


Government of the District of Columbia
Office of the Chief Financial Officer



Jeffrey S. DeWitt
Chief Financial Officer

MEMORANDUM

TO: The Honorable Phil Mendelson
Chairman, Council of the District of Columbia

FROM: Jeffrey S. DeWitt
Chief Financial Officer 

DATE: November 14, 2018

SUBJECT: Fiscal Impact Statement – Paperwork Reduction and Data Collection Act of 2018

REFERENCE: Bill 22-574, Committee Print as shared with the Office of Revenue Analysis on October 12, 2018

Conclusion

Funds are not sufficient in the fiscal year 2019 through 2022 budget and financial plan to implement the bill. The bill will cost \$145,610 in fiscal year 2019 and \$467,920 over the four-year financial plan.

Background

The bill establishes a Data Sharing and Paperwork Reduction Advisory Council (DSPRC). The DSPRC is required to issue recommendations annually on reducing redundant paperwork and protecting data collected by multiple District agencies. DSPRC must meet on at least a quarterly basis and evaluate:

- The process by which District agencies compile, maintain, and update data received from residents and organizations;
- The data collection and entry policies of District agencies for inefficiencies, duplicative practices, and redundant paperwork;
- The need for and ability of District agencies to access data through an interagency data sharing system;
- The ease and ability of residents and organizations to update information provided to agencies;
- The extent to which the same or similar data requested of different agencies may be reduced;
- The time and resources that the District could save by reducing the request of duplicative data and sharing data by agencies;
- The viability of sharing data with other agencies; and
- The extent to which requesting data by multiple agencies produces errors in information.

The Honorable Phil Mendelson

FIS: "Paperwork Reduction and Data Collection Act of 2018," Bill 22-574, Committee Print as shared with the Office of Revenue Analysis on October 12, 2018

DSPRC will be composed of at least 15 appointed members including:

- The Chief Technology Officer (CTO) or the CTO's designee (DSPRC Chairperson);
- The Chief Data Officer or the Chief Data Officer's designee;
- The Director of the Department of Small and Local Business Development or the Director's designee;
- The Director of the Department of Employment Services or the Director's designee;
- The Director of the Alcoholic Beverage Regulation Administration or the Director's designee;
- The Director of the Department of Consumer and Regulatory Affairs or the Director's designee;
- The Chief Financial Officer (CFO) for the District of Columbia or the CFO's designee;
- The Executive Director of the Board of Elections or the Executive Director's designee;
- The Director of the Department of Motor Vehicles or the Director's designee;
- The Director of the Department of Health or the Director's designee; and,
- Five community representatives, appointed by the Mayor, who are owners of businesses holding an on-premises retailer's license.

The community representatives will serve a term of two years, with initial staggered appointments. Vacancies must be filled in the same manner as the original appointment to the position that became vacant. Community representatives who are appointed to fill vacancies that occur before the expiration of a community representative's full term can only serve the unexpired portion of the community representative's term.

The Office of the Chief Technology Officer (OCTO) is required to provide DSPRC with an annual operating budget, which shall include funds to maintain a website where DSPRC shall provide a public listing of members, meeting notices, and meeting minutes, and shall solicit community input.

Financial Plan Impact

Funds are not sufficient in the fiscal year 2019 through 2022 budget and financial plan to implement the bill. The bill will cost \$145,610 in fiscal year 2019 and \$467,920 over the four-year financial plan.

OCTO will need additional funds to hire a Program Analyst to assist DSPRC and to implement recommendations on paperwork reduction and data collection redundancies. OCTO will also need additional nonpersonal services funds to purchase computers for newly hired personnel and fund any needed contracts supporting the functions of DSPRC. In total, OCTO will need \$145,610 in fiscal year 2019 and \$467,920 over the four-year financial plan.

| Bill 22-574, Paperwork Reduction and Data Collection Act of 2018 | | | | | |
|---|------------------|------------------|------------------|------------------|------------------|
| Total Fiscal Impact | | | | | |
| | FY 2019 | FY 2020 | FY 2021 | FY 2022 | Total |
| Salary and Fringe ^(a) | \$90,610 | \$93,330 | \$96,130 | \$99,010 | \$379,070 |
| Nonpersonal Services ^(b) | \$5,000 | \$5,090 | \$5,180 | \$5,270 | \$20,530 |
| Website Development and Maintenance ^(c) | \$50,000 | \$6,000 | \$6,110 | \$6,210 | \$68,320 |
| Total | \$145,610 | \$104,410 | \$107,410 | \$110,490 | \$467,920 |

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Table Notes:

- a) Assume one Grade-12, Step-1 FTE and a fringe rate of 22.6 percent. Assumes 3 percent growth to account for salary step increases.
- b) Assumes 1.75 percent cost growth to account for changes in the Consumer Price Index.
- c) Assumes one-time cost of \$50,000 for website development and \$6,000 for ongoing maintenance. Assumes cost growth rate of 1.75 percent.