

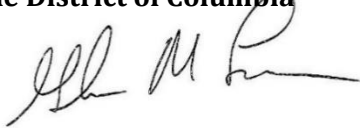
Government of the District of Columbia
Office of the Chief Financial Officer



Glen Lee
Chief Financial Officer

MEMORANDUM

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

FROM: Glen Lee
Chief Financial Officer 

DATE: November 22, 2023

SUBJECT: Fiscal Impact Statement – Work Order Integrity Amendment Act of 2023

REFERENCE: Bill 25-218, Committee Print as provided to the Office of Revenue Analysis on November 20, 2023

Conclusion

Funds are sufficient in the fiscal year 2024 through fiscal year 2027 budget and financial plan to implement the bill.

Background

The bill codifies a process for the Facilities Management Division of the Department of General Services (DGS) to manage work order requests related to District of Columbia Public Schools (DCPS) facilities.

First, the bill requires DGS to provide relevant DCPS staff with annual training in how to enter, track, and manage work order requests in DGS's Computerized Maintenance Management System (CMMS).

Second, the bill requires that DGS provide email notifications of work order status changes to the relevant DCPS staff.

Third, the bill requires DGS to provide DCPS staff with a mechanism to provide feedback on whether a work order has been completed to the school's satisfaction. If DCPS affirms completion of a work order, then the work order is deemed completed by DGS. If DCPS indicates that work has not been completed satisfactorily, the work order must remain open. If DCPS does not provide any feedback within 14 days, a DGS representative must review the work order record in CMMS to determine if it

The Honorable Phil Mendelson

FIS: Bill 25-218, "Work Order Integrity Amendment Act of 2023," Draft bill as provided to the Office of Revenue Analysis on November 20, 2023

can be considered complete based on available evidence. DGS must track when and by whom work orders are closed out without input from DCPS.

Financial Plan Impact

Funds are sufficient in the fiscal year 2024 through fiscal year 2027 budget and financial plan to implement the bill.

The requirements of the bill closely align with the current work order management process established by DGS. Currently, DGS allows 14 days for DCPS staff to weigh in on completed work orders, and the system will automatically email relevant requesters when the 14-day period begins. Beginning this fiscal year, DGS is providing bi-monthly training sessions with front-line DCPS staff and quarterly training sessions for other stakeholders including school principals. Lastly, DGS engaged a contracted team of ten personnel and one DGS supervisor (known as the "LAST Team") to verify that work orders have all the required components to be closed administratively. It is expected that the LAST Team will continue to do this for all work orders that have not been denied or affirmatively approved by DCPS staff.