

# Individual State Agency Fiscal Note

<b>Bill Number:</b> 5463 SB	<b>Title:</b> Impounded vehicles/military	<b>Agency:</b> 240-Department of Licensing
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## Part I: Estimates

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No Fiscal Impact

### Estimated Cash Receipts to:

NONE

### Estimated Expenditures from:

	FY 2020	FY 2021	2019-21	2021-23	2023-25
FTE Staff Years	3.3	3.2	3.3	3.2	3.2
<b>Account</b>					
Motor Vehicle Account-State 108-1	366,700	260,100	626,800	520,200	520,200
<b>Total \$</b>	366,700	260,100	626,800	520,200	520,200

### 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:

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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.

Legislative Contact: Kimberly Johnson	Phone: (360) 786-7472	Date: 01/28/2019
Agency Preparation: Debra Gould	Phone: 360-902-0113	Date: 01/31/2019
Agency Approval: Justin Leppa	Phone: 360-902-3644	Date: 01/31/2019
OFM Review: Veronica Jarvis	Phone: (360) 902-0649	Date: 02/01/2019

Part II: Narrative Explanation

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

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

II. B - Cash receipts Impact

Briefly describe and quantify the cash receipts impact of the legislation on the responding agency, identifying the cash receipts provisions by section number and when appropriate the detail of the revenue sources. Briefly describe the factual basis of the assumptions and the method by which the cash receipts impact is derived. Explain how workload assumptions translate into estimates. Distinguish between one time and ongoing functions.

II. C - Expenditures

Briefly describe the agency expenditures necessary to implement this legislation (or savings resulting from this legislation), identifying by section number the provisions of the legislation that result in the expenditures (or savings). Briefly describe the factual basis of the assumptions and the method by which the expenditure impact is derived. Explain how workload assumptions translate into cost estimates. Distinguish between one time and ongoing functions.

Part III: Expenditure Detail

III. A - Operating Budget Expenditures

Account	Account Title	Type	FY 2020	FY 2021	2019-21	2021-23	2023-25
108-1	Motor Vehicle Account	State	366,700	260,100	626,800	520,200	520,200
Total \$			366,700	260,100	626,800	520,200	520,200

III. B - Expenditures by Object Or Purpose

	FY 2020	FY 2021	2019-21	2021-23	2023-25
FTE Staff Years	3.3	3.2	3.3	3.2	3.2
A-Salaries and Wages	142,100	136,000	278,100	272,000	272,000
B-Employee Benefits	69,500	66,800	136,300	133,600	133,600
C-Professional Service Contracts					
E-Goods and Other Services	133,300	56,100	189,400	112,200	112,200
G-Travel					
J-Capital Outlays	21,800	1,200	23,000	2,400	2,400
M-Inter Agency/Fund Transfers					
N-Grants, Benefits & Client Services					
P-Debt Service					
S-Interagency Reimbursements					
T-Intra-Agency Reimbursements					
9-					
Total \$	366,700	260,100	626,800	520,200	520,200

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 2020	FY 2021	2019-21	2021-23	2023-25
Customer Service Specialist 2	3,488	2.9	2.9	2.9	2.9	2.9
Indirect ISD IT Specialist 4	6,793	0.1	0.1	0.1	0.1	0.1
Indirect MSS Fiscal Tech 2	3,249	0.3	0.2	0.3	0.2	0.2
Total FTEs		3.3	3.2	3.3	3.2	3.2

III. D - Expenditures By Program (optional)

Program	FY 2020	FY 2021	2019-21	2021-23	2023-25
Mgmt & Support Services (100)	37,000	30,800	67,800	61,600	61,600
Information Services (200)	90,100	10,500	100,600	21,000	21,000
Programs & Services (600)	239,600	218,800	458,400	437,600	437,600
Total \$	366,700	260,100	626,800	520,200	520,200

**Part IV: Capital Budget Impact**

**Part V: New Rule Making Required**

*Identify provisions of the measure that require the agency to adopt new administrative rules or repeal/revise existing rules.*

# Individual State Agency Fiscal Note

Agency 240 – Department of Licensing

Bill Number: 5463 SB

Bill Title: Impounded vehicles military

## Part 1: Estimates

☐ No Fiscal Impact

### Estimated Cash Receipts

Account Name	Account	FY 20	FY 21	19-21 Total	21-23 Total	23-25 Total
Account Totals		-	-	-	-	-

### Estimated Expenditures:

		FY 20	FY 21	19-21 Total	21-23 Total	23-25 Total
FTE Staff Years		3.3	3.2	3.2	3.2	3.2
Account Name	Account	FY 20	FY 21	19-21 Total	21-23 Total	23-25 Total
Motor Vehicle Account	108	366,700	260,100	626,800	520,200	520,200
Account Totals		366,700	260,100	626,800	520,200	520,200

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

Legislative Request: Kimberly Johnson	Phone: 360-786-7472	Date: 1/28/2019
Agency Preparation: Debra Gould	Phone: 360-902-3648	Date: 1/31/2019
Agency Approval: Justin Leppa	Phone: 360-902-3644	Date: 1/31/2019

Request #	1
Bill #	5463 SB

## **Part 2 – Explanation**

This bill prohibits a tow truck operator from selling a vehicle until criteria provided in the servicemembers civil relief act has been satisfied, if the legal or registered owner shows an active duty military status. The Department of Licensing (DOL) is directed to include an active duty military status check in the information returned to the registered tow truck operator (RTTO) in response to a request for an abandoned vehicle report (AVR).

### **2.A – Brief Description on what the measure does and how it has a fiscal impact**

The following sections in the bill require changes to DOL technology systems, processes and forms.

Section 1 amends RCW 46.55.110 to require the RTTO to do an activity duty status check. If the legal or registered owner is active duty, the RTTO cannot sell the vehicle until the service member civil relief act has been satisfied.

Section 1(3)(a) adds the additional requirement for DOL to include an active duty military status check on information given to RTTOs. DOL is not currently required to provide active duty status check information on AVRs. This will require additional FTE.

Section 2 amends RCW 46.55.130 adds language that the RTTO cannot sell vehicle subject to the service member civil relief act.

This bill is effective 90 days past Sine Die.

### **2.B - Cash Receipt Impact**

No Revenue Impact.

The proposed legislation deals with information provided to RTTOs related to impound vehicles where the registered owner is a military service member on active duty status.

### **2.C – Expenditures**

DOL currently responds to approximately 4,200 AVR each month from online and paper submissions. 1,600 of these vehicles are registered out of state and DOL may not be able to obtain status due to insufficient information.

Each AVR will add 5 minutes per transaction to check for military status. At the current workload, DOL will need an additional 2.9 Customer Service Specialist 2s to incorporate a check for active military status in the AVR process.

Standard FTE goods and services (object E) costs are included on Table 3.B.1. Standard FTE costs do not include objects EM (AG services), ER (contractual services), and EZ (Other goods & Svcs) which are also shown in Table 3.B.1.

## Information Services:

DOL will make the following modifications to DRIVES:

- New logic to require date of birth when processing a title, title purpose only, title with registration, change registration, renewal, or add registration for vehicles to be used to verify if the owner is active duty, unless it is already recorded on the record, including screen changes.
- Modify online tab renewal to add a new error message because date of birth is not included on record.
- Modify online electronic permitting system to require date of birth used by Washington dealers.
- Modify title application letter template to include date of birth.
- New report for vehicles identified with registered or legal owners that are active duty.
- Modify the online AVR system to create a new work item for active duty verification, update inquiry with determination any owners are active duty, includes screen changes to add a new.
- Modify the standard renewal notice template and fleet notice with a special message that date of birth is required.
- One time database pass to update records with date of birth information from the driver license information if the record is linked with the driver license number.

The agency will use appropriated funds to hire contract programmers to accomplish this work or to support current staff implementing this legislation within the required timeline. Appropriated funds may also be used to hire agency temporary staff to support permanent staff assigned to this legislative effort.

Any change requires a process to ensure changes are correctly applied to the system. This involves Project Managers that manage the team that completes the update, business analyst that documents and reviews the system changes, architect services that analyzes how the update could have an effect on other systems or DOL processes, developers who create the change, and testers and quality assurance teams that ensure the update is working correctly.

Cost Category	Description	Rate	2020	2021	2022	2023	2024	2025	Total Cost
TESTER	Test to verify individual components meet requirements; ensure that other business transactions have not been impacted.	\$ 18,444	16,600	-	-	-	-	-	16,600
BUSINESS ANALYST	Determine business requirements; translate requirements into what changes are needed to various systems including account codes, inventory codes, testing considerations, etc.	\$ 26,448	7,900	-	-	-	-	-	7,900
PROJECT MANAGER	Manage schedule and contracts	\$ 27,492	5,500	-	-	-	-	-	5,500
QUALITY ASSURANCE	Plan and carry out activities to assure project deliverables; e.g. preventative defect activities, align quality measures and business objectives.	\$ 31,668	-	-	-	-	-	-	-
SECURITY AND ARCHITECT SERVICES	Create the conceptual model that defines the structure, behavior and framework of a computerized system including a breakdown of the system into components, the component interactions and interfaces (including with the environment, especially the user), and the technologies and resources to be used in the design.	\$ 27,144	5,400	-	-	-	-	-	5,400
SERVER & NETWORK SUPPORT		\$ 18,444	-	-	-	-	-	-	-
DEVELOPERS	Modify programming and coding to all major systems	\$ 18,444	1,800	-	-	-	-	-	1,800
CONTRACTED FAST DEVELOPER / TESTER	Updates to the DRIVES system will require additional vendor hours outside of the contracted maintenance to make system updates to implement this bill.	\$ 34,800	31,300	-	-	-	-	-	31,300
Project Contingency	Office of the Chief Information Officer designated rate of 10%	\$ -	6,900	-	-	-	-	-	6,900
<b>Totals</b>			<b>75,400</b>	-	-	-	-	-	<b>75,400</b>

*These figures are calculated and rounded to 100th value*

## Support Services:

Administrative support is included at a rate of 12 percent of the direct program costs. This percentage is split 7 percent for Management and Support Services (MSS) and 5 percent for Information Services Division (ISD) functions. DOL uses a Fiscal Technician 2 (MSS) and an IT Specialist 4 (ISD) staffing costs as a proxy to determine FTE and display them under Indirect Staff in table 3.C.

Administrative support funding received covers agency-wide functions such as vendor payments, contract administration, financial management, mail processing, equipment management, help desk support, and technical assistance to DOL employees.

## Part 3 – Expenditure Detail

### 3.A – Operating Budget Expenditures

Account Name	Account	FY 20	FY 21	19-21 Total	21-23 Total	23-25 Total
Motor Vehicle Account	108	366,700	260,100	626,800	520,200	520,200
Account Totals		366,700	260,100	626,800	520,200	520,200

### 3.B – Expenditures by Object or Purpose

Object Name	FY 20	FY 21	19-21 Total	21-23 Total	23-25 Total
FTE Staff Years	3.3	3.2	3.2	3.2	3.2
Salaries and Wages	142,100	136,000	278,100	272,000	272,000
Employee Benefits	69,500	66,800	136,300	133,600	133,600
Goods and Services	133,300	56,100	189,400	112,200	112,200
Equipment	21,800	1,200	23,000	2,400	2,400
Total By Object Type	366,700	260,100	626,800	520,200	520,200

### 3.B.1 – Detail of Expenditures by Sub-Object (Goods and Services Only)

Object E - Description	FY 20	FY 21	19-21 Total	21-23 Total	23-25 Total
EA - General Office Supplies	1,300	1,300	2,600	2,600	2,600
EB - Phone/Install/Usage	2,500	2,500	5,000	5,000	5,000
EC - Utilities	1,300	1,300	2,600	2,600	2,600
ED - Facility/Lease Costs	14,500	14,100	28,600	28,200	28,200
EE - Repairs, Alterations & Maintenance	1,500	1,500	3,000	3,000	3,000
EG - Training	300	300	600	600	600
EH - Manage Print Services	900	900	1,800	1,800	1,800
EK - Facilities and Services	3,300	3,200	6,500	6,400	6,400
EL - Interagency DP Svcs	16,600	16,000	32,600	32,000	32,000
EN - Personnel Services	600	600	1,200	1,200	1,200
ER - Contracted Costs	1,500	1,500	3,000	3,000	3,000
ER - Application Programmers	75,400	-	75,400	-	-
EY - Software Maintenance	13,600	12,900	26,500	25,800	25,800
Total Goods & Services	133,300	56,100	189,400	112,200	112,200

### 3.C – FTE Detail

Position	Salary	FY 20	FY 21	19-21 Total	21-23 Total	23-25 Total
Customer Service Specialist 2	3,488	2.9	2.9	2.9	2.9	2.9
Indirect MSS Fiscal Tech 2	3,249	0.3	0.2	0.2	0.2	0.2
Indirect ISD IT Specialist 4	6,793	0.1	0.1	0.1	0.1	0.1
Total FTE		3.3	3.2	3.2	3.2	3.2

Totals may differ due to rounding.

### **3.D – Expenditures by Program (Optional)**

Program		FY 20	FY 21	19-21 Total	21-23 Total	23-25 Total
100 - Mgmt & Support Services	MSS	19,800	14,200	34,000	28,400	28,400
200 - Information Services	ISD	90,100	10,500	100,600	21,000	21,000
600 - Programs & Services	PSD	239,600	218,800	458,400	437,600	437,600
100 - Central Payment Area	CPA	17,200	16,600	33,800	33,200	33,200
Totals by Program		366,700	260,100	626,800	520,200	520,200

### **Part 4 – Capital Budget Impact**

None.

### **Part 5 – New Rule Making Required**

None.