 43.105.375 and maximize the use of the SDC.

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

Operating Expenditures		FY 2018	FY 2019	FY 2020	FY 2021
Fund (Specify - see below for listing)	001-1	30100	27600	27600	27600
Total Cost		30100	27600	27600	27600
Staffing		FY 2018	FY 2019	FY 2020	FY 2021
FTEs					
Revenue		FY 2018	FY 2019	FY 2020	FY 2021
Fund (Specify - see below for listing)					
Object of Expenditure		FY 2018	FY 2019	FY 2020	FY 2021
Obj.	E	30100	27600	27600	27600
Total Cost By Object		30100	27600	27600	27600

Package Description

The Legislature directed state agencies, through RCW 43.105.375, to locate all existing and new servers within the State Data Center (SDC) located in Olympia. The Office of the Chief Information Officer (OCIO), in consultation with the Office of Financial Management, is responsible for implementing the business plan and migration schedule for moving all state agencies into the SDC. The Office of the Secretary of State plans to move 27 servers, and related equipment, during the period of March 1, 2018 - March 31, 2018. The Office of the Secretary of State will incur one-time costs of \$2,500 to move these servers into the SDC and ongoing costs of \$2,300 monthly for maintenance and operation of these servers in the SDC.

Agency Contact Information: Policy Contact (360) 725.0290 / Fiscal Contact (360) 704.5215

Base Budget: If the proposal is an expansion or alteration of a current program or service, provide information on the resources now devoted to the program or service. Please include annual expenditures and FTEs by fund and activity (or provide working models or backup materials containing this information).

- Not Applicable

Decision Package expenditure, FTE and revenue assumptions, calculations and details: Agencies must clearly articulate the workload or policy assumptions used in calculating expenditure and revenue changes proposed.

Expenditure appropriation is requested for a one-time charge of \$2,500 to move the servers as well as on-going costs of \$27,600 per the attached estimates.

Decision Package Justification and Impacts

What specific performance outcomes does the agency expect?

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

- This change will optimize the use of the SDC and help agencies avoid the cost and complexity of maintaining their own server rooms and data centers. The SDC provides the necessary space, power, cooling, connectivity, and physical and network security for the server, storage, and networking equipment of agencies that use it. The SDC operates more efficiently and provides better physical and virtual security and resiliency than any other state agency space.
- OSOS assumes that moving its servers to the SDC will result in overall decreased costs to the state although costs incurred by the Agency are increased. The SDC uses power much more efficiently than individual, smaller and older facilities. Also, the debt service on the SDC, currently burdening the State General Fund, can be reduced as agencies with multiple fund sources locate their IT equipment there.

Performance Measure detail: A002 – Executive and Administrative Services

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

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

Impact(s) To:		Identify / Explanation
Regional/County impacts?	No	Identify:
Other local gov't impacts?	No	Identify:
Tribal gov't impacts?	No	Identify:
Other state agency impacts?	No	Identify:

Responds to specific task force, report, mandate or exec order?	Yes	Identify: RCW 43.105.375
Does request contain a compensation change?	No	Identify:
Does request require a change to a collective bargaining agreement?	No	Identify:
Facility/workplace needs or impacts?	No	Identify:
Capital Budget Impacts?	No	Identify:
Is change required to existing statutes, rules or contracts?	No	Identify:
Is the request related to or a result of litigation?	No	Identify lawsuit (please consult with Attorney General's Office):
Is the request related to Puget Sound recovery?	No	If yes, see budget instructions Section 14.4 for additional instructions
Identify other important connections		

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

The Legislature directed state agencies, through RCW 43.105.375, to locate all existing and new servers within the State Data Center (SDC) located in Olympia. The Office of the Chief Information Officer (OCIO), in consultation with the Office of Financial Management, is responsible for implementing the business plan and migration schedule for moving all state agencies into the SDC.

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

No alternatives to current law were considered.

What are the consequences of not funding this request?

Agencies will not be in compliance with state law.

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

Under the current appropriation, the only option would be to have the servers remain in OSOS facilities and obtain a waiver from the OCIO.

Other supporting materials: Please attach or reference any other supporting materials or information that will help analysts and policymakers understand and prioritize your request.

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

No 

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

2017-19 IT Addendum – OSOS SDC Server Consolidation

Part 1: Itemized IT Costs

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

Information Technology Items in this DP <i>(insert rows as required)</i>	FY 2018	FY 2019	FY 2020	FY 2021
Server Move	\$2,500	0	0	0
Colocation	\$27,600	\$27,600	\$27,600	\$27,600
Total Cost	\$30,100	\$27,600	\$27,600	\$27,600

Part 2: Identifying IT Projects

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

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

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



7214 26th ST E
 Suite C104
 Fife, WA 98424

Estimate

DATE	ESTIMATE #
8/11/2016	2777

(253) 279-1542 (888) 279-1542 Fax # 253-815-7865

NAME / ADDRESS
FINANCIAL SUPPORT SERVICES OFFICE OF THE SECRETARY OF STATE P.O. BOX 40224 OLYMPIA, WA 98504-0224

PROJECT

ITEM	DESCRIPTION	QTY	COST	TOTAL
	Move from Dolliver & Library to SDC:			
Labor	Labor - 3 techs, 7 hours each	21	100.00	2,100.00
Truck Rental	Truck rental	1	150.00	150.00
			Subtotal	\$2,250.00
			Sales Tax (8.8%)	\$198.00
			TOTAL	\$2,448.00



“the consolidated technology services agency” RCW 43.105.006

Colocation Estimate

Prepared for: Mike Huntley
Agency/Org: SEC
Email: mike.huntley@sos.wa.gov
Business Requirement: Budgetary estimate for Colocation Services at Olympia and Quincy DCF

Washington Technology Services
 1500 Jefferson Building
 1500 Jefferson St SE
 Olympia, WA 98504-1502

Prepared by: Gordon Ice
INFRA #: 395944
Issue Date: 8/23/2016

Details For Quotation for Monthly Recurring Charges:

Service Description	Current Rate		QTY		Extended Price
Facilities Services					
Half-size (21RU) 2.5 kW Enclosure	\$	650.00	2	\$	1,300.00
Full-size (42RU) 5 kW Enclosure	\$	1,000.00	1	\$	1,000.00
Full-size (42RU) 7.5 kW Enclosure	\$	1,500.00	0	\$	-
Full-size (42RU) 10 kW Enclosure	\$	2,000.00	0	\$	-
Full-size (42RU) 12.5 kW Enclosure	\$	2,500.00	0	\$	-
One-Time Charges					
Facilities Materials	\$	-	0	\$	-
Facilities Labor	\$	-	0	\$	-
Installation Charge (Network)	\$	-	0	\$	-
Installation Charge (Telephony)	\$	-	0	\$	-
Telecommunication Services					
10Mb/100Mb/1Gb Connection	\$	-	0	\$	-
Centrex Analog Phone Line	\$	24.00	0	\$	-
Management Interface	\$	25.00	0	\$	-
Computer Services					
Server Monitoring	\$	125.00	0	\$	-
Firewall Services					
Managed Firewall (Allocated)	\$	-	0	\$	-
Managed Firewall (Non-allocated)	\$	1,500.00	0	\$	-
Total Monthly Recurring Charges					\$ 2,300.00
Total One-Time Charges					\$ -
Total First-Month Billing					\$ 2,300.00



"the consolidated technology services agency" RCW 43.105.006

Requirement Details

Prepared for: Mike Huntley
Agency/Org: SEC
Email: mike.huntley@sos.wa.gov
Prepared by: Gordon Ice
INFRA #: 395944
Issue Date: 8/23/2016

Washington Technology Services
1500 Jefferson Building
1500 Jefferson St SE
Olympia, WA 98504-1502

Requirements for Budgetary Estimate

Estimate of monthly cost to collocate OSOS equipment at the WaTech Olympia and Quincy Data center Facilities.

- 1 - Full-size enclosure @ 5kW located in the SDC at Olympia
- 1 - Half-size enclosure @ 2.5kW located in the SDC at Olympia
- 1 - Half-size enclosure @ 2.5kW located in the SDC at Quincy

Connections to SGN and PGN currently provided using WaTech delegated firewalls and routing infrastructure
Existing Century Link connection to Cheney to be provided by Customer
Additional core network connections not specified

OSOS participates in the Network Allocation and the Security Infrastructure Allocation
Customer is Network Model "B"

2017-19 Biennium Budget Decision Package

Agency: Office of the Secretary of State

Decision Package Code/Title: TVW Pass Through Request

Budget Period: 2017-19

Budget Level: Policy and Performance Level

Agency Recommendation Summary Text:

Recognizing the budget challenges the state will face in the 2017-19, TVW requests \$5 million in additional appropriation to bring the State's contract with TVW back to pre-2006 levels.

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

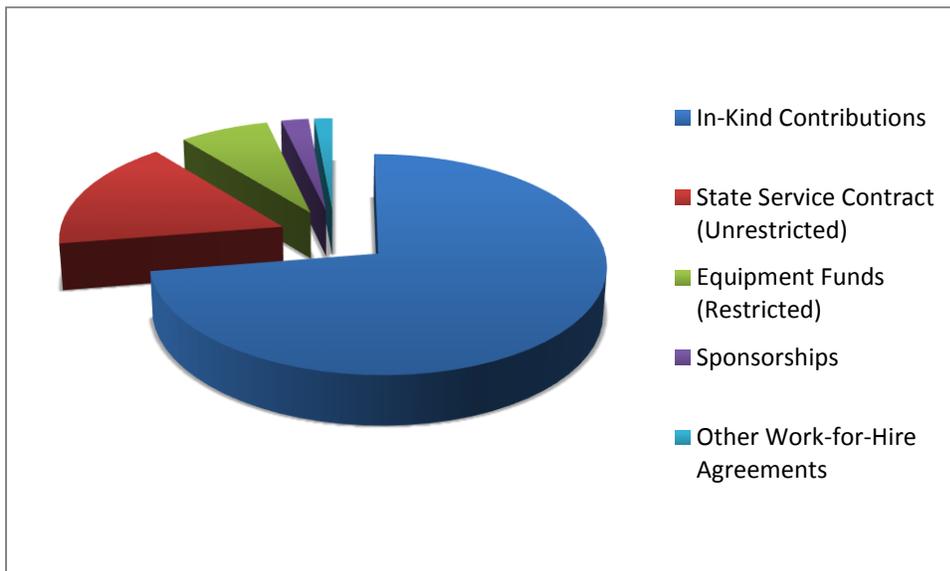
Operating Expenditures		FY 2018	FY 2019	FY 2020	FY 2021
Fund (Specify - see below for listing)	001-1	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000
Total Cost		2500000	2500000	2500000	2500000
Staffing		FY 2018	FY 2019	FY 2020	FY 2021
FTEs					
Revenue		FY 2018	FY 2019	FY 2020	FY 2021
Fund					
Object of Expenditure		FY 2018	FY 2019	FY 2020	FY 2021
Obj.	C	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000
Total Cost By Object		2500000	2500000	2500000	2500000

WHO DOES TVW SERVE?

In addition to carriage by every cable provider in the state of Washington, citizens from every part of the State are accessing TVW.org on a daily basis. And they are staying long enough to watch at least one video. Not only are Washington’s citizens accessing TVW.org, but we get regular hits from across the country and around the world.

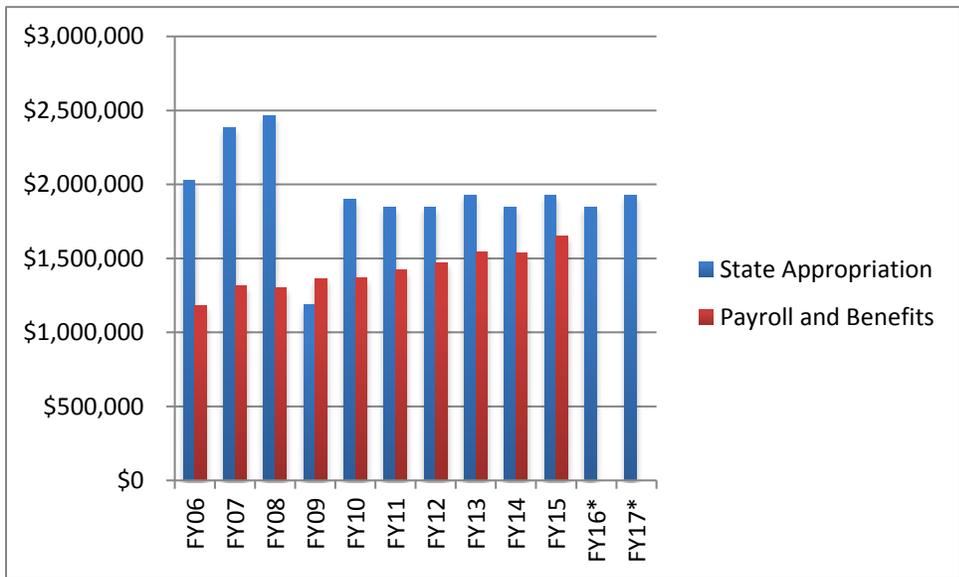
HOW IS TVW FUNDED?

First, let’s take a look at where TVW’s funding comes from. This is a snapshot of TVW’s 2015 (audited) calendar year. As you can see, the bulk of our operational funding (blue) is actually an in-kind contribution from the cable industry. Our second largest source of flexible income (red), which can be used for salaries, benefits, cost of goods, building maintenance, etc., is derived from our service contract with the State of Washington to provide gavel-to-gavel coverage of the Legislature, Supreme Court, the Executive Branch (agencies and the Governor’s office), and public policy events occurring throughout the State. Beginning in FY15, the State made a commitment to TVW to provide \$835,000 annually (green) to replace aging and obsolete equipment throughout the Capitol Campus along with the infrastructure that supports that core mission. Those funds are restricted to equipment only and cannot be used for ongoing operational needs such as salaries, benefits, service enhancements, and building maintenance. To supplement our operating budget, TVW has long provided on-air sponsorship opportunities (purple) to interested parties. Those funds primarily go to support our produced programming. And finally, TVW periodically produces work for a variety of State agencies (turquoise) resulting in a small amount of income. We also rent out two studio spaces in our building that accounts for a small amount of rental income that is included in this number.



IMPACTS OF DECREASED CONTRACT FUNDING & INCREASED LABOR COSTS

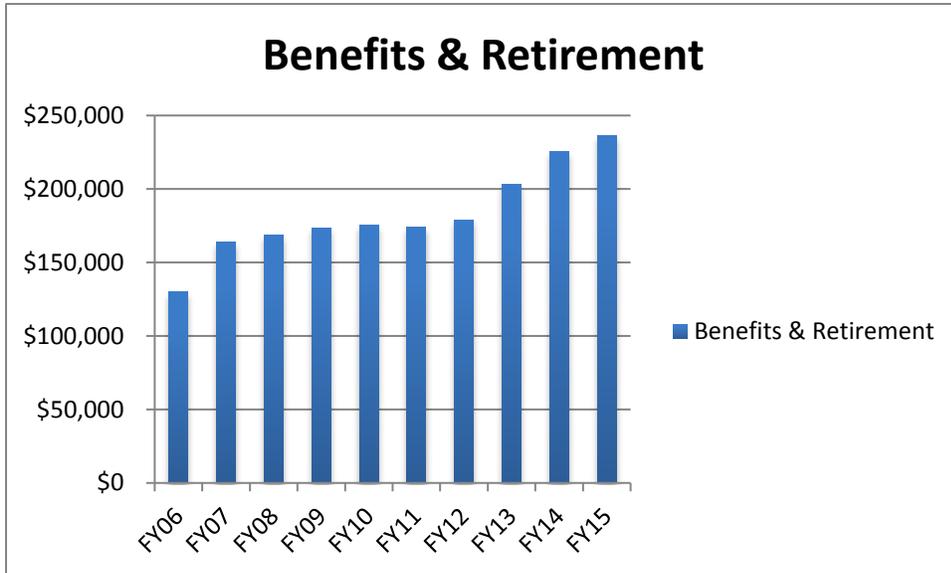
In the early years of TVW, our work-for-hire agreement with the State was funded at just under \$5 million per biennium. The chart that follows provides a quick peak of that historical funding as well as increases in salary and benefits (including retirement costs) since that time. It is important to note that TVW’s production team is unionized and, as such, are compensated in a manner commensurate with their peers within State government. These increases have been managed through a variety of unsustainable strategies such as attrition and deferred building maintenance. It must also be noted that TVW’s administrative staff have not received merit or cost of living salary increases since 2006. As a result, administrative staff members are not presently compensated at a rate commensurate with their peers within State government.



Based on a thorough analysis of existing administrative salaries against *Washington’s Exempt Management Service Salary Structure* and the *Washington Management Service Salary Structure*, TVW would require a one-time increase of approximately \$280,000 to bring current employees to a level commensurate with their State-employed peers. After that, it would be reasonable to suggest cost-of-living adjustments comparable to state employee adjustments.

INCREASE IN BENEFITS COSTS

Additionally, the costs of providing benefits to staff have increased dramatically over the same period. Health care costs alone have gone up substantially between 2006 and 2016. Add that to increases associated with unemployment benefits, labor and industries costs, etc., and you can see that the flexible funds associated with our work-for-hire agreement with the State, sponsorships, and other miscellaneous income is dwindling in ability to manage hard costs.



SERVICE UPGRADES

As technologies continue to shift and in order to keep pace with the service needs of our customers – both broadcast and web-based – our transmission and archival costs are increasing dramatically. I anticipate our costs for calendar year 2016 will exceed those of 2015 by approximately \$200,000.

Additionally, TVW customers are demanding that we provide closed captioning and, in fact, the FCC requires it once our operating budget reaches \$3 million annually. TVW has been able to postpone those costs due to the fact that the bulk of our operating budget is provided through an in-kind gift from cable carriers. However, as a result of not providing closed captioning on-air and on-line, we are regularly being audited by the FCC to ensure our position. We cannot continue to let closed captioning lapse; to add this service requires the addition of new encoders (4) and decoders (4) as well as the captioning service for an anticipated annual cost of \$845,000 per year.

DEFERRED BUILDING MAINTENANCE

To manage ongoing hard costs at a time of dwindling resources, TVW has deferred maintenance on our greatest asset – our building. Following is a list of current outstanding expenses that will have to be addressed in the coming years:

- 2016 Carpet and Hard Surface Floors Cleaning \$2,000
- 2016 Seal Bathroom Tiles \$1,800
- 2016 Safety upgrades including Card Lock Install / Cameras \$20,000

TVW 2017-19 Budget Documentation
Page 4 of 4

- 2016-17 Interior Paint \$20,000
- 2017 Replace Anti-Static Flooring \$25,000
- 2017-18 Exterior Paint \$20,000
- 2018 Recover Roof \$25,000
- 2018 Carpet Replacement \$18,000
- 2020 Parking Lot Stripe and Reseal
- 2020 HVAC System Replacement and Back-up System \$100,000
- 2026 Gutter Replacement \$5,000
- 2026 UPS Battery Replacement \$10,000

SUMMARY

Based on this background, you can see that TVW has very little in the way of flexible funding to appropriately manage operating costs in a competitive environment while meeting the parameters of our work-for-hire agreement with the State. Based on this information, TVW anticipates a need for increased funding in the following ways:

- An upgrade in administrative staff wages to make TVW salaries and benefits commensurate with those of State employees, \$280,000.
- Service upgrades related to transmission, archival storage, and closed captioning, \$1,000,000.
- Deferred building maintenance needs, \$134,000
- A total of \$2,828,000 per biennium for a total appropriation of \$6,601,000 of unrestricted funding plus \$1,670,000 of restricted funding (equipment lease).

Recognizing the budget challenges the state will face in 2017-19, TVW requests the following:

- \$5 million (unrestricted) to bring the State's contract with TVW back to pre-2006 levels
- \$1,670,000 (restricted) to meet equipment lease obligation
- \$6,670,000 total General Fund appropriation

For more information contact: Renee Radcliff Sinclair
(360) 529-5315
renee@tvw.org

State of Washington

Summarized Revenue by Account and Source

Budget Period: 2017-19
 Dollars in thousands
 085 - Office of the Secretary of State
 Agency Level
 AA - Operating Budget Agency Request 19
 Supporting Text Included

9/12/2016
 3:25PM

	Maintenance Level		Performance Level		Biennium Totals		Total
	FY2018	FY2019	FY2018	FY2019	FY2018	FY2019	
001 - General Fund							
Total - 0220 - Charitable Funds Sol - S	354	367			354	367	721
Total - 0226 - Corp Licenses/Fees - S	35,094	36,824			35,094	36,824	71,918
Total - 0303 - Institute of Museum - F	3,775	3,830			3,775	3,830	7,605
15 - NHPRC Grant Appropriation			30	20			
Total - 0389 - Natl Archives/Record - F			30	20	30	20	50
Total - 0420 - Charges for Services - S	170	175			170	175	345
Total - 0421 - Publicatns/Documents - S	2	2			2	2	4
Total - 0425 - Filing/Legal Srvcs - S	147	2			147	2	149
001 - General Fund - State	35,767	37,370			35,767	37,370	73,137
001 - General Fund - Federal	3,775	3,830	30	20	3,805	3,850	7,655
Total - 001 - General Fund	39,542	41,200	30	20	39,572	41,220	80,792
006 - Public Records Effic							
0420 - Charges for Services - S	4,293	4,293					
13 - Records Staff not in Carry-forward			59	59			
14 - Digital Archives Hardware Replace			179	185			
Total - 0420 - Charges for Services - S	4,293	4,293	238	244	4,531	4,537	9,068
Total - 0421 - Publicatns/Documents - S	44	45			44	45	89
006 - Public Records Effic - State	4,337	4,338	238	244	4,575	4,582	9,157
Total - 006 - Public Records Effic	4,337	4,338	238	244	4,575	4,582	9,157
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	379	389			379	389	768
12M - Charitable Org Edu - State	379	389			379	389	768
Total - 12M - Charitable Org Edu	379	389			379	389	768
14E - WA St. Heritage Cntr							
Total - 0226 - Corp Licenses/Fees - S	380	413			380	413	793
Total - 0425 - Filing/Legal Srvc - S	4,860	4,872			4,860	4,872	9,732
14E - WA St. Heritage Cntr - State	5,240	5,285			5,240	5,285	10,525
Total - 14E - WA St. Heritage Cntr	5,240	5,285			5,240	5,285	10,525
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	3,659	3,778			3,659	3,778	7,437
Total - 0420 - Charges for Services - S	4,023	3,092			4,023	3,092	7,115
407 - Secretary State Rev - State	7,682	6,870			7,682	6,870	14,552
Total - 407 - Secretary State Rev	7,682	6,870			7,682	6,870	14,552
441 - Local Gov Archives							
Total - 0421 - Publicatns/Documents - S	9	10			9	10	19
Total - 0425 - Filing/Legal Srvc - S	3,748	3,749			3,748	3,749	7,497
441 - Local Gov Archives - State	3,757	3,759			3,757	3,759	7,516
Total - 441 - Local Gov Archives	3,757	3,759			3,757	3,759	7,516
470 - Imaging Account							
Total - 0420 - Charges for Services - S	773	773			773	773	1,546
470 - Imaging Account - State	773	773			773	773	1,546
Total - 470 - Imaging Account	773	773			773	773	1,546
085 - Office of the Secretary of State - State	57,935	58,784	238	244	58,173	59,028	117,201
085 - Office of the Secretary of State - Federal	3,775	3,830	30	20	3,805	3,850	7,655
085 - Office of the Secretary of State - Private/Local	101	101			101	101	202
Total - 085 - Office of the Secretary of State	61,811	62,715	268	264	62,079	62,979	125,058

13 - Records Staff not in Carry-forward

The Office of the Secretary of State (OSOS) is requesting carry-forward funds for one FTE at the state records center hired by one-time funds authorized in the 2015-2017 final operating budget. The original budget request included this piece to be ongoing.

14 - 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 archives provides public access to its collections via the internet, and ensures the long-term accessibility of the records through data migration. One-time funding is requested for the replacement of end-of-life equipment and to support the growth of records, and on-going funding is requested to fill two vacancies to support continued development and coordination with local and state agencies.

15 - NHPRC Grant Appropriation

Requests spending authority for an anticipated national historical publications and records commission (NHPRC) grant to the office of the secretary of state (OSOS) that would be awarded for use in 2017-2019 and forward.

006	Public Records Efficiency, Preserva	1,000,000	1,000,000
12M	Charitable Organization Education	200,000	200,000
14E	Washington State Heritage Center	600,000	600,000
407	Secretary of State's Revolving Acct	2,000,000	2,000,000
441	Local Government Archives Account	600,000	600,000
470	Imaging Account	150,000	150,000

	Code	Title
AGENCY	085	Secretary of State

2017-19 Federal Funding Estimates Summary

CFDA NO.*	Agency	Federal Fiscal Year	State Fiscal Year	State Match Amounts	State Match Source [001-1, XXX-1, etc.]
	Agency Total				
	FY 2016	3,262,304	3,262,304	1,680,581	14E-1
	FY 2017	3,400,000	3,400,000	1,751,515	14E-1
	FY 2018	3,475,000	3,475,000	1,790,152	14E-1
	FY 2019	3,550,000	3,550,000	1,828,788	14E-1
	Federal Agency Name				
45.310	Institute of Museum and Library Services				
	Activity #				
	FY 2016 actual	3,262,304	3,262,304	1,680,581	
	FY 2017 estimate	3,400,000	3,400,000	1,751,515	
	FY 2018	3,475,000	3,475,000	1,790,152	
	FY 2019	3,550,000	3,550,000	1,828,788	

2017-19 IT Addendum – OSOS SDC Server Consolidation

Part 1: Itemized IT Costs

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

Information Technology Items in this DP <i>(insert rows as required)</i>	FY 2018	FY 2019	FY 2020	FY 2021
Server Move	\$2,500	0	0	0
Colocation	\$27,600	\$27,600	\$27,600	\$27,600
Total Cost	\$30,100	\$27,600	\$27,600	\$27,600

Part 2: Identifying IT Projects

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

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

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

1 PART 1: ITEMIZED IT COSTS

All costs in this Decision Package are IT costs. While detailed above, we repeat the Expenditure Chart and Key Assumptions again here for the convenience of the reviewer.

One of the Key Assumptions behind the estimates for the system development and implementation of the Elections Modernization Project is that OSOS will use the approximately \$3,600,000 remaining in HAVA funding towards the overall cost of the project.

Operating Expenditures		FY 2018	FY 2019	FY 2020	FY 2021
Fund (Specify - see below for listing)	001-1	3,366,500	2,516,500		
Total Cost		3,366,500	2,516,500		
Staffing		FY 2018	FY 2019	FY 2020	FY 2021
FTEs					
Revenue		FY 2018	FY 2019	FY 2020	FY 2021
Fund (Specify - see below for listing)					
Object of Expenditure		FY 2018	FY 2019	FY 2020	FY 2021
Obj.	C	2,941,500	2,516,500		
Obj.	J	425,000			
Total Cost By Object		3,366,500	2,516,500		

Key Assumptions

OBJECT OF EXPENDITURE	OBJ	Estimate	KEY ASSUMPTION
Staffing/FTE's		0	Elections - IT Applications Staff including OSOS Project Manager covered in current appropriation.
Object C Items	C	\$5,458,000	

Purchased Services	C	3,400,000	Assumes \$7M total one-time cost for vended system development and implementation. Assumes 75% of the project cost to remediate the VRDB and gather requirements from County partners in FY 18. OSOS looks to use remaining \$3.6M in HAVA funding in FY18 towards the project.
Personal Services - IV&V	C	1,050,000	Assumes external IV&V vendor, 15% of Purchased Services cost. One-time cost.
Personal Services - PM	C	403,200	Assumes contract PM for 2 years, 168 hours per month, \$100 per hour. One-time cost.
Personal Services - QA	C	604,800	Assumes external QA vendor for 2 years, 168 hours per month, \$150 per hour. One-time cost.
Object E Items	E		
Software Maintenance	E		Maintenance Costs are indeterminate at this time. Once negotiated with the counties for their share we will reevaluate and if need supply a budget request for FY2020 - 2021
Object J Items	J	\$425,000	
Software License Purchase or Upgrades	J	125,000	Assumes a SW environment similar to what was procured for the Corporations Filing System project. One-time cost. We used these assumptions in our OCIO Concept Review and CTS DP reviews.
Hardware Purchase or Upgrades	J	300,000	Assumes a HW environment similar to what was procured for the Corporations Filing System project. One-time cost. We used these assumptions in our OCIO Concept Review and CTS DP reviews.

2 PART 2: IDENTIFYING IT PROJECTS

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

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

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



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Risk/Severity Calculator

Project Name: Elections Modernization

Agency: Secretary of State

Assessment completed 7/25/2016

Oversight Level

Overall project oversight level is **Level 2 - Medium**

Severity			
Impact on Clients	Visibility	Impact on State Operations	Failure or Nil Consequence
High Direct contact with citizens, political subdivisions, and service providers - including systems that process benefits, payments, and similar transactions. Direct use by citizens, political subdivisions, and service providers (e.g. Medicaid payment systems, online driver's license renewals, reservation systems such as parks and ferries).	High Highly visible to public, trading partners, political subdivisions and Legislature. Likely subject to legislative hearings. System processes sensitive / confidential data (e.g. personally identifiable information, HIPAA, medical, social security numbers, credit card numbers). Required changes to existing RCWs and WACs have not been completed.	High Multiple agency involvement / impact. Agency has no funding or has not identified funding for ongoing maintenance and operations of the system after Go-Live. Significant architectural change to a mission critical system. Duplication (compete with) of an existing service or system provided (offered) by another state agency. Replacement of or significant modification to an existing core admin/financial system (AFRS, HRMS, TALS, TRAINS).	Low Loss of opportunity for improved service delivery or efficiency. Failure to resolve customer service complaints or requests.

Risks

Functional Impact on Business Processes or Rules	Development Effort & Resources	Technology	Capability & Management
Medium	Medium	Low	Low
<p>Functional Impact on Business Processes or Rules</p> <p>Moderate change to business rules. Major enhancement or moderate change of mission critical system*. Medium complexity business process (es). Requires moderate job training.</p>	<p>Development Effort & Resources</p> <p>12 to 24 months for detailed requirements, detailed design, development, and implementation. Project staff are not dedicated to the project, but agency management ensures project assignments have highest priority.</p>	<p>Technology</p> <p>Proposed technology is no more than one major version back. Proposed technology is commonly used throughout the agency and is well supported and understood.</p>	<p>Capability & Management</p> <p>Executive sponsor has authority to allocate resources to the project. Executive sponsor has been an effective executive sponsor over projects of similar size and complexity. Agency and vendor have strong ability to mitigate risk on projects. Agency uses documented and repeatable processes for project management. Agency routinely uses continuous process improvement throughout the life of the project. Agency has demonstrated effective vendor and contract management on projects of similar size and complexity.</p>

2017-19 IT Addendum- 2020 Census and Redistricting Project

Part 1: Itemized IT Costs

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

Information Technology Items in this DP <i>(insert rows as required)</i>	FY 2018	FY 2019	FY 2020	FY 2021
Map Plotter	\$3,000	0	0	0
Large Map Viewing Monitors	\$1,600	0	0	0
Computer	\$2,100			
ArcView ESRI GIS Software	\$6,555	\$1,212	\$1,212	\$1,212
Total Cost	\$13,255	\$1,212	\$1,212	\$1,212

Part 2: Identifying IT Projects

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

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3. Does this decision package fund the continuation of a project that is, or will be, under OCIO oversight? (See [OCIO Policy 121](#).) Yes No

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

2017-19 IT Addendum- Digital Archives Hardware Replacement and Staff

Part 1: Itemized IT Costs

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

Information Technology Items in this DP <i>(insert rows as required)</i>	FY 2018	FY 2019	FY 2020	FY 2021
Developer Workstations	\$24,000	0	0	0
SAN Replacement & Additional Storage	0	\$290,000	0	0
Replace End of Life Servers	\$300,000	0	0	0
Fiber Channel Switches	0	\$50,000	0	0
Staff – ITS4	\$176,000	\$176,000	\$176,000	\$176,000
Total Cost	\$500,000	\$516,000	\$176,000	\$176,000

Part 2: Identifying IT Projects

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

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

Enterprise Risk Management (ERM) - Mission Critical Systems

Office-wide systems - OSOS website, OSOS Exchange Email systems

- Loss of the OSOS website will prevent access to all public-facing applications.
- Loss of the office Exchange email system will stop all electronic communications to staff and the public.

Elections systems – Voter Registration Database (VRDB) and Washington Elections Information system (WEI)

- Loss of VRDB system access will prevent counties from uploading voter registration information to the federally mandated, centralized, voter registration database.
- Loss of access to the WEI systems will prevent counties from posting elections results and prevent voters from accessing the online voter's guide and the MyVote application.

Corporations / Charities System

- Loss of Corporations systems access will prevent the public from registering for corporations or charities, filing annual reports, and receiving letters of incorporation.

Digital Archives systems – Digital Archives website, Records Center Management System (RMS)

- Loss of access to the digital archives systems will prevent the public from accessing the historical materials held at the archives.
- Loss access to the records center systems will prevent agencies from accessing the records stored in the record center.

Agency: Office of the Secretary of State
Service: [Archives and Records Billing](#)

Allocation Methodology: Allocation is determined by CFL Appropriation + proposed changes. First we deduct the special DOC allocation, second we update the FTE and box counts. The percentage of box count represents 35% of the allocation and the percentage of FTE represents 65% of the allocation.

Totals		100.00%	
	Proposed Biennium Allocation Spread (2017-2019)		Proposed Biennium (2017- 2019)
011 House of Representatives	0.21%	\$	17,395
012 Senate	0.15%	\$	12,387
013 Joint Transportation Committee	0.00%	\$	163
014 Joint Leg Audit & Rev Comm	0.03%	\$	2,254
020 Leg Eval and Accy Prg Com	0.01%	\$	576
035 Office of State Actuary	0.01%	\$	1,081
037 Office of Legislative Support Services	0.03%	\$	2,236
038 Joint Legislative Systems Committee	0.03%	\$	2,236
040 Statute Law Committee	0.11%	\$	8,670
045 Supreme Court	0.16%	\$	12,907
046 State Law Library	0.01%	\$	672
048 Court of Appeals	1.03%	\$	83,477
050 Judicial Conduct Commission	0.01%	\$	456
055 Administrative Office of the Courts	0.23%	\$	18,904
056 Office of Public Defense	0.01%	\$	1,147
057 Office of Civil Legal Aid	0.00%	\$	120
075 Office of the Governor	0.04%	\$	3,363
080 Office of Lieutenant Governor	0.00%	\$	326
082 Public Disclosure Commission	0.04%	\$	2,926
085 Secretary of State	0.59%	\$	47,618
086 Office of Indian Affairs	0.00%	\$	125
087 Commission on Asian-American Affairs	0.00%	\$	96
090 Office of State Treasurer	0.12%	\$	10,076
095 Office of State Auditor	0.22%	\$	18,166
099 Citizen's Comm on Salaries for Elect Off	0.00%	\$	62
100 Office of Attorney General	3.77%	\$	306,252
101 Caseload Forecast Council	0.01%	\$	600

102 Department of Financial Institutions	0.78%	\$	63,185
103 Department of Commerce	0.38%	\$	31,148
104 Forecast Council	0.00%	\$	293
105 Office of Financial Management	0.19%	\$	15,807
107 Health Care Authority	1.06%	\$	85,813
110 Office of Administrative Hearings	0.11%	\$	9,071
116 State Lottery Commission	0.39%	\$	31,399
117 Gambling Commission	0.16%	\$	13,365
118 Commission on Hispanic Affairs	0.00%	\$	125
119 Commission on African-Amer Affairs	0.00%	\$	96
120 Human Rights Commission	0.04%	\$	3,338
124 Department of Retirement Systems	0.91%	\$	74,171
126 State Investment Board	0.14%	\$	11,153
140 Department of Revenue	0.79%	\$	64,223
142 Board of Tax Appeals	0.06%	\$	4,938
147 Office of Min & Women's Bus Enter	0.07%	\$	5,304
160 Insurance Commissioner	0.45%	\$	36,656
163 Consolidated Technology Services	0.54%	\$	43,924
165 Board of Accountancy	0.04%	\$	3,072
167 Forensic Investigations Council	0.00%	\$	-
179 Department of Enterprise Services	0.86%	\$	69,806
185 Horse Racing Commission	0.02%	\$	1,406
190 Board of Industrial Insurance Appeals	0.75%	\$	60,906
195 Liquor Control Board	1.00%	\$	81,413
205 Board of Pilotage Commissioners	0.00%	\$	120
215 Utilities and Transportation Commission	0.51%	\$	41,075
220 Board for Volunteer Firefighters	0.03%	\$	2,187
225 Washington State Patrol	2.85%	\$	231,378
227 Criminal Justice Training Commission	0.03%	\$	2,674
228 Traffic Safety Commission	0.02%	\$	1,404
235 Department of Labor and Industries	3.91%	\$	317,570
240 Department of Licensing	1.45%	\$	117,567
245 Military Department	0.30%	\$	24,515
275 Public Employee Relations Commission	0.06%	\$	5,103
300 Dept of Social & Health Services	18.56%	\$	1,507,394
303 Department of Health	5.42%	\$	440,109
305 Department of Veterans Affairs	0.73%	\$	58,931
310 Department of Corrections	5.43%	\$	904,344
315 Department of Services for the Blind	0.14%	\$	11,132
340 Student Achievement Council	0.14%	\$	11,758
341 LEOFF Plan 2 Retirement Board	0.00%	\$	336
350 Superintendent of Public Instruction	0.23%	\$	18,359
351 School for the Blind	0.05%	\$	4,438
353 Center for Child Deaf & Hearing Loss	0.07%	\$	6,045

354 Work Force Training & Educ Coord Brd	0.02%	\$	1,595
355 Dept of Arch and Historic Preservation	0.03%	\$	2,124
357 Department of Early Learning	0.29%	\$	23,472
359 Charter Schools Commission	0.00%	\$	240
360 University of Washington	13.44%	\$	1,092,022
365 Washington State University	3.69%	\$	299,983
370 Eastern Washington University	1.02%	\$	82,888
375 Central Washington University	0.89%	\$	72,079
376 The Evergreen State College	0.38%	\$	30,671
380 Western Washington University	1.06%	\$	86,086
387 Washington State Arts Commission	0.01%	\$	1,022
390 Washington State Historical Society	0.02%	\$	1,840
395 Eastern WA State Historical Society	0.02%	\$	1,439
405 Department of Transportation	6.18%	\$	502,381
406 County Road Administration Board	0.01%	\$	825
407 Transportation Improvement Board	0.02%	\$	1,374
410 Transportation Commission	0.01%	\$	1,076
411 Freight Mob Strategic Invest Brd	0.00%	\$	96
460 Columbia River Gorge Commission	0.00%	\$	333
461 Department of Ecology	1.71%	\$	138,650
462 Pollution Liability Insurance Agency	0.02%	\$	1,548
465 State Parks & Rec Comm	0.64%	\$	51,890
467 Recreation & Cons Funding Board	0.16%	\$	12,811
468 Environmental Hearings Office	0.04%	\$	2,977
471 Conservation Commission	0.02%	\$	1,341
477 Department of Fish and Wildlife	1.23%	\$	100,224
478 Puget Sound Partnership	0.03%	\$	2,080
490 Department of Natural Resources	1.54%	\$	125,155
495 Department of Agriculture	0.57%	\$	46,418
540 Employment Security Department	1.75%	\$	142,513
699 Community and Technical Colleges	9.69%	\$	787,509

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 2017-19 budget request to our public facing website at the following URL:

URL: http://www.sos.wa.gov/office/budget-links.aspx

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 standards.

Agency Contact: Temple Allen, Budget Manager
Contact Phone: 360-704-5215
Contact E-mail: Temple.allen@sos.wa.gov
Date: September 16, 2016