

# Multiple Agency Fiscal Note Summary

<b>Bill Number:</b> 6125 S SB	<b>Title:</b> Lakeland Village records
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## Estimated Cash Receipts

Agency Name	2023-25			2025-27			2027-29		
	GF-State	NGF-Outlook	Total	GF-State	NGF-Outlook	Total	GF-State	NGF-Outlook	Total
Department of Social and Health Services	0	0	73,000	0	0	88,000	0	0	36,000
<b>Total \$</b>	<b>0</b>	<b>0</b>	<b>73,000</b>	<b>0</b>	<b>0</b>	<b>88,000</b>	<b>0</b>	<b>0</b>	<b>36,000</b>

## 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
Office of the Secretary of State	.5	124,782	124,782	124,782	.3	57,391	57,391	57,391	.0	0	0	0
Department of Social and Health Services	.5	73,000	73,000	146,000	.5	88,000	88,000	176,000	.0	36,000	36,000	72,000
Department of Archaeology and Historic Preservation	.1	31,000	31,000	31,000	.1	31,000	31,000	31,000	.0	0	0	0
University of Washington	Fiscal note not available											
<b>Total \$</b>	<b>1.1</b>	<b>228,782</b>	<b>228,782</b>	<b>301,782</b>	<b>0.9</b>	<b>176,391</b>	<b>176,391</b>	<b>264,391</b>	<b>0.0</b>	<b>36,000</b>	<b>36,000</b>	<b>72,000</b>

## Estimated Capital Budget Expenditures

Agency Name	2023-25			2025-27			2027-29		
	FTEs	Bonds	Total	FTEs	Bonds	Total	FTEs	Bonds	Total
Office of the Secretary of State	.0	0	0	.0	0	0	.0	0	0
Department of Social and Health Services	.0	0	0	.0	0	0	.0	0	0
Department of Archaeology and Historic Preservation	.0	0	0	.0	0	0	.0	0	0
University of Washington	Fiscal note not available								
<b>Total \$</b>	<b>0.0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0</b>

# Estimated Capital Budget Breakout

NONE

<b>Prepared by:</b> Cheri Keller, OFM	<b>Phone:</b> (360) 584-2207	<b>Date Published:</b> Preliminary 2/12/2024
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# Individual State Agency Fiscal Note

<b>Bill Number:</b> 6125 S SB	<b>Title:</b> Lakeland Village records	<b>Agency:</b> 085-Office of the Secretary of State
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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	0.0	1.0	0.5	0.3	0.0
<b>Account</b>					
General Fund-State 001-1	0	124,782	124,782	57,391	0
<b>Total \$</b>	0	124,782	124,782	57,391	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: Greg Vogel	Phone: 360-786-7413	Date: 02/06/2024
Agency Preparation: Bonnie Luntzel	Phone: 360-570-5575	Date: 02/06/2024
Agency Approval: Mike Woods	Phone: (360) 704-5215	Date: 02/06/2024
OFM Review: Cheri Keller	Phone: (360) 584-2207	Date: 02/06/2024

## 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.*

Changes in this version (SSB 6125) compared to the previous version (SB 6125)

The previous version required the Office of the Secretary of State (OSOS) to work with the University of Washington Institute on Human Development and Disability to catalogue and preserve records and artifacts at the Department of Social and Health Services (DSHS) Lakeland Village facility.

The current version (SSB 6125) requires the agencies to create a preservation plan that details how the Lakeland Village records and artifacts will be catalogued and preserved.

Summary of this version (SSB 6125)

Section 1: Adds the department of social and health services as a working partner with the Washington State Archives at the OSOS and the University of Washington Institute on Human Development and Disability create a preservation plan on how to catalogue and preserve records and artifacts found at Lakeland Village.

Section 2: Directs OSOS, State Archives to work with the University of Washington Institute on Human Development and Disability (UW), the Department of Archaeology and Historic Preservation and the Department of Social and Health Services (DSHS) on a preservation plan for records and artifacts found at Lakeland Village. Preservation plan is to be sent to the appropriate committees of the legislature by September 1, 2025 and include:

- Identifying all records and artifacts at risk of destruction.
- An assessment of the conditions of the records and artifacts that identifies the age, material and environmental storage conditions.
- The steps that need to be taken to preserve the records and artifacts, where they will be stored, how they will be handled and transported, how they will be restored if needed and how they will be scanned.
- A timeline and overall budget for the preservation work.
- And plans for future access to the records.

Section 3: If specific funding for the purposes of this act, referencing this act by bill or chapter number, is not provided by June 30, 2024, in the omnibus appropriations act, this act is null and void.

### 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.*

### 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.*

Estimating the fiscal impact of this bill is based on the assumption that the records and artifacts described in the legislation are within the custody and control of DSHS and that the artifacts and records likely include material outside the statutory definition of public records found in Chapter 40.14 RCW.

Section 2:

The requirement to create a detailed written preservation plan as outlined in the legislation, exceeds OSOS's normal scope of work for archival material. To complete this plan, as described, will require one Library & Archival Professional 2 (LAP

2) to work with DSHS and the UW and take 18 months to complete.

The following staffing would be required to implement this bill:

Beginning in FY25 through FY26 one FTE Library & Archival Professional (LAP2)

Annual costs for compensation and standard goods and services are \$124,782 in FY25 and \$57,391 in FY26.

**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	0	124,782	124,782	57,391	0
<b>Total \$</b>			0	124,782	124,782	57,391	0

**III. B - Expenditures by Object Or Purpose**

	FY 2024	FY 2025	2023-25	2025-27	2027-29
FTE Staff Years		1.0	0.5	0.3	
A-Salaries and Wages		64,092	64,092	32,046	
B-Employee Benefits		26,284	26,284	13,142	
C-Professional Service Contracts					
E-Goods and Other Services		5,850	5,850	2,925	
G-Travel		2,500	2,500	1,250	
J-Capital Outlays		12,500	12,500	1,250	
M-Inter Agency/Fund Transfers					
N-Grants, Benefits & Client Services					
P-Debt Service					
S-Interagency Reimbursements					
T-Intra-Agency Reimbursements		13,556	13,556	6,778	
9-					
<b>Total \$</b>	0	124,782	124,782	57,391	0

**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
Library and Archival Professional 2	64,092		1.0	0.5	0.3	
<b>Total FTEs</b>			1.0	0.5	0.3	0.0

**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.*

# Individual State Agency Fiscal Note

<b>Bill Number:</b> 6125 S SB	<b>Title:</b> Lakeland Village records	<b>Agency:</b> 300-Department of Social and Health Services
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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
General Fund-Federal 001-2		73,000	73,000	88,000	36,000
<b>Total \$</b>		73,000	73,000	88,000	36,000

### Estimated Operating Expenditures from:

	FY 2024	FY 2025	2023-25	2025-27	2027-29
FTE Staff Years	0.0	1.0	0.5	0.5	0.0
<b>Account</b>					
General Fund-State 001-1	0	73,000	73,000	88,000	36,000
General Fund-Federal 001-2	0	73,000	73,000	88,000	36,000
<b>Total \$</b>	0	146,000	146,000	176,000	72,000

### 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: Greg Vogel	Phone: 360-786-7413	Date: 02/06/2024
Agency Preparation: Mitchell Close	Phone: 3600000000	Date: 02/08/2024
Agency Approval: Dan Winkley	Phone: 360-902-8236	Date: 02/08/2024
OFM Review: Breann Boggs	Phone: (360) 485-5716	Date: 02/09/2024

## 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.*

The substitute version of the bill requires participation of the Department of Social and Health Services (DSHS) in the development of the preservation plan, rather than just being a consult. The substitute revises the language around the requirements for the preservation plan, including requiring the plan to be reported to the legislature by September 1, 2025. Added language also stipulates that records cannot be destroyed until the preservation plan is completed and work funded in Fiscal Year 2026. The substitute version also adds an expiration for the bill. The impacts to DSHS from the substitute remain the same as the original bill.

Section 2 directs the Washington Secretary of State, Archives and Records Management Division, to collaborate with the University of Washington Institute on Human Development and Disability, DSHS, and the Department of Archaeology and Historic Preservation to develop a plan to organize, catalogue, and store historical documents and artifacts identified at Lakeland Village, a state-operated facility within the Developmental Disabilities Administration (DDA). The preservation plan must include a timeline and budget for the project, as well as future plans for public access. The indirect costs to the University of Washington are limited to 15 percent.

### 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.*

A portion of the costs incurred to implement this legislation will be funded with federal Title XIX - Medicaid funds.

### 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.*

This bill necessitates compliance with Health Insurance Portability and Accountability Act (HIPAA) requirements, and DDA will need 1.0 Forms and Records Analyst 3 FTE at Lakeland Village to oversee coordination with the University of Washington for transfer of records, assuring compliance with all applicable privacy and protection statutes. This position would be hired July 2024 through June 2026. The cost for this staff is \$110,000 in FY25 and \$104,000 in FY26.

The current rate for storage at the State Records Center is \$6.48 per box per year. This rate is adjusted biennially. With over 3,000 boxes and 2,500 oversized x-rays currently stored at Lakeland Village, the cost per year at the current rate would be \$36,000. There is a possible increase in storage costs if the rate is reassessed in future years by the Secretary of State. Only records at Lakeland Village are addressed in this legislation, so records at other Residential Habilitation Centers (RHCs) are not affected. The duration of hardcopy records storage is not known at this time; if electronic storage is created, proper disposal of hardcopy records would need to be arranged. Before the preservation plan is developed, it is unknown where the records and artifacts would be stored or displayed and used. The financial obligations between DSHS, the Secretary of State, and the University of Washington are unclear.

## 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	0	73,000	73,000	88,000	36,000
001-2	General Fund	Federal	0	73,000	73,000	88,000	36,000
<b>Total \$</b>			0	146,000	146,000	176,000	72,000



**III. B - Expenditures by Object Or Purpose**

	FY 2024	FY 2025	2023-25	2025-27	2027-29
FTE Staff Years		1.0	0.5	0.5	
A-Salaries and Wages		64,000	64,000	64,000	
B-Employee Benefits		26,000	26,000	26,000	
C-Professional Service Contracts					
E-Goods and Other Services		42,000	42,000	78,000	72,000
G-Travel		4,000	4,000	4,000	
J-Capital Outlays		6,000	6,000		
M-Inter Agency/Fund Transfers					
N-Grants, Benefits & Client Services					
P-Debt Service					
S-Interagency Reimbursements					
T-Intra-Agency Reimbursements		4,000	4,000	4,000	
9-					
<b>Total \$</b>	0	146,000	146,000	176,000	72,000

**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
Forms and Records Analyst 3	64,436		1.0	0.5	0.5	
<b>Total FTEs</b>			1.0	0.5	0.5	0.0

**III. D - Expenditures By Program (optional)**

Program	FY 2024	FY 2025	2023-25	2025-27	2027-29
Developmental Disabilities Administration (040)		146,000	146,000	176,000	72,000
<b>Total \$</b>		146,000	146,000	176,000	72,000

**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.*

# Individual State Agency Fiscal Note

<b>Bill Number:</b> 6125 S SB	<b>Title:</b> Lakeland Village records	<b>Agency:</b> 355-Department of Archaeology and Historic Preservation
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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	0.0	0.3	0.1	0.1	0.0
<b>Account</b>					
General Fund-State 001-1	0	31,000	31,000	31,000	0
<b>Total \$</b>	0	31,000	31,000	31,000	0

### Estimated Capital Budget Impact:

NONE

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- 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: Greg Vogel	Phone: 360-786-7413	Date: 02/06/2024
Agency Preparation: Diann Lewallen	Phone: 360-407-8121	Date: 02/08/2024
Agency Approval: Diann Lewallen	Phone: 360-407-8121	Date: 02/08/2024
OFM Review: Amy Hatfield	Phone: (360) 280-7584	Date: 02/08/2024

## 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.*

Section 1 of the bill requires the Washington state archives to work with the University of Washington preserve historical records and artifacts related to Lakeland Village.

Section 2 requires state archives to work with the University of Washington and consultation with the departments of social and health services and the office of archaeology and historic preservation. Consultation on the preservation plan does not fall under the Department of Archaeology and Historic Preservation (DAHP) scope of duties so additional staffing is needed to perform the preservation plan consultations.

The DAHP anticipates needing .25 FTE of a commerce specialist 3 FTE to consult with the state archives and others involved in preserving historical records.

### 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.*

### 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.*

The DAHP will need approximately .25 FTE for a commerce specialist 3 to consult with agencies regarding retention of records from Lakeland Village through FY 2026.

A commerce specialist 3 makes \$82,056 per year, plus related benefits estimated at \$28,918 per year, at current benefits rates. The agency needs a .25 FTE commerce specialist 3, so the salary would be \$20,514 per FY, in FY25 and FY26. Related benefits would total \$7,229 per FY in FY25 and FY26.

Goods and services for the total .25 FTE are estimated at \$1,943 per year, in FY25 and FY26. Goods and services include communications, payroll processing, training, and other staff costs. Estimates include some travel at the low cost per diem rates totaling \$1,314 per year.

## 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	0	31,000	31,000	31,000	0
<b>Total \$</b>			0	31,000	31,000	31,000	0

**III. B - Expenditures by Object Or Purpose**

	FY 2024	FY 2025	2023-25	2025-27	2027-29
FTE Staff Years		0.3	0.1	0.1	
A-Salaries and Wages		20,514	20,514	20,514	
B-Employee Benefits		7,229	7,229	7,229	
C-Professional Service Contracts					
E-Goods and Other Services		1,943	1,943	1,943	
G-Travel		1,314	1,314	1,314	
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>	0	31,000	31,000	31,000	0

**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
Commerce Specialist 3	82,056		0.3	0.1	0.1	
<b>Total FTEs</b>			0.3	0.1	0.1	0.0

**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.*