

AGENCY ESTIMATE OF ADMINISTRATIVE IMPACT

ESTIMATE PREPARED BY AGENCY – NOT VERIFIED BY LSO

Agency #: 001 Agency name: Governor's Office

Does the bill contain an appropriation? Yes No

***Please note: All impacts contained in this agency estimate of administrative impact are in addition to any appropriation contained in the bill.*

Will passage of this bill require additional expenditures? Yes No

Will passage of this bill require additional personnel? Yes No

If so, please provide the following information:

Description: Please give a brief description of the added duties or responsibilities required of your agency which will require additional expenditure or personnel.

Expenditure detail: Please provide a line item listing of estimated costs. For personnel, list each position by title and include salary and benefit costs. For all other cost categories, list the type of equipment or services needed and the cost associated with each. If the space provided below is not adequate, attach additional information.

	FY 2019	FY 2020	Total
0100 Personnel/Benefit costs:	_____	\$185,370	\$185,370
0200 Supportive Services costs:	_____	\$3,500	\$3,500
0400 Central/Data Services costs:	_____	\$270	\$270
0500 Space Rental costs:	_____	_____	_____
0600 Grant & Aid payments:	_____	_____	_____
0700 Capital expenditures:	_____	_____	_____
0900 Contractual services costs:	_____	_____	_____
Other costs: (please describe)	_____	_____	_____
Total costs:	_____	\$189,140	\$189,140
Funding			
General:	_____	\$189,140	\$189,140
Federal:	_____	_____	_____
Other:	_____	_____	_____

Assumptions: Please list any relevant assumptions including those concerning growth rates of caseload or number of clients; relevant timing or implementation date and sources of information.

Assume two additional full time positions at a class code of ATPA02 for \$6,179 per month for salary and 25% of that for benefits. Assume one-time 200 series costs of \$2,000 for computer, monitors and scanner and \$1,500 for furniture and other general supplies. Assume 400 series for a desk phone and voicemail.

Prepared by: Rory Horsley Phone: 777-5010

AGENCY ESTIMATE OF ADMINISTRATIVE IMPACT

ESTIMATE PREPARED BY AGENCY – NOT VERIFIED BY LSO

Agency #: 002 Agency name: Secretary of State's Office

Does the bill contain an appropriation? Yes No

***Please note: All impacts contained in this agency estimate of administrative impact are in addition to any appropriation contained in the bill.*

Will passage of this bill require additional expenditures? Yes No

Will passage of this bill require additional personnel? Yes No

If so, please provide the following information:

Description: Please give a brief description of the added duties or responsibilities required of your agency which will require additional expenditure or personnel.

*It cannot be determined at this time if there will be additional expenditures as it will be dependent on the size and scope of request for information, e.g., if information must be produced in a format other than electronic, there would be an additional cost to the agency.

Expenditure detail: Please provide a line item listing of estimated costs. For personnel, list each position by title and include salary and benefit costs. For all other cost categories, list the type of equipment or services needed and the cost associated with each. If the space provided below is not adequate, attach additional information.

	FY 2019	FY 2020	Total
0100 Personnel/Benefit costs:	_____	_____	_____
0200 Supportive Services costs:	_____	_____	_____
0400 Central/Data Services costs:	_____	_____	_____
0500 Space Rental costs:	_____	_____	_____
0600 Grant & Aid payments:	_____	_____	_____
0700 Capital expenditures:	_____	_____	_____
0900 Contractual services costs:	_____	_____	_____
Other costs: (please describe)	_____	_____	_____
Total costs:	_____	_____	_____
Funding			
General:	_____	_____	_____
Federal:	_____	_____	_____
Other:	_____	_____	_____

Assumptions: Please list any relevant assumptions including those concerning growth rates of caseload or number of clients; relevant timing or implementation date and sources of information.

Prepared by: Karen Wheeler, Deputy Secretary of State Phone: 777-7378

AGENCY ESTIMATE OF ADMINISTRATIVE IMPACT

ESTIMATE PREPARED BY AGENCY – NOT VERIFIED BY LSO

Agency #: 003 Agency name: State Auditor's Office

Does the bill contain an appropriation? Yes No

*****Please note: All impacts contained in this agency estimate of administrative impact are in addition to any appropriation contained in the bill.***

Will passage of this bill require additional expenditures? Yes No

Will passage of this bill require additional personnel? Yes No

If so, please provide the following information:

Description: Please give a brief description of the added duties or responsibilities required of your agency which will require additional expenditure or personnel.

Until the legislature appropriates funding for the state to invest in a transparency platform which will provide open transparent state government, public records requests are complied with manual labor for the production and construction of electronic public records. In order for the State Auditor's Office to comply with the proposed revised Public Records Act, "state agencies shall designate a public records person who will comply with the public records requests within a specified date for release mutually agreed upon by the applicant and the state agency or within 10 days after the acknowledgement if a different date for release has not been mutually agreed upon by the applicant and the state agency", would require an additional position to be able to compile, produce, construct, and examine the extracted electronic records and validate that no confidential information is inadvertently released. The State Auditor's Office will need to hire a highly skilled public records specialist. Work at this level is distinguished by a high level of specialized technical competence, substantial education/training and work experience in compiling, producing, constructing and examining public records, effective communication skills using rational arguments and facts, and extensive independence of action required to comply with the proposed Public Records Act.

The State Auditor's Office has a limited staff of 24 along with the State Auditor and the Deputy State Auditor for a total staff of 26. Each position is critical for the State Auditor's Office to perform its statutory duties. Today, the State Auditor's Office relies on existing staff to help support public records request. It is an additional duty to the staff assigned to produce and construct the requested information and takes away from their operational duties. The State Auditor's Office is statutorily tasked to issue vendor payments and employee payroll with 100% accuracy. The State Auditor's Office would not be able to comply with the proposed public record's release deadlines without an additional position.

The additional appropriation represents the necessary salary for a designated public records position. The position's salary would be of such to compensate the person for the additional risks and liabilities associated with the offense penalties that may be imposed on the person for knowing or intentional violation (classified as a felony) or for negligent violation (classified as a misdemeanor). In addition, the person's salary will need to reflect the education, knowledge and experience the designated public records person will need to have in order to perform the assigned duties and responsibilities of such a position.

The State Auditor's Office respectfully request the bill provide an appropriated position and associated salary and start-up costs to the State Auditor's Office in order to comply with 19LSO-0027, as written.

Expenditure detail: Please provide a line item listing of estimated costs. For personnel, list each position by title and include salary and benefit costs. For all other cost categories, list the type of equipment or services needed and the cost associated with each. If the space provided below is not adequate, attach additional information.

	FY 2019	FY 2020	Total
0100 Personnel/Benefit costs:	_____	84,960	84,960
0200 Supportive Services costs:	_____	7,500	1,000
0400 Central/Data Services costs:	_____	1,800	1,800
0500 Space Rental costs:	_____	_____	_____
0600 Grant & Aid payments:	_____	_____	_____
0700 Capital expenditures:	_____	_____	_____
0900 Contractual services costs:	_____	_____	_____
Other costs: (please describe)	_____	_____	_____
Total costs:	_____	_____	_____
Funding			
General:	_____	94,260	87,760
Federal:	_____	_____	_____
Other:	_____	_____	_____

Assumptions: Please list any relevant assumptions including those concerning growth rates of caseload or number of clients; relevant timing or implementation date and sources of information.

As an example, a public records request which requests an electronic copy of the vendor payments information from January 1, 2013 to December 31, 2017 and requested a copy of the vendor list from January 1, 2013 through December 31, 2017 to include “any” and “all” vendor’s name, address, city, state, and zip code has resulted in over 206 hours to produce 41,046 pages of records, constituting 1,666,913 transactions for records from January 1, 2017 through October 13, 2015, to date, for a total of \$3,431.58 charged to the applicant. It is estimated the same amount of time and cost will be required to produce and construct the remaining vendor payment records from October 15, 2015 through December 31, 2013. This demonstrates the amount of hours the State Auditor’s Office expends to satisfy a public records request of this size and nature.

Prepared by: Sandy Urbanek Phone: 307-777-7831

AGENCY ESTIMATE OF ADMINISTRATIVE IMPACT

ESTIMATE PREPARED BY AGENCY – NOT VERIFIED BY LSO

Agency #: 004 Agency name: Treasurer's Office

Does the bill contain an appropriation? Yes No

***Please note: All impacts contained in this agency estimate of administrative impact are in addition to any appropriation contained in the bill.*

Will passage of this bill require additional expenditures? Yes No

Will passage of this bill require additional personnel? Yes No

If so, please provide the following information:

Description: Please give a brief description of the added duties or responsibilities required of your agency which will require additional expenditure or personnel.

Because of the more stringent time deadlines and more severe ramifications with regards to our agency's response to public records requests created by this legislation, the office may be required to hire temporary services to respond to these requests depending on the size of the requests and the current projects and demands of the office at the time of the receipt of the requests. We would anticipate that the rate of pay for these temporary services would be high because the work would require a significant amount of professionalism due to the short deadlines and serious ramifications. In addition, due to the considerable changes in timing and consequences, it would mean that preparing responses to public records requests would not be a one person job. Furthermore, with public records requests being the number one priority, and because their timing is unpredictable, it is possible that key staff could be pulled off other projects which have time lines and changes in timelines, especially contractual ones, can be costly. No specific estimates can be given because they will all be based on individual circumstances and the complexities around each.

Expenditure detail: Please provide a line item listing of estimated costs. For personnel, list each position by title and include salary and benefit costs. For all other cost categories, list the type of equipment or services needed and the cost associated with each. If the space provided below is not adequate, attach additional information.

	FY 2019	FY 2020	Total
0100 Personnel/Benefit costs:	<u> </u>	<u> </u>	<u> </u>
0200 Supportive Services costs:	<u> </u>	<u> </u>	<u> </u>
0400 Central/Data Services costs:	<u> </u>	<u> </u>	<u> </u>
0500 Space Rental costs:	<u> </u>	<u> </u>	<u> </u>
0600 Grant & Aid payments:	<u> </u>	<u> </u>	<u> </u>
0700 Capital expenditures:	<u> </u>	<u> </u>	<u> </u>
0900 Contractual services costs: Temporary personnel services	<u>unknown</u>	<u>unknown</u>	<u>unknown</u>
Other costs: (please describe)	<u> </u>	<u> </u>	<u> </u>
Total costs:	<u>unknown</u>	<u>unknown</u>	<u>unknown</u>
Funding General:	<u>unknown</u>	<u>unknown</u>	<u>unknown</u>

Federal:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Other:

Assumptions: Please list any relevant assumptions including those concerning growth rates of caseload or number of clients; relevant timing or implementation date and sources of information.

Prepared by: Betsy Anderson Phone: 777-5395

AGENCY ESTIMATE OF ADMINISTRATIVE IMPACT

ESTIMATE PREPARED BY AGENCY – NOT VERIFIED BY LSO

Agency #: 006 Agency name: Administration & Information-Director's Office

Does the bill contain an appropriation? Yes No X
***Please note: All impacts contained in this agency estimate of administrative impact are in addition to any appropriation contained in the bill.*
 Will passage of this bill require additional expenditures? Yes No
 Will passage of this bill require additional personnel? Yes No

If so, please provide the following information:

Description: Please give a brief description of the added duties or responsibilities required of your agency which will require additional expenditure or personnel.

Expenditure detail: Please provide a line item listing of estimated costs. For personnel, list each position by title and include salary and benefit costs. For all other cost categories, list the type of equipment or services needed and the cost associated with each. If the space provided below is not adequate, attach additional information.

	FY 2019	FY 2020	Total
0100 Personnel/Benefit costs:	<u> </u>	<u>\$70,170</u>	<u>\$70,170</u>
0200 Supportive Services costs:	<u> </u>	<u>\$2,000</u>	<u>\$2,000</u>
0400 Central/Data Services costs:	<u> </u>	<u>\$270</u>	<u>\$270</u>
0500 Space Rental costs:	<u> </u>	<u> </u>	<u> </u>
0600 Grant & Aid payments:	<u> </u>	<u> </u>	<u> </u>
0700 Capital expenditures:	<u> </u>	<u> </u>	<u> </u>
0900 Contractual services costs:	<u> </u>	<u> </u>	<u> </u>
Other costs: (please describe)	<u> </u>	<u> </u>	<u> </u>
Total costs:	<u> </u>	<u>\$72,440</u>	<u>\$72,440</u>
Funding			
General:	<u> </u>	<u>\$72,440</u>	<u>\$72,440</u>
Federal:	<u> </u>	<u> </u>	<u> </u>
Other:	<u> </u>	<u> </u>	<u> </u>

Assumptions: Please list any relevant assumptions including those concerning growth rates of caseload or number of clients; relevant timing or implementation date and sources of information.

Assume one additional full time position at \$4,678 per month for salary and 25% of that for benefits. Assume one-time 200 series costs of \$2,000 for computer, monitors and scanner. Assume 400 series for a desk phone and voicemail.

Prepared by: Rory Horsley Phone: 777-5010

AGENCY ESTIMATE OF ADMINISTRATIVE IMPACT

ESTIMATE PREPARED BY AGENCY – NOT VERIFIED BY LSO

Agency #: 006 Agency name: A&I - Professional Licensing Boards

Does the bill contain an appropriation? Yes No

***Please note: All impacts contained in this agency estimate of administrative impact are in addition to any appropriation contained in the bill.*

Will passage of this bill require additional expenditures? Yes No

Will passage of this bill require additional personnel? Yes No

If so, please provide the following information:

Description: Please give a brief description of the added duties or responsibilities required of your agency which will require additional expenditure or personnel.

Expenditure detail: Please provide a line item listing of estimated costs. For personnel, list each position by title and include salary and benefit costs. For all other cost categories, list the type of equipment or services needed and the cost associated with each. If the space provided below is not adequate, attach additional information.

	FY 2019	FY 2020	Total
0100 Personnel/Benefit costs:	_____	\$70,170	\$70,170
0200 Supportive Services costs:	_____	\$3,900	\$3,900
0400 Central/Data Services costs:	_____	\$270	\$270
0500 Space Rental costs:	_____	_____	_____
0600 Grant & Aid payments:	_____	_____	_____
0700 Capital expenditures:	_____	_____	_____
0900 Contractual services costs:	_____	_____	_____
Other costs: (please describe)	_____	_____	_____
Total costs:	_____	\$74,340	\$74,340
Funding			
General:	_____	_____	_____
Federal:	_____	_____	_____
Other:	_____	\$74,340	\$74,340

These are the expenses that are anticipated to be incurred by A&I

0100 series

BARD08 (Records & Data Management Specialist II) position.

Salary \$4,678

Benefits \$1,170 (based on benefits equaling 25% of salary)

0200 series

\$1,500 new computer FY20 only

\$500 scanner FY20 only

\$400 phone FY20 only

\$1,500 general supplies (work space set up furniture/supplies) FY20 only

\$3,900

0400 series

\$1.50 voice mail per month x 12 mo

\$21 phone set per month x 12 mo

\$270

Assumptions: Please list any relevant assumptions including those concerning growth rates of caseload or number of clients; relevant timing or implementation date and sources of information.

Prepared by: JoAnn Reid Phone: 777-3507

AGENCY ESTIMATE OF ADMINISTRATIVE IMPACT

ESTIMATE PREPARED BY AGENCY – NOT VERIFIED BY LSO

Agency #: 009 Agency name: Wyoming Pipeline Authority

Does the bill contain an appropriation? Yes No X
***Please note: All impacts contained in this agency estimate of administrative impact are in addition to any appropriation contained in the bill.*
 Will passage of this bill require additional expenditures? Yes No
 Will passage of this bill require additional personnel? Yes No

If so, please provide the following information:

Description: Please give a brief description of the added duties or responsibilities required of your agency which will require additional expenditure or personnel.

SEE FOLLOWING PAGE

Expenditure detail: Please provide a line item listing of estimated costs. For personnel, list each position by title and include salary and benefit costs. For all other cost categories, list the type of equipment or services needed and the cost associated with each. If the space provided below is not adequate, attach additional information.

	FY 2019	FY 2020	Total
0100 Personnel/Benefit costs:	_____	_____	_____
0200 Supportive Services costs:	_____	_____	_____
0400 Central/Data Services costs:	_____	_____	_____
0500 Space Rental costs:	_____	_____	_____
0600 Grant & Aid payments:	_____	_____	_____
0700 Capital expenditures:	_____	_____	_____
0900 Contractual services costs:	_____	75,670	75,670
Other costs: (please describe)	_____	_____	_____
Total costs:	_____	75,670	75,670
Funding			
General:	_____	75,670	75,670
Federal:	_____	_____	_____
Other:	_____	_____	_____

Assumptions: Please list any relevant assumptions including those concerning growth rates of caseload or number of clients; relevant timing or implementation date and sources of information.

SEE FOLLOWING PAGE

Prepared by: Brian Jeffries Phone: (307) 237-5009

Many of the records in the possession of the Wyoming Pipeline Authority relate to the WPA's work with public and private entities in the promotion of Wyoming's extractive industries. As one would expect, many of the documents and records held by the WPA were received pursuant to non-disclosure agreements required by our partners to protect against the release of confidential, proprietary, and similar protected information (collectively "Confidential Materials"). Of course, without binding Confidentiality Agreements, the WPA would be prevented from fully participating in the industry, would be precluded from being able to facilitate development, and would be unable to receive the information upon which it relies to be an effective advocate for Wyoming. In addition, there are records created by the WPA, including notes, annotations, memoranda and summaries of information or discussions that concern these Confidential Materials. The Confidentiality Agreements we execute also prevent the WPA from releasing these materials as well.

In order to comply with the requirements of this bill and to simultaneously comply with the requirements of Confidentiality Agreements, the WPA will need legal advice whenever any record or document identified by the WPA pursuant to a public records request appears to be material covered by a Confidentiality Agreement. Recognizing that an employee who incorrectly makes a determination of whether to release the record may face a felony conviction, fines and jail time for incorrectly withholding a record or may face civil liability for incorrectly releasing a document, proof of a review of such records by counsel is prudent, if not mandatory. Proof of legal review would be invaluable for the employee's defense in the case of a criminal trial or civil action, but also in the case of the administrative action that could be taken against the "designated public records person" before the state's chief information officer. As a consequence, additional staff support will be necessary to ensure that, given the punishment for unintentional error under the bill and the risk involved to the individuals tasked with compliance, a very thorough and deliberate search and review of records is accomplished. As the number and scope of records requests cannot be predicted, the following represents a "best guess" of an average annual cost. However, in the event of a request of particularly broad scope, these amounts will be insufficient.

- One third (0.33) of a full-time-equivalent position at \$75,000 FTE with benefit load = **\$32,670** per fiscal year. Note that under the structure of the WPA, these costs will appear as 900 series expenses.
- Ten (10) hours of legal advice per month at \$275.00/hr. = **\$33,000** per fiscal year. These will be additional 900 series expenses.

The employee designated as the "designated public records person" will be potentially exposed to fines and jail time, administrative action, and civil lawsuits even in the good faith execution of his or her duties. Regrettably, the WPA has not been able to precisely determine what additional staff compensation will be required in order for an employee to be willing to accept the position of "designated public records person" and therefore take on the added individual risk of the cost of a personal legal defense in the case of an allegation of non-compliance with the requirements of the bill. The amount below is a guess.

- Salary increase for "public records person" in order to incentivize the employee to shoulder the risk of the costs of a personal defense in a criminal, civil, and administrative action = **\$10,000** per fiscal year. Note that under the structure of the WPA, these costs will appear as 900 series expenses.

AGENCY ESTIMATE OF ADMINISTRATIVE IMPACT

ESTIMATE PREPARED BY AGENCY – NOT VERIFIED BY LSO

Agency #: 015 Agency name: Wyoming Office of the Attorney General

Does the bill contain an appropriation? Yes No

***Please note: All impacts contained in this agency estimate of administrative impact are in addition to any appropriation contained in the bill.*

Will passage of this bill require additional expenditures? Yes No

Will passage of this bill require additional personnel? Yes No

If so, please provide the following information:

Description: Please give a brief description of the added duties or responsibilities required of your agency which will require additional expenditure or personnel.

This bill requires that "readily available" public records be released within ten days of the request. When the Attorney General's office must provide legal review for privilege, however, such records cannot fairly be described as "readily available." If the ten day deadline does not apply to review by the Attorney General's office, then the bill will not have a fiscal impact upon our office. However, if the legislation requires all public records to be released within ten days, then the Attorney General's office would need to hire three to four full time attorneys, at a minimum, to provide review. In total, these new positions, with benefits, would cost approximately \$477,423.

Expenditure detail: Please provide a line item listing of estimated costs. For personnel, list each position by title and include salary and benefit costs. For all other cost categories, list the type of equipment or services needed and the cost associated with each. If the space provided below is not adequate, attach additional information.

	FY 2019	FY 2020	Total
0100 Personnel/Benefit costs:	<u>0</u>	<u>461,635</u>	<u>461,435</u>
0200 Supportive Services costs:	<u>0</u>	<u>14,560</u>	<u>45,560</u>
0400 Central/Data Services costs:	<u>0</u>	<u>1,224</u>	<u>1,224</u>
0500 Space Rental costs:	<u>0</u>	<u>0</u>	<u>0</u>
0600 Grant & Aid payments:	<u>0</u>	<u>0</u>	<u>0</u>
0700 Capital expenditures:	<u>0</u>	<u>0</u>	<u>0</u>
0900 Contractual services costs:	<u>0</u>	<u>0</u>	<u>0</u>
Other costs: (please describe)	<u>0</u>	<u>0</u>	<u>0</u>
Total costs:	<u>0</u>	<u>0</u>	<u>0</u>
Funding			
General:	<u>0</u>	<u>477,423</u>	<u>477,423</u>
Federal:	<u> </u>	<u> </u>	<u> </u>
Other:	<u> </u>	<u> </u>	<u> </u>

Assumptions: Please list any relevant assumptions including those concerning growth rates of caseload or number of clients; relevant timing or implementation date and sources of information.

Prepared by: Steven Winders Phone: 777-7840

SF 0057 (Public Records) - Attorney General calculations

100 Series

	# of Positions	MPP	Months	2020 Salary	Total Salary	2020 Benefits @ 35%	Total Benefits	Totals
ATPA03	3	\$ 7,124.00	12	\$ 256,464.00	\$ 256,464.00	\$ 89,762.40	\$ 89,762.40	\$ 346,226.40
ATPA03	4	\$ 7,124.00	12	\$ 341,952.00	\$ 341,952.00	\$ 119,683.20	\$ 119,683.20	\$ 461,635.20

	Salary		Benefits		Totals	
	3 Positions	4 Positions	3 Positions	4 Positions	3 Positions	4 Positions
2020 Total	\$ 256,464.00	\$ 341,952.00	\$ 89,762.40	\$ 119,683.20	\$ 346,226.40	\$ 461,635.20

200 Series

	Per/Person	# of People
		4
Chair	\$ 300.00	\$ 1,200.00
Desk	\$ 1,000.00	\$ 4,000.00
Book Cases	\$ 500.00	\$ 2,000.00
Filing Cabinets	\$ 400.00	\$ 1,600.00
Supplies- \$20/Month	\$ 240.00	\$ 960.00
Travel	\$ 200.00	\$ 800.00
Phone Set	\$ 200.00	\$ 800.00
Computer and Monitor	\$ 800.00	\$ 3,200.00
Total	\$ 3,640.00	\$ 14,564.00

400 Series		
Monthly Phone Charge(\$21.00/Month)	\$ 252.00	\$ 1,008.00
Voicemail (\$1.50/Month)	\$ 18.00	\$ 216.00
Total	\$ 270.00	\$ 1,224.00

Totals	
100 Series	\$ 461,635.20
200 Series	\$ 14,564.00
400 Series	\$ 1,224.00
Totals	\$ 477,423.20

AGENCY ESTIMATE OF ADMINISTRATIVE IMPACT

ESTIMATE PREPARED BY AGENCY – NOT VERIFIED BY LSO

Agency #: 018 Agency name: Real Estate Commission

Does the bill contain an appropriation? Yes No X
***Please note: All impacts contained in this agency estimate of administrative impact are in addition to any appropriation contained in the bill.*
 Will passage of this bill require additional expenditures? Yes X No
 Will passage of this bill require additional personnel? Yes No X

If so, please provide the following information:

Description: Please give a brief description of the added duties or responsibilities required of your agency which will require additional expenditure or personnel.

The best position in our agency to assume the formal role of the “designated public records person” would be the Real Estate Commission Paralegal, currently classified as a BALG07. Assigning the duties of the “designated public records person,” as prescribed in the bill, to the Paralegal position would require reclassification of the position as that individual would assume enhanced employment risks and responsibilities that could result in a criminal conviction. It is the opinion of the Commission that employee compensation should adequately reflect the scope of decision-making authority, risk, and responsibilities of a position. Enhancing the salary and benefits for the position responsible for being the “designated public records person” would also ensure that the position would appeal to potential hires in the event our agency’s Paralegal position was vacated.

Expenditure detail: Please provide a line item listing of estimated costs. For personnel, list each position by title and include salary and benefit costs. For all other cost categories, list the type of equipment or services needed and the cost associated with each. If the space provided below is not adequate, attach additional information.

	FY 2019	FY 2020	Total
0100 Personnel/Benefit costs:	<u> </u>	<u>\$23,628</u>	<u>\$23,628</u>
0200 Supportive Services costs:	<u> </u>	<u> </u>	<u> </u>
0400 Central/Data Services costs:	<u> </u>	<u> </u>	<u> </u>
0500 Space Rental costs:	<u> </u>	<u> </u>	<u> </u>
0600 Grant & Aid payments:	<u> </u>	<u> </u>	<u> </u>
0700 Capital expenditures:	<u> </u>	<u> </u>	<u> </u>
0900 Contractual services costs:	<u> </u>	<u> </u>	<u> </u>
Other costs: (please describe)	<u> </u>	<u> </u>	<u> </u>
Total costs:	<u> </u>	<u> </u>	<u> </u>
Funding			
General:	<u> </u>	<u>\$23,628</u>	<u>\$23,628</u>
Federal:	<u> </u>	<u> </u>	<u> </u>
Other:	<u> </u>	<u>100%</u>	<u>100%</u>

Assumptions: Please list any relevant assumptions including those concerning growth rates of caseload or number of clients; relevant timing or implementation date and sources of information.

Position reclassification from BALG07 to that of a BARD10 requires the salary increase of \$19,368 per year and a benefits cost increase of \$4,260 per year. Enhanced spending authority in the agency's 0100 series would be required, specifically in Division 0700, Unit 0701.

Prepared by: Nicole Novotny Smith, Executive Director Phone: 307-777-7141

AGENCY ESTIMATE OF ADMINISTRATIVE IMPACT

ESTIMATE PREPARED BY AGENCY – NOT VERIFIED BY LSO

Agency #: 019 Agency name: Professional Teaching Standards Board

Does the bill contain an appropriation? Yes No

***Please note: All impacts contained in this agency estimate of administrative impact are in addition to any appropriation contained in the bill.*

Will passage of this bill require additional expenditures? Yes No

Will passage of this bill require additional personnel? Yes No

If so, please provide the following information:

Description: Please give a brief description of the added duties or responsibilities required of your agency which will require additional expenditure or personnel.

The additions in this bill would require my agency to hire an addition person to serve as the “agency designee”. Due to the fact that the time constraints are stricter and the punishment for error much more severe, we do not have the capacity as a small agency to stop licensing and disciplinary operations to meet the required deadlines contained in this bill. Also, I would not subject any of my current staff the burden of having to complete their current assignments and the addition of rapid public requests or face the potential of a felony conviction and other fees. I would rather have an individual who comes on board with the agency as having this designation and required duties, timeframes, and potential punishments known upfront as part of their position, rather than trying to further encumber a current staff person with loaded obligations to take on more for nothing and potentially face felony and/or misdemeanor charges.

Expenditure detail: Please provide a line item listing of estimated costs. For personnel, list each position by title and include salary and benefit costs. For all other cost categories, list the type of equipment or services needed and the cost associated with each. If the space provided below is not adequate, attach additional information.

	FY 2019	FY 2020	Total
0100 Personnel/Benefit costs:	_____	\$61,000	\$61,000
0200 Supportive Services costs:	_____	_____	_____
0400 Central/Data Services costs:	_____	unknown	unknown
0500 Space Rental costs:	_____	_____	_____
0600 Grant & Aid payments:	_____	_____	_____
0700 Capital expenditures:	_____	_____	_____
0900 Contractual services costs:	_____	unknown	unknown
Other costs: (please describe)	_____	_____	_____
Total costs: *Minimum	_____	\$61,000	\$61,000
Funding			
General:	_____	_____	_____
Federal:	_____	_____	_____
Other:	_____	100%	100%

Assumptions: Please list any relevant assumptions including those concerning growth rates of caseload or number of clients; relevant timing or implementation date and sources of information.

Prepared by: Nish Goicolea Phone: 307-777-6256

AGENCY ESTIMATE OF ADMINISTRATIVE IMPACT

ESTIMATE PREPARED BY AGENCY – NOT VERIFIED BY LSO

Agency #: 020 Agency name: DEQ

Does the bill contain an appropriation? Yes No

****Please note: All impacts contained in this agency estimate of administrative impact are in addition to any appropriation contained in the bill.**

Will passage of this bill require additional expenditures? Yes No

Will passage of this bill require additional personnel? Yes No

If so, please provide the following information:

Description: Please give a brief description of the added duties or responsibilities required of your agency which will require additional expenditure or personnel.

In order to conceivably meet the 10 day requirement, DEQ estimates 16 additional FTE would be required. These additional FTE would be responsible for responding and managing the agency's public records requests.

DEQ estimates the fiscal impact of \$1,058,496 annually for the 16 FTE*.

\$66,156 annually per FTE or 16 FTE x \$66,156 = \$1,058,496 annually

*16 FTE includes 14 FTE for fulfilling complicated public records requests and 2 FTE to fulfill the less complicated public records request. Please see below for an explanation of how the FTE requirement was computed.

The duties and responsibilities include:

- 1) Coordinate with appropriate DEQ division/personnel in the production and construction of applicable non-electronic and electronic records
- 2) Retrieve, compile, sort, review, redact, format, convert and copy public records
- 3) Coordinate chain of custody for copying of any non-electronic public records
- 4) Supervise the copying of records to ensure documents are not harmed, stolen or destroyed
- 5) Coordinate with Attorney General's office on review of requested records and identification of confidential materials
- 6) Coordinate with ETS on status of email compilation
- 7) Inform public records requester on status of request and provide records as required
- 8) Manage and maintain database of records requests
- 9) Develop management reports for senior leadership
- 10) Retrieve and search information from archives
- 11) Review documents ensuring removal of privileged or confidential information

Additionally, an indirect cost would be incurred due to the time DEQ division personnel assist the 16 FTE in locating records and providing technical assistance.

Expenditure detail: Please provide a line item listing of estimated costs. For personnel, list each position by title and include salary and benefit costs. For all other cost categories, list the type of equipment or services needed and the cost associated with each. If the space provided below is not adequate, attach additional information.

	FY 2019	FY 2020	Total
0100 Personnel/Benefit costs:	N/A	\$1,051,364	\$1,051,364
0200 Supportive Services costs:	N/A	\$2432	\$2432
0400 Central/Data Services costs:	N/A	\$1200	\$1200
0500 Space Rental costs:	N/A	\$3500	\$3500
0600 Grant & Aid payments:	N/A	N/A	N/A
0700 Capital expenditures:	N/A	N/A	N/A
0900 Contractual services costs:	N/A	N/A	N/A
Other costs: (please describe)	N/A	N/A	N/A
Total costs:	N/A	\$1,058,496	\$1,058,496
Funding			
General:		\$1,058,496	\$1,058,496
Federal:			
Other:			

Assumptions: Please list any relevant assumptions including those concerning growth rates of caseload or number of clients; relevant timing or implementation date and sources of information.

DEQ receives approximately 700 public records requests annually. Of the 700 public records requests, up to 3% of the total requests have historically been extremely complicated requiring many hours of staff time to locate, review, construct and produce the records.

To meet the 10 business day requirement, DEQ's core mission and responsibilities would be significantly impacted and there will be substantial administrative impacts to the Agency if the additional FTE are not provided.

Impacts:

Permitting

- DEQ issues over 4500 permits annually to industry
- Issuing permits will take longer as fulfilling public records requests will become the highest priority; specifically if additional FTE are not provided
- Cost of staff time diverted from other priorities (issuing air, coal/non-coal, and water permits to industry) would be extensive

Economy

- Delayed permitting will adversely impact the state's economy and delayed compliance activities will adversely impact public health and the environment

Compliance

- Delayed compliance activities will adversely impact public health and the environment as staff will spend additional time fulfilling public records requests
- W. S. §16-4-203(d) states “the custodian shall deny the right of inspection of the following records, unless otherwise provided by law”
- W. S. §16-4-203 – directs that the custodian of any public records shall allow any person the right of inspection of the records or any portion thereof except on one or more of the following grounds (d)(v)“Trade secrets, privileged information, confidential financial information, confidential commercial, financial, geological or geophysical data furnished by or obtained from any person”
- Concern: adequate time is required to ensure such data is not released to avoid potential civil penalties under Wyoming Statute 16-4-205.

Staffing

- Ability to recruit “designated public records person(s)” will be difficult; with the potential penalties associated with the position due to ambiguity of the definition of “negligent” or “knowing or intentional” violations
- Agency will require a second person to assume duties of “designated public records person” if primary person is not available

The following is an example of a “complicated” public records request received by DEQ:

In 2017, DEQ received a records request regarding five permitted facilities. The requester was looking for specific non-electronic and electronic records since 2012 and all communication correspondence (including emails). This request included three divisions: Air Quality, Solid and Hazardous Waste, and Water Quality.

Email correspondence review has added substantial time to DEQ staff. For instance, the Air Quality Division (AQD) alone had over 49,000 emails (many with attachments) that were initially identified for just one of the five (5) permitted facilities. After communicating with the requester, AQD was able to reduce the emails requested to approximately 7,000. Assuming staff spend two (2) minutes reviewing each email (and attachments), this amounts to over 233 hours. One could easily assume that it would take a similar amount of staff time reviewing additional emails regarding the other four facilities. This amounts to over 1100 hours. What’s not included in this example is staff time reviewing and compiling non-electronic records.

Fiscal Note Assumptions: (this scenario assumes fulfilling only one complicated request at a time and does not address multiple complicated requests received simultaneously by the agency)

- DEQ will receive approximately 700 public records request per year
- Of the 700 public records requests received, 3% or (twenty-one (21)) will be complicated and require additional time to fulfill the request
- Staff can review each email (and attachments) within two minutes
- The remaining public records requests (679) are less complicated and can be fulfilled within 1/2 day

Therefore, based on the assumptions, the following calculations represent resources required to meet the 10 day requirement:

Complicated Requests - using the above example:

7,000 emails x 2 minutes of review = 14,000 minutes
 14,000 minutes / 60 min in an hour = 233.333 hours
 233 hours x 5 number of facility emails = 1,166.66 hours
 1,166 x 21 (number of complicated requests anticipated per year) = 24,486 hours
 24,486/1,776 (number of hours worked per FTE per year) = 13.78 or 14 FTE

Non-complicated public records requests: (include requests from contractors/consultants/residents/
industrial due diligence (facility/permit transfers))

679 (remaining non-complicated public records request) (assume 1/2 day to fill the request) = 339 total
days

$339 \times 8 \text{ hours} = 2,712 \text{ total hours}$

$2,712 \text{ total hours} / 1,776 \text{ (number of hours worked per FTE per year)} = 1.5 \text{ or } 2 \text{ FTE}$

Finally, DEQ is dependent on both the Attorney General's office and ETS. The Attorney General's office reviews many of the documents and emails (plus attachments) related to the request ensuring confidential or privileged information is redacted. ETS searches and compiles relevant emails based on the public records request.

Prepared by: Joe Franken Phone: 777-7198

AGENCY ESTIMATE OF ADMINISTRATIVE IMPACT

ESTIMATE PREPARED BY AGENCY – NOT VERIFIED BY LSO

Agency #: 027 Agency name: Wyoming State Construction Department

Does the bill contain an appropriation? Yes No

***Please note: All impacts contained in this agency estimate of administrative impact are in addition to any appropriation contained in the bill.*

Will passage of this bill require additional expenditures? Yes No

Will passage of this bill require additional personnel? Yes No

If so, please provide the following information:

Description: Please give a brief description of the added duties or responsibilities required of your agency which will require additional expenditure or personnel.

- *On page 6 line 8 if a mutually agreed upon date could not be agreed to then the department may have to increase the number of staff needed to meet the ten (10) day requirement. The exact amount is undeterminable depending upon the number and type of request.*

Expenditure detail: Please provide a line item listing of estimated costs. For personnel, list each position by title and include salary and benefit costs. For all other cost categories, list the type of equipment or services needed and the cost associated with each. If the space provided below is not adequate, attach additional information.

	FY 2019	FY 2020	Total
0100 Personnel/Benefit costs:	_____	_____	_____
0200 Supportive Services costs:	_____	_____	_____
0400 Central/Data Services costs:	_____	_____	_____
0500 Space Rental costs:	_____	_____	_____
0600 Grant & Aid payments:	_____	_____	_____
0700 Capital expenditures:	_____	_____	_____
0900 Contractual services costs:	_____	_____	_____
Other costs: (please describe)	_____	_____	_____
Total costs:	_____	_____	_____
Funding			
General:	_____	_____	_____
Federal:	_____	_____	_____
Other:	_____	_____	_____

Assumptions: Please list any relevant assumptions including those concerning growth rates of caseload or number of clients; relevant timing or implementation date and sources of information.

NA

Prepared by: Brandon Finney Phone: 307-777-8671

AGENCY ESTIMATE OF ADMINISTRATIVE IMPACT

ESTIMATE PREPARED BY AGENCY – NOT VERIFIED BY LSO

Agency #: 029 Agency name: Wyoming Water Development Office

Does the bill contain an appropriation? Yes No

***Please note: All impacts contained in this agency estimate of administrative impact are in addition to any appropriation contained in the bill.*

Will passage of this bill require additional expenditures? Yes No

Will passage of this bill require additional personnel? Yes No

If so, please provide the following information:

Description: Please give a brief description of the added duties or responsibilities required of your agency which will require additional expenditure or personnel.

The Water Development Office receives both simple and complex requests for public records. For a simple request, the timelines established in this bill could be adhered to. For a more complex request involving archived records, digital records, and/or legal records, the process to complete the request with estimated timelines is as follows:

1. Respond to request in consultation with the Attorney General’s Office (estimated completion within 7 business days)
2. Determine location and custody of records (estimated completion within 7 business days)
3. Request physical records from archives (estimated completion within 10 business days)
4. Request assistance from Enterprise Technology Services for electronic records requests (estimated completion within 10 business days)
5. Water Development Office review and compilation of records (estimated completion within 10 business days)
6. Request Attorney General’s Office review of records for confidential information (estimated completion within 10 business days)
7. Make records available (estimated completion within 5 business days)

Assuming steps 1 and 2 may be completed concurrently, the total timeline for a complex request may take up to 52 business days to complete. As the Water Development Office cannot comply with the 10 day schedule included in this bill, a fiscal impact statement cannot be provided.

The difficulty in designating a public records person who may face a felony, misdemeanor, and/or termination should also be noted. An employee may face serious repercussions for not meeting timelines through no fault of their own as other agencies are involved in compiling public records requests.

Expenditure detail: Please provide a line item listing of estimated costs. For personnel, list each position by title and include salary and benefit costs. For all other cost categories, list the type of equipment or services needed and the cost associated with each. If the space provided below is not adequate, attach additional information.

	FY 2019	FY 2020	Total
0100 Personnel/Benefit costs:	_____	_____	_____
0200 Supportive Services costs:	_____	_____	_____

0400 Central/Data Services costs:	_____	_____	_____
0500 Space Rental costs:	_____	_____	_____
0600 Grant & Aid payments:	_____	_____	_____
0700 Capital expenditures:	_____	_____	_____
0900 Contractual services costs:	_____	_____	_____
Other costs: (please describe)	_____	_____	_____
Total costs:	_____	_____	_____
Funding			
General:	_____	_____	_____
Federal:	_____	_____	_____
Other:	_____	_____	_____

Assumptions: Please list any relevant assumptions including those concerning growth rates of caseload or number of clients; relevant timing or implementation date and sources of information.

Prepared by: Harry LaBonde Phone: 777-7613

AGENCY ESTIMATE OF ADMINISTRATIVE IMPACT

ESTIMATE PREPARED BY AGENCY – NOT VERIFIED BY LSO

 Agency #: 048 Agency name: Health

 Does the bill contain an appropriation? Yes No

****Please note: All impacts contained in this agency estimate of administrative impact are in addition to any appropriation contained in the bill.**

 Will passage of this bill require additional expenditures? Yes No

 Will passage of this bill require additional personnel? Yes No

If so, please provide the following information:

Description: Please give a brief description of the added duties or responsibilities required of your agency which will require additional expenditure or personnel.

- The Wyoming Department of Health is a covered entity as defined by the Health Insurance Portability and Accountability Act (HIPAA). As such the Department is the custodian of Wyoming citizens' Protected Health Information (PHI). If PHI is inappropriately disclosed, the Department could be subject to fines and penalties. Because of this heightened liability, the requirement to release records within 10-days increases administrative burden for the Department of Health. Given the increased administrative burden the following are some ways the Department could meet the compressed timeline of releasing records within 10 days:
 - Retain an attorney to review public record requests in a timely manner;
 - Retain a temp to assist in processing large requests, including gathering documents, initial screening for PHI and other non-releasable information, redaction, and formatting; and
 - Retain an attorney to do an initial screening of all information requests to determine the type of request and the legal obligations of each request.
- At this time, the actual costs are indeterminate.

Expenditure detail: Please provide a line item listing of estimated costs. For personnel, list each position by title and include salary and benefit costs. For all other cost categories, list the type of equipment or services needed and the cost associated with each. If the space provided below is not adequate, attach additional information.

	FY 2019	FY 2020	Total
0100 Personnel/Benefit costs:	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
0200 Supportive Services costs:	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
0400 Central/Data Services costs:	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
0500 Space Rental costs:	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
0600 Grant & Aid payments:	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
0700 Capital expenditures:	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
0900 Contractual services costs:	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Other costs: (please describe)	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Total costs:	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Funding			
General:	N/A	N/A	N/A
Federal:	N/A	N/A	N/A
Other:	N/A	N/A	N/A

Assumptions: Please list any relevant assumptions including those concerning growth rates of caseload or number of clients; relevant timing or implementation date and sources of information.

- The Wyoming Department of Health is a covered entity as defined HIPAA. As such the Department is the custodian of Wyoming citizens’ Protected Health Information (PHI). There are strict rules regulating the release of PHI. If the Department were to inappropriately disclose PHI, the Department could be subject to federal fines and penalties. Because of the heightened liability with releasing records, the Department takes great care in screening public record requests. This creates additional time in processing and releasing records. Namely, the need for Attorney General review and redaction of documents adds to the time it takes to process record requests.
- The Wyoming Department of Health is a very diverse agency consisting of 26 public health programs, 13 Medicaid related programs, 11 behavioral health programs, 8 aging programs, vital statistics, licensing, the state lab, and five health caring facilities located across the state. The diversity of the WDH increases the effort and time it takes for our record request coordinator to communicate with staff, determine the program that is custodian of records, and to coordinate gathering the records.
- The Wyoming Department of Health receives a wide variety of information requests including data requests, health record requests, research requests, requests for information from advocacy groups, and public record requests. The Department tries to accommodate and respond to each request in a timely manner. However, with the proposed changes in legislation, it is only the public record requests that will have statutory timeframes for release. As such, individuals may choose to submit research and other types of requests through the public record request process in order to leverage the compressed timeframe. If so, the Department will have an increased burden in screening and categorizing information requests to determine statutory timeframes for release. This is an analysis the Department previously did not undertake and will increase administrative burden.

Prepared by: Jeri Hendricks Phone: 307-777-2438

AGENCY ESTIMATE OF ADMINISTRATIVE IMPACT

ESTIMATE PREPARED BY AGENCY – NOT VERIFIED BY LSO

Agency #: 052 Agency name: Board of Medicine

Does the bill contain an appropriation? Yes No

***Please note: All impacts contained in this agency estimate of administrative impact are in addition to any appropriation contained in the bill.*

Will passage of this bill require additional expenditures? Yes No

Will passage of this bill require additional personnel? Yes No

If so, please provide the following information:

Description: Please give a brief description of the added duties or responsibilities required of your agency which will require additional expenditure or personnel.

It is unclear what effect the legislation will have on the number and scope of public records requests being made of the Board of Medicine; however, the broadening of the requirements for responding to such requests suggests the Board of Medicine will likely experience higher costs to comply. It is not possible to quantify the increases at this time.

Expenditure detail: Please provide a line item listing of estimated costs. For personnel, list each position by title and include salary and benefit costs. For all other cost categories, list the type of equipment or services needed and the cost associated with each. If the space provided below is not adequate, attach additional information.

	FY 2019	FY 2020	Total
0100 Personnel/Benefit costs:	_____	_____	_____
0200 Supportive Services costs:	_____	_____	_____
0400 Central/Data Services costs:	_____	_____	_____
0500 Space Rental costs:	_____	_____	_____
0600 Grant & Aid payments:	_____	_____	_____
0700 Capital expenditures:	_____	_____	_____
0900 Contractual services costs:	_____	_____	_____
Other costs: (please describe)	_____	_____	_____
Total costs:	_____	_____	_____
Funding			
General:	_____	_____	_____
Federal:	_____	_____	_____
Other:	_____	_____	_____

Assumptions: Please list any relevant assumptions including those concerning growth rates of caseload or number of clients; relevant timing or implementation date and sources of information.

Prepared by: Kevin Bohnenblust Phone: 307-778-7053

AGENCY ESTIMATE OF ADMINISTRATIVE IMPACT

ESTIMATE PREPARED BY AGENCY – NOT VERIFIED BY LSO

Agency #: 053 Agency name: Department of Workforce Services

Does the bill contain an appropriation? Yes No

***Please note: All impacts contained in this agency estimate of administrative impact are in addition to any appropriation contained in the bill.*

Will passage of this bill require additional expenditures? Unknown Yes No

Will passage of this bill require additional personnel? Unknown Yes No

If so, please provide the following information:

Description: Please give a brief description of the added duties or responsibilities required of your agency which will require additional expenditure or personnel.

If this bill passed with the proposed short timelines and criminal penalties, it would require immediate re-allocation of daily work, or could require an independent assignment to accomplish the task. The latter could conceivably require a specific permanent assignment for which DWS does not have a position.

Expenditure detail: Please provide a line item listing of estimated costs. For personnel, list each position by title and include salary and benefit costs. For all other cost categories, list the type of equipment or services needed and the cost associated with each. If the space provided below is not adequate, attach additional information.

	FY 2019	FY 2020	Total
0100 Personnel/Benefit costs:	<u>Unknown</u>	<u>Unknown</u>	<u>Unknown</u>
0200 Supportive Services costs:	<u>Unknown</u>	<u>Unknown</u>	<u>Unknown</u>
0400 Central/Data Services costs:	<u>Unknown</u>	<u>Unknown</u>	<u>Unknown</u>
0500 Space Rental costs:	<u> </u>	<u> </u>	<u> </u>
0600 Grant & Aid payments:	<u> </u>	<u> </u>	<u> </u>
0700 Capital expenditures:	<u> </u>	<u> </u>	<u> </u>
0900 Contractual services costs:	<u> </u>	<u> </u>	<u> </u>
Other costs: (please describe)	<u> </u>	<u> </u>	<u> </u>
Total costs:	<u> </u>	<u> </u>	<u> </u>
Funding			
General:	<u>Unknown</u>	<u>Unknown</u>	<u>Unknown</u>
Federal:	<u>Unknown</u>	<u>Unknown</u>	<u>Unknown</u>
Other:	<u>Unknown</u>	<u>Unknown</u>	<u>Unknown</u>

Assumptions: Please list any relevant assumptions including those concerning growth rates of caseload or number of clients; relevant timing or implementation date and sources of information.

Prepared by: Hayley McKee Phone: 307-777-8229

AGENCY ESTIMATE OF ADMINISTRATIVE IMPACT

ESTIMATE PREPARED BY AGENCY – NOT VERIFIED BY LSO

Agency #: 057 Agency name: Community College Commission

Does the bill contain an appropriation? Yes No

***Please note: All impacts contained in this agency estimate of administrative impact are in addition to any appropriation contained in the bill.*

Will passage of this bill require additional expenditures? Yes No

Will passage of this bill require additional personnel? Yes No

If so, please provide the following information:

Description: Please give a brief description of the added duties or responsibilities required of your agency which will require additional expenditure or personnel.

In the absence of a mutually agreed-upon public records release date, satisfaction of the ten-day turn-around time, particularly for voluminous and/or complicated requests, could necessitate either overtime or temporary staffing. This would be true for not only the Commission, but also the seven community colleges. Absent knowledge of the scope of future requests, these additional expenditures are indeterminable.

Expenditure detail: Please provide a line item listing of estimated costs. For personnel, list each position by title and include salary and benefit costs. For all other cost categories, list the type of equipment or services needed and the cost associated with each. If the space provided below is not adequate, attach additional information.

	FY 2019	FY 2020	Total
0100 Personnel/Benefit costs:	<u>Unknown</u>	<u>Unknown</u>	<u>Unknown</u>
0200 Supportive Services costs:	<u> </u>	<u> </u>	<u> </u>
0400 Central/Data Services costs:	<u> </u>	<u> </u>	<u> </u>
0500 Space Rental costs:	<u> </u>	<u> </u>	<u> </u>
0600 Grant & Aid payments:	<u> </u>	<u> </u>	<u> </u>
0700 Capital expenditures:	<u> </u>	<u> </u>	<u> </u>
0900 Contractual services costs:	<u> </u>	<u> </u>	<u> </u>
Other costs: (college personnel/benefit costs)	<u>Unknown</u>	<u>Unknown</u>	<u>Unknown</u>
Total costs:	<u>Unknown</u>	<u>Unknown</u>	<u>Unknown</u>
Funding			
General:	<u>Unknown</u>	<u>Unknown</u>	<u>Unknown</u>
Federal:	<u> </u>	<u> </u>	<u> </u>
Other:	<u>Unknown</u>	<u>Unknown</u>	<u>Unknown</u>

Assumptions: Please list any relevant assumptions including those concerning growth rates of caseload or number of clients; relevant timing or implementation date and sources of information.

Prepared by: Matthew Petry Phone: 777-5859

AGENCY ESTIMATE OF ADMINISTRATIVE IMPACT

ESTIMATE PREPARED BY AGENCY – NOT VERIFIED BY LSO

Agency #: 060 Agency name: Office of State Lands and Investments

Does the bill contain an appropriation? Yes No

***Please note: All impacts contained in this agency estimate of administrative impact are in addition to any appropriation contained in the bill.*

Will passage of this bill require additional expenditures? Yes No

Will passage of this bill require additional personnel? Yes No

If so, please provide the following information:

Description: Please give a brief description of the added duties or responsibilities required of your agency which will require additional expenditure or personnel.

Expenditure detail: Please provide a line item listing of estimated costs. For personnel, list each position by title and include salary and benefit costs. For all other cost categories, list the type of equipment or services needed and the cost associated with each. If the space provided below is not adequate, attach additional information.

	FY 2019	FY 2020	Total
0100 Personnel/Benefit costs:	_____	_____	_____
0200 Supportive Services costs:	_____	_____	_____
0400 Central/Data Services costs:	_____	_____	_____
0500 Space Rental costs:	_____	_____	_____
0600 Grant & Aid payments:	_____	_____	_____
0700 Capital expenditures:	_____	_____	_____
0900 Contractual services costs:	_____	_____	_____
Other costs: (please describe)	_____	_____	_____
Total costs:	_____	_____	_____
Funding			
General:	_____	_____	_____
Federal:	_____	_____	_____
Other:	_____	_____	_____

Assumptions: Please list any relevant assumptions including those concerning growth rates of caseload or number of clients; relevant timing or implementation date and sources of information.

At this time it is difficult to determine the amount of staff time required to fulfil potential public record requests. Staff time and resources would be dependent on the number and size of potential public record requests.

Prepared by: Susan Child, Deputy Director Phone: 307.777.3428

AGENCY ESTIMATE OF ADMINISTRATIVE IMPACT

ESTIMATE PREPARED BY AGENCY – NOT VERIFIED BY LSO

Agency #: 061 Agency name: Wyoming Board of CPAs

Does the bill contain an appropriation? Yes No x

***Please note: All impacts contained in this agency estimate of administrative impact are in addition to any appropriation contained in the bill.*

Will passage of this bill require additional expenditures? Yes x No

Will passage of this bill require additional personnel? Yes No x

If so, please provide the following information:

Description: Please give a brief description of the added duties or responsibilities required of your agency which will require additional expenditure or personnel.

Passage of the bill may lead to the agency requesting a reclassification of a staff member to assume a responsibility that carries a threat of possible felony prosecution. The agency would then request an increase in compensation for the reclassified staff member.

Expenditure detail: Please provide a line item listing of estimated costs. For personnel, list each position by title and include salary and benefit costs. For all other cost categories, list the type of equipment or services needed and the cost associated with each. If the space provided below is not adequate, attach additional information.

	FY 2019	FY 2020	Total
	See comment under "Assumpti ons" below.		
0100 Personnel/Benefit costs:	<u> </u>	<u> </u>	<u> </u>
0200 Supportive Services costs:	<u> </u>	<u> </u>	<u> </u>
0400 Central/Data Services costs:	<u> </u>	<u> </u>	<u> </u>
0500 Space Rental costs:	<u> </u>	<u> </u>	<u> </u>
0600 Grant & Aid payments:	<u> </u>	<u> </u>	<u> </u>
0700 Capital expenditures:	<u> </u>	<u> </u>	<u> </u>
0900 Contractual services costs:	<u> </u>	<u> </u>	<u> </u>
Other costs: (please describe)	<u> </u>	<u> </u>	<u> </u>
Total costs:	<u> </u>	<u> </u>	<u> </u>
Funding			
General:	<u> </u>	<u> </u>	<u> </u>
Federal:	<u> </u>	<u> </u>	<u> </u>
Other:	<u> </u>	<u> </u>	<u> </u>

Assumptions: Please list any relevant assumptions including those concerning growth rates of caseload or number of clients; relevant timing or implementation date and sources of information.

I think it is difficult to determine how a staff member's compensation would change in accordance with State guidelines.

Prepared by: Pamela Ivey Phone: 307-777-7551

AGENCY ESTIMATE OF ADMINISTRATIVE IMPACT

ESTIMATE PREPARED BY AGENCY – NOT VERIFIED BY LSO

Agency #: 067 Agency name: University of Wyoming

Does the bill contain an appropriation? Yes No

***Please note: All impacts contained in this agency estimate of administrative impact are in addition to any appropriation contained in the bill.*

Will passage of this bill require additional expenditures? Yes No

Will passage of this bill require additional personnel? Yes No

If so, please provide the following information:

Description: Please give a brief description of the added duties or responsibilities required of your agency which will require additional expenditure or personnel.

The University of Wyoming receives over 200 requests for public records per year, on average. The number of requests is increasing each year. Many of the requests are for numerous documents. Many of the requests require extensive review of electronic and other communication and documentation in order to protect confidential information as required by federal and state confidentiality, education, and personnel policy and law.

In order to comply with this legislation, it is expected that three additional positions would be necessary at the university. 1. Public information officer/specialist; 2) additional attorney in office of general counsel; 3) Computer Support Specialist. These would be benefited positions. Salaries/benefits are set out below.

While the costs of the necessary additional positions are set out in the following table, it should be noted that there may be additional expenses to the university that are harder to quantify; including: increased workload to existing staff; increased development of policies and procedures for handling public records requests; and increased reliance on outside legal counsel.

Expenditure detail: Please provide a line item listing of estimated costs. For personnel, list each position by title and include salary and benefit costs. For all other cost categories, list the type of equipment or services needed and the cost associated with each. If the space provided below is not adequate, attach additional information.

	FY 2019	FY 2020	Total
		235,762.3	235,762.3
		-	-
0100 Personnel/Benefit costs:	N/A	265,962.3	265,962.3
		\$52,194/ salary	
Public information officer		\$26,618.9 /benefits	\$78,812.9
		\$65,000- \$85,000 / salary	
Attorney position		\$33,150- \$43,350/ benefits	\$98,150- \$128,350
		\$38,940/ salary	
Computer Support Specialist		19,859.4/ benefits	\$58,799.4

0200 Supportive Services costs:	_____	_____	_____
0400 Central/Data Services costs:	_____	_____	_____
0500 Space Rental costs:	_____	_____	_____
0600 Grant & Aid payments:	_____	_____	_____
0700 Capital expenditures:	_____	_____	_____
0900 Contractual services costs:	_____	_____	_____
Other costs: (please describe)	_____	_____	_____
Total costs:	_____	_____	_____
		235,762.3	235,762.3
Funding		-	-
General:	_____	265,962.3	265,962.3
Federal:	_____	_____	_____
Other:	_____	_____	_____

Assumptions: Please list any relevant assumptions including those concerning growth rates of caseload or number of clients; relevant timing or implementation date and sources of information.

Prepared by: Meredith Asay Phone: 307.766.4121

AGENCY ESTIMATE OF ADMINISTRATIVE IMPACT

ESTIMATE PREPARED BY AGENCY – NOT VERIFIED BY LSO

Agency #: 077 Agency name: Enterprise Technology Services

Does the bill contain an appropriation? Yes No

****Please note: All impacts contained in this agency estimate of administrative impact are in addition to any appropriation contained in the bill.**

Will passage of this bill require additional expenditures? Yes No

Will passage of this bill require additional personnel? Yes No

If so, please provide the following information:

Description: Please give a brief description of the added duties or responsibilities required of your agency which will require additional expenditure or personnel.

We will need to hire 1 FTE to meet the request for the Department of Enterprise Technology designee and to provide assistance for all other agencies public records requests in order to fulfill the duties outlined in this draft bill.

We will also require 1 FTE to meet the requirements of investigations for other agencies as well as assist in formatting requests found during the investigation. Investigation of non-compliant claims is a new requirement of the Chief Information Officer.

Expenditure detail: Please provide a line item listing of estimated costs. For personnel, list each position by title and include salary and benefit costs. For all other cost categories, list the type of equipment or services needed and the cost associated with each. If the space provided below is not adequate, attach additional information.

	FY 2019	FY 2020	Total
0100 Personnel/Benefit costs:	\$42,875	\$171,500	\$214,375
0200 Supportive Services costs:	\$9,000	\$20,800	\$29,800
0400 Central/Data Services costs:	\$0.00	\$0.00	\$0.00
0500 Space Rental costs:	\$0.00	\$0.00	\$0.00
0600 Grant & Aid payments:	\$0.00	\$0.00	\$0.00
0700 Capital expenditures:	\$0.00	\$0.00	\$0.00
0900 Contractual services costs:	\$0.00	\$0.00	\$0.00
Other costs: (please describe)	\$150,000	\$150,000	\$300,000
Total costs:	\$201,875	\$342,300	\$544,175
Funding			
General:	\$201,875	\$342,300	\$544,175
Federal:	\$0.00	\$0.00	\$0.00
Other:	\$0.00	\$0.00	\$0.00

CTST08 Systems Technologist II - Yearly Salary and Benefits \$79,000

CTST10 Systems Technologist IV - Yearly Salary and Benefits \$92,500

Support Costs:

One forensic grade computers: \$4,000 each - purchase in FY19
One computer \$1,200 - purchase in FY19
Office Supplies: \$400 per employee/year - purchase in FY19 and FY 20
Travel: \$1,000/month - 3 months FY 19 and 12 months in FY 20
Training/Certifications: \$4000/person/year - purchase in FY20

Other Costs:

Software required to run data forensics and secure discovery of records: \$150,000.00/year (estimated based on MSRP of leading forensic data discovery software).

This is the best case scenario for funding because the software that would need to be purchased might not function on all platforms and additional software may be needed depending upon the request and database.

Assumptions: Please list any relevant assumptions including those concerning growth rates of caseload or number of clients; relevant timing or implementation date and sources of information.

We are basing the FTE for all agency's requests on one record request consuming an average of 20 hours per request which equates to about 100 requests per year.

We are basing the FTE for the CIO investigations on one request consuming an average of 40 hours per request which equates to about 50 investigations per year.

Prepared by: Tony Young Phone: 777-5840

AGENCY ESTIMATE OF ADMINISTRATIVE IMPACT

ESTIMATE PREPARED BY AGENCY – NOT VERIFIED BY LSO

Agency #: 080 Agency name: Department of Corrections

Does the bill contain an appropriation? Yes No

****Please note: All impacts contained in this agency estimate of administrative impact are in addition to any appropriation contained in the bill.**

Will passage of this bill require additional expenditures? Yes No

Will passage of this bill require additional personnel? Yes No

If so, please provide the following information:

Description: Please give a brief description of the added duties or responsibilities required of your agency which will require additional expenditure or personnel.

The fiscal impact of the proposed legislation is indeterminable. There are currently no measures in place to predict the amount of public records requests that will be made under the public records act. The proposed legislation may result in the need for additional personnel in order to ensure large requests are satisfied in the time frames outlined. Currently the agency satisfies public records requests by requiring staff to work on them as time allows, some requests have taken up to 400 staff hours to complete. With the requirement to satisfy a public records request through a mutually agreed upon time frame or within ten (10) days, staff will have to dedicate more time and prioritize public records requests over other duties. Therefore, depending on the volume of public records requests additional personnel may be needed.

Expenditure detail: Please provide a line item listing of estimated costs. For personnel, list each position by title and include salary and benefit costs. For all other cost categories, list the type of equipment or services needed and the cost associated with each. If the space provided below is not adequate, attach additional information.

	FY 2019	FY 2020	Total
0100 Personnel/Benefit costs:	_____	_____	_____
0200 Supportive Services costs:	_____	_____	_____
0400 Central/Data Services costs:	_____	_____	_____
0500 Space Rental costs:	_____	_____	_____
0600 Grant & Aid payments:	_____	_____	_____
0700 Capital expenditures:	_____	_____	_____
0900 Contractual services costs:	_____	_____	_____
Other costs: (please describe)	_____	_____	_____
Total costs:	_____	_____	_____
Funding			
General:	_____	_____	_____
Federal:	_____	_____	_____
Other:	_____	_____	_____

Assumptions: Please list any relevant assumptions including those concerning growth rates of caseload or number of clients; relevant timing or implementation date and sources of information.

Prepared by: Kayla Opdahl Phone: 777-5983

AGENCY ESTIMATE OF ADMINISTRATIVE IMPACT

ESTIMATE PREPARED BY AGENCY – NOT VERIFIED BY LSO

Agency #: 081 Agency name: Wyoming Board of Parole

Does the bill contain an appropriation? Yes ___ No x
**Please note: All impacts contained in this agency estimate of administrative impact are in addition to any appropriation contained in the bill.
Will passage of this bill require additional expenditures? Yes x No ___
Will passage of this bill require additional personnel? Yes x No ___

If so, please provide the following information:

Description: Please give a brief description of the added duties or responsibilities required of your agency which will require additional expenditure or personnel.

Possibility of criminal liability to the agency and it's employees will likely increase compliance costs and impose potentially material and monetary risks that, although substantial, cannot be predicted with a reasonable degree of certainty. However, it can reasonably be expected that responding to public record requests in the accelerated times required by bill would impose additional production or response obligations which would require both additional expenditure and personnel.

Expenditure detail: Please provide a line item listing of estimated costs. For personnel, list each position by title and include salary and benefit costs. For all other cost categories, list the type of equipment or services needed and the cost associated with each. If the space provided below is not adequate, attach additional information.

Table with 4 columns: Description, FY 2019, FY 2020, Total. Rows include Personnel/Benefit costs (44265.60), Supportive Services costs, Central/Data Services costs (*would require procurement, of a larger space), Space Rental costs (*), Grant & Aid payments, Capital expenditures, Contractual services costs, Other costs (please describe), Total costs (44265.60), and Funding (General, Federal, Other).

Assumptions: Please list any relevant assumptions including those concerning growth rates of caseload or number of clients; relevant timing or implementation date and sources of information.

Increased work load would likely require additional personnel. The agency assumes that such personnel would be paid at BAAS05 administrative position salary.

Prepared by: Kimberly Gallegos Phone: 307-777-5444

AGENCY ESTIMATE OF ADMINISTRATIVE IMPACT

ESTIMATE PREPARED BY AGENCY – NOT VERIFIED BY LSO

Agency #: 103 Agency name: Commission on Judicial Conduct & Ethics

Does the bill contain an appropriation? Yes No

***Please note: All impacts contained in this agency estimate of administrative impact are in addition to any appropriation contained in the bill.*

Will passage of this bill require additional expenditures? Yes No

Will passage of this bill require additional personnel? Yes No

If so, please provide the following information:

Description: Please give a brief description of the added duties or responsibilities required of your agency which will require additional expenditure or personnel.

The fiscal impact of this proposed legislation is indeterminable. The commission has one employee who currently serves as the designated records manager. It rarely receives record requests. When records requests are received they are responded to promptly and documents not subject to confidentiality per court rule are provided as soon as possible.

Expenditure detail: Please provide a line item listing of estimated costs. For personnel, list each position by title and include salary and benefit costs. For all other cost categories, list the type of equipment or services needed and the cost associated with each. If the space provided below is not adequate, attach additional information.

	FY 2019	FY 2020	Total
0100 Personnel/Benefit costs:	_____	_____	_____
0200 Supportive Services costs:	_____	_____	_____
0400 Central/Data Services costs:	_____	_____	_____
0500 Space Rental costs:	_____	_____	_____
0600 Grant & Aid payments:	_____	_____	_____
0700 Capital expenditures:	_____	_____	_____
0900 Contractual services costs:	_____	_____	_____
Other costs: (please describe)	_____	_____	_____
Total costs:	0	0	0
Funding			
General:	_____	_____	_____
Federal:	_____	_____	_____
Other:	_____	_____	_____

Assumptions: Please list any relevant assumptions including those concerning growth rates of caseload or number of clients; relevant timing or implementation date and sources of information.

Prepared by: Wendy Soto Phone: 778-7792