



# SOS

Office of the Secretary of State

*Kim Wyman*



## **2021-2023 Operating Budget**



# Secretary of State

*Kim Wyman*

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September 17, 2020

David Schumacher -Director, Office of Financial Management  
Post Office Box 43113  
Olympia, WA 98504-3113

Dear Director Schumacher,

*David*

Enclosed please find our 2021-23 biennial budget requests.

As we approach the 2021-23 biennial budget process, I would like to emphasize a few considerations of our requests. I am sympathetic to the fiscal impacts facing OFM and the Legislature in the upcoming biennium and I believe our requests are tempered by that reality. I have implemented OFM savings recommendations including line-item budget reductions as well as savings from employee furloughs.

We are facing a historic election which determines the course of governance through all levels from fire commissioners to our nation's Commander in Chief. The designation of state election administration as critical infrastructure by President Obama within our nation's homeland security, supports the enormous nature of this work.

Our team has worked tirelessly with our 39 local elections partners to develop, implement and conduct the VoteWA modernization project without which the laws to provide same-day registration, automatic registration, universal registration and future voter registrations would simply not be possible. The enormity of the undertaking within the allotted time cannot be overstated.

This being said, it is critical to continue to provide adequate resources to our elections infrastructure in protecting this fundamental piece of our democracy: the citizens' right to vote. VoteWA has now served Washington well in six elections and continues to improve with every lesson learned. Our state-of-the-art infrastructure is now the backbone for elections in every community across the state. I am highlighting our request for adequate resources in human and financial terms to support and maintain this asset, provided originally through federal dollars and now ours to nurture and maintain.

Our additional critical requests include funds to prepare our archives collection for transition to the new facility in 2023. We were grateful to receive one year funding of the three year funding we requested last session, however, it will take more than one year to catalog and prepare these sensitive archival documents and fulfill our obligation to protect these state treasures for future generations. We are also asking for funds to replace the ancient database system for the Combined Fund Drive which our IT division describes as on life support. There has never been more need for public workers to have a reliable and secure method to contribute to our local nonprofits.

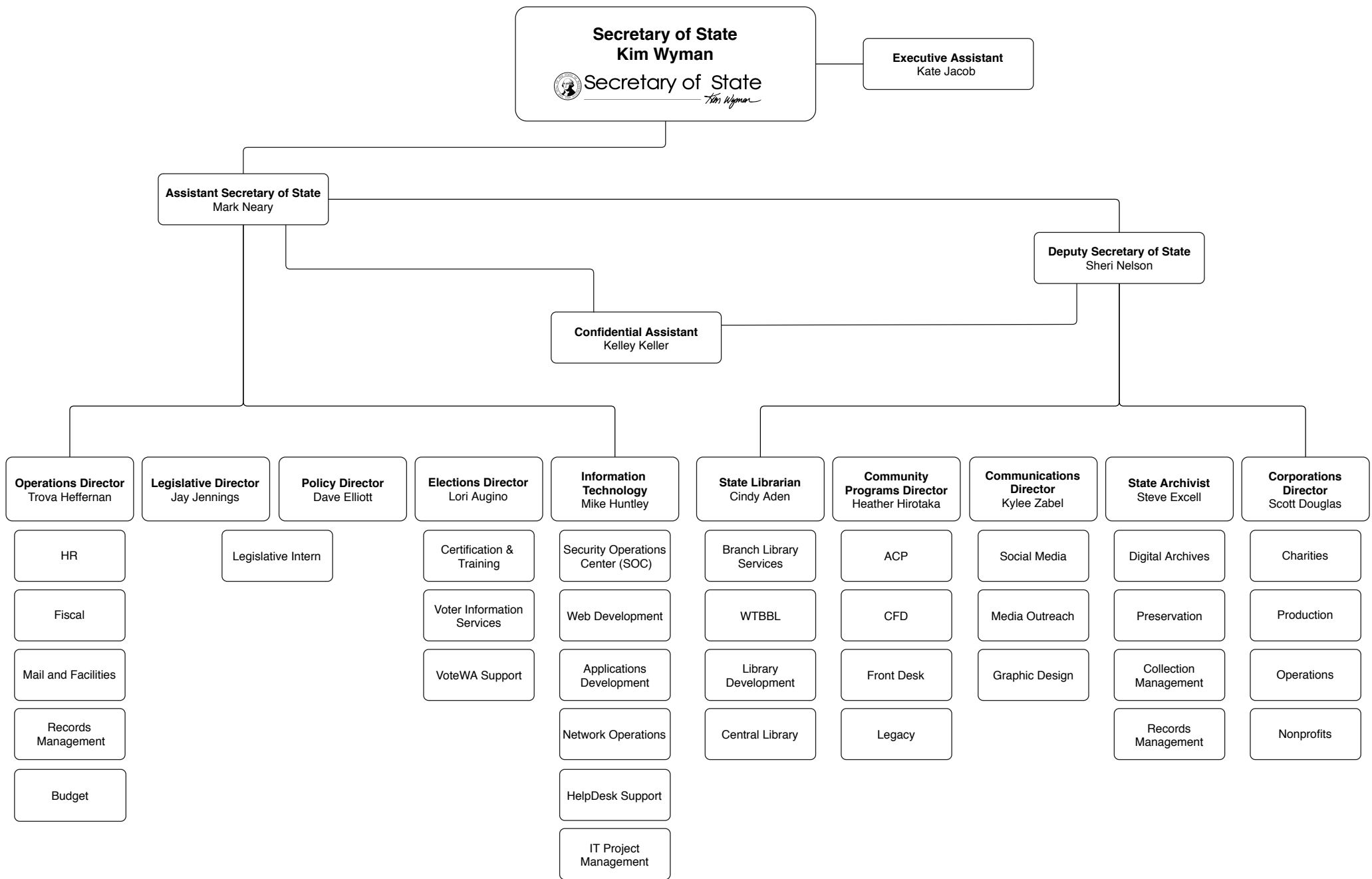
Be assured, we included a few additional and smaller items only after intense scrutiny of our needs in light of the fiscal realities we face together in moving forward to serve all Washingtonians.

If you have any questions or would like additional information, please do not hesitate to contact Assistant Secretary of State, Mark Neary at (360) 902-4186.

Thank you,

*Kim Wyman*

Kim Wyman  
Secretary of State



# Strategic Plan 2021-2023



### Why our work matters

The Office of the Secretary of State (OSOS) upholds some of the most diverse and fundamental responsibilities that make our government work for you by providing:

- Access to our elections and the security of our voting process;
- Connection to our history;
- Incorporation of new business that is vital to our economy; and
- Trusted government information that protects you as a consumer.

Our strategic plan outlines why this work matters, the core values that define our culture, and our mission and goals through the next biennium.

### What we do

The Secretary of State is the chief elections officer, the chief corporations officer, and supervises the State Archives and the State Library. The office plays a critical role in communities by administering programs that protect survivors of crime, educate through personal stories in our history, and inspire giving.

To carry out such wide-ranging and important work, the OSOS recruits and maintains top-performing staff members who embody its core values: integrity, visionary leadership, collaboration, and service excellence.

### Our Mission

To protect access to elections and the integrity of the voting process, connect people with their history and government, and advance business, charities and community.

### Our Goals

On behalf of the people of Washington, we will:

1. Maintain the highest levels of security around our voting process, and continually improve access to elections for eligible citizens.
  - Protect the integrity of the voter registration database from threat actors constantly attempting to gain access with malicious intentions.
  - Ensure VoteWA — a centralized voter registration and election management system for counties — remains secure and accessible.
  - Increase accurate and comprehensive voter information.
  - Increase knowledge among election administrators by providing resources for counties to meet or exceed statutory certification requirements.
  - Conduct county election reviews and work with our election partners to implement recommendations.
  - Analyze and report critical election data through the certification reconciliation report.

## 2021-23 Strategic Plan, OSOS Overview

2. Engage and inspire citizens everywhere through Washington history.
  - Design and begin construction of a publicly accessible Library-Archives building that fulfills critical need, meets archival and storage standards, and is a desirable destination for visitors.
  - Connect people with their history by increasing the number of accessible archives records online by 500,000 each year.
  - Safeguard our state's valuable digital records by ensuring hardware is under maintenance or replaced.
  - Follow the highest standards for facilities maintenance and proper environmental conditions to protect our one-of-a-kind documents.
  - Expand the public's access to rare materials in history by digitizing Washington newspapers, government publications, Northwest history, maps, and primary source and archival material from communities, the State Library and the State Archives.
3. Advocate for a business-friendly Washington, lifting barriers for corporations and charities.
  - Provide seamless, easy-to-use services for entities that are incorporating or operating in Washington.
  - Broadly expand convenient online filing for customers through IT infrastructure and system enhancements.
  - Improve the customer experience; replace slow and expensive modes of communication with email and provide education on registration requirements.
4. Offer important information about Washington business, charities and commercial fundraisers to protect consumers.
  - Continually provide quality and publicly accessible information that is on file with the Corporations Division.
  - Educate to help donors "give smart" and spot signs of potential charity fraud.
5. Empower our constituents by elevating our community-centered programs.
  - Increase deeper knowledge of the Address Confidentiality Program (ACP).
  - Teach history through personal stories by leveraging resources from Legacy Washington.
  - Broaden and target service at the Washington Talking Book & Braille Library to veterans, Spanish speakers, the elderly, and teens.
  - Promote new job skills through library-supported resources like the online learning platform, LinkedIn Learning Library.
  - Expand services for individuals re-entering communities after incarceration with additional tools and use of public library cards.
6. Improve public service for our customers with a more adaptable and efficient workplace.
  - Boost employee productivity, safely connect teams to detailed information and open access to public records by advancing to Microsoft 365.
  - Modernize OSOS operations and move toward a more paperless environment. Assess physical files and electronic storage needs with their associated costs, develop a plan and continue modernization of our internal processes and procedures.
  - Improve Washington's reliable avenue for Combined Fund Drive donations through enhanced technology.

**Results Washington:** Efficient, Effective and Accountable Government, Healthy and Safe Communities; World-Class Education.

## 2021-23 Strategic Plan, OSOS Divisions

### Executive & Support Services

Establish and share a clear vision for OSOS; oversee our statutory mandates, the security of our critical infrastructure, and our daily operations.

### What we do

#### **Executive Services**

Govern OSOS, develop public policy, and manage legislative relations and external communication.

#### **Security Operations Center and IT**

Secure our critical infrastructure, provide information technology services, and develop innovative technology solutions.

#### **Budget and Financial Services**

Manage the budget process and provide accurate financial information and efficient processes.

#### **Facilities**

Protect our assets and buildings.

#### **Human Resources**

Recruit, develop and continually support our most vital asset: people.

#### **Public Records**

Strengthen government transparency by protecting the public's access to government information.

### Stakeholders

General public, government (local, state, national), state legislature, Office of Financial Management, OSOS staff, international visitors, consular staff



## 2021-23 Strategic Plan, OSOS Divisions

### Elections

Maximize informed participation of eligible voters in accessible, fair and accurate elections; support our democratic processes and government accountability for elections-related information.

### What we do

Certify election results, voting systems, candidates, petitions, ballot measures, oaths and election officials.

Promote secure elections that are accessible to eligible citizens through the VoteWA system.

- Support, develop and test VoteWA—a system that supports voter registration and the election management for counties, initiative and referendum filings, candidate filings, a public voter information portal, and voting systems certification.
- Through VoteWA, publish and maintain the online public voter registration portal in four languages and the printed state voter registration form in more than 20 languages.

Provide trusted and nonpartisan voter information.

- Produce a comprehensive Voters' Pamphlet and online guide for 3.4 million residences and nearly 80,000 military and overseas voters.
- Publish voting materials in English and three languages that are federally required.
- Facilitate educational programs for youth (K-12), college students, Alternate Language Communities, military and overseas voters, voters with accessibility needs, and for organizations that conduct voter registration drives.
- Provide registration information and an online guide for county auditors and civic organizations.

Continually strengthen election administration and ensure accurate election results.

- Provide a comprehensive certification program for state and county election administrators.
- Train, review county procedures, and manage a Clearinghouse Program to disseminate relevant legislation, judicial decisions, and legal opinions to county election offices.
- Manage the Election System Review Board that reviews and approves voting systems.
- Conduct Logic and Accuracy Tests of ballot tabulation equipment prior to an election.
- Ensure counties reconcile their numbers and create a statewide report.
- Create and audit reconciliation reports, annual reports, and federally required reports.

Support the constitutionally protected right to file initiatives and referenda.

- Accept filed initiatives and referenda; accept petitions, verify signatures, and certify measures to the Legislature and/or to the ballot.

### Stakeholders

Voters, general public, activists, county auditors, elections staff, political parties and associations, media, state government, legislative staff



## 2021-23 Strategic Plan, OSOS Divisions

### Corporations

Provide essential business and charitable information to promote public trust; provide the public with exemplary registration and information services.

### What we do

Advance the business and nonprofit community.

- Serve as the starting point to create a business or nonprofit organization in Washington.
- Register businesses, charitable trusts relating to entities holding income-producing assets in the name of a charity and entities that solicit charitable donations from Washington state residents.
- Promote trust by making our filings free to view and accessible to the public.

Register trademarks and provide service of process.

- State trademark registration is independent of federal trademark registration.
- Serve as the agent for service of legal process on domestic or foreign entities doing business in Washington when service by other statutory means cannot be perfected.
- Serve as the agent for service on nonresident motorists involved in accidents or collisions occurring within Washington.

Protect the public with reliable and accessible information about charities and commercial fundraisers.

- Work closely with the Consumer Protection Division of the Office of Attorney General.
- Help consumers “give smart” and identify deceptive practices that can result in charity fraud.
- Make information on charities available to the public and promote donor awareness.

Register domestic partnerships.

- These partnerships are available to couples where at least one partner is at least 62 years old, and the couple meets all other requirements under RCW 26.60.030.

Authenticate public documents.

- Examples are birth/death, marriage/divorce, police records, and corporate certificates of good standing, foreign adoptions, dual citizenship, business transactions, and educational materials.
- Serve as the sole agency in the state providing apostilles—authentication of official or notarized documents for presentation to foreign governments.

### Stakeholders

Business community, charitable organizations and trusts, general public, state government, county health departments, legal community

## 2021-23 Strategic Plan, OSOS Divisions

### Community Programs

Strengthen Washington communities through programs that protect lives, celebrate extraordinary people, and inspire giving.

### What We Do

Protect survivors of crime by keeping their personal addresses out of the hands of perpetrators.

- Provide a substitute address for use as a survivor's legal residence, work and/or school address through the Address Confidentiality Program (ACP).
- This program enables confidentiality of two normally public records—voter registration and marriage.

Educate students, scholars, and history enthusiasts.

- Develop compelling and authoritative stories of the state's past through Legacy Washington.
- Document and illustrate the contributions to state history by members of Congress, governors, judges, other statewide elected officials and influential newsmakers.
- 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.

Inspire giving among Washington state employees and retirees.

- Provide a single avenue for donations through the Combined Fund Drive (CFD).
- Manage payroll contributions and fundraising dollars for state and higher education employees and retirees.
- Promote giving to charitable organizations and causes in state agencies and higher education institutions.
- Support volunteers in fundraising and charitable education efforts.

### Stakeholders

General public, survivors, victim advocates, law enforcement, judges, school administrators and staff, the ACP Council, history enthusiasts, researchers, scholars, students, educators, journalists, donors, charities, volunteers, state government

## 2021-23 Strategic Plan, OSOS Divisions

### Archives

Collect, preserve and make available important legal and historical records of all local and state government entities in Washington; assist government bodies with the most efficient and economical management of records.

### What we do

Serve as Washington's records-keeper.

- Manage the State's Archives that provide a vital account of public government in Washington state, beginning with the establishment of Washington Territory in 1853 and continuing to the present.
- Operate the Digital Archives that has preserved nearly 230 million records and makes records accessible to researchers worldwide.
- Run five regional archives that provide archival and records management services to local agencies.
- Create and manage local and state records retention schedules and operate a state records center to store inactive state agency records.

Promote access to government and government transparency.

- Operate five facilities throughout Washington dedicated to research, training, outreach, and preservation.

Provide imaging Services.

- Improve the way state and local governments retrieve information.
- Use innovative digital conversion techniques to convert microfilm and paper documents into user-friendly digital images.
- Offer service to local and state government agencies on a cost recovery basis.
- Assess local government holdings, imaging projects and standards, and provide consultation.

### Stakeholders

General public, researchers, attorneys, family historians, state and local government, colleges and universities

## 2021-23 Strategic Plan, OSOS Divisions

### State Library

Connect Washington through the power of libraries; build prosperous and informed communities by providing technology, access to information, resources, and professional support.

### What we do

Open access to rare material on Washington government, history, culture and natural resources.

- Collect, preserve and provide information on the Pacific Northwest and state history, including searchable, online access to maps, photos, books, newspapers, and government publications.
- Safeguard current and historical state and federal government publications in our depositories.
- Connect patrons with trained librarians via live chat, email, or telephone through Ask a Librarian.

Support Washington state libraries and government.

- Coordinate and manage programs, services and resources that benefit libraries statewide using federal Library Services and Technology Act (LSTA) funds.
- Provide library and information services to members of the legislature, state officials, and state employees in connection with their official duties.

Support those unable to read standard print.

- Manage the Washington Talking Book & Braille Library (WTBBL) with comprehensive, statewide library service for residents who are blind, visually impaired, deaf-blind, unable to hold a book or turn pages, or live with a reading disability.
- Disseminate audiobook cassettes and readers, free via US Mail, to all subscribers of the WTBBL.
- Supply downloadable audio books, braille materials, and translation services.

Promote life opportunity and new job skills to reduce unemployment.

- Provide access to State Library-supported, industry-recognized certifications for Microsoft Office, other software and entry-level IT and computer science skills through the Microsoft LinkedIn Learning program. Proficiency with Microsoft Office applications ranks among the top five skillsets in demand by Washington employers, and certification is the best way to demonstrate proficiency to employers.
- Provide on-site library services to the 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 residents of minimum custody facilities.

### Stakeholders

General public, libraries, individuals who cannot read standard print, residents of state institutions, state legislators, agencies, public employees, historians, genealogists, researchers, writers, teachers, and students



Office of the Secretary of State  
2021-23 Regular Budget Session  
Maintenance Level - 8L - Lease Adjustments

## Agency Recommendation Summary

OSOS requests additional funding to meet increased lease and facility maintenance agreement costs for contracts renewed during the 2019-2021 biennium.

## Fiscal Summary

Fiscal Summary <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2022	2023	2021-23	2024	2025	2023-25
<b>Staffing</b>						
FTEs	0.0	0.0	0.0	0.0	0.0	0.0
<b>Operating Expenditures</b>						
Fund 006 - 1	\$34	\$34	\$68	\$35	\$35	\$70
Fund 441 - 1	\$26	\$26	\$52	\$29	\$29	\$58
Total Expenditures	\$60	\$60	\$120	\$64	\$64	\$128

## Decision Package Description

### Challenge or Opportunity:

OSOS requests funding to meet increased lease and facility maintenance costs associated with two contractual agreements extended during the 2019-2021 biennium. Department of Enterprise Services recently reviewed and approved a renewed lease for the Archives Annex located in Tumwater. And OSOS renewed a maintenance and operations agreement for the Pritchard-Fleming building on the campus of Bellevue College. These facilities are essential for the OSOS to meet its mission and achieve its goals, objectives, and strategies.

Archives Annex: In July 2020 OSOS signed an agreement to extend its lease of 25,000 square feet of warehouse space in Tumwater that serves as an overflow facility for the State Archives and Records Center. OSOS requests an ongoing biennial increase of \$62,000 to cover the increased lease costs.

Puget Sound Regional Branch Archives: In June 2019, OSOS signed an extension agreement with Bellevue College for their continued maintenance and facility services to the Pritchard-Fleming Building. This extension incorporated an overall 29% increase for these services from the 2017-2019 biennium. OSOS requests an ongoing biennial increase of \$58,000 to cover the increased costs.

### Consequences of not funding:

We currently don't have enough expenditure authority to cover these lease adjustments and would have to cut other services that use these funds to cover these increases.

### Background:

The Secretary of State is the state's chief elections officer, Chief Corporation's officer, and supervisor of the State Archives. The duties of the office are specified in Article III, Section 17 of the Washington State Constitution and Chapter 43.07 RCW. The office promotes public trust by:

- Safeguarding vital government records, documents, publications and process
- 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

To ensure successful operations, OSOS creates public and private partnerships to provide and care for its facilities.

### Options explored:

Inadequate funding to pay for leases and maintenance and operations agreements would complicate the Agency's ability to fulfill its missions, goals, objectives, and strategies. OSOS would be required to cut services to pay the additional lease costs.

## Assumptions and Calculations

### ***Expansion, Reduction, Elimination or Alteration of a current program or service:***

This request will fund an existing lease and is not anticipated to expand, increase or reduce a current program or service.

### ***Detailed Assumptions and Calculations:***

Goods and Services: These leases were negotiated through Department of Enterprise Services and through the Secretary of State. Based on these contracts, we incorporated a small increase in the 23-25 biennium to cover inflationary adjustments.

### ***Workforce Assumptions:***

We will not require additional FTEs if this package is funded.

### ***How is your proposal impacting equity in the state?***

This proposal will not impact equity in the state.

## Strategic and Performance Outcomes

### ***Strategic Framework:***

Engage and inspire citizens everywhere through Washington history.

- Design and begin construction of a publicly accessible Library-Archives building that fulfills critical need, meets archival and storage standards, and is a desirable destination for visitors.
- Connect people with their history by increasing the number of accessible archives records online by 500,000 each year.
- Safeguard our state's valuable digital records by ensuring hardware is under maintenance or replaced.
- Follow the highest standards for facilities maintenance and proper environmental conditions to protect our one-of-a-kind documents.
- Expand the public's access to rare materials in history by digitizing Washington newspapers, government publications, Northwest history, maps, and primary source and archival material from communities, the State Library and the State Archives.

This request impacts activity 012 Archives Collections and Services by \$170,000 in the 21-23 Biennium.

### ***Performance Outcomes:***

This request is to continue our leases for these buildings. This request shouldn't impact our performance outcomes.

## Other Collateral Connections

### **State Workforce Impacts:**

This proposal doesn't have any state workforce impacts.

### **Intergovernmental:**

This request if funded, should not impact any local governments or political subdivisions of the state.

### **State Facilities Impacts:**

This request doesn't impact state facilities.

### **Changes from Current Law:**

This request doesn't require changes to current law.

### **Puget Sound Recovery:**

This request doesn't related to Puget Sound recovery efforts.

### **Legal or Administrative Mandates:**

This proposal doesn't impact legal or administrative mandates.

### **Stakeholder Response:**

This proposal should not impact any non-governmental stakeholders.

## Reference Documents

[LeaseRate AdjustmentTemplate\\_20200826.xlsx](#)

## IT Addendum

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

No

## Objects of Expenditure

Objects of Expenditure <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2022	2023	2021-23	2024	2025	2023-25
Obj. E	\$60	\$60	\$120	\$64	\$64	\$128

## Agency Contact Information

Kathy Cody  
(360) 763-2044  
kathy.cody@sos.wa.gov





Office of the Secretary of State  
2021-23 Regular Budget Session  
Maintenance Level - 10 - Prepare Archives Relocation

## Agency Recommendation Summary

To ensure the protection of the states' most critical archival documents, such as the State Constitution, governor's correspondence, recorded activities of the legislature, and the Supreme Court's case files, OSOS requests additional expenditure authority to hire three FTEs. These FTEs will preserve, inventory, and prepare these essential records to move into the new Library-Archives building.

## Fiscal Summary

Fiscal Summary <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2022	2023	2021-23	2024	2025	2023-25
<b>Staffing</b>						
FTEs	3.0	3.0	3.0	0.0	0.0	0.0
<b>Operating Expenditures</b>						
Fund 006 - 1	\$313	\$313	\$626	\$0	\$0	\$0
Total Expenditures	\$313	\$313	\$626	\$0	\$0	\$0

## Decision Package Description

### Opportunity or Issue:

OSOS requests three project FTEs to preserve, track, and prepare to move over 300,000,000 unique and irreplaceable records contained in the 150,000 boxes of the state's archival collections. The records will be moving from the current Archives Building, a temporary storage facility, the State Records Center, and several other buildings throughout the state into the new Library-Archives building located in Tumwater. If funded, this staff will complete the following activities in time for OSOS to move into the new building in FY 2023:

- Match each box and volume to the inventory catalog,
- Check each box to ensure it has the correct description,
- Assess that each box will survive the physical move,
- Place a barcode label to help relocate the box to the new building,
- Box, or re-box the records as needed,
- Purge unnecessary records and reduce the amount to move,
- Label the shelving in the new facility, and
- Assist with the physical move of the collections.

The legislature provided one-time funding for this project in the 2020 Supplemental. This proposal requests the remaining two years of funding, which may require a slight fee increase to the central service model.

Funding these positions will allow us to continue to serve the public and local and state government agencies with minimal impacts.

### Consequences of not funding:

OSOS would have to use existing staff for move preparations and reduce service hours available to public and agency customers. Using existing staff may result in:

- Closing the research room and services to the public for several days per week, or extended periods of time (would result in the inability to meet statutory obligations and would run counter to agency service priorities);
- Stopping the majority of, if not all of, the collecting of new records from state and local agency customers including the State Records Center (would result in the inability to meet statutory obligations, would put archival material at risk, would create serious space issues for the State Records Center that could result in boxes stored at agencies for an excessive period);
- Putting archival records at risk during the move by minimizing preparations. (Fully prepping boxes would result in an automated, controlled process. Minimal preparations would result in a paper-based move subject to many points of human error.)

### Background

These collections provide a vital account of public government in Washington State, beginning with the establishment of Washington Territory in 1853 and continuing to the present. Included among the collections are the papers of each governor, the records of the legislature, court records, records from all state agencies, and all of the "official records" of the state, including governors' proclamations, executive orders, election results,

and the laws as passed and signed.

The 2019 Legislature approved the construction of a new Library-Archives building, which requires OSOS to move over 150,000 boxes and volumes from its current location to the new building. The legislature provided one-time funding in the 2020 supplemental budget for three FTEs. OSOS has hired one FTE who began the work of preparing the archival collections to move. Due to circumstances beyond our control, we decided to wait on hiring these two additional positions to a more appropriate time.

Over the last 15-20 years, Archives has shifted tens of thousands of boxes between facilities to ensure the continued growth and accessibility of the collection. We have learned the most important aspect of moving archival collections is to ensure we know what is being moved, where it is currently located, what is its physical condition, and where will it be located in the new facility. If these steps are not followed, the risk of misplacing or losing control of the state's important archival collections is high.

Through careful preparation, we can:

- Require less time for the physical move of the collections;
- Prevent records from becoming lost or damaged;
- Provide records that are accessible to customers throughout the move process;
- Continue to reappraise records
- Reduce the total number of records to move.

#### **Alternatives explored**

Moving within existing resources via extra work hours, or overtime, has proven to be a successful strategy in the past, but only when the moves were smaller in nature and involved little to no preparation. Using this method for this move would add several years and exhaust staff physically and mentally, leading to mistakes and potential staff departures. Also given the amount of time necessary for preparations, we would have to reduce service hours available to public and agency customers, but this option violates our statutory mandates that require OSOS to provide information and make visits to customers, pass along training, and make collections available.

## Assumptions and Calculations

### ***Expansion, Reduction, Elimination or Alteration of a current program or service:***

This package does not expand or alter a permanent program. This proposal continues the work started in fiscal year 2020.

### ***Detailed Assumptions and Calculations:***

If we can get all the FTEs hired in the fall of 2020, we estimate the move preparations should be concluded by Fall 2022. That would leave an additional 6-9 months through FY 2023 that the project staff would be used to assign shelving in the new facility for the collections, and contribute, or assist, in the physical move of the collections.

### ***Workforce Assumptions:***

The Archives has been moving boxes for many years at varying degrees of preparation, so the selection of three (3) staff is based upon past and current experience. Based on our previous experience, one person can review an average of 100 boxes per day. This involves recording each document to confirm location, confirming each container is strong enough to move, and placing a barcode on each container for tracking. This equates to around 24 months for a 3-person team. This estimate, based upon prior smaller moves, should allow us to have the records collection prepared for the move into the building by FY 2023.

We request one-time funding for the following:

Salaries and Benefits for Library and Archival Professional 2, Range 48, Step L (3 FTEs) at \$83,500 per fiscal year. These positions were funded in the 2020 Supplemental and will not require any one-time funding.

Goods and Services: Based on average employee costs, we will need ongoing funding for supplies and materials, communications and telecommunications Services, training, software licensing and maintenance of \$5,000 per year.

Travel: Based on average employee travel, we request ongoing funding for travel associated with this position at \$2,000 per year.

Indirect: OSOS has included an additional indirect cost rate of 15% on most objects for administrative support associated with implementing this legislation. Support costs include, but are not limited to, IT support, payroll and accounting services, and human resource services shown in Object T. We have applied a flat fee of \$5,000 to expenditures related to Grants, Benefits, and Client Services because this reflects the level of effort required better than a standard percent.

### ***How is your proposal impacting equity in the state?***

We don't anticipate this proposal will impact equity in the state.

## Strategic and Performance Outcomes

### **Strategic Framework:**

This request supports our strategic plan as follows:

Engage and inspire citizens everywhere through Washington history.

- Design and begin construction of a publicly accessible Library-Archives building that fulfills critical need, meets archival and storage standards, and is a desirable destination for visitors.
- Connect people with their history by increasing the number of accessible archives records online by 500,000 each year.
- Safeguard our state's valuable digital records by ensuring hardware is under maintenance or replaced.
- Follow the highest standards for facilities maintenance and proper environmental conditions to protect our one-of-a-kind documents.
- Expand the public's access to rare materials in history by digitizing Washington newspapers, government publications, Northwest history, maps, and primary source and archival material from communities, the State Library and the State Archives.

This proposal impacts Results Washington: Efficient, Effective and Accountable Government

This request impacts activity A012 Archives Collections and Services by \$550,000 and A002 Executive and Administrative Services by \$82,000 in the 21-23 Biennium.

### **Performance Outcomes:**

This type of work is very rare in an Archives, as they rarely move due to the difficulties. Because of this, it is difficult to come up with meaningful performance measurements. However, one sign of success would be allowing other staff to continue to collect the 3,700 boxes of permanent historical and legal records annually, as well as make those records available to the nearly 500 people per month who request them.

## Other Collateral Connections

### **State Workforce Impacts:**

This proposal has no impacts to existing collective bargaining agreements or statewide compensation and benefits policy.

### **Intergovernmental:**

If funded, there would be no impact on basic services. However, agencies could see minor increases to their Archives/Records Management item in the central services model.

### **State Facilities Impacts:**

This proposal has no impacts to facilities and workplace needs.

### **Changes from Current Law:**

This proposal does not require any necessary changes to existing statutes, rules or contracts.

### **Puget Sound Recovery:**

This proposal is not related to Puget Sound recovery efforts.

### **Legal or Administrative Mandates:**

This proposal is not in response to litigation, an audit finding, executive order or task force recommendations.

### **Stakeholder Response:**

If funded, there would be no impact on services to members of the public or agency clients.

## IT Addendum

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

No

## Objects of Expenditure

<b>Objects of Expenditure</b> <i>Dollars in Thousands</i>	<b>Fiscal Years</b>		<b>Biennial</b>	<b>Fiscal Years</b>		<b>Biennial</b>
	<b>2022</b>	<b>2023</b>	<b>2021-23</b>	<b>2024</b>	<b>2025</b>	<b>2023-25</b>
Obj. A	\$179	\$179	<b>\$358</b>	\$0	\$0	<b>\$0</b>
Obj. B	\$72	\$72	<b>\$144</b>	\$0	\$0	<b>\$0</b>
Obj. E	\$15	\$15	<b>\$30</b>	\$0	\$0	<b>\$0</b>
Obj. G	\$6	\$6	<b>\$12</b>	\$0	\$0	<b>\$0</b>
Obj. T	\$41	\$41	<b>\$82</b>	\$0	\$0	<b>\$0</b>

## Agency Contact Information

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Office of the Secretary of State  
2021-23 Regular Budget Session  
Maintenance Level - 11 - Digital Archives Modernization

## Agency Recommendation Summary

OSOS requests funding to securely preserve, maintain and make available the state's permanent legal and historic digital records. By increasing and replacing selected hardware, extending current software licensing agreements, and increasing online availability to its records, the Archives can continue to fulfill its constitutional mandate.

## Fiscal Summary

Fiscal Summary <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2022	2023	2021-23	2024	2025	2023-25
<b>Staffing</b>						
FTEs	0.0	0.0	0.0	0.0	0.0	0.0
<b>Operating Expenditures</b>						
Fund 006 - 1	\$199	\$68	\$267	\$0	\$0	\$0
Fund 441 - 1	\$376	\$128	\$504	\$0	\$0	\$0
Total Expenditures	\$575	\$196	\$771	\$0	\$0	\$0

## Decision Package Description

### Challenge or Opportunity:

OSOS requests funding to continue to maintain modern hardware and software ensuring the viability and security of the digital archives system. The legislature provided expenditure authority in the 19-21 Biennium for equipment that provided a small storage increase, the ability to connect to the state government network, and to join the OSOS domain.

This request allows OSOS to continue these important upgrades by purchasing:

- Storage arrays and hard drives to increase storage available for incoming digital records/objects. These servers and storage arrays store the metadata and related objects in the collections.
- Software licenses that will ensure that we are in compliance with vendor licensing requirements, guaranteeing the latest functionality, features and most importantly support the latest patching to ensure the security of the digital records.
- Batteries in the uninterrupted power supply, geo-replicating digital records, and replacing hypervisors to extend availability of storage and applications.

Once this project is complete, OSOS will have extended digital records storage and replaced end of life hardware, upgraded software licensing for vendor compliance and security, and improved the availability of digital records for the users.

### Consequences of not funding:

Not replacing the this critical hardware and software would impact the general public and agency staff who benefit from the ready availability of information found online. Also, it will eventually lead to the inability of the Archives to perform its main mission; the collection and preservation of archival records.

Not replacing this hardware may cause the following:

- Limited growth opportunities,
- Outdated hardware,
- Licensed software that is out of compliance,
- Weakened security profile,
- Delayed restoration time if a local disaster occurs, and
- Outdated batteries in uninterrupted power supply.

### Background:

The Archives division currently preserves over 270 million records from the Executive, Judiciary and Legislative branches. The Archives Division serves all state residents and provides access to the state's important legal and historical records 24 hours a day, seven days a week via the internet. In FY2020, over 6.7 million electronic records were added to the Archives, nearly 3.7 million searches were made, and over 6.2

million records were retrieved by over 942,000 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.

The Archives' digital records preservation requires ongoing funding to take advantage of newer technology at lower costs. During the 2017-19 biennium the Archives received one-time funding of \$665,000 towards hardware that improved the operations of the Archives and allowed for additional storage.

During the 2019-21 Legislative Session, Archives received one-time funding of \$228,000 for a small storage increase and the ability to connect to the state government network and join the OSOS's domain. However, we needed additional funding to renew our software licensing renewals. This proposal requests additional funding in FY 2022, to allow us to purchase these licenses.

**Alternatives Explored:**

Given the age of the hardware being used, replacement is the only alternative and meets industry best practices.



## Assumptions and Calculations

### ***Expansion, Reduction, Elimination or Alteration of a current program or service:***

This package does not expand or alter a current program or service, but rather enables the continuance of the essential services of preserving digital records and providing online access.

The Archives' digital records preservation requires ongoing funding to take advantage of newer technology at lower costs. During the 2017-19 biennium the Archives received one-time funding of \$665,000 towards hardware that improved the operations of the Archives and allowed for additional storage. We requested another \$650,000 in the 19-21 Biennium, but was given \$228,000. This allowed for us to purchase additional storage, connect to the state network, and join the OSOS's domain. However, we were unable to renew our software licensing renewals. The increase in FY 22 will allow OSOS to purchase these critical licenses.

### ***Detailed Assumptions and Calculations:***

If funded the following will be purchased off existing state information technology purchase contracts:

#### **Storage Extensions and Replacements:**

- Hard drives -- \$95,000
- Servers -- \$125,000
- Storage arrays -- \$50,000

#### **Software Licensing Renewals:**

- Server and application development licensing -- \$125,000
- Storage hardware licensing -- \$50,000

#### **Records Availability:**

- Servers - \$125,000
- Lithium uninterrupted power supply batteries - \$50,000
- Geo-replicating - \$35,000

#### **Project Management:**

- Contract Services - \$15,000

Indirect: OSOS has included an additional indirect cost rate of 15% on all objects for administrative support associated with implementing this proposal. Support costs include, but are not limited to, IT support, payroll and accounting services, and human resource services shown in Object T.

### ***Workforce Assumptions:***

This budget request does not include additional staff, but does set aside funds to contract with a project manager to work with the Office of the Chief Information Officer during oversight of the project and funds.

### ***How is your proposal impacting equity in the state?***

This proposal doesn't impact equity.

## Strategic and Performance Outcomes

### **Strategic Framework:**

This proposal supports our strategic plan as follows:

Engage and inspire citizens everywhere through Washington history.

- Design and begin construction of a publicly accessible Library-Archives building that fulfills critical need, meets archival and storage standards, and is a desirable destination for visitors.
- Connect people with their history by increasing the number of accessible archives records online by 500,000 each year.
- Safeguard our state's valuable digital records by ensuring hardware is under maintenance or replaced.
- Follow the highest standards for facilities maintenance and proper environmental conditions to protect our one-of-a-kind documents.
- Expand the public's access to rare materials in history by digitizing Washington newspapers, government publications, Northwest history, maps, and primary source and archival material from communities, the State Library and the State Archives.

This request supports Results Washington efficient, effective, and accountable government.

This proposal impacts activities A012 Archives Collections and Services by \$670,000 and A002 Executive and Administrative Services by \$101,000 in the 21-23 Biennium.

### **Performance Outcomes:**

Replacement of end-of-life equipment, software licensing for vendor compliance and security, and improving the availability of digital records for the users is required to continue to offer basic services to our state and local government customers and the public.

## Other Collateral Connections

### **State Workforce Impacts:**

This proposal has no impacts to existing collective bargaining agreements or statewide compensation and benefits policy.

### **Intergovernmental:**

Ability to maintain basic services. The 21-23 Biennium would see a \$770,000 increase to Fund 006 that would lead to a minor central service charge Increase.

### **State Facilities Impacts:**

This proposal has no impacts to facilities and workplace needs.

### **Changes from Current Law:**

This proposal does not require any necessary changes to existing statutes, rules or contracts.

### **Puget Sound Recovery:**

This proposal is not related to Puget Sound recovery efforts.

### **Legal or Administrative Mandates:**

This proposal is not in response to litigation, an audit finding, executive order or task force recommendations.

### **Stakeholder Response:**

Members of the public would continue to have a growing number of the State's important historical and legal records available online.

Reference Documents

[DA\\_PackageCriteriaITaddendum\\_20200820 \(3\).docx](#)

IT Addendum

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

Yes

Objects of Expenditure

Objects of Expenditure <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2022	2023	2021-23	2024	2025	2023-25
Obj. C	\$10	\$5	\$15	\$0	\$0	\$0
Obj. E	\$175	\$0	\$175	\$0	\$0	\$0
Obj. J	\$315	\$165	\$480	\$0	\$0	\$0
Obj. T	\$75	\$26	\$101	\$0	\$0	\$0

Agency Contact Information

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Office of the Secretary of State  
2021-23 Regular Budget Session  
Maintenance Level - 12 - LinkedIn Learning Opportunities

## Agency Recommendation Summary

LinkedIn Learning is an online learning platform that provides users with the skills to obtain high growth and high wage jobs. OSOS requests funding for this online platform, which provides library patrons the training and certificates necessary for jobs in a variety of industries ranging from Wellness to Project Management.

## Fiscal Summary

Fiscal Summary <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2022	2023	2021-23	2024	2025	2023-25
<b>Staffing</b>						
FTEs	0.3	0.3	0.3	0.3	0.3	0.3
<b>Operating Expenditures</b>						
Fund 001 - 1	\$844	\$844	\$1,688	\$844	\$844	\$1,688
Total Expenditures	\$844	\$844	\$1,688	\$844	\$844	\$1,688

## Decision Package Description

### Opportunities or Challenges:

Microsoft's LinkedIn Learning provides upskilling and reskilling opportunities by offering educational courses in business, leadership, IT, communication, and customer service. The legislature provided one-time funding access to online learning platform in the 19-21 Biennium. Funding this decision package will allow libraries to continue to provide statewide access to:

- Microsoft's LinkedIn Learning/Lynda.com,
- Northstar digital literacy certification program,
- Google IT Support certification
- Facebook Digital Marketing certifications

This learning platform provides over 10,000 online courses, helps patrons prepare for certification exams through practice exams, and provides certification exams at no charge.

Since costs stay the same regardless of the number of users, the more library patrons who participate in this online learning platform, the greater the economic efficiencies. To help increase usage, the Library Division plans to promote the opportunities associated with this platform through social media and radio ads. This approach will target audiences that are non-English, marginalized or live in lower income communities where unemployment is highest.

### Consequences of not Funding:

Most libraries would not have the economic resources to offer this platform. This would impact patrons who rely on these programs to gain new skills and certifications necessary for improved employment opportunities.

### Background:

Microsoft's LinkedIn Learning, provides unemployed and employed workers the opportunity to improve their employment prospects by gaining basic IT skills. They can become certified in one or more software applications, entry-level IT career pathways, or multiple computer programming languages. Funding this program through the State library allows users to take these exams for free, and ensure success by providing local support for the high-quality learning and practice tools through local public libraries across the state.

**Microsoft's LinkedIn Learning/Lynda.com** – provides an online learning platform of business, design, creative, and tech courses to build additional knowledge and skills. Since purchasing licensing for all Washington's public libraries in August 2020 over 100,000 Washingtonians have created accounts and designed customized learning pathways on Microsoft's LinkedIn Learning/Lynda.com to increase their skills from basic computer literacy to an IT professional. Providing this services through the libraries saves Washingtonians money. Personal subscriptions to the Microsoft LinkedIn Learning component can cost \$40/month, or \$480 a year. This expense can be cost prohibitive for those who need it most, but can least afford it - many are single-income, unemployed, and working families. With over 100,000 users and growing, our cost per person is only \$4.75 per year. As more Washingtonians use this learning platform the cost per user goes down.

**Northstar Digital Literacy** – this platform compliments LinkedIn Learning by providing the basic digital literacy skills to use a computer, software and the internet. Northstar helps create employment opportunities for those who are disproportionately affected by the lack of digital literacy skills. This platform helps build the foundation needed to gain equitable access to living-wage employment, educational opportunities, and higher-level training that can improve employment and financial prospects.

In contrast, many other computer-skills training programs, such as Microsoft, LinkedIn, Google, are designed for individuals who already possess foundational digital skills but are looking to upgrade those skills or acquire proficiency in specific areas, like coding, programming, or marketing. Northstar is favored by colleges and community partners, particularly those with an equity focus that support marginalized populations, and is more cost-effective to implement statewide. Library clients can use this program to build the skills necessary to use Microsoft LinkedIn Learning.

In addition to supporting local communities, Northstar will help library staff acquire and maintain essential digital skills needed to support their patrons. Most libraries operate solely from local funds and library staff, particularly those in rural communities where small-town municipal and tax district funded budgets don't cover staff training have few, if any, resources to keep their skills current. These staff have little or no formal training prior to being hired and share the challenge of their neighbors who need to maintain, increase, or diversify their skill sets to remain competitive in small local economies.

**Google IT Support Professional Certificate** – provides a path to careers in IT through a combination of video lectures, quizzes, and hands-on labs. The program introduces job seekers and career changers to troubleshooting, customer service, networking, operating systems, system administration and security to be competitive for entry-level, family-wage IT support jobs, in demand by companies in all industries.

**Facebook Digital Marketing certifications** – Provides an opportunity to learn about advertising on social media platforms like Facebook and Instagram through online courses to gain skills and to earn certifications for high wage jobs in the digital marketing industry.

#### **Alternatives Explored:**

The only alternative was to not ask for this funding and rely on libraries to individually apply for this platform.

## Assumptions and Calculations

### ***Expansion, Reduction, Elimination or Alteration of a current program or service:***

This request continues an existing service that was funded in the 19-21 Biennium.

### ***Detailed Assumptions and Calculations:***

The legislature provided one-time funding of \$1,890,200 in the 19-21 budget for this learning platform. Through strengthening our corporate partnerships with Microsoft, Cisco, Facebook and Google, we believe we can provide this service for slightly less than last biennium.

Goods and Services: The contract for these services can be broken down as follows:

Object of Expenditure	FY 2022	FY 2023	FY 2024	FY 2025
Lynda.com licenses	475,000	475,000	475,000	475,000
GMetrix Practice Exams	30,000	30,000	30,000	30,000
Certification site licenses/vouchers	105,000	105,000	105,000	105,000
License 30 Northstar certification sites	31,645	31,645	31,645	31,645
Google IT certificate program	15,000	15,000	15,000	15,000
Facebook Digital Marketing certifications	15,000	15,000	15,000	15,000
Promotional activities to increase awareness of program opportunities (object C)	20,000	20,000	20,000	20,000
<i>Total</i>	<i>691,645</i>	<i>691,645</i>	<i>691,645</i>	<i>691,645</i>

Contract Services: represents promotional activities to increase awareness of program opportunities.

Indirect: OSOS has included an additional indirect cost rate of 15% on all objects for administrative support associated with implementing this proposal. Support costs include, but are not limited to, IT support, payroll and accounting services, and human resource services shown in Object T.

### ***Workforce Assumptions:***

We request ongoing funding for the following:

Salaries and Benefits for Library & Archival Professional 4, range 58, step L.(0.30 FTEs) \$28,000 per fiscal year. Please note: the remaining FTE of this position is a federally funded Workforce Development Librarian, who supports libraries across the state to implement this and other local workforce and economic development initiatives.

Goods and Services: Based on average employee costs, we will need ongoing funding for supplies and materials, communications and telecommunications Services, training, software licensing and maintenance of \$5,000 per year.

Travel: Based on past expenditures for travel for this position, we request ongoing funding for travel associated with this position at \$5,000 per year.

Indirect: OSOS has included an additional indirect cost rate of 15% on most objects for administrative support associated with implementing this legislation. Support costs include, but are not limited to, IT support, payroll and accounting services, and human resource services shown in Object T. We have applied a flat fee of \$5,000 to expenditures related to Grants, Benefits, and Client Services because this reflects the level of effort required better than a standard percent.

### ***How is your proposal impacting equity in the state?***

If funded, this request may have a positive impact on library patrons who are non-English, marginalized or live in lower income communities where unemployment is highest.

## Strategic and Performance Outcomes

### ***Strategic Framework:***

This proposal supports our strategic plan as follows:

Empower our constituents by elevating our community-centered programs.

- Increase deeper knowledge of the Address Confidentiality Program (ACP).
- Teach history through personal stories by leveraging resources from Legacy Washington.
- Broaden and target service at the Washington Talking Book & Braille Library to veterans, Spanish speakers, the elderly, and teens.
- Promote new job skills through library-supported resources like the online learning platform, LinkedIn Learning Library.
- Expand services for individuals re-entering communities after incarceration with additional tools and use of public library cards.

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

This proposal impacts A039 Library services to marginalized people by \$1,468,000 and A002 Executive and Administrative Services by \$220,000 for the 21-23 Biennium.

### ***Performance Outcomes:***

This will improve our ability to provide library patrons with critical training and education platforms to help increase their skills.



## Other Collateral Connections

### ***State Workforce Impacts:***

This proposal does not impact any existing collective bargaining agreements, compensation or benefits.

### ***Intergovernmental:***

Funding this package will have a positive impact for tribal, regional, state, city and county governments because the program serves all Washington residents to participate in learning from anywhere, at any time, to achieve their professional or personal goals.

Our tribal libraries have been strong supporters and users of the previous iterations of this program. Having online learning of digital literacy, Microsoft Office and IT skills and certification, allows the tribes to effectively bring this knowledge to their communities.

The State Library has done outreach to city and county government departments, Chambers of Commerce, Business and Economic Development Associations, and many state agencies. We are universally greeted with surprise and enthusiasm that this program exists and is available at no cost to Washington residents. Businesses are eager to get their incumbent employees connected to the online learning so that they can build their skills and work more efficiently and see the value in being able to hire with confidence, knowing that certification proves competency.

Washington's Department of Enterprise Services (DES) currently provides paid access to Lynda.com for state agencies and individual employees, to be used to meet specific agency and employee-specific learning goals, and has the capacity to track and report back to these agencies their individual employees' course progress and completion. In the interest of patron privacy, the State Library and individual public libraries do not share this kind of usage data with 3rd parties, so while the Microsoft's LinkedIn Learning/Lynda.com can be *used* by state government employees, it couldn't be used for mandatory training. The State Library will not engage in targeted promotion of any resources available through the Microsoft's LinkedIn Learning/Lynda.com that overlap with DES' offerings.

### ***State Facilities Impacts:***

This proposal has no impacts on facilities and workplace needs.

### ***Changes from Current Law:***

This proposal does not involve changes to existing statutes, rules or contracts.

### ***Puget Sound Recovery:***

This request is not related to Puget Sound recovery efforts.

### ***Legal or Administrative Mandates:***

This proposal is not made in response to litigation, an audit finding, executive order or task force recommendations.

### ***Stakeholder Response:***

The COVID-19 pandemic has resulted in loss of revenue for nearly all public institutions in Washington State. Publically funded tools like this allow a small investment to be leveraged across many stakeholders, and ensures that our most vulnerable populations aren't as severely impacted by cuts. We know based on the amounts libraries who had previously subscribed to Lynda.com individually, that what we pay for this resource is far less. Many of the medium and small libraries weren't able to afford these resource before COVID. Although incredibly valuable to the people and businesses in their communities, they most certainly wouldn't be able to afford the cost now.

## IT Addendum

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

No

## Objects of Expenditure

<b>Objects of Expenditure</b> <i>Dollars in Thousands</i>	<b>Fiscal Years</b>		<b>Biennial</b>	<b>Fiscal Years</b>		<b>Biennial</b>
	<b>2022</b>	<b>2023</b>	<b>2021-23</b>	<b>2024</b>	<b>2025</b>	<b>2023-25</b>
Obj. A	\$23	\$23	<b>\$46</b>	\$23	\$23	<b>\$46</b>
Obj. B	\$9	\$9	<b>\$18</b>	\$9	\$9	<b>\$18</b>
Obj. C	\$20	\$20	<b>\$40</b>	\$20	\$20	<b>\$40</b>
Obj. E	\$677	\$677	<b>\$1,354</b>	\$677	\$677	<b>\$1,354</b>
Obj. G	\$5	\$5	<b>\$10</b>	\$5	\$5	<b>\$10</b>
Obj. T	\$110	\$110	<b>\$220</b>	\$110	\$110	<b>\$220</b>

## Agency Contact Information

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Office of the Secretary of State  
2021-23 Regular Budget Session  
Maintenance Level - 14 - TVW's Year to Year Appropriations

## Agency Recommendation Summary

Typically, TVW receives \$2,932,000 in the first year of the biennium and \$3,011,000 in the second year for a total biennial service contract appropriation of \$5,943,000. Because TVW does not typically receive COLA adjustments to our maintenance level service contract appropriation from one biennium to the next, when a new biennium begins our appropriation is actually \$79,000 lower than the previous year.

## Fiscal Summary

Fiscal Summary <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2022	2023	2021-23	2024	2025	2023-25
<b>Staffing</b>						
FTEs	0.0	0.0	0.0	0.0	0.0	0.0
<b>Operating Expenditures</b>						
Fund 001 - 1	(\$40)	\$40	\$0	\$0	\$0	\$0
Total Expenditures	(\$40)	\$40	\$0	\$0	\$0	\$0

## Decision Package Description

**Background:** Typically, TVW receives \$2,932,000 in the first year of the biennium and \$3,011,000 in the second year for a total biennial service contract appropriation of \$5,943,000. Because TVW does not typically receive COLA adjustments to our maintenance level service contract appropriation from one biennium to the next, when a new biennium begins our appropriation is actually \$79,000 lower than the previous year. We would like to remedy this situation in one of two ways:

**Option A:** The State could opt to incorporate a regular cost of living adjustment to TVW's contract appropriation each biennium in much the same way that a COLA is provided to state agencies. This would allow for regular adjustments associated with salaries and benefits, signal transmission, archive storage, and more.

**Option B:** The State could split TVW's contract appropriation evenly — two equal payments of \$2,971,500 — to avoid going backwards at the beginning of each new biennium. This will, out of necessity, require that TVW come to the Legislature for a general increase somewhere down the line, likely, in the 2023-25 biennium.

## Assumptions and Calculations

### **Expansion, Reduction, Elimination or Alteration of a current program or service:**

This request doesn't expand, reduce or alter a current program or service.

### **Detailed Assumptions and Calculations:**

This will allow equalize TVW's appropriations each year at \$2,971,000.

### **Workforce Assumptions:**

This proposal doesn't include FTEs.

### **How is your proposal impacting equity in the state?**

This proposal will not impact equity in the state.

## Strategic and Performance Outcomes

### **Strategic Framework:**

N/A

### **Performance Outcomes:**

This request will not impact OSOS's performance measures.

Other Collateral Connections

State Workforce Impacts:

No answer was provided.

Intergovernmental:

No answer was provided.

State Facilities Impacts:

No answer was provided.

Changes from Current Law:

No answer was provided.

Puget Sound Recovery:

No answer was provided.

Legal or Administrative Mandates:

No answer was provided.

Stakeholder Response:

No answer was provided.

IT Addendum

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

No

Objects of Expenditure

Objects of Expenditure <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2022	2023	2021-23	2024	2025	2023-25
Obj. N	(\$40)	\$40	\$0	\$0	\$0	\$0

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Office of the Secretary of State  
2021-23 Regular Budget Session  
Maintenance Level - A2 - Odd-Year Election Costs

Agency Recommendation Summary

OSOS request additional funds to reimburse the state's share of odd-year election costs as required by RCW 29A.04.420.

Fiscal Summary

Fiscal Summary <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2022	2023	2021-23	2024	2025	2023-25
<b>Staffing</b>						
FTEs	0.0	0.0	0.0	0.0	0.0	0.0
<b>Operating Expenditures</b>						
Fund 001 - 1	\$1,264	\$0	\$1,264	\$1,567	\$0	\$1,567
Total Expenditures	\$1,264	\$0	\$1,264	\$1,567	\$0	\$1,567

## Decision Package Description

### **Opportunity or Challenge:**

Washington is required to assume a prorated share of the costs for state Primary and General Elections in odd numbered years (RCW 29A.04.420). The maintenance level budget for this activity is consistently below what is legally required. Based on the total state share of election costs for the 2019 odd year elections, we request an increase in our budget for covering these costs. Reimbursements for odd-year elections are paid in even fiscal years.

### **Consequences of not Funding:**

We will continue to ask for the necessary funds each supplemental to cover these costs. If the supplemental is delayed or does not pass the legislature, the counties will have to cover the full cost of these elections.

### **Background:**

Election costs are made up of several categories prescribed in the counties Budget and Reporting System (BARS 3.8.12.40) and include: salaries and wages, benefits, supplies, services, equipment, and interfund charges. These charges make up the total cost of an election. Services are further broken into sub-categories as follows: communication, postage, transportation, advertising, printing and binding, repairs and maintenance, rentals, and training.

Based on charges for election costs by counties in BARS, salaries and wages make up 29%, benefits make up 10%, supplies make up 7%, and services make up 54%, with interfund charges being less than 1% of the total.

Direct costs to a specific jurisdiction are removed from the total cost of the election before proration and added back in after calculating the prorated share for each jurisdiction.

The total cost of the election is then split among the jurisdictions using one of two methods:

1. The number of registered voters in each jurisdiction
2. The number of offices and issues for each jurisdiction, as well as the number of registered voters in the jurisdiction to calculate a weighted allocation factor

Counties have the option of using either method of allocating election costs, but after choosing, must use the same method for a full election cycle. For the 2019 odd-year election cost reimbursements, seven counties used method one, while the remaining 32 used method two.

For counties who don't have or don't use a Federal Indirect Cost Schedule, an additional 15% overhead can be charged on the total cost of these elections. The prorated share plus any direct costs to a specific jurisdiction are added to the overhead (absent a Federal Indirect Cost Schedule) to get the prorated share of the election cost that each jurisdiction, including the state, pays.

### **Alternative Explored:**

The only alternative is to leave the base as is and then ask for a supplemental for any shortfalls. If the supplemental is delayed or does not pass the legislature, the counties will have to cover the cost of these elections.

## Assumptions and Calculations

### ***Expansion, Reduction, Elimination or Alteration of a current program or service:***

This proposal doesn't impact a current program or service.

### ***Detailed Assumptions and Calculations:***

Grants, Benefits & Client Services: Total state share of costs for the 2019 odd-year election cost reimbursements amounted to \$4,399,917.24. We used \$4,400,000 as the starting amount for 2021 odd-year election cost reimbursements. From there, we added an additional 5% for county cost increases and an amount of 10% for recounts, which if not used would be returned to the general fund account.

Indirect: OSOS has included an additional indirect cost rate of 15% on most objects for administrative support associated with implementing this legislation. Support costs include, but are not limited to, IT support, payroll and accounting services, and human resource services shown in Object T. We have applied a flat fee of \$5,000 to expenditures related to Grants, Benefits, and Client Services because this reflects the level of effort required better than a standard percent.

### ***Workforce Assumptions:***

This proposal doesn't include FTEs.

### ***How is your proposal impacting equity in the state?***

This proposal doesn't impact equity in the state.

## Strategic and Performance Outcomes

### ***Strategic Framework:***

This request supports the Office's strategic plan through:

Maintain the highest levels of security around our voting process, and continually improve access to elections for eligible citizens.

- Protect the integrity of the voter registration database from threat actors constantly attempting to gain access with malicious intentions.
- Ensure VoteWA — a centralized voter registration and election management system for counties — remains secure and accessible.
- Increase accurate and comprehensive voter information.
- Increase knowledge among election administrators by providing resources for counties to meet or exceed statutory certification requirements.
- Conduct county election reviews and work with our election partners to implement recommendations.
- Analyze and report critical election data through the certification reconciliation report.

This proposal supports Results Washington: Efficient, Effective and Accountable Government

This proposal impacts activities A014: State Share Elections Costs by \$1,259,000 and A002 Executive and Administrative Services by \$5,000 in the 21-23 Biennium.

### ***Performance Outcomes:***

We don't anticipate this will impact our performance outcomes.



## Other Collateral Connections

### **State Workforce Impacts:**

This proposal doesn't have any state workforce impacts.

### **Intergovernmental:**

This proposal has a positive impact on local governments.

### **State Facilities Impacts:**

This request doesn't impact state facilities.

### **Changes from Current Law:**

This request doesn't require changes to current law.

### **Puget Sound Recovery:**

This request doesn't related to Puget Sound recovery efforts.

### **Legal or Administrative Mandates:**

This proposal doesn't impact legal or administrative mandates.

### **Stakeholder Response:**

This request doesn't impact non-governmental stakeholders.

## IT Addendum

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

No

## Objects of Expenditure

<b>Objects of Expenditure</b> <i>Dollars in Thousands</i>	<b>Fiscal Years</b>		<b>Biennial</b>	<b>Fiscal Years</b>		<b>Biennial</b>
	<b>2022</b>	<b>2023</b>	<b>2021-23</b>	<b>2024</b>	<b>2025</b>	<b>2023-25</b>
Obj. N	\$1,259	\$0	<b>\$1,259</b>	\$1,562	\$0	<b>\$1,562</b>
Obj. T	\$5	\$0	<b>\$5</b>	\$5	\$0	<b>\$5</b>

## Agency Contact Information

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Office of the Secretary of State  
2021-23 Regular Budget Session  
Maintenance Level - A3 - Even-Year Election Costs

## Agency Recommendation Summary

OSOS requests funding for the prorated state share of election costs for even-year elections as required in Chapter 377, Laws of 2020 (Election Costs – State Reimbursement).

## Fiscal Summary

Fiscal Summary <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2022	2023	2021-23	2024	2025	2023-25
<b>Staffing</b>						
FTEs	0.0	0.0	0.0	0.0	0.0	0.0
<b>Operating Expenditures</b>						
Fund 001 - 1	\$0	\$13,716	\$13,716	\$0	\$21,432	\$21,432
Total Expenditures	\$0	\$13,716	\$13,716	\$0	\$21,432	\$21,432

## Decision Package Description

### Opportunity or Challenge:

OSOS requests funds for costs are paid in odd fiscal years and represents the estimated prorated state share of election costs for even-year elections under RCW 29A.04.420, following the passage of Chapter 337, Laws of 2020 (ESHB 2421).

### Consequences of not funding:

Chapter 337, Laws of 2020 requires OSOS to pay the prorated share of election costs for even-year elections. Without funding, the counties will be responsible for covering these costs.

### Background:

Election costs are made up of several categories prescribed in the counties Budget and Reporting System (BARS 3.8.12.40) and include: salaries and wages, benefits, supplies, services, equipment, and interfund charges. These charges make up the total cost of an election. Services are further broken into sub-categories as follows: communication, postage, transportation, advertising, printing and binding, repairs and maintenance, rentals, and training.

Based on charges for election costs by counties in BARS, salaries and wages make up 29%, benefits make up 10%, supplies make up 7%, and services make up 54%, with interfund charges being less than 1% of the total.

Direct costs to a specific jurisdiction are removed from the total cost of the election before proration and added back in after calculating the prorated share for each jurisdiction.

The total cost of the election is then split among the jurisdictions using one of two methods:

1. the number of registered voters in each jurisdiction
2. the number of offices and issues for each jurisdiction, as well as the number of registered voters in the jurisdiction to calculate a weighted allocation factor

Counties have the option of using either method of allocating election costs, but after choosing, must use the same method for a full election cycle. For the 2019 odd-year election cost reimbursements, seven counties used method one, while the remaining 32 used method two.

For counties that don't have or don't use a Federal Indirect Cost Schedule, an additional 15% overhead can be charged on the total cost of the election. The prorated share plus any direct costs to a specific jurisdiction are then added to the overhead (absent a Federal Indirect Cost Schedule) to get the prorated share of the election cost that each jurisdiction, including the state, pays.

## Assumptions and Calculations

### ***Expansion, Reduction, Elimination or Alteration of a current program or service:***

This request doesn't impact a current program or service.

### ***Detailed Assumptions and Calculations:***

Because even-year costs are new as part of ESHB 2421, the amounts in this package had to be estimated using a variety of data sources. OSOS used the counties 2022 even-year election cost estimates where available. For the remaining counties who did not provide data, a four year growth rate was calculated from 2014-2018 using election cost data reported in BARS. That growth rate was then multiplied by the 2018 reported costs in BARS to get a projected total election cost for each county in 2022. A state share percentage was then calculated using the estimates provided by counties divided by the total election cost for that county, yielding a "state share percentage" that could be applied to counties that did not provide estimates. This percentage was multiplied by the total election cost yielding the final, estimated state share of election costs in 2022.

Counties did not provide estimates for the 2024 Presidential elections. To estimate the cost for 2024 elections, a growth multiple was calculated for each county from the prior even year to the presidential year elections (2014 to 2016) using data reported in BARS. That number was then multiplied by the estimated 2022 state share of election costs to get an estimated 2024 state share of election costs.

The list below represents a number of variables, which are unknown and may impact the accuracy of our estimates. Any one or combination of these or other unlisted variables could substantially impact the true state share of costs in either or both the 2022 and 2024 election reimbursements.

- The total cost for each election in each of the 39 counties;
- How many jurisdictions are represented in a given election, for each of the 39 counties;
- The number of offices and issues in each of the unknown number of jurisdictions in each of the 39 counties;
- The number of issues on the ballot at the state level, including measures and advisory votes;
- Substantial operational changes at the county level, for example a new voting system or change in location;
- The method of cost allocation adopted by each of the 39 different counties;
- Substantial change in the number of registered voters in a specific county
- Changes to the methods of allocation specified in BARS

An additional 10% was included for recounts, which if not used, would be returned to the General Fund.

Indirect: OSOS has included an additional indirect cost rate of 15% on most objects for administrative support associated with implementing this legislation. Support costs include, but are not limited to, IT support, payroll and accounting services, and human resource services shown in Object T. We have applied a flat fee of \$5,000 to expenditures related to Grants, Benefits, and Client Services because this reflects the level of effort required better than a standard percent.

### ***Workforce Assumptions:***

OSOS doesn't require an FTE to implement this proposal.

### ***How is your proposal impacting equity in the state?***

This proposal doesn't impact equity in the state.

## Strategic and Performance Outcomes

### **Strategic Framework:**

This request supports our strategic plan as follows:

Maintain the highest levels of security around our voting process, and continually improve access to elections for eligible citizens.

- Protect the integrity of the voter registration database from threat actors constantly attempting to gain access with malicious intentions.
- Ensure VoteWA — a centralized voter registration and election management system for counties — remains secure and accessible.
- Increase accurate and comprehensive voter information.
- Increase knowledge among election administrators by providing resources for counties to meet or exceed statutory certification requirements.
- Conduct county election reviews and work with our election partners to implement recommendations.
- Analyze and report critical election data through the certification reconciliation report.

This request also supports Results Washington through Efficient, Effective and Accountable Government

This proposal impacts activity A014: State Share Election Costs by \$13,711,000 and A002 Executive and Administrative Services by \$5,000 in the 21-23 Biennium.

### **Performance Outcomes:**

This request will not impact our performance measures.

## Other Collateral Connections

### **State Workforce Impacts:**

This proposal doesn't have any state workforce impacts.

### **Intergovernmental:**

This request will have a positive impact on county governments.

### **State Facilities Impacts:**

This request doesn't impact state facilities.

### **Changes from Current Law:**

This request doesn't require changes to current law.

### **Puget Sound Recovery:**

This request doesn't related to Puget Sound recovery efforts.

### **Legal or Administrative Mandates:**

This proposal doesn't impact legal or administrative mandates.

### **Stakeholder Response:**

This proposal will not impact non-governmental stakeholders.

## IT Addendum

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

No

Objects of Expenditure

Objects of Expenditure <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2022	2023	2021-23	2024	2025	2023-25
Obj. N	\$0	\$13,711	\$13,711	\$0	\$21,427	\$21,427
Obj. T	\$0	\$5	\$5	\$0	\$5	\$5

Agency Contact Information

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## Agency Recommendation Summary

To ensure Washington's election voting system (VoteWA) remains secure, stable, and accessible, OSOS requests ongoing funding for a critical system support team. Without this team, counties and other stakeholders may experience a decreased level of support, decreased communication relating to system issues, increased risk of system failures, and increased costs in the future.

## Fiscal Summary

Fiscal Summary <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2022	2023	2021-23	2024	2025	2023-25
<b>Staffing</b>						
FTEs	4.0	4.0	4.0	4.0	4.0	4.0
<b>Operating Expenditures</b>						
Fund 001 - 1	\$546	\$546	\$1,092	\$546	\$546	\$1,092
Total Expenditures	\$546	\$546	\$1,092	\$546	\$546	\$1,092

## Decision Package Description

### Challenge or Opportunity:

OSOS received one-time funding in the 2020 Supplemental for a critical support team to provide system support to the counties, administer critical database upgrades, and ensure the system runs efficiently. This team is critical in supporting the VoteWA system to remain stable and secure. To provide this necessary support, OSOS requests ongoing funding for these four positions:

- The two management analyst 3 positions to provide on-going training and support for under-resourced county election officials pertaining to the VoteWA system. These positions support the counties and the VoteWA system through training, troubleshooting, communicating system updates and issues, project management, triage, and system support.
- The software developer engineer tester will create automated testing functionality that allows the office to thoroughly test functionality of the entire system after enhancements or changes are made to the application. This position would also be involved in database performance tuning, as well as providing automated testing and subsequent roll-out of all developed code prior to promotion to the production environments. The vendor for VoteWA will not provide automated testing services because it goes against best practice standards for them to test their own code. These functions are critical to the overall system health and will provide for system stability, security, and availability.
- The database administrator has a unique expertise to review the design and flow of system processes to ensure the system runs efficiently. This position is responsible for working with the development team to ensure best practices are followed and maintained with regards to the structure of the database containing information about 4.6 million voters including 90,000 overseas voters. Counties or individuals enter in this data and can easily make errors. The database administrator, through extensive coding, can ensure voter information is correct for reconciliation reports.

### Consequences of not funding:

Without this critical support team, OSOS may experience decreased levels of support for all stakeholders, increased risk of system failure, decreased levels of performance, and increased costs down the road. Any legislative changes to this system may cost more to contract out than using existing knowledgeable staff. Stakeholders could see a delay in reconciliation reports or incomplete reports due to the inconsistencies in data.

### Background:

#### VoteWA

Washington's modernized voter registration system unified over 40 individual applications and systems from both the state and local county auditor locations. VoteWA went live in June of 2019 and is now fully operational. With the implementation of VoteWA, the 39 counties are able to reduce the cost of maintaining their existing separate systems. By collaborating with OSOS on VoteWA, the counties will experience a net decrease in their current annual maintenance costs. VoteWA centralizes many of the elections management functions and provides benefits to various stakeholders and voters across the state. The counties have an increased reliance on OSOS for system support, whereas before, they relied directly on their individual voter registration vendors.

## **Maintenance and Support**

We received funding for maintenance and support as part of our VoteWA contract. However, this contract didn't include a database administrator (DBA) or software development engineer tester (SDET) services because it runs contrary to industry best practice and OCIO recommendations for a vendor to test their own code. Funding for two journey-level IT positions (DBA and SDET) will enable OSOS to manage critical database upgrades, database performance tuning, as well as provide automated testing and subsequent rollout of all developed code prior to promotion to the production environments. The database administrator will ensure millions of lines of coding are accurate when it comes to voter records.

### **Alternatives Explored:**

We could contract with a vendor to answer our county election administrator calls and issue tracking services. Based on other vendor costs, we believe hiring these FTEs will be the most cost effective. Contracting with a vendor can also pose a security risk because the contracted vendor would have access to Washingtonians personal information and voter records.

OSOS looked at using existing IT staff to accomplish this work, but given the amount of work and training, we don't have the capacity to absorb this work.

## **Assumptions and Calculations**

### ***Expansion, Reduction, Elimination or Alteration of a current program or service:***

If funded, these positions will allow us to keep and improve a current service OSOS provides. We received one-time funding for these four positions in the 2020 supplemental.

### ***Detailed Assumptions and Calculations:***

OSOS based our FTE assumptions on existing staff and our IT system experts who have been working with the VoteWA vendor and system.

### ***Workforce Assumptions:***

Salaries and Benefits for a Management Analyst 3 (2 positions), Range 54, Step L is \$95,000 each fiscal year and for an IT App Development - Journey (2 positions), Range 05IT, Step L is \$129,000 each fiscal year. These positions were funded in the 2020 Supplemental and will not require any one-time funding.

Goods and Services: Based on average employee costs, we will need ongoing funding for supplies and materials, communications and telecommunications Services, training, software licensing and maintenance of \$5,000 per year for each employee.

Travel: Based on average employee travel, we request ongoing funding for travel associated with this position at \$2,000 per year.

Indirect: OSOS has included an additional indirect cost rate of 15% on most objects for administrative support associated with implementing this legislation. Support costs include, but are not limited to, IT support, payroll and accounting services, and human resource services shown in Object T. We have applied a flat fee of \$5,000 to expenditures related to Grants, Benefits, and Client Services because this reflects the level of effort required better than a standard percent.

### ***How is your proposal impacting equity in the state?***

This proposal won't impact equity in the state.

## Strategic and Performance Outcomes

### **Strategic Framework:**

This request supports our strategic plan as follows:

Maintain the highest levels of security around our voting process, and continually improve access to elections for eligible citizens.

- Protect the integrity of the voter registration database from threat actors constantly attempting to gain access with malicious intentions.
- Ensure VoteWA — a centralized voter registration and election management system for counties — remains secure and accessible.
- Increase accurate and comprehensive voter information.
- Increase knowledge among election administrators by providing resources for counties to meet or exceed statutory certification requirements.
- Conduct county election reviews and work with our election partners to implement recommendations.
- Analyze and report critical election data through the certification reconciliation report.

This request supports Results Washington: Efficient, Effective and Accountable Government

This proposal impacts activities A030 Voter Registration Database by \$950,000 and Executive and Administrative Services by \$142,000 in the 21-23 Biennium.

### **Performance Outcomes:**

This request improves OSOS ability to register voters at the county and state levels.

## Other Collateral Connections

### **State Workforce Impacts:**

This proposal doesn't have any state workforce impacts.

### **Intergovernmental:**

This request benefits local election officials who use the VoteWA system.

### **State Facilities Impacts:**

This request doesn't impact state facilities.

### **Changes from Current Law:**

This request doesn't require changes to current law.

### **Puget Sound Recovery:**

This request doesn't related to Puget Sound recovery efforts.

### **Legal or Administrative Mandates:**

This proposal doesn't impact legal or administrative mandates.

### **Stakeholder Response:**

This request benefits voters who rely on this information to successfully register and vote in Washington State.

## Reference Documents

[VoteWA Support ITaddendum2021-23.docx](#)



IT Addendum

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

Yes

Objects of Expenditure

Objects of Expenditure <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2022	2023	2021-23	2024	2025	2023-25
Obj. A	\$332	\$332	\$664	\$332	\$332	\$664
Obj. B	\$115	\$115	\$230	\$115	\$115	\$230
Obj. E	\$20	\$20	\$40	\$20	\$20	\$40
Obj. G	\$8	\$8	\$16	\$8	\$8	\$16
Obj. T	\$71	\$71	\$142	\$71	\$71	\$142

Agency Contact Information

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Office of the Secretary of State  
2021-23 Regular Budget Session  
Maintenance Level - A5 - Election Reconciliation Reporting

## Agency Recommendation Summary

OSOS is statutorily required to analyze and report critical election data after each election. To meet this statutorily required reporting, OSOS requests one FTE who will provide comparison and trends with state and national elections that will help stakeholders develop a better understanding of election administration and policy.

## Fiscal Summary

<b>Fiscal Summary</b> <i>Dollars in Thousands</i>	<b>Fiscal Years</b>		<b>Biennial</b>	<b>Fiscal Years</b>		<b>Biennial</b>
	<b>2022</b>	<b>2023</b>	<b>2021-23</b>	<b>2024</b>	<b>2025</b>	<b>2023-25</b>
<b>Staffing</b>						
FTEs	1.0	1.0	1.0	1.0	1.0	1.0
<b>Operating Expenditures</b>						
Fund 001 - 1	\$114	\$114	\$228	\$114	\$114	\$228
Total Expenditures	\$114	\$114	\$228	\$114	\$114	\$228

## Decision Package Description

### Opportunity or Issue:

One-time funding was provided in the 19-21 Biennium for this position to implement Chapter 300, Laws of 2017 (Election Reconciliation Reports – Information Contained – Analysis). OSOS recently hired a data consultant 3 to gather and compile elections related data (within Washington State and nationally) for analysis and reporting. In order to continue to report this crucial data, maintain up-to-date data for public and research purposes, and fulfill statutorily required reporting, we request ongoing funding for this position. Each election generates new data that needs to be analyzed quickly to provide comparison trends, ensure transparency, and accuracy. Currently, this FTE reports on four to five elections each year.

This position must collect each counties reconciliation report and create a statewide report that includes a comparison among counties on rates of votes received, counted, and rejected. The report must also include including provisional, write-in, and overseas ballots and must provide relevant quantifiable data that can be used to measure performance and trends.

Every state has different standards and processes for conducting elections. This position must acquire deep levels of knowledge and understand federal and individual states' election laws in order to provide comparisons and trends. Training for this position takes at least 6 months to complete before being able to work independently.

### Consequences of not funding:

If funding is not provided, OSOS may have to delay or limit the information on these reports. Currently, we try to include information that help meet stakeholder's needs, but aren't required by law. Without this FTE, we will not have the resources to respond to these requests outside the statutory mandates. Having one employee complete this requirement provides consistency in reporting and creates an election expert who can help field stakeholder questions.

### Background:

Chapter 300, Laws of 2017 requires the Office of the Secretary of State to establish rules to gather and compile election data for analysis and reporting, including comparisons and trends. Each county auditor is required to prepare an election reconciliation report after each certified election. OSOS must collect each county report and prepare a statewide reconciliation report for the Washington's primary and general elections. The state can use this information to develop a better understanding of the election administration and policy.

### Alternatives Explored:

We explored using existing staff, but don't have the resources to absorb this work without impacting other election activities.

## Assumptions and Calculations

### ***Expansion, Reduction, Elimination or Alteration of a current program or service:***

If funded, this position will continue the service previous funded at one-time in the 2020 Supplemental.

### ***Detailed Assumptions and Calculations:***

Salaries and Benefits for Data Consultant 3, Range 52, Step L: \$92,000 - we will not require any one-time costs associated with this employee because it was funded in the 2020 Supplemental.

Goods and Services: Based on average employee costs, we will need ongoing funding for supplies and materials, communications and telecommunications Services, training, software licensing and maintenance at \$5,000 per year.

Travel: Based on average employee travel, we request ongoing funding for travel associated with this position at \$2,000 per year.

Indirect: OSOS has included an additional indirect cost rate of 15% on most objects for administrative support associated with implementing this legislation. Support costs include, but are not limited to, IT support, payroll and accounting services, and human resource services shown in Object T. We have applied a flat fee of \$5,000 to expenditures related to Grants, Benefits, and Client Services because this reflects the level of effort required better than a standard percent.

### ***Workforce Assumptions:***

We recently hired a Data Consultant 3, from the one-time funding provided in the 2020 supplemental. However, to meet the needs for research, data standardization, and statutorily required reporting are we request ongoing funding for this FTE.

### ***How is your proposal impacting equity in the state?***

OSOS doesn't anticipate this have an impact on equity in the state.

## Strategic and Performance Outcomes

### ***Strategic Framework:***

This request supports our strategic plan as follows:

Maintain the highest levels of security around our voting process, and continually improve access to elections for eligible citizens.

- Protect the integrity of the voter registration database from threat actors constantly attempting to gain access with malicious intentions.
- Ensure VoteWA — a centralized voter registration and election management system for counties — remains secure and accessible.
- Increase accurate and comprehensive voter information.
- Increase knowledge among election administrators by providing resources for counties to meet or exceed statutory certification requirements.
- Conduct county election reviews and work with our election partners to implement recommendations.
- Analyze and report critical election data through the certification reconciliation report.

This request supports Results Washington: Efficient, Effective and Accountable Government

This proposal impacts activity A038 Voter information, Voter Registration, and Elections Official Training by \$198,000 and A002 Executive and Administrative Services by \$30,000 in the 21-23 Biennium.

### ***Performance Outcomes:***

This position must collect each counties reconciliation report and create a statewide report that must include a comparison among counties on rates of votes received, counted and rejected. The report must also include including provisional, write-in, and overseas ballots and must provide relevant quantifiable data that can be used to measure performance and trends.

## Other Collateral Connections

### **State Workforce Impacts:**

This proposal doesn't have any state workforce impacts.

### **Intergovernmental:**

If funded, this request will have a positive impact on local, state, and federal governments who want to analyze our elections.

### **State Facilities Impacts:**

This request doesn't impact state facilities.

### **Changes from Current Law:**

This request doesn't require changes to current law.

### **Puget Sound Recovery:**

This request doesn't related to Puget Sound recovery efforts.

### **Legal or Administrative Mandates:**

This proposal doesn't impact legal or administrative mandates.

### **Stakeholder Response:**

Washington Voters or the media would benefit from this request.

## IT Addendum

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

No

## Objects of Expenditure

Objects of Expenditure <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2022	2023	2021-23	2024	2025	2023-25
Obj. A	\$66	\$66	\$132	\$66	\$66	\$132
Obj. B	\$26	\$26	\$52	\$26	\$26	\$52
Obj. E	\$5	\$5	\$10	\$5	\$5	\$10
Obj. G	\$2	\$2	\$4	\$2	\$2	\$4
Obj. T	\$15	\$15	\$30	\$15	\$15	\$30

## Agency Contact Information

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Office of the Secretary of State  
2021-23 Regular Budget Session  
Maintenance Level - A6 - Primary Voters Pamphlet

## Agency Recommendation Summary

Voters need essential information to make informed decisions when participating in primary elections. OSOS requests ongoing funding to provide a printed voters' pamphlet to every residence for the even-year primary elections. Funding these pamphlets will increase voter's accessibility to information that will maximize informed participation.

## Fiscal Summary

<b>Fiscal Summary</b> <i>Dollars in Thousands</i>	<b>Fiscal Years</b>		<b>Biennial</b>	<b>Fiscal Years</b>		<b>Biennial</b>
	<b>2022</b>	<b>2023</b>	<b>2021-23</b>	<b>2024</b>	<b>2025</b>	<b>2023-25</b>
<b>Staffing</b>						
FTEs	1.0	1.0	1.0	1.0	1.0	1.0
<b>Operating Expenditures</b>						
Fund 001 - 1	\$254	\$1,568	<b>\$1,822</b>	\$239	\$1,568	<b>\$1,807</b>
Total Expenditures	<b>\$254</b>	<b>\$1,568</b>	<b>\$1,822</b>	<b>\$239</b>	<b>\$1,568</b>	<b>\$1,807</b>

## Decision Package Description

### **Opportunity or Challenge:**

OSOS believes producing a Primary Voters' Pamphlet is a simple and cost effective way to provide voters with the necessary information to make informed decisions. We request ongoing funding to provide each residence in Washington with a printed voters' pamphlet for each even-numbered year primary, beginning with the 2022 Primary. Printed primary voters' pamphlets will include all federal and state candidates for partisan and nonpartisan offices. The Secretary of State believes it is important to provide voters with reliable and unbiased information on all candidates, especially when the outcome of the primary reduces the field of candidates for each office to the top two choices for the General Election. Please note: currently, some counties already publish this information in their local pamphlets, but is not a requirement.

If funded, this request will enable all counties to publish and distribute a Primary Voters' Pamphlet to approximately 3.4 million voters. Each household will receive important election related information, and statements and photographs for each of the candidates running for office in even-year primary elections. Funds for an even-numbered year primary pamphlet would be split between the first and second fiscal year, with most expenditures occurring in the second fiscal year.

### **Consequences of not funding:**

By not funding this request, information will be limited to those who have access to the internet, are digitally literate, or are located within a county that supplies this information. According the United State Census Bureau 152,536 Washington households do not have a computer and 283,182 households didn't have an internet subscription in 2019. Providing this information to all residences will guarantee voters have information that came directly from the candidate or their representative and truly reflects the candidate's platform.

### **Background:**

Current funding does not permit OSOS to provide each household with a printed state voters' pamphlet for the even-numbered year primary elections. Even-numbered year primary elections include all federal and state candidates for partisan and nonpartisan offices.

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."

### **Alternatives Explored**

Other alternatives to distribute this type of information have been discussed and deemed less effective than mailing printed material to every household. The alternatives explored were: adding the entire Primary information to the OSOS website or using newspaper inserts to distribute information.

While websites are an easy and relatively inexpensive way to distribute information, availability would be limited to those who have access to the internet and comfortable with this technology. It would also be difficult to inform people the information is available on a website. If funding is not provided to produce and distribute a printed Primary Voters' Pamphlet, OSOS will continue to provide some of the information online through VoteWA.

Newspaper inserts are similarly limited in their distribution. Only those who purchase a newspaper would receive this information.

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

## Assumptions and Calculations

### ***Expansion, Reduction, Elimination or Alteration of a current program or service:***

If funded, this will allow OSOS to provide all eligible voters with primary election pamphlets. This will expand our current service of providing this statewide information through the mail.

### ***Detailed Assumptions and Calculations:***

The total cost of a Primary voters' pamphlet is estimated at \$1,355,316, with the majority of costs being incurred in the second fiscal year of the biennium. We estimate the number of pages in a printed primary pamphlet to be an average of 115.

This cost is made up of the following estimated costs:

Printing: \$683,424

Postage: \$388,876

Distribution: \$105,908

Composition: \$82,908

Translation: \$94,201

Indirect: OSOS has included an additional indirect cost rate of 15% on most objects for administrative support associated with implementing this legislation. Support costs include, but are not limited to, IT support, payroll and accounting services, and human resource services shown in Object T. We have applied a flat fee of \$5,000 to expenditures related to Grants, Benefits, and Client Services because this reflects the level of effort required better than a standard percent.

### ***Workforce Assumptions:***

We are also requesting:

Salaries and Benefits for 1.0 FTE Program Specialist 4 Range 56, Step L at \$100,000 per fiscal year to assist in production of the primary voters' pamphlet.

Capital Outlays: We request one-time funding for adding a new work space and computer at \$13,000. This is based on our average IT and facilities costs.

Goods and Services: Based on average employee costs, we will need ongoing funding for supplies and materials, communications and telecommunications Services, training, software licensing and maintenance of \$5,000 per year.

Travel: Based on average employee travel, we request ongoing funding for travel associated with this position at \$2,000 per year.

### ***How is your proposal impacting equity in the state?***

This request will enable communities that don't have access to the internet to have critical data information that is unbiased and accurate.

## Strategic and Performance Outcomes

### **Strategic Framework:**

This request supports our strategic plan as follows:

Maintain the highest levels of security around our voting process, and continually improve access to elections for eligible citizens.

- Protect the integrity of the voter registration database from threat actors constantly attempting to gain access with malicious intentions.
- Ensure VoteWA — a centralized voter registration and election management system for counties — remains secure and accessible.
- Increase accurate and comprehensive voter information.
- Increase knowledge among election administrators by providing resources for counties to meet or exceed statutory certification requirements.
- Conduct county election reviews and work with our election partners to implement recommendations.
- Analyze and report critical election data through the certification reconciliation report.

This request supports Results Washington through Efficient, Effective and Accountable Government

This proposal impacts activity A014 State Share Election Cost Reimbursement by \$1,585,000 and A002 by \$237,000 in the 21-23 Biennium.

### **Performance Outcomes:**

This request will provide information to voters and could increase voter turnout.

## Other Collateral Connections

### **State Workforce Impacts:**

This proposal doesn't have any state workforce impacts.

### **Intergovernmental:**

If funded, local county governments will need to include this information in their pamphlets.

### **State Facilities Impacts:**

This request doesn't impact state facilities.

### **Changes from Current Law:**

This request doesn't require changes to current law.

### **Puget Sound Recovery:**

This request doesn't related to Puget Sound recovery efforts.

### **Legal or Administrative Mandates:**

This proposal doesn't impact legal or administrative mandates.

### **Stakeholder Response:**

This request will provide greater accessibility to election information.

## IT Addendum

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

No



## Objects of Expenditure

<b>Objects of Expenditure</b> <i>Dollars in Thousands</i>	<b>Fiscal Years</b>		<b>Biennial</b>	<b>Fiscal Years</b>		<b>Biennial</b>
	<b>2022</b>	<b>2023</b>	<b>2021-23</b>	<b>2024</b>	<b>2025</b>	<b>2023-25</b>
Obj. A	\$73	\$73	<b>\$146</b>	\$73	\$73	<b>\$146</b>
Obj. B	\$27	\$27	<b>\$54</b>	\$27	\$27	<b>\$54</b>
Obj. E	\$106	\$1,262	<b>\$1,368</b>	\$106	\$1,262	<b>\$1,368</b>
Obj. G	\$2	\$2	<b>\$4</b>	\$2	\$2	<b>\$4</b>
Obj. J	\$13	\$0	<b>\$13</b>	\$0	\$0	<b>\$0</b>
Obj. T	\$33	\$204	<b>\$237</b>	\$31	\$204	<b>\$235</b>

## Agency Contact Information

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Office of the Secretary of State  
2021-23 Regular Budget Session  
Maintenance Level - A7 - General Election Voters' Pamphlet

## Agency Recommendation Summary

To guarantee OSOS can deliver the information voters need to make informed decisions, OSOS requests an incremental increase in funding for the Washington State's Voters' Pamphlet.

## Fiscal Summary

<b>Fiscal Summary</b> <i>Dollars in Thousands</i>	<b>Fiscal Years</b>		<b>Biennial</b>	<b>Fiscal Years</b>		<b>Biennial</b>
	<b>2022</b>	<b>2023</b>	<b>2021-23</b>	<b>2024</b>	<b>2025</b>	<b>2023-25</b>
<b>Staffing</b>						
FTEs	0.0	0.0	0.0	0.0	0.0	0.0
<b>Operating Expenditures</b>						
Fund 001 - 1	\$460	\$460	\$920	\$460	\$460	\$920
Total Expenditures	\$460	\$460	\$920	\$460	\$460	\$920

## Decision Package Description

### Opportunity or Challenge:

OSOS requests an ongoing funding increase to produce the general election voters' pamphlet required each year. The base level budget does not provide adequate resources to fund the production and delivery of the pamphlet. Since our base budget was set, new federal and state requirements have been placed upon OSOS without the necessary funding to complete them. In addition, the average number of measures (initiatives and referendums) have significantly increased. The result is a supplemental request each year to cover those additional costs. We request an ongoing appropriation of \$400,000 in non-presidential years and \$500,000 in presidential years.

We anticipate an increase in funding would replace most supplemental requests, although unforeseen conditions could necessitate a supplemental from time-to-time.

### Consequences of not funding:

If this proposal is not funded, OSOS will continue to ask for funding through supplemental decision packages. We have received this additional funding each biennium. However, the lack of funding could create an issue if a supplemental budget doesn't get passed or is delayed.

### Background:

RCW 29A.32.010 requires the Office of the Secretary of State (the Secretary) to produce a voters' pamphlet for each general election whenever at least one state measure or office is scheduled to appear on the ballot. Article 2 Section 1(e) of the state Constitution requires the Secretary to distribute information on laws and amendments to the state Constitution "to each individual place of residence" prior to elections.

### Alternatives Explored:

We explored to not increase our base and continue to request an increase in the supplemental sessions. We believe by adding funding to our base we can eliminate some potential requests and ensure we have the funding to cover these costs without jeopardizing other election activities.

## Assumptions and Calculations

### ***Expansion, Reduction, Elimination or Alteration of a current program or service:***

This request will not expand, reduce, or eliminate a current program or service.

### ***Detailed Assumptions and Calculations:***

Goods and Services: The maintenance-level budget for the voters' pamphlet provided funding to publish required information for three state ballot measures. The pamphlet must be printed in eight page increments. This is a requirement of all print vendors capable of printing the pamphlet and is an industry standard for the layout style use to accommodate pamphlet requirements. Given the page increment requirements, it is assumed that each ballot measure in the voters' pamphlet has at least eight pages of content (24 pages of measure content). Required content includes:

A ballot title

Committee pro/com arguments

An explanatory statement

A fiscal impact statement (when required)

The complete text of the measure

In addition to state measures and candidates, we are required to include content for advisory votes, translate all printed material in to three federally mandated languages, as well as create an audio version of the pamphlet. These significant costs are not included in our base level of funding, necessitating a supplemental request each year.

Funding would be ongoing starting in Fiscal Year 2022.

Indirect: OSOS has included an additional indirect cost rate of 15% on most objects for administrative support associated with implementing this legislation. Support costs include, but are not limited to, IT support, payroll and accounting services, and human resource services shown in Object T. We have applied a flat fee of \$5,000 to expenditures related to Grants, Benefits, and Client Services because this reflects the level of effort required better than a standard percent.

### ***Workforce Assumptions:***

We did not include any FTEs for this request.

### ***How is your proposal impacting equity in the state?***

This request will not impact equity in the state.

## Strategic and Performance Outcomes

### **Strategic Framework:**

This request supports the strategic plan as follows:

Maintain the highest levels of security around our voting process, and continually improve access to elections for eligible citizens.

- Protect the integrity of the voter registration database from threat actors constantly attempting to gain access with malicious intentions.
- Ensure VoteWA — a centralized voter registration and election management system for counties — remains secure and accessible.
- Increase accurate and comprehensive voter information.
- Increase knowledge among election administrators by providing resources for counties to meet or exceed statutory certification requirements.
- Conduct county election reviews and work with our election partners to implement recommendations.
- Analyze and report critical election data through the certification reconciliation report.

It supports Results Washington through Efficient, Effective and Accountable Government

This proposal impacts activities A014 State Share Election Cost Reimbursement by \$800,000 and Executive Administrative Services by \$120,000 in the 21-23 Biennium.

### **Performance Outcomes:**

This request will not impact any performance outcomes.

## Other Collateral Connections

### **State Workforce Impacts:**

This proposal doesn't have any state workforce impacts.

### **Intergovernmental:**

This request doesn't impact local governments or political subdivisions of the state.

### **State Facilities Impacts:**

This request doesn't impact state facilities.

### **Changes from Current Law:**

This request doesn't require changes to current law.

### **Puget Sound Recovery:**

This request doesn't related to Puget Sound recovery efforts.

### **Legal or Administrative Mandates:**

This proposal doesn't impact legal or administrative mandates.

### **Stakeholder Response:**

This request doesn't impact non-governmental stakeholders.

## Reference Documents

[General Election Voters' Pamphlet appendix 2.docx](#)

[General Election Voters' pamphlet appendix.docx](#)

IT Addendum

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

No

Objects of Expenditure

Objects of Expenditure <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2022	2023	2021-23	2024	2025	2023-25
Obj. E	\$400	\$400	\$800	\$400	\$400	\$800
Obj. T	\$60	\$60	\$120	\$60	\$60	\$120

Agency Contact Information

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Office of the Secretary of State  
2021-23 Regular Budget Session  
Maintenance Level - A8 - Modernize to Office 365

## Agency Recommendation Summary

Moving to Office 365 will allow OSOS to have a modern working environment that will improve security, increase employee productivity and collaboration, and provide greater access to public records.

## Fiscal Summary

<b>Fiscal Summary</b> <i>Dollars in Thousands</i>	<b>Fiscal Years</b>		<b>Biennial</b>	<b>Fiscal Years</b>		<b>Biennial</b>
	<b>2022</b>	<b>2023</b>	<b>2021-23</b>	<b>2024</b>	<b>2025</b>	<b>2023-25</b>
<b>Staffing</b>						
FTEs	0.0	0.0	0.0	0.0	0.0	0.0
<b>Operating Expenditures</b>						
Fund 001 - 1	\$140	\$94	\$234	\$94	\$94	\$188
Fund 006 - 1	\$14	\$14	\$28	\$14	\$14	\$28
Fund 06H - 6	\$2	\$2	\$4	\$2	\$2	\$4
Fund 14E - 1	\$21	\$21	\$42	\$21	\$21	\$42
Fund 407 - 6	\$53	\$53	\$106	\$53	\$53	\$106
Fund 441 - 1	\$15	\$15	\$30	\$15	\$15	\$30
Fund 470 - 6	\$8	\$8	\$16	\$8	\$8	\$16
Total Expenditures	\$253	\$207	\$460	\$207	\$207	\$414

## Decision Package Description

### Opportunity or Issue:

OSOS currently owns, maintains, and operates physical servers that are at their end of life. We have recently experienced a fair amount of downtime due to the age of these servers. OSOS requests funding and authority to move to a cloud based model (Office 365). This will improve employee working conditions, provide better opportunities for employee collaboration, and make the office more efficient as a whole. Office 365 will create a reliable and secure IT environment, provide enhancements to internal and external stakeholders, and eliminate our need to maintain physical servers. We can also provide one-time or expiring links to deliver public voting data to requesters, solving a problem we currently have with trying to make the info available while preventing abuse.

### Consequences of not Funding:

By not making this investment, we risk:

- Compromising security with outdated software
- Incurring uneven and unpredictable costs for software and hardware
- Having catastrophic failure of equipment
- Losing the efficiency costs of not adapting to a highly mobile/remote workforce

Moving to Office 365 provides the potential to make employees in the office more productive and effective by ensuring they always have the latest version of software and reducing down times due to equipment failure. With Office 365, OSOS will have services that are:

- Cloud based: Office 365 is a SaaS service, it provides services for a flat monthly fee with no server maintenance required. We are looking to move apps and other services to the cloud whenever possible.
- Agile: Implementation of this project will roll out features in a prioritized manner, allowing important features like email and Office suite to be delivered to users quickly (<6 months). User feedback will be incorporated in order to prioritize the most important features to deliver.
- Mobile: As a cloud-based offering, Office 365 unlocks tremendous mobility options for users.
- Open Data: Office 365's advanced file sharing features will allow us to deliver secured voting data to stakeholders.
- Security: Moving to Office 365 immediately improves our security posture by ensuring that infrastructure is constantly monitored and updated by the provider. Basic security tools and Multifactor Authentication (MFA) are provided to all users. Higher tiers of Office 365 include advanced security protection tools for the enterprise.

### Background:

Cloud-based productivity is the new normal and Office 365 is a market leader at providing this. Employees expect modern experiences and seamless remote working. This coincides with our IT Strategy that involves providing modern software to users, maximizing our IT production by reducing maintenance to old systems and focusing on customer needs, and delivering a fiscally responsible budget ask to support our core productivity work (Email, Documents, Spreadsheets, Presentations, File Storage). Covid-19 had accelerated this need for these cloud based services.

### Alternatives Explored

We explored the cost of continuing on premise equipment, but the risks and costs don't stack up well against cloud-based solutions. We would have to continually replace our software and equipment and still wouldn't be as up-to-date as moving to the Cloud.

This request also aligns with the OCIO direction of "cloud first" direction. Competing priorities were taken into account and this was far and away OSOS's number one option, as it helps align us with agency and state directions both technically and financially.

## Assumptions and Calculations

### ***Expansion, Reduction, Elimination or Alteration of a current program or service:***

If funded, this will provide better technology services to OSOS employees. We have not asked for this request in the past.

### ***Detailed Assumptions and Calculations:***

Goods and Services: OSOS has an estimated 300 employees. Each employee will require an Office 365 license estimated at \$600.00 per user.

Professional Contract Services: We request one-time funding for hiring a consultant to install this software as required by the OCIO for \$40,000.

Indirect: OSOS has included an additional indirect cost rate of 15% on most objects for administrative support associated with implementing this legislation. Support costs include, but are not limited to, IT support, payroll and accounting services, and human resource services shown in Object T. We have applied a flat fee of \$5,000 to expenditures related to Grants, Benefits, and Client Services because this reflects the level of effort required better than a standard percent.

### ***Workforce Assumptions:***

We don't anticipate the need to request any FTEs to implement this request.

### ***How is your proposal impacting equity in the state?***

This proposal doesn't impact equity in the state.

## Strategic and Performance Outcomes

### ***Strategic Framework:***

This request supports our strategic plan as follows:

1. Improve public service for our customers with a more adaptable and efficient workplace.
  - Boost employee productivity, safely connect teams to detailed information and open access to public records by advancing to Microsoft 365.
  - Modernize OSOS operations and move toward a more paperless environment. Assess physical files and electronic storage needs with their associated costs, develop a plan and continue modernization of our internal processes and procedures.
  - Improve Washington's reliable avenue for Combined Fund Drive donations through enhanced technology.

This request supports Results Washington: Efficient, Effective and Accountable Government

This request impacts activities A002 Executive and Administrative Services by \$62,000 and A003 Information Technology by \$410,000 in the 21-23 Biennium.

### ***Performance Outcomes:***

This DP will increase the Secretary of State's production by increasing employee production and the reliability of the network.



## Other Collateral Connections

### **State Workforce Impacts:**

This proposal doesn't have any state workforce impacts.

### **Intergovernmental:**

This request doesn't impact other local or state agencies or political subdivisions of the state.

### **State Facilities Impacts:**

This request doesn't impact state facilities.

### **Changes from Current Law:**

This request doesn't require changes to current law.

### **Puget Sound Recovery:**

This request doesn't related to Puget Sound recovery efforts.

### **Legal or Administrative Mandates:**

This proposal doesn't impact legal or administrative mandates.

### **Stakeholder Response:**

This request may have a positive impact on stakeholders who request voting data.

## Reference Documents

[OSOS Modernize to Office 365\\_ITaddendum2021-23.docx](#)

## IT Addendum

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

Yes

## Objects of Expenditure

Objects of Expenditure <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2022	2023	2021-23	2024	2025	2023-25
Obj. C	\$40	\$0	<b>\$40</b>	\$0	\$0	<b>\$0</b>
Obj. E	\$180	\$180	<b>\$360</b>	\$180	\$180	<b>\$360</b>
Obj. T	\$33	\$27	<b>\$60</b>	\$27	\$27	<b>\$54</b>

## Agency Contact Information

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## Agency Recommendation Summary

Humanities Washington requests a continuation of existing funding to enhance voter participation and community engagement in local and state issues by continuing support of Humanities Washington's Speakers Bureau Community Conversations program. Since 2007 Humanities Washington has worked collaboratively on this project and seeks to maintain funding received in the 19-21 Operating Budget. State monies would be matched at least 1:1 with federal and private dollars. Our country and our communities are deeply polarized, less engaged in civic life, and less willing to listen to others' opinions without becoming at best dismissive, angry and/or offended. At the same time, the explosive growth of social media further entrenches opinions and eliminates opportunities for new ideas, and engagement with others and the world around us. Speakers Bureau Community Conversations, through partnerships with more than 300 organizations statewide, reach every county in the state with free educational programs on our state's history, cultural heritage, civil and human rights, and politics.

## Fiscal Summary

<b>Fiscal Summary</b> <i>Dollars in Thousands</i>	<b>Fiscal Years</b>		<b>Biennial</b>	<b>Fiscal Years</b>		<b>Biennial</b>
	<b>2022</b>	<b>2023</b>	<b>2021-23</b>	<b>2024</b>	<b>2025</b>	<b>2023-25</b>
<b>Staffing</b>						
FTEs	0.0	0.0	0.0	0.0	0.0	0.0
<b>Operating Expenditures</b>						
Fund 001 - 1	\$75	\$75	\$150	\$75	\$75	\$150
Total Expenditures	\$75	\$75	\$150	\$75	\$75	\$150

## Decision Package Description

### Community Need:

2020 has been a year full of unprecedented disruption to our social and civic lives. Washingtonians are facing many challenges: social, emotional, and financial impacts of the pandemic; increased awareness of racial injustice, and; devastating losses from natural disasters. Set against the backdrop of increased political polarization and the rampant spread of misinformation, productive public discourse – essential to our recovery and more critical than ever for our ongoing health – is in jeopardy. Within this context, the public humanities are a necessary part of our survival as a civil society and access to them is a growing need.

All Washingtonians need and deserve access to fact-based, balanced information and resources in order to thrive as students and/or members of the workforce, but also as human beings, parents or grandparents, and members of a healthy democracy. However, these resources are becoming fewer and farther between.

### Speakers Bureau Overview:

Humanities Washington's Speakers Bureau delivers free and nonpartisan programs that are open to the public and provide widespread, equitable access to educational discussions on politics, state and national history, racial/ethnic history and culture, and civil and human rights. Local organizations work with Humanities Washington to select speakers from a vetted roster of more than 30 scholars and cultural experts and receive assistance in promoting the event. Humanities Washington pays the speaker's honoraria and host organizations generally pay the speaker's travel expenses (travel "scholarships" are available to organizations which need them).

Rural areas of our state benefit most from the program. Residents of rural areas do not have the same access to opportunities for neighbors to meet and explore community history and current events together, building stronger and more engaged communities, as those in urban areas. Many of the areas we serve are hours from the nearest university or community college. Speakers Bureau presenters travel to local communities or present interactively to audiences online, eliminating challenges for access.

The program strengthens local community organizations in all areas of the state. Presentations are "hosted" by local partner organizations, including libraries, historical societies, museums, social service organizations, community centers, retirement homes, and K-12 schools. The vast majority of our partners indicate that their partnership with Humanities Washington to present speakers in their community builds their organizational capacity by helping them to establish intra-community partnerships, enhancing their community leadership, attracting and growing audiences, and improving the overall quality of their programming.

Speakers Bureau's goals are to:

1. Present new ideas and perspectives on current/emerging issues faced by communities.
2. Increase access to programming in underserved communities.
3. Increase opportunities to connect with varied points of view.
4. Grow and diversify audiences of partner organizations.
5. Amplify voices of BIPOC scholars to advance racial equity within local communities.

#### **Speakers Bureau Highlights in the 2019-2021 Biennium:**

Since the Washington State Legislature appropriated \$100,000 for the 2019-21 biennium, interest in our Speakers Bureau has grown significantly. We held a record 432 presentations in 2019 (up 35 percent from 2018) and have worked with many new, particularly rural, communities. Close to one-third of all presentations held since June 1, 2019 have been with new partners.

Feedback from our partners has included:

*"As Education Director, I have been **delighted by the quality and diversity** of the Speaker's Bureau program. We are very grateful to Humanities Washington for making these talks affordable for us to host so that we can invite the public to attend free of charge."*

*"As **qualified presenters become more expensive**, it is harder for libraries to afford them. Speakers Bureau bridges the gap between libraries and private organizations and makes educational programming equitable for all."*

*"**Hearing from Omari, who grew up in poverty and achieved so much** with so few resources, was an amazing story that [our students] needed to hear. They think [their course is set] and their situation dictates their outcome, when it is work ethic and perseverance that matters most. This was a message that they **NEEDED** to hear. I wish we could host more!"*

*"We have been slowly building our adult programming there and **this was one of our most successful events!**"*

*"I love being able to have a conversation with people I would **not normally interact with!**"*

The Speakers Bureau was projected to reach a record number of people in 2020 when the pandemic hit. Humanities Washington quickly pivoted from in-person programs to provide interactive online access. We trained speakers in remote/online videoconferencing presentation techniques, underwrote videoconferencing expenses for partners without access, and provided training and web resources for partners to effectively host online events. From March 2020 through September 2020, Humanities Washington has presented more than 117 online events. Our partner organizations are grateful for this support when the cultural sector is reeling:

*"When COVID-19 struck, and our onsite programs had to be canceled, we lost some revenue (donations) and community connections...The poise and professionalism of the speaker, as well as the subject matter, helped to re-engage our membership and do community outreach. This program definitely was a positive step toward rebuilding our programs in reputation and quality."*

#### **2021-23 Request:**

Humanities Washington seeks ongoing funding to **maintain and expand** its Speakers Bureau program. ***Specifically, we ask that the current funding level of \$100,000 be maintained and an additional \$50,000 allocated to help to meet increased demand and to develop a topical track related specifically to the democratic process.***

At a time when cultural organizations are struggling to reconnect with their audiences and looking for inexpensive, ready-made ways to do so, an increase to the Speakers Bureau appropriation would:

- Increase presentations available to organizations by 20 percent, enabling us to continue with our successful outreach to new partners in rural areas.
- Help support the cultural sector as it rebuilds from the impacts of COVID-19.
- Continue to offer online presentations (in addition to in-person presentations when it is safe to resume them) so cultural organizations can continue to connect with their audiences in new ways.
- Develop a track dedicated to exploring issues relative to a healthy democracy including voter engagement, voting rights, activism, quality journalism, equity issues, etc.

## Assumptions and Calculations

### ***Expansion, Reduction, Elimination or Alteration of a current program or service:***

This requests an ongoing increase to Speakers Bureau allocation in the operating budget to address increased demand for programs and services.

### ***Detailed Assumptions and Calculations:***

The information is based on assumptions provided by Humanities Washington.

### ***Workforce Assumptions:***

This is a pass through grant for Humanities Washington and doesn't require any FTEs to implement.

### ***How is your proposal impacting equity in the state?***

Two primary goals of Speakers Bureau are to increase geographic and racial access to programs. Speakers are chosen for their expertise and ability to highlight unique voices and experiences, generating greater understanding for diverse perspectives and driving progress towards a more equitable Washington.

## Strategic and Performance Outcomes

### ***Strategic Framework:***

This is a pass through grant for Humanities Washington and doesn't impact OSOS.

### ***Performance Outcomes:***

This request is for pass through funding to Humanities Washington and doesn't impact OSOS.

## Other Collateral Connections

### ***State Workforce Impacts:***

No answer was provided.

### ***Intergovernmental:***

No answer was provided.

### ***State Facilities Impacts:***

No answer was provided.

### ***Changes from Current Law:***

No answer was provided.

### ***Puget Sound Recovery:***

No answer was provided.

### ***Legal or Administrative Mandates:***

No answer was provided.

### ***Stakeholder Response:***

No answer was provided.

## IT Addendum

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

No

Objects of Expenditure

Objects of Expenditure <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2022	2023	2021-23	2024	2025	2023-25
Obj. N	\$75	\$75	\$150	\$75	\$75	\$150

Agency Contact Information

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Office of the Secretary of State  
2021-23 Regular Budget Session  
Policy Level - 13 - TVW Reduction

## Agency Recommendation Summary

TVW, Washington’s public affairs network, maintains a contract with Washington state to provide gavel-to-gavel coverage of state government including activities of the Legislature, Supreme Court, and state agency boards and commissions. In FY2019, TVW’s total revenue exceeded \$17.6 million. The state portion of that was \$2,932,000; the remainder was cobbled together through cash and, primarily, in-kind contributions that are restricted in how the funds may be used, making the state service contract payment TVW’s largest single source of flexible funds. A 15 percent reduction in that contract payment represents \$891,450 out of an already extremely tight budget. Please note that TVW’s budget language already mandates that “the nonprofit organization shall be required to raise contributions or commitments to make contributions, in cash or in kind, in an amount equal to forty percent of the state contribution.” Forty percent of the state contribution to TVW is \$1,172,800 so TVW is currently, and for many years, well exceeding this requirement. With that background, TVW’s state service contract payment represents our only truly flexible funds and TVW uses those funds to manage staff salaries and benefits as well as the acquisition, maintenance, and ongoing operation of equipment, broadcast transmission, and facilities.

## Fiscal Summary

<b>Fiscal Summary</b> <i>Dollars in Thousands</i>	<b>Fiscal Years</b>		<b>Biennial</b>	<b>Fiscal Years</b>		<b>Biennial</b>
	<b>2022</b>	<b>2023</b>	<b>2021-23</b>	<b>2024</b>	<b>2025</b>	<b>2023-25</b>
<b>Staffing</b>						
FTEs	0.0	0.0	0.0	0.0	0.0	0.0
<b>Operating Expenditures</b>						
Fund 001 - 1	(\$439)	(\$451)	(\$890)	\$0	\$0	\$0
Total Expenditures	(\$439)	(\$451)	(\$890)	\$0	\$0	\$0

## Decision Package Description

Background: TVW, Washington's public affairs network, maintains a contract with Washington state to provide gavel-to-gavel coverage of state government including activities of the Legislature, Supreme Court, and state agency boards and commissions. In FY2019, TVW's total revenue exceeded \$17.6 million. The state portion of that was \$2,932,000; the remainder was cobbled together through cash and, primarily, in-kind contributions that are restricted in how the funds may be used, making the state service contract payment TVW's largest single source of flexible funds. A 15 percent reduction in that contract payment represents \$891,450 out of an already extremely tight budget.

Please note that TVW's budget language already mandates that "the nonprofit organization shall be required to raise contributions or commitments to make contributions, in cash or in kind, in an amount equal to forty percent of the state contribution." Forty percent of the state contribution to TVW is \$1,172,800 so TVW is currently, and for many years, well exceeding this requirement.

With that background, TVW's state service contract payment represents our only truly flexible funds and TVW uses those funds to manage staff salaries and benefits as well as the acquisition, maintenance, and ongoing operation of equipment, broadcast transmission, and facilities.

Here is a very rudimentary look at how the state's \$2,932,000 service contract with TVW is apportioned:

- \$1,900,000 Payroll
- \$485,000 Benefits
- \$216,000 Signal Transmission
- \$350,000+ Maintenance and Replacement of End-of-Life Equipment
- \$83,000 Building Mortgage

As you can see, the only place for flexibility is within Payroll and Benefits. In 2015, TVW started down a thoughtful path to bring all staff (union and non-union) to a level of pay and benefits commensurate with counterparts in state government and broadcasting entities in Portland and Seattle, taking into consideration differences in the cost of living in those two media markets. We realized that goal with our union staff in FY2018 and non-union staff in FY2019.

TVW staff have already agreed to defer salary increases (please note, the state does not provide COLA increases for TVW) for six months to help ease any potential cuts and avoid layoffs but, as noted above, staff salaries only recently came into line with their counterparts in state government and any long-term postponement of salary increases is definitely a step backward. We are presently operating with a very tight workforce and layoffs are not possible if we are to maintain our current levels of coverage (all activities on the Capitol Campus and, in non-COVID-19 years, coverage of Legislative, Supreme Court, state agency boards and commissions, and other policy events throughout the state). Any cuts to TVW's maintenance level appropriation will impact our ability to continue to deliver the quantity and quality of product we currently deliver to the citizens of our state.

## Assumptions and Calculations

### ***Expansion, Reduction, Elimination or Alteration of a current program or service:***

If this reduction is taken, TVW may have to reduce its current program or service.

### ***Detailed Assumptions and Calculations:***

This reduction is 15% of TVW's appropriation.

### ***Workforce Assumptions:***

This proposal doesn't include FTEs.

### ***How is your proposal impacting equity in the state?***

This proposal will not impact equity in the state.

## Strategic and Performance Outcomes

### ***Strategic Framework:***

N/A

**Performance Outcomes:**

This reduction proposal doesn't impact OSOS.

**Other Collateral Connections**

**State Workforce Impacts:**

No answer was provided.

**Intergovernmental:**

No answer was provided.

**State Facilities Impacts:**

No answer was provided.

**Changes from Current Law:**

No answer was provided.

**Puget Sound Recovery:**

No answer was provided.

**Legal or Administrative Mandates:**

No answer was provided.

**Stakeholder Response:**

No answer was provided.

**IT Addendum**

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

No

**Objects of Expenditure**

Objects of Expenditure <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2022	2023	2021-23	2024	2025	2023-25
Obj. N	(\$439)	(\$451)	(\$890)	\$0	\$0	\$0

**Agency Contact Information**

Renee Radcliff Sinclair  
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renee@tvw.org





## Agency Recommendation Summary

TVW produces between 7,000 to 7,500 hours of unique programming a year and we are committed to delivering our gavel-to-gavel and produced content to every citizen in Washington. During the 2020 Legislative Session, interest in providing closed captioning was raised by the Legislature and Lt. Governor Habib. During the 2020 interim, the need for captioning has grown due to the regular and ongoing communications from Governor Inslee and state agency leaders related to new information regarding the COVID-19 pandemic. While the inclusion of American Sign Language interpreters is a tremendous addition to broadcasts for those who are fully deaf, the ability to provide captioning for the hard-of-hearing community actually provides service to a greater number of Washingtonians.

## Fiscal Summary

Fiscal Summary <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2022	2023	2021-23	2024	2025	2023-25
<b>Operating Expenditures</b>						
Fund 001 - 1	\$85	\$80	<b>\$165</b>	\$80	\$80	<b>\$160</b>
Total Expenditures	<b>\$85</b>	<b>\$80</b>	<b>\$165</b>	<b>\$80</b>	<b>\$80</b>	<b>\$160</b>

## Decision Package Description

**Background:** TVW produces between 7,000 to 7,500 hours of unique programming a year and we are committed to delivering our gavel-to-gavel and produced content to every citizen in Washington. During the 2020 Legislative Session, interest in providing closed captioning was raised by the Legislature and Lt. Governor Habib. During the 2020 interim, the need for captioning has grown due to the regular and ongoing communications from Governor Inslee and state agency leaders related to new information regarding the COVID-19 pandemic.

While the inclusion of American Sign Language interpreters is a tremendous addition to broadcasts for those who are fully deaf, the ability to provide captioning for the hard-of-hearing community actually provides service to a greater number of Washingtonians.

TVW is proposing two ways forward; Option A addresses captioning for television only. Option B creates a shared solution for television and web streaming (TVW currently provides captioning and the creation of full transcripts through our streaming platform. Option B would actually enhance that system by integrating with live television caption coverage).

Until very recently, the unique language of the Legislature and Supreme Court coupled with a variety of unusual place names and 147 unique people names spoken by a variety of voices has made machine-assisted captioning challenging. That is changing and Option B incorporates new technologies that are making machine-assisted transcription a viable option for our environment. Historically, the Legislature has been a little shy about transitioning to machine-assisted captions, improvements in technology and attitudes among Legislators appear to be moving Option B to greater possibilities.

**Option A:** Total Request — \$1,085,000 (\$85,000 = One Time; \$1,000,000 = Added to Maintenance Level)

- Purchase four encoders that can translate the completed captions to a format which can be broadcast on television, \$80,500
- Professional services to install, integrate and test the encoders to ensure they are functioning appropriately, \$4,500
- Human-generated captioning based on the lowest number of hours at the lowest rate of human-generated transcription costs ranging to the highest number of hours at the highest rate, actual costs associated with human transcription rates, \$840,000 — \$1,125,000.

**Option B:** Total Request — \$165,000 (\$85,000 = One Time; \$80,000 = Added to Maintenance Level)

- Purchase four encoders that can translate the completed captions to a format suitable for both television and web streaming, \$80,500
- Professional services to install, integrate and test encoders, \$4,500
- Television production hours of machine-assisted captions, \$30,000
- Mobile apps, social media, subscription services production hours of machine-assisted captions, \$30,000
- Regular equipment support and maintenance, \$20,000

## Assumptions and Calculations

### ***Expansion, Reduction, Elimination or Alteration of a current program or service:***

This will expand TVW's service by offering closed captions for their programming.

### ***Detailed Assumptions and Calculations:***

Assumptions based on information provided by TVW.

### ***Workforce Assumptions:***

This request doesn't require any FTEs.

### ***How is your proposal impacting equity in the state?***

While the inclusion of American Sign Language interpreters is a tremendous addition to broadcasts for those who are fully deaf, the ability to provide captioning for the hard-of-hearing community actually provides service to a greater number of Washingtonians.

## Strategic and Performance Outcomes

### ***Strategic Framework:***

N/A

### ***Performance Outcomes:***

This request doesn't impact OSOS's performance measures.

## Other Collateral Connections

### ***State Workforce Impacts:***

No answer was provided.

### ***Intergovernmental:***

No answer was provided.

### ***State Facilities Impacts:***

No answer was provided.

### ***Changes from Current Law:***

No answer was provided.

### ***Puget Sound Recovery:***

No answer was provided.

### ***Legal or Administrative Mandates:***

No answer was provided.

### ***Stakeholder Response:***

No answer was provided.

## IT Addendum

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

No

Objects of Expenditure

Objects of Expenditure <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2022	2023	2021-23	2024	2025	2023-25
Obj. N	\$85	\$80	\$165	\$80	\$80	\$160

Agency Contact Information

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Office of the Secretary of State  
2021-23 Regular Budget Session  
Policy Level - A1 - Adjust Prorated Share of Postage

## Agency Recommendation Summary

Following the passage of Chapter 377, Laws of 2020 (Election Costs – State Reimbursement), the state is no longer required to reimburse the full amount of return ballot postage. As part of our 15 percent reduction we propose returning this funding, but keeping the amount necessary for the state's prorated share.

## Fiscal Summary

Fiscal Summary <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2022	2023	2021-23	2024	2025	2023-25
<b>Staffing</b>						
FTEs	0.0	0.0	0.0	0.0	0.0	0.0
<b>Operating Expenditures</b>						
Fund 001 - 1	(\$1,867)	(\$1,520)	(\$3,387)	(\$1,863)	(\$850)	(\$2,713)
Total Expenditures	(\$1,867)	(\$1,520)	(\$3,387)	(\$1,863)	(\$850)	(\$2,713)

## Decision Package Description

### Opportunity or Challenge:

As part of OSOS's 15 percent reduction, we propose a reduction in prepaid postage from the currently funded amount. OSOS's 21-23 CFL budget provided ongoing funding for the full ballot return postage cost for all elections. The state is only required to reimburse the prorated state share of ballot return postage as a result of Chapter 377, Laws of 2020 (ESHB 2421). This request removes the full amount and allows the state to still cover the costs of prorated postage.

### Consequences of not Funding:

We don't anticipate any consequences if you reduce this funding.

### Background:

Return postage costs require complex calculations to first determine the total turnout in each county for each given election, followed by the percentage of that total returned by mail. The estimated number of ballots returned by mail is then multiplied by the cost per piece in each county to determine the total estimated return ballot postage cost.

Ballot return postage will become part of the cost of the election which is split among the jurisdictions. The state will pay the prorated share for elections that have state and Federal offices as well as state issues on the ballot.

### Alternatives Explored:

Returning this funding allowed us to save other areas of election's funding critical to ensuring safe, secure, and accurate elections.

## Assumptions and Calculations

### ***Expansion, Reduction, Elimination or Alteration of a current program or service:***

This proposal will not impact a current program or services.

### ***Detailed Assumptions and Calculations:***

This package assumes that total postage costs will remain the same or similar to currently projected return postage costs and that counties will continue to use the optimal method of ballot return. We also assume the ballot return postage will become part of a county election cost and the costs will remain similar to previous years. We used the prorated share for percentages from the odd-year and even-year decision packages to determine the estimated amounts needed each fiscal year.

The use of sub-optimal Business Reply Mail (BRM) types can be high risk, but reduces the costs per piece because it allows mail to go through USPS's sorting machine. As OSOS cedes control of BRM return types to the county auditors' offices, the most likely sub-optimal usage scenario is a county choosing to use a non-Qualified Business Reply Mail permit type. This type of permit would increase costs between \$0.04 and \$0.09 per return ballot and would result in cost increases between \$25,000 and \$50,000 per fiscal year.

### ***Workforce Assumptions:***

This proposal doesn't impact funding for FTEs.

### ***How is your proposal impacting equity in the state?***

This proposal doesn't impact equity in the state.

## Strategic and Performance Outcomes

### ***Strategic Framework:***

This is a reduction and doesn't support our agency's strategic plan. This proposal will reduce funding that was designated for prepaid postage.

This request if enacted will reduce activity A014: State Share Election Cost Reimbursements by \$3,387,000 in 21-23 Biennium.

### ***Performance Outcomes:***

This will allow OSOS to meet our 15 percent reduction without reducing or eliminating other vital services or programs.

## Other Collateral Connections

### **State Workforce Impacts:**

This proposal doesn't have any state workforce impacts.

### **Intergovernmental:**

This request doesn't impact local governments or political subdivisions of the state.

### **State Facilities Impacts:**

This request doesn't impact state facilities.

### **Changes from Current Law:**

This request doesn't require changes to current law.

### **Puget Sound Recovery:**

This request doesn't related to Puget Sound recovery efforts.

### **Legal or Administrative Mandates:**

This proposal doesn't impact legal or administrative mandates.

### **Stakeholder Response:**

This request doesn't impact non-governmental stakeholders.

## IT Addendum

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

No

## Objects of Expenditure

<b>Objects of Expenditure</b> <i>Dollars in Thousands</i>	<b>Fiscal Years</b>		<b>Biennial</b>	<b>Fiscal Years</b>		<b>Biennial</b>
	<b>2022</b>	<b>2023</b>	<b>2021-23</b>	<b>2024</b>	<b>2025</b>	<b>2023-25</b>
Obj. E	(\$1,867)	(\$1,520)	(\$3,387)	(\$1,863)	(\$850)	(\$2,713)

## Agency Contact Information

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Office of the Secretary of State  
2021-23 Regular Budget Session  
Policy Level - A9 - Replace CFD Management System

### Agency Recommendation Summary

The Combined Fund Drive's Donation Management System is anticipated to fail in the near future. OSOS requests funding for a new system that will allow donors, volunteers, and charities to manage charitable giving through an easy online payroll and fundraising event platform.

### Fiscal Summary

<b>Fiscal Summary</b> <i>Dollars in Thousands</i>	<b>Fiscal Years</b>		<b>Biennial</b>	<b>Fiscal Years</b>		<b>Biennial</b>
	<b>2022</b>	<b>2023</b>	<b>2021-23</b>	<b>2024</b>	<b>2025</b>	<b>2023-25</b>
<b>Staffing</b>						
FTEs	1.0	1.0	1.0	0.5	0.5	0.5
<b>Operating Expenditures</b>						
Fund 001 - 1	\$415	\$174	\$589	\$115	\$115	\$230
Total Expenditures	\$415	\$174	\$589	\$115	\$115	\$230

## Decision Package Description

### **Challenge or Opportunity:**

The Combined Fund Drive's Donation Management System (DMS) is well past its end of life to the point that system failure is inevitable. The DMS will lose core hardware and software support in FY 2022. The system contains critical and confidential personal data that could be compromised if the system fails. The system is showing signs of failure by the increase in staff time to provide critical fixes. Staff can't add new donors or entities to the system due to storage issues. By replacing the system, the Combined Fund Drive can reduce duplicate data, eliminate errors, save staff time, and increase server space.

OSOS requests a business analysis to determine the IT system that will best meet CFD's needs. In preparation for this request, CFD staff analyzed the current system, stakeholders, and their roles in 2018. Once the business analysis is complete, we plan to acquire, develop, and complete the system within the 21-23 biennium. We have started looking at commercial Software as a Service solution, but want to ensure the approved product meets the needs and security requirements of our customers. If chosen, we envisioned an approved cloud-based platform or service to host the service.

Included in this request is funding for a project manager and organizational change management support for the business analysis and procurement of this service. Once we have procured the software system we request an ongoing FTE to develop and support this software through updates, code development, customizations, and software integrations.

### **Consequences of not funding:**

OSOS's IT staff estimate this system could fail within the next two years. Currently, we can't add new members outside of the state system due to storage capacity. The critical and confidential personal data within the system could get compromised if the system fails.

The backup files for this system is limited and difficult to recover. If the system fails, we can't ensure CFD can determine how much money should be distributed to charities. Also, due to the knowledge gap associated with this system and its age, system issues or failures take more resources and time to fix. Devoting resources to this system is not cost effective and will continue to get worse in the future.

### **Background:**

The Combined Fund Drive administers its online payroll giving and fundraising event platform through the Donation Management System (DMS). DMS allows donors, volunteers, and charities to manage charitable giving through a series of interconnected modules made for each stakeholder. The program manages roughly \$5 million of donations each year on behalf of 33,000 donors.

The Department of Personnel built and supported the Donation Management System. In 2010 the legislature moved the operation of CFD from Department of Personnel to the Secretary of State. Since that time, OSOS has provided limited staff resources and redeployed hardware to keep the system functional. With the system losing support, our limited resources will not keep up with the potential security risk, system crashes, or storage limitations.

### **Alternatives considered:**

We believe this system could experience a complete failure in the near future. The only way to protect this data and to continue the operations of CFD is to replace DMS with a new system.



## Assumptions and Calculations

### ***Expansion, Reduction, Elimination or Alteration of a current program or service:***

This request, if funded, will ensure the CFD program will continue to operate. This request doesn't expand, reduce, or eliminate existing programs or service.

### ***Detailed Assumptions and Calculations:***

Based on preliminary research, we estimate the software for the Donation Management System will have an initial fee of \$212,000 and ongoing costs of \$15,000 per year. Depending on the business analysis, these cost could change to accommodate our system needs.

### ***Workforce Assumptions:***

We request funding for the following:

Salaries and Benefits for IT App Development – Senior Manager (1 FTE) Range 05IT, Step L at \$130,000 per fiscal year for 21-23 Biennium and as an ongoing 0.50 FTE at \$64,000.

Capital Outlays: We request one-time funding for adding a new workspace at \$13,000. This is based on our IT and facilities costs.

Goods and Services: Based on average employee costs, we will need ongoing funding for supplies and materials, communications and telecommunications Services, training, software licensing and maintenance of \$5,000 per year.

Travel: Based on average employee travel, we request ongoing funding for travel associated with this position at \$2,000 per year.

Indirect: OSOS has included an additional indirect cost rate of 15% on most objects for administrative support associated with implementing this legislation. Support costs include, but are not limited to, IT support, payroll and accounting services, and human resource services shown in Object T. We have applied a flat fee of \$5,000 to expenditures related to Grants, Benefits, and Client Services because this reflects the level of effort required better than a standard percent.

### ***How is your proposal impacting equity in the state?***

This proposal has a positive impact on equity in the state. If funded, this new system will ensure that state employees can give to those communities who need it the most.

## Strategic and Performance Outcomes

### ***Strategic Framework:***

This request supports our strategic as follows:

Improve public service for our customers with a more adaptable and efficient workplace.

- Boost employee productivity, safely connect teams to detailed information and open access to public records by advancing to Microsoft 365.
- Modernize OSOS operations and move toward a more paperless environment. Assess physical files and electronic storage needs with their associated costs, develop a plan and continue modernization of our internal processes and procedures.
- Improve Washington's reliable avenue for Combined Fund Drive donations through enhanced technology.

This request supports Results Washington: Efficient, Effective and Accountable Government; Healthy and Safe Communities

This proposal impacts A003 Agency Information Technology by \$512,000 and A002 Executive and Administrative Services by \$77,000 in the 21-23 Biennium.

### ***Performance Outcomes:***

If this request is not funded, it will have a negative impact on our performance outcomes for CFD.

## Other Collateral Connections

### **State Workforce Impacts:**

This proposal doesn't have any state workforce impacts.

### **Intergovernmental:**

This request will have a positive impact on state government employees. It will allow state employees to continue to give and not have to worry about their data getting compromised if the system fails.

### **State Facilities Impacts:**

This request doesn't impact state facilities.

### **Changes from Current Law:**

This request doesn't require changes to current law.

### **Puget Sound Recovery:**

This request doesn't related to Puget Sound recovery efforts.

### **Legal or Administrative Mandates:**

This proposal doesn't impact legal or administrative mandates.

### **Stakeholder Response:**

This request has a positive impact on non-governmental stakeholders such as non-profit organizations. This new system will allow us to maintain those donations and ensure the organization receives the intended donation amount.

## Reference Documents

[CFD Donor Management System DP ITaddendum2021-23.docx](#)

## IT Addendum

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

Yes

## Objects of Expenditure

Objects of Expenditure <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2022	2023	2021-23	2024	2025	2023-25
Obj. A	\$97	\$97	\$194	\$65	\$65	\$130
Obj. B	\$32	\$32	\$64	\$16	\$16	\$32
Obj. C	\$212	\$15	\$227	\$15	\$15	\$30
Obj. E	\$5	\$5	\$10	\$3	\$3	\$6
Obj. G	\$2	\$2	\$4	\$1	\$1	\$2
Obj. J	\$13	\$0	\$13	\$0	\$0	\$0
Obj. T	\$54	\$23	\$77	\$15	\$15	\$30

## Agency Contact Information

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