

Individual State Agency Fiscal Note

Revised

Bill Number: 1116 HB	Title: Election day	Agency: 085-Office of the Secretary of State
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Part I: Estimates

No Fiscal Impact

Estimated Cash Receipts to:

NONE

Estimated Operating Expenditures from:

	FY 2026	FY 2027	2025-27	2027-29	2029-31
FTE Staff Years	1.4	1.2	1.3	1.2	1.2
Account					
General Fund-State 001-1	497,000	451,000	948,000	902,000	902,000
Total \$	497,000	451,000	948,000	902,000	902,000

Estimated Capital Budget Impact:

NONE

The cash receipts and expenditure estimates on this page represent the most likely fiscal impact. Factors impacting the precision of these estimates, and alternate ranges (if appropriate), are explained in Part II.

Check applicable boxes and follow corresponding instructions:

- If fiscal impact is greater than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete entire fiscal note form Parts I-V.
- If fiscal impact is less than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete this page only (Part I).
- Capital budget impact, complete Part IV.
- Requires new rule making, complete Part V.

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Part II: Narrative Explanation

II. A - Brief Description Of What The Measure Does That Has Fiscal Impact

Significant provisions of the bill and any related workload or policy assumptions that have revenue or expenditure impact on the responding agency by section number.

Section 3 adds a new provision to chapter 29A.04 RCW, requiring the Office of the Secretary of State (OSOS) to develop programming and materials for Election Day. These resources will be available for state agencies, local governments, schools, colleges, and cultural organizations to promote recognition of Election Day, which will occur on the first Tuesday after the first Monday in November.

The effective date for this is 90 days sine die.

II. B - Cash receipts Impact

Cash receipts impact of the legislation on the responding agency with the cash receipts provisions identified by section number and when appropriate, the detail of the revenue sources. Description of the factual basis of the assumptions and the method by which the cash receipts impact is derived. Explanation of how workload assumptions translate into estimates. Distinguished between one time and ongoing functions.

NONE

II. C - Expenditures

Agency expenditures necessary to implement this legislation (or savings resulting from this legislation), with the provisions of the legislation that result in the expenditures (or savings) identified by section number. Description of the factual basis of the assumptions and the method by which the expenditure impact is derived. Explanation of how workload assumptions translate into cost estimates. Distinguished between one time and ongoing functions.

Section 3 adds a new provision to chapter 29A.04 RCW, requiring the Office of the Secretary of State (OSOS) to develop programming and materials for Election Day. These resources will be available for state agencies, local governments, schools, colleges, and cultural organizations to promote recognition of Election Day, which will occur on the first Tuesday after the first Monday in November.

To meet the bill's requirements, OSOS will:

- Develop materials for Election Day recognition
- Collaborate with state agencies, local governments, schools, colleges, and cultural organizations
- Print and distribute materials statewide

OSOS will need additional staff including standard costs* to handle the workload:

Communications Consultant 4

- o FY 2026: 0.5 FTE for developing, publishing, and distributing materials (\$66,000)
- o FY 2027 and beyond: 0.3 FTE for maintaining, revising, and distributing materials (\$33,000)

Program Specialist 3

- o FY 2026 and beyond: 0.3 FTE to assist with outreach and implementation (\$26,000 annually)

External Civil Rights Specialist 2

- o FY 2026 and beyond: 0.3 FTE to work with cultural organizations and promote inclusivity in Election Day programming (\$31,000 annually)

Office Assistant 1

- o FY 2026 and beyond: 0.3 FTE to manage printing, fulfillment, and mailing (\$20,000 annually)

Operational costs:

- OSOS anticipates an ongoing annual cost of \$250,000 starting in FY 2026 and beyond to print, fulfill, and mail Election

Day materials. This estimate was determined by reviewing historical expenses and forecasting program needs. The calculation includes expected printing volumes, fulfillment services, postage rates, and the quantity of materials needed to support state agencies, local governments, schools, colleges, and cultural organizations.

* Standard Costs - Goods and services, Object E, includes \$29,000 per FTE, per year, for OSOS standard costs, which cover an average employee's supplies, communications, training, and subscription costs per year. An administrative allocation rate of 15% is included in object T and is calculated based on OSOS cost allocation processes.

Part III: Expenditure Detail

III. A - Operating Budget Expenditures

Account	Account Title	Type	FY 2026	FY 2027	2025-27	2027-29	2029-31
001-1	General Fund	State	497,000	451,000	948,000	902,000	902,000
Total \$			497,000	451,000	948,000	902,000	902,000

III. B - Expenditures by Object Or Purpose

	FY 2026	FY 2027	2025-27	2027-29	2029-31
FTE Staff Years	1.4	1.2	1.3	1.2	1.2
A-Salaries and Wages	104,000	79,000	183,000	158,000	158,000
B-Employee Benefits	39,000	31,000	70,000	62,000	62,000
C-Professional Service Contracts					
E-Goods and Other Services	289,000	282,000	571,000	564,000	564,000
G-Travel					
J-Capital Outlays					
M-Inter Agency/Fund Transfers					
N-Grants, Benefits & Client Services					
P-Debt Service					
S-Interagency Reimbursements					
T-Intra-Agency Reimbursements	65,000	59,000	124,000	118,000	118,000
9-					
Total \$	497,000	451,000	948,000	902,000	902,000

III. C - Operating FTE Detail: *List FTEs by classification and corresponding annual compensation. Totals need to agree with total FTEs in Part I and Part IIIA*

Job Classification	Salary	FY 2026	FY 2027	2025-27	2027-29	2029-31
Communication Consultant 4	100,524	0.5	0.3	0.4	0.3	0.3
External Civit Rights Specialist 2	74,724	0.3	0.3	0.3	0.3	0.3
Office Assistant 1	42,696	0.3	0.3	0.3	0.3	0.3
Program Specialist 3	74,724	0.3	0.3	0.3	0.3	0.3
Total FTEs		1.4	1.2	1.3	1.2	1.2

III. D - Expenditures By Program (optional)

NONE

Part IV: Capital Budget Impact

IV. A - Capital Budget Expenditures

NONE

IV. B - Expenditures by Object Or Purpose

NONE

IV. C - Capital Budget Breakout

Acquisition and construction costs not reflected elsewhere on the fiscal note and description of potential financing methods.

NONE

IV. D - Capital FTE Detail: *FTEs listed by classification and corresponding annual compensation. Totals agree with total FTEs in Part IVB.*

NONE

Part V: New Rule Making Required

Provisions of the bill that require the agency to adopt new administrative rules or repeal/revise existing rules.