

09/15/2025

Office of Financial Management
300 Insurance Building
P.O. Box 43113
Olympia, WA 98504-3113

Subject: Clarification on Non-Applicable Items in Agency Budget Request

To whom it may concern,

I am writing to formally notify the Office of Financial Management that the following elements from the Capital Budget Submittal requirements are not applicable to the Agency's budget request for the 2026 Supplemental Budget:

- **Tab A:** The FTE Summary and Maintenance Backlog Reduction Plan are not applicable to this submittal.
- **Tab B:** We are not submitting a C-100 for these projects, as they are minor works submittals.
- **Tab C:** We are not submitting any 2026 Supplemental requests for new or expanded programs.
- **Tab D:** There are no projects associated with grant or loan programs in this budget request.
- **Tab E:** Certificates of Participation (COPs) are not applicable currently.
- **Tab F:** Direct pay projects associated with new or expanded tax credits under the Inflation Reduction Act are not applicable to this submittal.

Should you require any further information or clarification, please do not hesitate to contact my office. We appreciate your attention to this matter and look forward to your review of our capital budget request.

Sincerely,

Timothy Gallivan
Budget and Procurement Manager
Office of the Secretary of State
360-704-5215 | tim.gallivan@sos.wa.gov

085 - Office of the Secretary of State
Ten Year Capital Plan by Project Class
 2025-27 Biennium
 *

Version: AC Security and Access Control

Report Number: CBS001

Date Run: 9/15/2025 11:35AM

Project Class: Preservation (State-Owned)

Agency Priority	Project by Account-EA Type	Estimated Total	Prior Expenditures	Current Expenditures	Reapprop 2025-27	New Approp 2025-27	Estimated 2027-29	Estimated 2029-31	Estimated 2031-33	Estimated 2033-35
0	40000010 OSOS Cheney Minor Works Preservation Project 2026S									
	001-1 General Fund-State	345,000				345,000				
0	40000011 Tumwater Area Access									
	001-1 General Fund-State	140,000				140,000				
Total: Preservation (State-Owned)		485,000				485,000				

Total Account Summary

Account-Expenditure Authority Type	Estimated Total	Prior Expenditures	Current Expenditures	Reapprop 2025-27	New Approp 2025-27	Estimated 2027-29	Estimated 2029-31	Estimated 2031-33	Estimated 2033-35
001-1 General Fund-State	485,000				485,000				

Ten Year Capital Plan by Project Class

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Report Number: CBS001

Date Run: 9/15/2025 11:35AM

<u>Parameter</u>	<u>Entered As</u>	<u>Interpreted As</u>
Biennium	2025-27	2025-27
Functional Area	*	All Functional Areas
Agency	085	085
Version	AC-A	AC-A
Project Classification	*	All Project Classifications
Include Enacted	Yes	Yes
Sort Order	Project Class	Project Class
Include Page Numbers	Y	Yes
For Word or Excel	N	N
User Group	Agency Budget	Agency Budget
User Id	*	All User Ids

Capital Project Request

2025-27 Biennium

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Version: AC Security and Access Control

Report Number: CBS002

Date Run: 9/15/2025 11:36AM

Project Number: 40000010

Project Title: OSOS Cheney Minor Works Preservation Project 2026S

Project Class: Preservation (State-Owned)

Description

Project Phase Title: Cheney Access Control & Uninterrupted Power Supply Replacement

Starting Fiscal Year: 2026

Agency Priority: 0

Project Summary

Replace end-of-life systems at the Cheney facility to maintain secure and reliable operations. The access control system is over 20 years old and unsupported, and the uninterrupted power supply ("UPS") is also at end of life and oversized for current needs. Replacement will mitigate security and continuity risks for the state's archival collections.

Project Description

1.Problem or opportunity.

The current access control system is no longer supported by the manufacturer, cannot integrate with modern security cameras, and has required salvaged parts to maintain function. A third-party security review identified replacement as necessary. The facility UPS and line conditioner are also unsupported after roughly 20 years in service and are larger than required given current load profiles.

1.Scope and deliverables.

- Replace the access control system with a supported platform that integrates with security cameras for improved monitoring of record storage areas.

- Remove and replace the UPS and line conditioner with a right-sized, supported unit to maintain facility systems during power interruptions.

- Deliverables include installed and commissioned systems, integration as designed, training, and closeout documentation.

2.Schedule.

- Planning and coordination begin in FY 2026. Procurement and installation are targeted for completion in FY 2027, with UPS work planned for early FY2027. Specific dates will be finalized with Eastern Washington University ("EWU") facilities and the selected contractor.

3.Consequences of inaction.

- Security risk to archival collections from an obsolete access control system and increased likelihood of downtime during power events due to an unsupported UPS. Continued reliance on cannibalized parts is not sustainable.

4.Alternatives considered.

- Continue patching the access control system with used components. Not viable due to end-of-life status and lack of vendor support.

- Maintain the existing UPS. Not viable due to lack of support and mismatch with current load.

1.Impacted clientele.

- OSOS staff and the statewide public served by secure stewardship and access to state archival records housed at Cheney.

1.Non-state funding.

- None identified.

2.Strategic alignment.

- Supports secure stewardship of state records, reduces facility risk, and sustains operations for archival services.

- Follow the highest standards for facilities maintenance and proper environmental conditions to protect our one-of-a-kind documents.

- Ensure timely reference and the proper safeguarding of our state's valuable legal and historical material by ensuring adequate staffing levels.

3.IT costs.

- Not Applicable

4.Energy and emissions.

- Right-sizing the UPS may lower energy use. Quantify during procurement if needed.

5.Equity impacts.

- Describe any service reliability or access benefits for affected communities or regions. Reliable power ensures uninterrupted access to the State's Digital Archives, which are utilized 24/7 by Washington residents and researchers around the world. The upgraded security system better safeguards the government records the Archives has been charged to preserve in perpetuity.

085 - Office of the Secretary of State

Capital Project Request

2025-27 Biennium

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Version: AC Security and Access Control

Report Number: CBS002

Date Run: 9/15/2025 11:36AM

Project Number: 40000010

Project Title: OSOS Cheney Minor Works Preservation Project 2026S

Project Class: Preservation (State-Owned)

Description

6.Direct Pay eligibility.

·Not Applicable

7.Additional information for decision makers.

·Third-party security review supports access control replacement.

·Coordination with EWU facilities is underway.

·Preliminary cost estimates: Access control \$275,000; UPS \$100,000.

Location

City: Cheney

County: Spokane

Legislative District: 009

Project Type

Minor Works Preservation List

Growth Management impacts

Not Applicable.

Funding

Acct Code	Account Title	Estimated Total	Expenditures		2025-27 Fiscal Period	
			Prior Biennium	Current Biennium	Reappropriations	New Appropriations
001-1	General Fund-State	345,000				345,000
	Total	345,000	0	0	0	345,000
Future Fiscal Periods						
		<u>2027-29</u>	<u>2029-31</u>	<u>2031-33</u>	<u>2033-35</u>	
001-1	General Fund-State					
	Total	0	0	0	0	

Operating Impacts

No Operating Impact

Narrative

Expected reduction in maintenance burden from unsupported equipment and replacement of the security system before end of life ensures interrupted protection of the states archival records. Potential energy savings and definite cost savings from a right-sized UPS.

**085 - Office of the Secretary of State
Capital Project Request**

2025-27 Biennium

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Version: AC Security and Access Control

Report Number: CBS002

Date Run: 9/15/2025 11:36AM

Project Number: 40000011

Project Title: Tumwater Area Access

Project Class: Preservation (State-Owned)

Description

Capital Project Request

2025-27 Biennium

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Version: AC Security and Access Control

Report Number: CBS002

Date Run: 9/15/2025 11:36AM

Project Number: 40000011

Project Title: Tumwater Area Access

Project Class: Preservation (State-Owned)

Description

Starting Fiscal Year: 2026

Agency Priority: 0

Project Summary

Replacement of outdated camera, intrusion alarm system, and card key access systems.

Project Description

Problem or opportunity. What is the issue, why is it a priority, and what is the current condition of the facility/system? Identify any underserved people or communities affected.

Card key: In 2001, the current Library and Records Center buildings key card system was installed. The card key system was upgraded seven years ago but is still utilizing the old operating system and parts can no longer be replicated or replaced. The Records Center has six outmoded card readers, and the library has 23 card readers installed in 2001.

Alarm System: The current system in the Record Center and Records Center Annex is technologically outmoded and relies on manual keys for disarming the alarm and a land line for monitoring. It also cannot be controlled or maintained externally since the technology is outdated and does not connect directly to the office computer systems. The state library has a 25 year old system that only covers two critical storage rooms. There is no alarm system in the rest of the building which houses rare and valuable research materials

Conversion to a digital alarm system will provide more reliable infrastructure and bring this facility up to the current state and national library, archival and storage security systems. The analogue notification system connection used at the Records Center and Records Center annex is outdated and cumbersome. The overall alarm system at the library is virtually non-existent and the alarm system at the Records Center is difficult to operate, maintain, and upgrade. Replacing the alarm system at the Records Center and installing a building wide intrusion alarm at the State Library will provide staff and those with the monitoring company to better respond to potential security issues proactively, which the current system cannot provide.

Camera System: The current camera system at the Record Center is very outdated, cumbersome, and operates using outdated equipment and monitoring hardware. The current system does not allow for monitoring on internal computers or external systems. Also, the cameras have very poor resolution, cannot be properly focused, provide no ability to scan an area outside of the narrow focus of a lens, and have very low resolution, which provides no ability to decipher exactly what is being seen. The camera's weather covers are badly discolored. The camera system does not work beyond its outmoded proprietary system.

Replace six outdated stationary low-resolution cameras with five high-resolution swivel cameras, which will be connected to the building computer system for better in-office and remote monitoring.

Replace the camera software and hardware system to support the new digital high-resolution systems.

Provide an entry notification system for visitors using the new camera system so customers can be provided access. At present, no system exists outside of a soon-to-be obsolete phone system at the main entry door.

Scope and deliverables. What will be produced or constructed? Can this be phased? Which phase is included here?

Replacement of the card key system can be accomplished in tandem with the alarm and camera systems, tying all three together.

Six card readers need to be replaced in the Records Center and 23 in the State Library.

Addition of a total building alarm system in the state library and replacement of the alarm system at the Records Center and Records Center Annex will be much more comprehensive and include a complete rebuild of the system, which will include the following items:

New equipment to replace the 2004 era electrical and motherboard system for both the Records Center and a 2001 system at the library which only covers two rooms.

Three new keyboard access panels, replacing two existing keyboards at the Records Center, two to be added to entries at the state library.

New glass break monitors for the main office of the Records Center and ten to the first floor of the state library.

Replace 12 outmoded and failing door sensors, most installed in 1991 in the Records Center. A door sensor will be added to the SE stairway door at the State Library.

Replace one outmoded exterior siren and strobe system with three, one for each exposed exterior wall at the Records Center. A similar system will be installed at the State Library.

Replace four outmoded motion detectors at the Records Center and four new motion detectors will be added to the State Library.

Capital Project Request

2025-27 Biennium

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Version: AC Security and Access Control

Report Number: CBS002

Date Run: 9/15/2025 11:36AM

Project Number: 40000011

Project Title: Tumwater Area Access

Project Class: Preservation (State-Owned)

Description

Conversion to a digital alarm system will provide more reliable infrastructure and bring this facility up to the current state and national archival and storage security systems for the Records Center, Records Center Annex, and State Library building. Replacement of the camera system will entail the removal of six obsolete low-resolution cameras at the Records Center. Replace with five high-resolution digital cameras on a swivel for up to a 360-degree observation range. Provide recording and achieving images far beyond the very limited time that the current system offers.

Schedule. Planned start and completion dates within this biennium.

Once approved, all three systems can be upgraded and installed during the present biennium.

Consequences of inaction. What happens if we do not do this?

The long-term storage security for the State Records Center, Annes, and State Library will continue to be diminished as the obsolete system provide on the minimal security and surveillance.

The current alarm, card key, and camera systems will continue to work, but those are to the point where replacement parts are extremely difficult to find. The fact that the systems do not operate in tandem causes a lot of additional work for staff to manage. The systems have analogue or outdated digital technology and cannot be upgraded or accessed online.

The absence of high-resolution and moveable security cameras at the Records Center contributes to the lack of awareness of staff concerning external threats to the building contents and staff/customers. During off-hours, staff are not able to check the building from a remote location due to a lack of accessible camera coverage.

Alternatives considered. Summarize options and why this approach is recommended.

All three systems are far beyond their useful life and cannot be upgraded. There is no alternative outside of continuing the use of an antiquated system. A new, integrated, digital system that can be accessed both on-site and remotely. None of this can be achieved using the support infrastructure for the current systems. Most acutely, the lack of a functional burglar alarm system at the State Library is a critical security issue that needs attention.

Impacted clientele. Who benefits and where?

Records Center and Library staff and customers who visit the building.

Non-state funding. List the amount and source, or state that none applies.

NA

Strategic alignment. How this supports the agency mission or plans; cite studies or assessments as applicable.

Creates a much safer working environment for those who work and visit the three facilities, and increases the energy efficiency of the building by not relying on outdated analog systems.

Most significant is the legal obligation of the Secretary of State's office to provide a safe, secure building to preserve the documents maintained in the building, which is used for short-term state agency storage of documents on a set retention schedule. This is crucial for customers that need to protect historical records, comply with regulations, and prevent material loss due to a poorly functioning and outdated security and access system.

IT costs. Does this include hardware, software, cloud services, contracts, or staff? If yes, attach the IT Addendum.

All hardware related to the upgrade of the alarm and card key is proprietary with the vendor and not supported by OSOS or other state IT personnel.

Energy and emissions. Describe any contributions toward RCW 70A.45.050 limits, clean buildings standards (RCW 19.27A.210), or efficiency improvements, if applicable.

Replacement of the outdated systems should end up with lower electrical costs by utilizing digital systems as opposed to systems that rely partially on outmoded and energy-intensive analogue systems. Also, allowing staff to access the alarm and camera systems remotely will cut down on time and trips for personnel who have to interact with the current system in person, and not online.

Equity impacts. Identify affected demographic or geographic communities and any disparities addressed. NA**Direct Pay eligibility. If applicable, confirm inclusion in the Direct Pay project list. NA****Additional information for decision makers.****Location**

City: Tumwater

County: Thurston

Legislative District: 022

Project Type

Minor Works Preservation List

085 - Office of the Secretary of State

Capital Project Request

2025-27 Biennium

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Version: AC Security and Access Control

Report Number: CBS002

Date Run: 9/15/2025 11:36AM

Project Number: 40000011

Project Title: Tumwater Area Access

Project Class: Preservation (State-Owned)

Description

Growth Management impacts

Not Applicable.

Funding

Acct Code	Account Title	Estimated Total	Expenditures		2025-27 Fiscal Period	
			Prior Biennium	Current Biennium	Reappropriates	New Appropriates
001-1	General Fund-State	140,000				140,000
	Total	140,000	0	0	0	140,000
Future Fiscal Periods						
		<u>2027-29</u>	<u>2029-31</u>	<u>2031-33</u>	<u>2033-35</u>	
001-1	General Fund-State					
	Total	0	0	0	0	

Operating Impacts

No Operating Impact

Narrative

Savings will be realized in an upgraded system, which should not need constant maintenance and specialized repair requests.

Capital Project Request

2025-27 Biennium

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<u>Parameter</u>	<u>Entered As</u>	<u>Interpreted As</u>
Biennium	2025-27	2025-27
Agency	085	085
Version	AC-A	AC-A
Project Classification	*	All Project Classifications
Capital Project Number	*	All Project Numbers
Sort Order	Project Class	Project Class
Include Page Numbers	Y	Yes
For Word or Excel	N	N
User Group	Agency Budget	Agency Budget
User Id	*	All User Ids