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Governor



STATE OF WASHINGTON
OFFICE OF THE GOVERNOR

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August 1, 2011

TO: Agency Directors

FROM: Jim Justin, Legislative Director

SUBJECT: PROCEDURES FOR 2012 AGENCY REQUEST LEGISLATION

Thank you for your work and that of your staff during the 2011 Legislative Session. This was, as we all know, one of the most difficult sessions in memory. And yet we advanced and secured passage of most of the Governor's legislative agenda and many key agency proposals. Your contributions were critical to this success and truly appreciated by both the Governor and myself.

While it has only been a month and a half since the Governor signed the final bills from 2011 we have already begun working on the legislative agenda for 2012. The Governor met with senior staff and the Cabinet last week as we begin to prepare her 2012 agenda. While more work is needed, and no final decisions have been made, the following key issues will remain a priority of the Governor.

- Jobs and the Economy – continue to advance reforms and proposals designed to facilitate economic growth.
- Education – advance proposals to insure a quality education system and the efficient and effective use of existing resources.
- Health Care – build on the reforms from this session to further drive down health care inflation while maintain quality care.
- Natural Resources and Puget Sound – protect our natural resources during times of shrinking resources.

As you develop your proposals, you are encouraged to be mindful of the Governor's priorities. I'm also asking that you limit your proposals given the need to focus on the Governor's priorities, an uncertain supplemental budget situation, and a short 60 day session.

I know some of your folks have already begun work on your 2012 agenda. Please note you do not need to file proposals that were approved for the 2011 session unless you are changing the bill. As you know, bills introduced in 2011 remain "alive" for 2012. If you significantly change the proposal/bill you need to submit it to us as if it was a new proposal.

The deadline for agency request packages with statutory changes that do not have fiscal impacts is **September 28, 2011**. Agency request packages with a supplemental budget impact are due on **October 10, 2011**. **A separate decision package is required for each agency request legislation proposal that has a budget impact.**

The formal submittal of agency and executive request legislation will follow the process that has been in place for the last several years. Please, it is important that stakeholder work is complete prior to submittal.

Packages requiring commission or advisory committee endorsement should be on their respective agendas well in advance to make sure we meet the deadlines.

Complete instructions for submittal of agency request legislation are attached. All packages should be delivered to Alice Vermillion, Governor's Executive Policy Office, Room 100, Insurance Building, MS 43113, 902-0608, alice.vermillion@gov.wa.gov.

My goal is to have all gubernatorial decisions regarding agency request legislation by late November or early December so as to provide you time to "work" the issue. As you know the Supplemental Budget remains a concern and will impact many of our proposals.

Please discuss your agency request proposal with your contacts in the Governor's Policy Office and OFM Budget Division before submittal. If you have questions concerning this process, please contact me at 902-0390.

Attachments

cc: Legislative Liaisons
Alice Vermillion

Agency Request Legislation Requirements and Procedures

- Unless 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 28, 2011 – legislation without fiscal impact as proposed by any State agency.
October 10, 2011 – legislation with fiscal impacts for agencies.
- If you find it necessary to submit bill proposals after the applicable deadline, you must obtain approval before that date. These extension requests should be submitted via email to Jim Justin, Legislative Director, Office of the Governor, at jim.justin@gov.wa.gov, with a copy to Alice Vermillion at alice.vermillion@gov.wa.gov, 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, and 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.**
- 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.

Agency Request Legislation Checklist

Agency Name: _____

Agency Contact
& Phone Number: _____

Request Title: _____

Z-Draft Number: _____

Previously submitted?
If so, indicate year. _____

A complete package for bills includes **three** paper copies of the following nine items. Agencies should feel free to use the electronic fiscal note system to prepare fiscal notes, but should not submit them electronically to OFM.

Agency request legislation will not be reviewed until these items are received:

- A completed checklist for each proposal.
- A statement of need for the bill and/or the problem it is designed to correct in language that is understandable to non-technicians.
- A summary of the major provisions of the bill and their impact on current law.
- A thorough list of all other government agencies affected by the bill, a summary of their positions, and each agency's representative who may be contacted on the issue. If no other government agency is affected, please indicate.
- A thorough list of all stakeholders and stakeholder groups affected by the bill, **a summary of each stakeholder position**, and the name and phone number of each person contacted.
- Names, titles, and phone numbers of staff responsible for policy questions and the assistant attorney general responsible for legal questions.
- A Code Reviser's draft of the proposed bill (**Z-drafts only**).
- A fiscal note, even if there is no fiscal impact. When your proposed bill has a fiscal impact on **other agencies, including local government, those agencies' fiscal notes must be included in your package.** Please note that fiscal impacts associated with agency request legislation must also be included in a decision package in the agency's supplemental or biennial budget request.
- A copy of the agency's budget decision package must accompany the corresponding agency request legislation package.