

COMMITTEE ON LEGISLATIVE RESEARCH
OVERSIGHT DIVISION

FISCAL NOTE

L.R. No.: 1728-02
Bill No.: HB 854
Subject: Licenses - Driver's; Emergencies; Law Enforcement Officers and Agencies
Type: Original
Date: March 29, 2011

Bill Summary: This proposal requires the Department of Revenue to establish an emergency contact database for driver's license holders.

FISCAL SUMMARY

ESTIMATED NET EFFECT ON GENERAL REVENUE FUND			
FUND AFFECTED	FY 2012	FY 2013	FY 2014
General Revenue	(\$35,414)	(\$35,205)	(\$35,560)
Total Estimated Net Effect on General Revenue Fund	(\$35,414)	(\$35,205)	(\$35,560)

ESTIMATED NET EFFECT ON OTHER STATE FUNDS			
FUND AFFECTED	FY 2012	FY 2013	FY 2014
Total Estimated Net Effect on <u>Other</u> State Funds	\$0	\$0	\$0

Numbers within parentheses: () indicate costs or losses.
This fiscal note contains 7 pages.

ESTIMATED NET EFFECT ON FEDERAL FUNDS			
FUND AFFECTED	FY 2012	FY 2013	FY 2014
Total Estimated Net Effect on <u>All</u> Federal Funds	\$0	\$0	\$0

ESTIMATED NET EFFECT ON FULL TIME EQUIVALENT (FTE)			
FUND AFFECTED	FY 2012	FY 2013	FY 2014
General Revenue	1 FTE	1 FTE	1 FTE
Total Estimated Net Effect on FTE	1 FTE	1 FTE	1 FTE

- Estimated Total Net Effect on All funds expected to exceed \$100,000 savings or (cost).
- Estimated Net Effect on General Revenue Fund expected to exceed \$100,000 (cost).

ESTIMATED NET EFFECT ON LOCAL FUNDS			
FUND AFFECTED	FY 2012	FY 2013	FY 2014
Local Government	\$0	\$0	\$0

FISCAL ANALYSIS

ASSUMPTION

According to officials from the **Office of Secretary of State (SOS)**, many bills considered by the General Assembly include provisions allowing or requiring agencies to submit rules and regulations to implement the proposal. The SOS is provided with core funding to handle a certain amount of normal activity resulting from each year's legislative session. The fiscal impact for this fiscal note to the SOS for Administrative Rules is less than \$2,500.

Oversight assumes the SOS could absorb the costs of printing and distributing regulations related to this proposal. If multiple bills pass which require the printing and distribution of regulations at substantial costs, the SOS could request funding through the appropriation process. Any decisions to raise fees to defray costs would likely be made in subsequent fiscal years.

According to officials from the **Joint Committee on Administrative Rules (JCAR)**, this proposal should not create any additional fiscal impact above current appropriations to JCAR.

Officials from the **Department of Public Safety - Missouri State Highway Patrol** state that since the Department of Revenue is modifying an existing database, the Highway Patrol believes the impact will be minimal and can be absorbed with existing resources.

Officials from the **Department of Revenue (DOR)** provided the following assumptions regarding the fiscal impact of this proposed legislation:

Administrative Impact - Driver License Bureau Motor (DLB)

This proposed section will require:

- o Development of business and system requirements to develop the emergency contact database.
- o Develop requirements for the Missouri Electronic Driver License system to collect emergency contact information at the time of application or as a database update for a person already holding a document.
- o Develop requirements for an on-line application to collect emergency contact information.
- o Develop requirements for Driver License Bureau manual entry applications to enter emergency contact information requests received by mail.
- o User testing of all new and modified applications for collection of emergency contact information.
- o Modify the Missouri Driver Manual, electronic and hard copy formats.

ASSUMPTION (continued)

- o Modify mail-in license application forms related to option to enter emergency contact information.
- o Update Department web site to add information related to option to add emergency contact information.
- o Develop a new form to be made available for on-line or print and mail submission.
- o Hire at minimum one (1) full time Revenue Processing Tech I to key requests or add or update contact person information.
- o Drafting and filing of a new rule related to collection and storage of emergency contact person information.

Driver's License Bureau - FY 12

The number of new estimated FTE is based on potential for on-line submission which would reduce requirements for additional FTE to key requests and using a basis of approximately 40,000 manually keyed address change requests received annually.

1 New FTE - Revenue Processing Tech I	\$2,115 per month x 10 months	\$21,150
Administrative Analyst	320 hrs @ \$24 per hr	\$ 7,680
Management Analyst Specialist II	480 hrs @ \$23 per hr	\$11,040
Revenue Band Manager	80 hrs @ \$30 per hr	<u>\$ 2,400</u>
		\$42,270

DLB Expenses

Cubicle (with work surface and file)		\$ 3,900
Chair		\$ 410
PC with standard software		\$ 884
Expendable Supplies		<u>\$ 300</u>
		\$ 5,494

Personnel Services Bureau FY12

Update Web Page Information - Administrative Analyst III	10 hrs @ \$22	\$ 220
Develop Form - Management Analysis Spec I	40 hrs @ \$20	\$ 800
Develop Procedures - Management Analysis Spec I	40 hrs @ \$20	<u>\$ 800</u>
	Total	\$ 1,820

ASSUMPTION (continued)

Driver's License Bureau - FY 13 and FY 14

On-going FTE - Revenue Processing Tech I \$2,115 per month x 12 months \$25,380

Oversight assumes DOR is provided with core funding to handle a certain amount of activity each year. **Oversight** assumes DOR could absorb the personal service costs other than the one full-time FTE related to this proposal. If multiple bills pass which require additional staffing and duties at substantial costs, DOR could request funding through the appropriation process.

Oversight has, for fiscal note purposes only, changed the DOR starting salary for the Revenue Processing Tech 1 to correspond to the second step above minimum for comparable positions in the state's merit system pay grid. This decision reflects a study of actual starting salaries for new state employees over the last six months of FY 2002 and policy of the Oversight Subcommittee of the Joint Committee on Legislative Research.

Information Technology - OA-ITSD (DOR)

The Department's response to a proposal similar to or identical to this one in a previous session indicated the Department planned to absorb the administrative costs to implement the proposal. Due to budget constraints, reduction of staff and the limitations within the Department's driver license legacy systems, changes cannot be made without significant impact to the Department's resources and budget. Therefore, the IT portion of the fiscal impact is estimated with a level of effort valued at \$19,660 based on using an OTC contractor @ \$100/hour for 80 hours and 440 FTE hours.

Assumption:

MEDL impact:

New transaction from Missouri Electronic Drivers License (MEDL) to Central Driver Information System (CDIS)

New screen to capture data

1 Keane contractor for 80 hours @ \$100 = \$8,000

ASSUMPTION (continued)

Missouri Driver License System (MODL) impact:

- New transaction from CDIS to MODL
- New CDIS screen
- New MODL screens
- New database areas to store data
- Extract changes
- New batch update program
- 3 MODL programmers for 440 hours

Oversight assumes OA-ITSD (DOR) is provided with core funding to handle a certain amount of activity each year. If multiple bills pass which require additional staffing and duties at substantial costs, DOR could request funding through the appropriation process.

Officials from the **Boone County Sheriff's Department, Springfield Police Department, St Louis County Police Department,** and the **Columbia Police Department** state this proposal will have no fiscal impact on their respective departments.

<u>FISCAL IMPACT - State Government</u>	FY 2012 (10 Mo.)	FY 2013	FY 2014
GENERAL REVENUE			
<u>Cost - Department of Revenue (DOR)</u>			
Personal Services (1 FTE)	(\$18,900)	(\$22,907)	(\$23,136)
Fringe Benefits	(\$11,070)	(\$11,990)	(\$12,109)
Equipment and Expense	<u>(\$5,444)</u>	<u>(\$308)</u>	<u>(\$315)</u>
TOTAL DOR COST	(\$35,414)	(\$35,205)	(\$35,560)
 FTE Change - DOR	 1 FTE	 1 FTE	 1 FTE
 EXPECTED NET EFFECT ON GENERAL REVENUE	 <u>(\$35,414)</u>	 <u>(\$35,205)</u>	 <u>(\$35,560)</u>
 Expected Net FTE Change on General Revenue	 1 FTE	 1 FTE	 1 FTE

<u>FISCAL IMPACT - Local Government</u>	FY 2012 (10 Mo.)	FY 2013	FY 2014
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

FISCAL IMPACT - Small Business

No direct fiscal impact to small businesses would be expected as a result of this proposal.

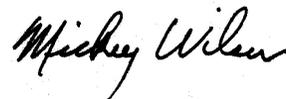
FISCAL DESCRIPTION

The proposed legislation appears to have no fiscal impact.

This legislation is not federally mandated, would not duplicate any other program and would not require additional capital improvements or rental space.

SOURCES OF INFORMATION

Department of Revenue
Department of Public Safety
 Missouri State Highway Patrol
Office of Secretary of State
 Administrative Rules Division
Joint Committee on Administrative Rules
Local Law Enforcement
 Columbia Police Department
 Springfield Police Department
 Boone County Sheriff's Department
 St Louis County Police Department



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Director
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