

JAY INSLEE
Governor



STATE OF WASHINGTON
OFFICE OF THE GOVERNOR

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July 2, 2013

TO: Agency Directors

FROM: Ted Sturdevant, Executive Director
Legislative Affairs and Policy

SUBJECT: 2014 Agency-Request Legislation

With the 2013 legislative session(s) finally over, we can all breathe a sigh of relief that state government avoided a shutdown. However, the 2014 session is only six months away. As difficult as it may seem, we need to turn our attention to beginning our preparation for the next legislative session.

First I sincerely want to thank you and your staff for your hard and cooperative work through a very challenging transition and session. Your hard work and dedication are a great example of unselfish public service to the citizens of Washington. These were difficult sessions. We have come a long way and learned a lot in the last six months. The Governor is ready to turn his attention to the next phase of advancing his vision for Washington's future. At the highest level, that vision is captured in the following Results Washington goals that should inform the development of your agency's 2014 legislative priorities:

- Goal 1: World Class Education
- Goal 2: Prosperous Economy
- Goal 3: Sustainable Energy and a Clean Environment
- Goal 4: Healthy and Safe Communities
- Goal 5: Efficient, Effective and Accountable Government

Recently, the Office of Financial Management (OFM) notified you of its new *Budget and Tracking System (BATS)*. This system will replace the current LegTrack/LegMon systems, and will be more automated and paperless. Instructions for submittal of agency request legislation will be posted via the BATS system. Training for creating and submitting agency legislation is scheduled to be available early August. Details will be coming soon from OFM and Department of Enterprise Services.

Prior to BATS implementation, I am providing you with some general guidelines to inform your internal development processes. 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.

The following are required general guidelines:

- Proposed agency request legislation may only be forwarded to the legislature after being approved through this process.
- Once the Governor's Office has approved the proposed agency request legislation, each agency is responsible for finding legislative sponsors.
- Legislative proposals will not be reviewed until a complete package is received. See the attached checklist.
- Agency heads must review and approve each legislative proposal prior to submittal. Proposals requiring commission or advisory committee endorsements should be presented to the appropriate boards/commissions well in advance to ensure submittals meet prescribed deadlines.
- Agencies' assistant attorneys general must review each proposal and be familiar with the contents of the proposal.
- Stakeholder work is required prior to submittal.
- All proposals must be submitted to the Code Reviser's Office and receive a "Z-draft" number.
- Proposals must meet all requirements of the attached checklist, which will be available on the BATS system.
- Due dates for submittals:
 - Submittals with a fiscal impact are due September 15, 2013
 - Submittals without a fiscal impact are due by October 1, 2013
- Our goal is to have all gubernatorial decisions regarding agency request legislation by early December.

Please make time to discuss agency request proposals with your contacts in the Governor's Legislative Affairs and Policy Office and the OFM Budget Division. If you have questions concerning the process, don't hesitate to contact me or Kirstan Arestad. Thanks again for all your efforts. I am looking forward to our continued work together to do great things for the people of Washington State.

Sincerely,

Ted Sturdevant, Executive Director
Legislative Affairs and Policy

cc: Legislative Liaisons
Kirstan Arestad, Deputy Policy Director
Julie Murray, OFM Legislative Director

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Agency Request Legislation – 2014 Legislative Session

CHECKLIST

(NOTE: The checklist will be available in the new BATS System)

Date Submitted to Governor's Office	
Agency Name	
Legislative Liaison Contact Information	
Proposed Bill's Title	
Z-Draft Number	
Total Number of Packages Submitted	
Previously Submitted? If yes, indicate year and Z-draft or bill number/title	

A complete package includes:

- A statement that explains why you need the bill and how it is tied to a Governor's priority.
- A summary of major provisions in the draft bill and impacts on current law.
- List of names, titles and phone numbers for subject matter experts in your agency who are available to answer policy and fiscal impact questions related to the proposed bill.
- A complete list of all state and local government agencies affected by the proposed bill; a summary of their positions; and each agency's representative (and contact information) who may speak to the issue(s).
- Irrespective of whether a bill has a fiscal impact, a completed fiscal note from each of the affected state agency(s), including local government (coordinate with Department of Commerce).
- Stakeholder analysis that includes a complete list of affected stakeholders as well as tribal governments. For each, provide entities names, contact person and any concerns and position.
- An official Code Reviser draft of the proposed legislation containing Z-draft number. (If revisions are made during the review process, submit the requisite copies as soon as they are available.
- Assistant Attorneys General confirmation letter of review.
- Agency's Decision Package.