

Individual State Agency Fiscal Note

Bill Number: 5261 SB	Title: Cemetery authority deadlines	Agency: 240-Department of Licensing
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Part I: Estimates

No Fiscal Impact

Estimated Cash Receipts to:

ACCOUNT	FY 2024	FY 2025	2023-25	2025-27	2027-29
Funeral and Cemetery Account-State 15V-1	21,000		21,000		
Total \$	21,000		21,000		

Estimated Operating Expenditures from:

Account	FY 2024	FY 2025	2023-25	2025-27	2027-29
Funeral and Cemetery Account-State 15V-1	21,000	0	21,000	0	0
Total \$	21,000	0	21,000	0	0

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.

Legislative Contact: Susan Jones	Phone: 360-786-7404	Date: 01/13/2023
Agency Preparation: Gina Rogers	Phone: 360-634-5036	Date: 01/18/2023
Agency Approval: Gerrit Eades	Phone: (360)902-3863	Date: 01/18/2023
OFM Review: Kyle Siefering	Phone: (360) 995-3825	Date: 01/18/2023

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.

See attached fiscal note

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.

See attached fiscal note

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.

See attached fiscal note

Part III: Expenditure Detail

III. A - Operating Budget Expenditures

Account	Account Title	Type	FY 2024	FY 2025	2023-25	2025-27	2027-29
15V-1	Funeral and Cemetery Account	State	21,000	0	21,000	0	0
Total \$			21,000	0	21,000	0	0

III. B - Expenditures by Object Or Purpose

	FY 2024	FY 2025	2023-25	2025-27	2027-29
FTE Staff Years					
A-Salaries and Wages					
B-Employee Benefits					
C-Professional Service Contracts					
E-Goods and Other Services	21,000		21,000		
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					
9-					
Total \$	21,000	0	21,000	0	0

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

NONE

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.

See attached fiscal note

Individual State Agency Fiscal Note

Agency 240 – Department of Licensing

Bill Number: SB 5261

Bill Title: Cemetery authority permit, license, or endorsement deadlines

Part 1: Estimates

No Fiscal Impact

Estimated Cash Receipts:

Revenue	Fund	FY 24	FY 25	23-25 Total	25-27 Total	27-29 Total
Funeral and Cemetery	15V	21,000	-	21,000	-	-
Account Totals		21,000	-	21,000	-	-

Estimated Expenditures:

		FY 24	FY 25	23-25 Total	25-27 Total	27-29 Total
FTE Staff Years		-	-	-	-	-
Operating Expenditures	Fund	FY 24	FY 25	23-25 Total	25-27 Total	27-29 Total
Funeral and Cemetery	15V	21,000	-	21,000	-	-
Account Totals		21,000	-	21,000	-	-

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 Parts I-V.
- Capital budget impact, complete Part IV.
- Requires new rule making, complete Part V.

Legislative Contact:	Phone: (360)	Date:
Agency Preparation: Gina Rogers	Phone: (360) 634-5036	Date: 1-18-2023
Agency Approval: Gerrit Eades	Phone: (360) 902-3931	Date:

Request #	1
Bill #	5261 SB

Part 2 – Explanation

2.A – Brief Description Of What The Measure Does That Has Fiscal Impact

Sec. 1 – Amends RCW 68.05.215

- Changes cemetery certificate expiration dates from January 31st to March 31st of each year

Sec. 2 – Amends RCW 68.05.225

- Changes prearrangement sales license expiration dates from January 31st to March 31st of each year

Sec. 3 – Amends RCW 68.05.245

- Changes the expiration dates for all crematory permits, licenses, and endorsements from January 31st to March 31st of each year

Sec. 4 – Amends RCW 18.39.020

- (2) Requires all permits, licenses, or endorsements issued for funeral directors or embalmers to be issued for the year and expire at midnight on January 31st
 - Or at whatever time during the year that ownership/control of any funeral establishment or cemetery authority that operates a facility is transferred or sold

2.B - Cash receipts Impact

To implement this legislation, a one-time assessment would need to be added to licenses that are funded with dedicated funds, equal to the costs contained in the expenditure section of this fiscal note. The cost allocation model applied to current expenditures is used to establish the revenue breakdown. For efficiency purposes, the department will add inclusion of this one-time assessment per license, to a planned fee rulemaking process in the spring of 2024, with any fee proposed increases to go into effect in June 2024.

Revenue	Fund	FY 24	FY 25	23-25 Total	25-27 Total	27-29 Total
Funeral and Cemetery	15V	21,000	-	21,000	-	-
Account Totals		21,000	-	21,000	-	-

2.C – Expenditures

Information Services will implement:

- Update the expiration date logic for Cemetery, Crematory and Cremated Remains Disposition on Renewal, Reinstatement, General Application, and Comity.
- Update expiration date logic for Embalmer, Embalmer Intern, Funeral Director, Director Intern, Prearrangement Funeral Services license types on Renewal, Reinstatement, General Application, and Comity.
- Update timing on Renewal Reminder Notification for Cemetery, Crematory and Cremated Remains Disposition for new License & Renewals.

- Review and update the license endorsement renewal logic for Cemetery Pre-arrangement Sales and Cemetery Pre-arrangement Sales Exemptions along with license.

Project Duration: 1 Month

Effective Date: 90 days Sine Die

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	2024	2025	2026	2027	2028	2029	Total Cost
TESTER	Test to verify individual components meet requirements; ensure that other business transactions have not been impacted.	\$ 22,620	4,500	-	-	-	-	-	4,500
BUSINESS ANALYST	Determine business requirements; translate requirements into what changes are needed to various systems including account codes, inventory codes, testing considerations, etc.	\$ 16,530	1,700	-	-	-	-	-	1,700
PROJECT MANAGER	Manage schedule and contracts	\$ 28,710	2,900	-	-	-	-	-	2,900
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.	\$ 16,530	1,700	-	-	-	-	-	1,700
DEVELOPERS	Modify programming and coding to all major systems	\$ 19,140	5,700	-	-	-	-	-	5,700
Trainer	Trains business partners and employees in new system processes and capabilities.	\$ 22,620	2,300	-	-	-	-	-	2,300
Project Contingency	Office of the Chief Information Officer designated rate of 10%	\$ 25,474	1,900	-	-	-	-	-	1,900
Totals			20,700	-	-	-	-	-	20,700

Part 3 – Expenditure Detail

3.A – Operating Budget Expenditures

Operating Expenditures	Fund	FY 24	FY 25	23-25 Total	25-27 Total	27-29 Total
Funeral and Cemetery	15V	21,000	-	21,000	-	-
Account Totals		21,000	-	21,000	-	-

3.B – Expenditures by Object or Purpose

Object of Expenditure	FY 24	FY 25	23-25 Total	25-27 Total	27-29 Total
Goods and Services	21,000	-	21,000	-	-
Total By Object Type	21,000	-	21,000	-	-

3.C – FTE Detail

None.

Part 4 – Capital Budget Impact

None.

Part 5 – New Rule Making Required

WAC 308-47-080 Facility licensure requirements for crematories, hydrolysis facilities, and natural organic reduction facilities.

WAC 308-47-090 Operator licensure for those who conduct cremations, alkaline hydrolysis, or natural organic reduction.

WAC 308-48-180 Renewal of licenses—Funeral directors, embalmers, funeral director interns and embalmer interns.

WAC 308-49-170 Annual statement requirements.