



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

*Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555*

May 6, 2010

**TO:** Agency Directors

**FROM:** Marty Brown, Director

**SUBJECT: PROCEDURES FOR 2011 AGENCY REQUEST LEGISLATION**

I sincerely thank you and your staff for your extraordinary work during the 2010 Legislative Session. Your hard work and dedication is a great example of unselfish public service to the citizens of Washington State. This was a tough session, and I know that Governor Gregoire appreciates your efforts, as do I.

It seems early to begin the agency request legislation process for 2011, but I want you to have this information as you and your staffs begin work on your agency's budget submittal for the 2011-13 biennium. It is similar to the process we've used in the past, and submittal dates for most agency request legislation will again coincide with budget submittal dates.

This year, agency request packages with a budget impact are due on **the same day as your agency's budget submittal due date. This date will be available in the budget instructions scheduled to be out later in May.** A separate decision package is required for each agency request legislation proposal with budget impact. The deadline for submittal of agency request packages with statutory changes that do not have fiscal impacts is **September 24, 2010.**

As always, agencies are encouraged to focus on legislation that promotes the Governor's priorities and to keep the number of proposals to a minimum to allow us to focus on these priorities. It is required that stakeholder work is complete prior to submittal. Packages requiring commission or advisory committee endorsement should be presented on agendas well in advance to ensure that your submittal meets the prescribed deadlines.

Complete instructions for submittal of agency request legislation are attached. All packages should be delivered to Patsy Ellis, Governor's Executive Policy Office, Room 100, Insurance Building, MS 43113, 902-0641, [patsy.ellis@gov.wa.gov](mailto:patsy.ellis@gov.wa.gov).

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Our goal is to have all gubernatorial decisions regarding agency request legislation by early December.

Please find time to discuss the agency request proposal with your contacts in the Governor's Policy Office and OFM Budget Division before submitting the complete legislative proposal package. If you have questions concerning this process, please contact me at 902-0530 or Patsy Ellis at 902-0641.

Attachments

cc: Legislative Liaisons

## PROCEDURES

### Agency Request Legislation

- Until approved by Governor Gregoire through this review process, legislation may not be forwarded to the Legislature.
- Agency request bills should be limited to topics furthering agency and state goals.
- The agency director is responsible for reviewing and approving each bill proposal before it is submitted.
- The staff person responsible for each proposal and the assistant attorney general responsible for legal review should be thoroughly familiar with the proposed bill and be prepared to answer questions about it.
- Deadlines for submittal of agency request legislation proposals:
  - **September 24, 2010** – legislation without fiscal impact as proposed by any state agency.
  - **Same as Agency Budget Due Dates for** legislation with state and/or local government fiscal impacts for agencies. Due dates will be available once the budget instructions are published.
- If you find it necessary to submit bill proposals after the applicable deadline, you must obtain written approval before that date. These extension requests should be submitted in writing to Legislative Director, Office of the Governor, P.O. Box 40002, Olympia, WA 98504-0002, as soon as you know that you will not be able to meet the deadline. The request should include:
  - A description of the proposal
  - The reason for the delay
  - Fiscal impact noting the fund source
  - The date by which a complete package will be submitted for review
- A bill proposal will not be reviewed until a complete package is received, **including stakeholder collaboration and fiscal notes from all parties affected.**
- Once approved, each agency is responsible for finding legislative sponsors for approved bill proposals.
- If a proposal has been disapproved or held in the course of this review process, do not solicit legislative support or seek support of other individuals or organizations.

## CHECKLIST

## Agency Request Legislation

Agency Name:

Agency Contact &

Phone Number:

Request Title:

Z-Draft Number:

Previously submitted?

If yes, indicate year, Z-Draft number, and title

A complete package for bills includes **three** paper copies of the following items. **Agency request legislation will not be forwarded for analysis until all items are received.**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Statement of Need</b>                         | A statement of need for the bill including the problem it is designed to correct in language that is understandable to non-technicians.  |
| <input type="checkbox"/> <b>Major Provisions</b>                          | A summary of the major provisions of the bill and their impact on current law.   |
| <input type="checkbox"/> <b>Affected Agencies</b>                         | A complete list of all other government agencies affected by the bill, including state and local agencies, a summary of their positions, and each agency's representative who may be contacted on the issue. A fiscal note from each affected agency is required. If no other government agency is affected, please indicate.  |
| <input type="checkbox"/> <b>Stakeholder Information</b>                   | A complete list of all stakeholders and stakeholder groups affected by this bill, <b>including a summary of each stakeholder position</b> and any concerns. Include the name and phone number of each person/organization contacted.   |
| <input type="checkbox"/> <b>Agency Contacts</b>                           | Names, titles, and phone numbers for subject matter experts in your agency responsible for policy and fiscal impact questions.   |
| <input type="checkbox"/> <b>Legal Review</b>                              | A review of the proposed draft of this bill by the agency's Assistant Attorney General.  |
| <input type="checkbox"/> <b>Code Reviser's draft of the proposed bill</b> | Official Code Reviser produced Z-drafts only will be accepted. If revisions are made to the Z-draft during the review process, please submit copies.   |
| <input type="checkbox"/> <b>Fiscal Impact Information</b>                 | A fiscal note is required from your agency, even if there is no fiscal impact. If your proposed legislation has a fiscal impact on <b>other agencies or local government, fiscal notes from all affected governmental entities must be included in your package.</b> Agencies should use the electronic fiscal note system application (FNS) to prepare fiscal notes, but should not release them electronically to OFM. |
| <input type="checkbox"/> <b>Agency Decision Package</b>                   | A copy of your agency's budget decision package associated with this bill must accompany the corresponding agency request legislation package.   |