



STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT

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

October 22, 2009

Dear City or Town Official:

The Washington State Office of Financial Management (OFM) has developed an online central annexation tracking system to improve the delivery of government services. This web site, accessible at <http://www.ofm.wa.gov/pop/annex/cats/default.asp>, is designed to provide a convenient location where federal and state agencies, local governments, organizations, and members of the public can obtain information about annexations.

Section 508 of the federal Rehabilitation Act of 1973 requires agencies to provide individuals with disabilities and others with comparable access to information that is available to others. This law applies to all agencies when they develop, procure, maintain, or use electronic and information technology. While preliminary testing indicates that the new online centralized annexation tracking system is very convenient and effective, it can only succeed with cooperation from cities and towns.

To this end, OFM is asking that cities and towns submit electronic versions of annexation ordinances, as soon as possible, in Word (or other comparable format). OFM will convert these into accessible PDF files and post them on the annexation tracking web site, updating them as appropriate. Please send electronic documents to Megan Berg at megan.berg@ofm.wa.gov as soon as each ordinance is signed.

Please note that this tracking system does not change or replace existing annexation reporting requirements stated in the RCW(s). For assistance or additional information, please contact OFM's Forecasting Division at 360-902-0599, or Megan at 360-902-3066.

Thank you for working with us to improve the annexation tracking system.

Sincerely,

/s/

Victor A. Moore
Director