

## **STD. 399 ASSUMPTIONS AND CALCULATIONS**

### **TITLE 2. ADMINISTRATION**

#### **DIVISION 3. STATE PROPERTY OPERATIONS**

##### **CHAPTER 1. STATE LANDS COMMISSION**

###### **ARTICLE 4.8. BIOFOULING MANAGEMENT TO MINIMIZE THE TRANSFER OF NONINDIGENOUS SPECIES FROM VESSELS ARRIVING AT CALIFORNIA PORTS**

###### **§ 2298.5. MARINE INVASIVE SPECIES PROGRAM ANNUAL VESSEL REPORTING FORM**

#### **ECONOMIC IMPACT STATEMENT**

##### **A. ESTIMATED PRIVATE SECTOR COST IMPACTS**

1. Commission staff concludes that the proposed amendment may impact businesses and small businesses and imposes a reporting requirement. The regulated community is composed of mostly foreign maritime shipping corporations. Others include American maritime shipping corporations engaged in mostly domestic, coastwise shipping.

Regarding small businesses, Commission staff is aware of no small businesses that would be subject to the proposed amendment.

Nonetheless, there may be a few. To be thorough, Commission staff identifies that the proposed amendment may impact unknown small businesses.

Lastly, the proposed amendment imposes a reporting requirement because it will specify the submittal method for the regulated community to submit an existing form, the *Marine Invasive Species Program Annual Vessel Reporting Form* (AVRF).

2. Commission staff estimates that there will be no economic impact to the regulated community. Existing law requires the regulated community to submit the AVRF. The proposed amendment would change only the method by which that form is submitted. Currently, many parties submit the form as an email attachment. The amendment would require all AVRFs to be submitted via the Commission's web-based user interface (<https://misp.io>). Commission staff believes that submission of the AVRF via the web-based user interface and submission via email are equally costly for businesses.

Commission staff anticipates that the proposed amendment will eliminate the workload of staff engaged in processing AVRFs submitted via email and will enable management to redirect staff time to other high priority projects. In Table 1, Commission staff estimates the review and handling time for the AVRF by classification type (i.e., job title) per year. The estimation is based on an assumed receipt of 1,850 AVRFs in a calendar

year. Commission staff based this assumption on the average number of AVRFs received annually in 2017 and 2018.

**Table 1 – Current estimated staff time to manually process AVRF**

<b>Job Title</b>	<b>Minutes/AVRF</b>	<b>Hours/Year</b>	<b>Loaded Hourly<sup>1</sup></b>	<b>Cost/year</b>
OA(T) <sup>2</sup>	2	61.67	\$26.33	\$1,623.77
AGPA <sup>3</sup>	3	92.50	\$55.78	\$5,159.65
OT(T) <sup>4</sup>	46	1418.33	\$31.54	\$44,734.13
SES(Sup) <sup>5</sup>	5	154.17	\$97.49	\$15,030.03
<b>Totals</b>	<b>56</b>	<b>1726.67</b>	<b>\$211.14</b>	<b>\$66,547.58</b>

<sup>1</sup>Loaded Hourly means hourly salary plus benefits

<sup>2</sup>OA(T) stands for Office Assistant (Typing)

<sup>3</sup>AGPA stands for Associate Governmental Program Analyst

<sup>4</sup>OT(T) stands for Office Technician (Typing)

<sup>5</sup>SES(Sup) stands for Senior Environmental Scientist (Supervisory)

Commission staff estimates that the Commission spends 1,726.67 hours annually to process the AVRFs submitted via email. Requiring regulated parties to submit the form via the web-based user interface would avoid the need for staff to print, date stamp, and enter data received from emailed AVRFs, thereby reducing staff time spent processing forms. In Table 2, Commission staff estimates the time to process forms under the proposed amendment, assuming receipt of 1,850 AVRFs annually.

**Table 2 – Projected estimated staff time to process AVRF**

<b>Job Title</b>	<b>Minutes/AVRF</b>	<b>Hours/year</b>	<b>Loaded Hourly<sup>1</sup></b>	<b>Cost/year</b>
AGPA <sup>2</sup>	5	154.17	\$55.78	\$9,157.40

<sup>1</sup>Loaded Hourly means hourly salary plus benefits

<sup>2</sup>AGPA standards for Associate Governmental Program Analyst

The estimated amount of staff time available for redirection is calculated using the current AVRF processing time (1,726.67 hours annually) minus the expected time under the proposed amendment (154.17 hours annually), which equals 1,572.50 hours available for redirection, which has a value of \$57,390.18. These 1,572.50 hours would be redirected to other high priority program needs.

The Marine Invasive Species Program (MISP) currently has two high priority program needs that are not being met based on existing workloads, including:

- a) Processing of Class 2 (recordkeeping) and Class 3 (reporting) violations of the Marine Invasive Species Act. The MISP has a six-month backlog of violations that need to be processed for enforcement purposes. These classes of violations are subject to civil penalties if the violation occurs more than once per vessel. Currently, the MISP does not have the staff resources to track repeat offenders, and thus the MISP is missing out on collecting penalties that could support program activities.
  - b) Data entry of scientific literature. Public Resources Code section 71212, subdivision (e) requires the Commission to track and summarize for the Legislature ongoing research related to the release of nonindigenous species vessels. The MISP has a backlog of two years of peer-reviewed scientific journal articles that have not been entered into the tracking database.
3. Commission staff estimates that the proposed amendment will impact 1,543 businesses. 1,543 is the approximate number of businesses that own vessels that arrive at least once in California annually and trigger the AVRF reporting requirement.
  4. Because only the submittal method for an existing requirement would change, the proposed amendment is not expected to create or eliminate any businesses.
  5. N/A
  6. Because only the submittal method for an existing requirement would change, the proposed amendment is not expected to create or eliminate any jobs.

## B. ESTIMATED COSTS

1. No members of the regulated community are expected to incur additional costs. As identified above, Commission staff is not aware of any evidence that submitting via the web-based user interface is any costlier than submitting via email.

## C. ESTIMATED BENEFITS

1. As calculated above in A. 2., Commission staff estimates that the proposed amendment would result in the redirection of 1,572.50 staff hours annually to other high priority program needs. The estimated value of the redirected staff time is \$57,390.18.

## **FISCAL IMPACT STATEMENT**

### **B. FISCAL EFFECT ON STATE GOVERNMENT**

2. In the State Administrative Manual section 6602, the Department of Finance defines *savings* to mean “[b]oth actual budget reductions and the ‘freeing up’ of staff and/or resources for reassignment to other areas of legitimate concern of the agency.” As calculated above in Section A. 2., the proposed amendment would result in a “savings” of approximately \$57,390.18. These savings would not result in a budget reduction but would “free up” approximately 1,572.50 staff hours, valued at \$57,390.18, to be redirected to other program needs.