

Multiple Agency Fiscal Note Summary

Bill Number: 5198 2S SB AMS FRAM S1885.1	Title: Mobile home community sales
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Estimated Cash Receipts

NONE

Agency Name	2023-25		2025-27		2027-29	
	GF- State	Total	GF- State	Total	GF- State	Total
Local Gov. Courts	No fiscal impact					
Loc School dist-SPI						
Local Gov. Other						
Local Gov. Total						

Estimated Operating Expenditures

Agency Name	2023-25				2025-27				2027-29			
	FTEs	GF-State	NGF-Outlook	Total	FTEs	GF-State	NGF-Outlook	Total	FTEs	GF-State	NGF-Outlook	Total
Administrative Office of the Courts	.0	0	0	0	.0	0	0	0	.0	0	0	0
Department of Commerce	1.8	480,781	480,781	480,781	1.7	471,194	471,194	471,194	1.7	467,594	467,594	467,594
Total \$	1.8	480,781	480,781	480,781	1.7	471,194	471,194	471,194	1.7	467,594	467,594	467,594

Agency Name	2023-25			2025-27			2027-29		
	FTEs	GF-State	Total	FTEs	GF-State	Total	FTEs	GF-State	Total
Local Gov. Courts	No fiscal impact								
Loc School dist-SPI									
Local Gov. Other									
Local Gov. Total									

Estimated Capital Budget Expenditures

Agency Name	2023-25			2025-27			2027-29		
	FTEs	Bonds	Total	FTEs	Bonds	Total	FTEs	Bonds	Total
Administrative Office of the Courts	.0	0	0	.0	0	0	.0	0	0
Department of Commerce	.0	0	0	.0	0	0	.0	0	0
Total \$	0.0	0	0	0.0	0	0	0.0	0	0

Agency Name	2023-25			2025-27			2027-29		
	FTEs	GF-State	Total	FTEs	GF-State	Total	FTEs	GF-State	Total
Local Gov. Courts	No fiscal impact								
Loc School dist-SPI									
Local Gov. Other									
Local Gov. Total									

Estimated Capital Budget Breakout

Prepared by: Gaius Horton, OFM	Phone: (360) 819-3112	Date Published: Final 3/20/2023
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Judicial Impact Fiscal Note

Bill Number: 5198 2S SB AMS FRAM S1885.1	Title: Mobile home community sales	Agency: 055-Administrative Office of the Courts
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Part I: Estimates

No Fiscal Impact

Estimated Cash Receipts to:

NONE

Estimated Expenditures from:

NONE

Estimated Capital Budget Impact:

NONE

The revenue and expenditure estimates on this page represent the most likely fiscal impact. Responsibility for expenditures may be subject to the provisions of RCW 43.135.060.

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 for 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.

Legislative Contact: Trevor Press	Phone: 360-786-7446	Date: 03/09/2023
Agency Preparation: Angie Wirkkala	Phone: 360-704-5528	Date: 03/10/2023
Agency Approval: Chris Stanley	Phone: 360-357-2406	Date: 03/10/2023
OFM Review: Gaius Horton	Phone: (360) 819-3112	Date: 03/10/2023

186,181.00

Request # 242-1

Form FN (Rev 1/00)

1

Bill # 5198 2S SB AMS FRAM S1885.1

Part II: Narrative Explanation

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

The fiscal impact of the engrossed second substitute would be the same as previous versions of the bill.

This bill would encourage and facilitate the preservation of existing manufactured/mobile home communities in the event of voluntary sales.

II. B - Cash Receipts Impact

None

II. C - Expenditures

No fiscal impact is expected to the Administrative Office of the Courts and the courts.

This adds new sections to RCW 59.20 requiring park owners to give notice to tenants living in a manufactured/mobile home park or pay relocation costs. The bill would not require any court form, judicial resource, or case management system impacts. The only impact to courts could be from increased filings, but that would not be expected to be significant.

Part III: Expenditure Detail

III. A - Expenditure By Object or Purpose (State)

NONE

III. B - Expenditure By Object or Purpose (County)

NONE

III. C - Expenditure By Object or Purpose (City)

NONE

III. D - FTE Detail

NONE

III. E - Expenditures By Program (optional)

NONE

Part IV: Capital Budget Impact

IV. A - Capital Budget Expenditures

NONE

IV. B1 - Expenditures by Object Or Purpose (State)

NONE

IV. B2 - Expenditures by Object Or Purpose (County)

NONE

IV. B3 - Expenditures by Object Or Purpose (City)

NONE

IV. C - Capital Budget Breakout

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

186,181.00

Form FN (Rev 1/00)

2

Request # 242-1

Bill # 5198 2S SB AMS FRAM S1885.1

NONE

186,181.00

Form FN (Rev 1/00)

3

Request # 242-1

Bill # 5198 2S SB AMS FRAM S1885.1

Individual State Agency Fiscal Note

Bill Number: 5198 2S SB AMS FRAM S1885.1	Title: Mobile home community sales	Agency: 103-Department of Commerce
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Part I: Estimates

No Fiscal Impact

Estimated Cash Receipts to:

NONE

Estimated Operating Expenditures from:

	FY 2024	FY 2025	2023-25	2025-27	2027-29
FTE Staff Years	1.9	1.7	1.8	1.7	1.7
Account					
General Fund-State 001-1	252,234	228,547	480,781	471,194	467,594
Total \$	252,234	228,547	480,781	471,194	467,594

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: Trevor Press	Phone: 360-786-7446	Date: 03/09/2023
Agency Preparation: Ann Campbell	Phone: 360-725-3153	Date: 03/13/2023
Agency Approval: Jason Davidson	Phone: 360-725-5080	Date: 03/13/2023
OFM Review: Gwen Stamey	Phone: (360) 790-1166	Date: 03/13/2023

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.

Differences between 2SSB and SB.

No change to fiscal impact between 2SSB and SB.

Section 1: (3) Changes the minimum notification period from three to two years.

Section 5: (1)(e) Changes the closure notice time from three to two years.

Sec. 5: (1) (e) Changes the closure notice time period from 12 months to 2 years. Provides the park owner with options to reduce closure notice to either 18 months or to 12 months in return for remuneration to tenants for relocation assistance.

Sec. 8(1): A landlord must provide a written notice of opportunity to purchase a manufactured/mobile home community by certified mail or personal delivery to each tenant of the community, any existing qualified tenant organizations within the community, the Department of Commerce (department), and the Washington State Housing Finance Commission prior to marketing the community for sale and when an offer to purchase is received and under consideration.

Sec. 8(7): the department is directed to prepare and make available information about purchasing a manufactured dwelling or community.

Sec. 14: Requires department to maintain a registry of all eligible organizations that submit a request to receive notices of opportunity to compete to purchase or lease a manufactured/mobile home community. Department must provide organizations with notices of opportunity to compete to purchase upon receipt.

Original SB 5198 note

This bill creates a mechanism for tenant or eligible organizations to be notified when a mobile home community becomes available to purchase and ensures they have an equitable opportunity to purchase the community. It also increases the amount of time a closure notice provides from 12 months to 3 years.

Section 5: (1) (e) Changes the closure notice time period from 12 months to 3 years. Also provides the park owner two alternate options if owner wants to close the park earlier.

New Section 7: (1) A landlord must provide a written notice of opportunity to purchase a manufactured/mobile home community by certified mail or personal delivery to each tenant and to the Department of Commerce (Commerce) and the housing finance commission within fourteen days after the date on which any advertisement, listing, or public notice is first made that the manufactured/mobile home community, or property on which it sits, is for sale or lease.

New Section 11: Requires department to maintain a registry of all eligible organizations that submit a request to receive notices of opportunity to purchase or lease a manufactured/mobile home community. Department must provide these organizations with notices of opportunity to purchase when they are received. Creating and maintaining a registry will require new administration activities and IT component for the Relocation Assistance program.

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.

Differences between 2SSB and SB.

No change to fiscal impact between 2SSB and SB.

Section 5: (1) (e) Changes the closure notice time period from 12 months to 2 years. Provides the park owner two alternate options if owner wants to close the park earlier.

Section 8: Requires the department to prepare and make available information about purchasing a manufactured dwelling or community.

Section 14: Requires the department to maintain a registry of all eligible organizations that submit a request to receive notices of opportunity to compete to purchase or lease a manufactured/mobile home community. Department must provide these organizations with notices of opportunities to compete purchase upon receipt of such notifications.

The increase of closure time from 12 months to 2 years will result in increased travel and administration costs to the department for staff working directly with tenants to assist transitioning from the community. The expanded timeframe requires a greater number of in-person visits to communities to provide case management.

Collecting, maintaining, and distributing information on purchasing manufactured housing, purchasing a manufactured/mobile home community, and notices of opportunities to compete to purchase requires staff time to develop and maintain.

The department estimates the following costs to implement the provisions of this bill:

Original SB 5198 Note

Section 5: (1) (e) Changes the closure notice time period from 12 months to 3 years. Also provides the park owner two alternate options if owner wants to close the park earlier.

Section 11: Requires Department of Commerce to maintain a registry of all eligible organizations that submit a request to receive notices of opportunity to purchase or lease a manufactured/mobile home community. Department of Commerce must provide these organizations with notices of opportunity to purchase when they are received.

With the increase to the closure time from 12 months to 3 years the department estimates increased costs related to the amount of time staff work directly with tenants on applying for assistance and transitioning out of the community.

With regards to the registry and associated responsibilities assigned to the Department of Commerce: a general fund state appropriation may be required for activities under Section 11 of this bill, as those are not authorized under RCW 59.21.

The department will have additional travel costs incurred by the relocation coordinator as the period of assistance in a

closure increases from one year to three years (Section 5 (e)). This increase in the timeline will lead to a greater number of in-person visits to the community to provide case management to residents being displaced.

Cost Narrative

0.2 FTE Information Technology Business Analyst Expert 3 (418 hours) for FY24 and 0.1 FTE Information Technology Business Analyst Expert 3 (209 hours) for FY25 through FY29 to provide initial development for data collection, form development, GIS mapping and customer support.

0.1 FTE Communications Consultant 5 (209 hours) for FY24 through FY29 to create the GovDelivery email distribution list and the initial GovDelivery email template, as well as revising the program website. Ongoing writing, proofing, and sending 20 notifications of opportunity to purchase per year, as well as maintaining the GovDelivery email.

1.0 FTE Commerce Specialist 2 (2,088 hours) for FY24 through FY29 to handle an increase in coordinator activities including site visits, community meetings and individual tenant phone calls, email correspondence and in person meetings. There will be an increase in communication and coordination with community owners and community partners. Implement program activities including receiving notices of sale, notices of opportunity to purchase, written requests from organizations that wish to be notified; communicating with parties as necessary to clarify submitted information; compiling information for website postings of notices of sale and opportunity to purchase and the registry of organizations that wish to be notified; and forwarding email addresses of organizations that wish to be notified to Communications Specialist 5 for GovDelivery opportunity to purchase email.

0.25 FTE Commerce Specialist 3 (522 hours) for FY24 through FY29 to create internal processes to compile, track, distribute, and maintain notices of opportunity to purchase and written requests from organization that wish to be notified of purchase opportunities; developing department forms for the notice of sale and notice of opportunity to purchase and the written request for organizations that wish to be notified; revising the program website to accommodate the posting of forms, instructions, and lists; a listing of the notices of sale, notices of opportunity to purchase, and the registry of organizations who wish to be notified; posting and maintaining department materials; and training.

Salaries and Benefits:

FY24: \$170,345

FY25-FY29: \$159,264 per year

Goods and Other Services:

FY24: \$14,845

FY25-FY26: \$13,885 per year

FY27-FY28: \$24,385 per year

FY29: \$13,885

The department assumes \$10,500 in FY27 and FY28, for AG consultation on guidance regarding development. The department assumes 50 hours at \$210 per hour for attorney general costs.

Travel

FY24-FY29: \$3,000 per year

Equipment and Capital Outlays:

FY24: \$8,000

FY27: \$3,600

Intra-agency Reimbursements:

FY24: \$56,044

FY25-FY29: \$52,398 per year

Note: Standard goods and services costs include supplies and materials, employee development and training. Attorney General costs, and agency administration. Intra-agency administration Reimbursement-Agency administrations costs (e.g., payroll, HR, IT are funded under a federally approved cost allocation plan).

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 Total Costs
 FY24: \$252,234
 FY25-FY26: \$228,547 per year
 FY27: \$242,647
 FY28: \$239,047
 FY29: \$228,547

Part III: Expenditure Detail

III. A - Operating Budget Expenditures

Account	Account Title	Type	FY 2024	FY 2025	2023-25	2025-27	2027-29
001-1	General Fund	State	252,234	228,547	480,781	471,194	467,594
Total \$			252,234	228,547	480,781	471,194	467,594

III. B - Expenditures by Object Or Purpose

	FY 2024	FY 2025	2023-25	2025-27	2027-29
FTE Staff Years	1.9	1.7	1.8	1.7	1.7
A-Salaries and Wages	125,673	116,415	242,088	232,830	232,830
B-Employee Benefits	44,672	42,849	87,521	85,698	85,698
C-Professional Service Contracts					
E-Goods and Other Services	14,845	13,885	28,730	38,270	38,270
G-Travel	3,000	3,000	6,000	6,000	6,000
J-Capital Outlays	8,000		8,000	3,600	
M-Inter Agency/Fund Transfers					
N-Grants, Benefits & Client Services					
P-Debt Service					
S-Interagency Reimbursements					
T-Intra-Agency Reimbursements	56,044	52,398	108,442	104,796	104,796
9-					
Total \$	252,234	228,547	480,781	471,194	467,594

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 2024	FY 2025	2023-25	2025-27	2027-29
Administrative Services - Indirect	111,168	0.3	0.2	0.3	0.2	0.2
Commerce Specialist 2	70,799	1.0	1.0	1.0	1.0	1.0
Commerce Specialist 3	82,056	0.3	0.3	0.3	0.3	0.3
Communications Consultant 5	90,630	0.1	0.1	0.1	0.1	0.1
IT Business Analyst-Expert	126,485	0.2	0.1	0.2	0.1	0.1
Total FTEs		1.9	1.7	1.8	1.7	1.7

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

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.