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June 29, 2012

TO: Agency Directors

FROM: Jim Justin, Legislative and External Affairs Director

SUBJECT: PROCEDURES FOR 2013 AGENCY REQUEST LEGISLATION

One more thank you for your work and that of your staff during the 2012 Legislative Sessions – what a grind. Following 2011, I wasn't sure it could get any more difficult – it did. And yet as I've told many of you we continued to experience success via 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.

Many of you have already asked about our 2013 legislative agenda. We have begun our work internally with the policy staff and have held a couple of meetings with the Governor seeking her direction and priorities. I have also sought the Governor's direction regarding agency request legislation and she has communicated the following to many of you:

- Education funding remains critical and will require a great deal of the Governor's attention. Much work is needed with legislators, stakeholders and the public.
- Transportation funding remains important to the Governor and she has tasked Paula Hammond as the lead for the Administration.
- The Governor wants agencies to "continue the course" with your current priorities and advance agency request legislation that takes the next steps or cleans-up past proposals.
- Please seek advance agreements with the key legislators and stakeholders whenever possible for we don't know who will be the agency director post January.

The deadline for agency request packages with statutory changes that do not have fiscal impacts is **September 5, 2012**. Agency request packages with a budget impact

are due on **September 21, 2012**. **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 if budget related so as to provide you time to "work" the issue.

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

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 5, 2012 – legislation without fiscal impact as proposed by any State agency.
September 21, 2012 – 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, Director of Legislative and External Affairs, 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.