

# Individual State Agency Fiscal Note

<b>Bill Number:</b> 5261 S SB	<b>Title:</b> Cemetery authority deadlines	<b>Agency:</b> 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	19,000		19,000		
<b>Total \$</b>	19,000		19,000		

### Estimated Operating Expenditures from:

Account	FY 2024	FY 2025	2023-25	2025-27	2027-29
Funeral and Cemetery Account-State 15V-1	19,000	0	19,000	0	0
<b>Total \$</b>	19,000	0	19,000	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:	Phone:	Date: 02/12/2023
Agency Preparation: Gina Rogers	Phone: 360-634-5036	Date: 02/16/2023
Agency Approval: Gerrit Eades	Phone: (360)902-3863	Date: 02/16/2023
OFM Review: Kyle Siefering	Phone: (360) 995-3825	Date: 02/16/2023

## 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.

Please 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.

Please 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.

Please 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	19,000	0	19,000	0	0
<b>Total \$</b>			19,000	0	19,000	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	19,000		19,000		
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-					
<b>Total \$</b>	19,000	0	19,000	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.*

Please see attached fiscal note.

# Individual State Agency Fiscal Note

Agency 240 – Department of Licensing

Bill Number: SSB 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	19,000	-	19,000	-	-
<b>Account Totals</b>		<b>19,000</b>	<b>-</b>	<b>19,000</b>	<b>-</b>	<b>-</b>

**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	19,000	-	19,000	-	-
<b>Account Totals</b>		<b>19,000</b>	<b>-</b>	<b>19,000</b>	<b>-</b>	<b>-</b>

*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: 2-15--2023
Agency Approval: Gerrit Eades	Phone: (360) 902-3931	Date:

Request #	1
Bill #	5261 SSB

## Part 2 – Explanation

This bill changes expiration dates for certain cemetery industry licenses from January 31<sup>st</sup> to March 31<sup>st</sup>.

The substitute bill version exempts current expiration dates in the funeral directors and embalmers chapter from the January 31<sup>st</sup> expiration provision, removes cemetery authority language covered in another chapter, and sets a new effective date of October 31, 2023, rather than 90 days after session adjournment.

### 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 31<sup>st</sup> to March 31<sup>st</sup> of each year

Sec. 2 – Amends RCW 68.05.225

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

Sec. 3 – Amends RCW 68.05.245

- Changes the expiration dates for all crematory permits, licenses, and endorsements from January 31<sup>st</sup> to March 31<sup>st</sup> 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 31<sup>st</sup>
  - 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	19,000	-	19,000	-	-
<b>Account Totals</b>		<b>19,000</b>	<b>-</b>	<b>19,000</b>	<b>-</b>	<b>-</b>

### 2.C – Expenditures

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.

**What IS 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 and Funeral Director 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.

The system changes identified above impact an existing Commercial Off the Shelf (COTS) product and require modifications by the vendor. The design, development and configuration services are estimated to cost \$4,600.

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
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	1,300	-	-	-	-	-	1,300
<b>Totals</b>			<b>14,400</b>	-	-	-	-	-	<b>14,400</b>

Rounding used

**Project Duration:** 1 Month

**Effective Date:** October 1, 2023

**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	19,000	-	19,000	-	-
<b>Account Totals</b>		<b>19,000</b>	-	<b>19,000</b>	-	-

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

<b>Object of Expenditure</b>	<b>FY 24</b>	<b>FY 25</b>	<b>23-25 Total</b>	<b>25-27 Total</b>	<b>27-29 Total</b>
Goods and Services	19,000	-	19,000	-	-
<b>Total By Object Type</b>	<b>19,000</b>	<b>-</b>	<b>19,000</b>	<b>-</b>	<b>-</b>

**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.