

# Multiple Agency Fiscal Note Summary

<b>Bill Number:</b> 1964 E HB	<b>Title:</b> Prorate & fuel tax collect.
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## Estimated Cash Receipts

Agency Name	2023-25			2025-27			2027-29		
	GF-State	NGF-Outlook	Total	GF-State	NGF-Outlook	Total	GF-State	NGF-Outlook	Total
Department of Licensing	0	0	0	0	0	15,762,800	0	0	16,059,100
<b>Total \$</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,762,800</b>	<b>0</b>	<b>0</b>	<b>16,059,100</b>

Agency Name	2023-25		2025-27		2027-29	
	GF- State	Total	GF- State	Total	GF- State	Total
Local Gov. Courts	Fiscal note not available					
Loc School dist-SPI						
Local Gov. Other						
Local Gov. Total						

## Estimated Operating Expenditures

Agency Name	2023-25				2025-27				2027-29			
	FTEs	GF-State	NGF-Outlook	Total	FTEs	GF-State	NGF-Outlook	Total	FTEs	GF-State	NGF-Outlook	Total
Administrative Office of the Courts	Fiscal note not available											
Department of Revenue	.0	0	0	0	.0	0	0	0	.0	0	0	0
Washington State Patrol	Fiscal note not available											
Department of Licensing	3.5	0	0	1,564,000	7.0	0	0	2,240,000	7.0	0	0	2,240,000
<b>Total \$</b>	<b>3.5</b>	<b>0</b>	<b>0</b>	<b>1,564,000</b>	<b>7.0</b>	<b>0</b>	<b>0</b>	<b>2,240,000</b>	<b>7.0</b>	<b>0</b>	<b>0</b>	<b>2,240,000</b>

Agency Name	2023-25			2025-27			2027-29		
	FTEs	GF-State	Total	FTEs	GF-State	Total	FTEs	GF-State	Total
Local Gov. Courts	Fiscal note not available								
Loc School dist-SPI									
Local Gov. Other									
Local Gov. Total									

## Estimated Capital Budget Expenditures

Agency Name	2023-25			2025-27			2027-29		
	FTEs	Bonds	Total	FTEs	Bonds	Total	FTEs	Bonds	Total
Administrative Office of the Courts	Fiscal note not available								
Department of Revenue	.0	0	0	.0	0	0	.0	0	0
Washington State Patrol	Fiscal note not available								
Department of Licensing	.0	0	0	.0	0	0	.0	0	0
<b>Total \$</b>	<b>0.0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0</b>

Agency Name	2023-25			2025-27			2027-29		
	FTEs	GF-State	Total	FTEs	GF-State	Total	FTEs	GF-State	Total
Local Gov. Courts	Fiscal note not available								
Loc School dist-SPI									
Local Gov. Other									
Local Gov. Total									

## Estimated Capital Budget Breakout

<b>Prepared by:</b> Kyle Siefering, OFM	<b>Phone:</b> (360) 995-3825	<b>Date Published:</b> Preliminary 2/ 5/2024
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# Department of Revenue Fiscal Note

<b>Bill Number:</b> 1964 E HB	<b>Title:</b> Prorate & fuel tax collect.	<b>Agency:</b> 140-Department of Revenue
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## Part I: Estimates

**No Fiscal Impact**

**Estimated Cash Receipts to:**

NONE

**Estimated Expenditures from:**

NONE

**Estimated Capital Budget Impact:**

NONE

*The cash receipts and expenditure estimates on this page represent the most likely fiscal impact. Factors impacting the precision of these estimates, and alternate ranges (if appropriate), are explained in Part II.*

Check applicable boxes and follow corresponding instructions:

- If fiscal impact is greater than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete entire fiscal note form Parts I-V.
- If fiscal impact is less than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete this page only (Part I).
- Capital budget impact, complete Part IV.
- Requires new rule making, complete Part V.

Legislative Contact: Bryon Moore	Phone: (360) 786-7726	Date: 02/02/2024
Agency Preparation: Erika Ferrara	Phone: (360) 534-1517	Date: 02/05/2024
Agency Approval: Valerie Torres	Phone: (360) 534-1521	Date: 02/05/2024
OFM Review: Amy Hatfield	Phone: (360) 280-7584	Date: 02/05/2024

Request # 1964-2-1

## Part II: Narrative Explanation

### II. A - Brief Description Of What The Measure Does That Has Fiscal Impact

*Significant provisions of the bill and any related workload or policy assumptions that have revenue or expenditure impact on the responding agency by section number.*

Note: This fiscal note reflects language in EHB 1964, 2024 Legislative Session.

#### COMPARISON OF ENGROSSED BILL WITH ORIGINAL BILL:

The Department of Licensing (DOL) must evaluate revenue impacts and costs of their prorated and fuel tax discovery team.

#### CURRENT LAW:

DOL does not currently have enforcement functions in place for the proportional registration program, the fuel tax act, or aircraft fuel tax.

#### PROPOSAL:

This legislation provides DOL with enforcement authority for the motor vehicle proportional registration program, the Fuel Tax Act, and aircraft fuel tax.

Enforcement functions for motor vehicle proportional registration include adding a formal hearing process, providing an appeal period, and allowing delinquency notices to be served electronically.

This legislation also adds enforcement functions for the Fuel Tax Act, including the ability to make estimated assessments. The legislation allows DOL to inspect special fuel and bulk storage devices, and increase or add penalties. DOL may also request assistance from law enforcement to assist with enforcement of these functions. A prorated and fuel tax discovery team is established to detect and investigate violations of this act.

Enforcement functions for aircraft fuel tax include a formal hearing process, providing an appeal period, and the ability to apply for subpoenas.

This legislation also provides definitions for "deny," "refuse," "revoke," and "suspend."

#### EFFECTIVE DATE:

This bill takes effect on July 1, 2024.

### II. B - Cash receipts Impact

*Cash receipts impact of the legislation on the responding agency with the cash receipts provisions identified by section number and when appropriate, the detail of the revenue sources. Description of the factual basis of the assumptions and the method by which the cash receipts impact is derived. Explanation of how workload assumptions translate into estimates. Distinguished between one time and ongoing functions.*

This legislation results in no revenue impact to taxes administered by the Department of Revenue (department).

### II. C - Expenditures

*Agency expenditures necessary to implement this legislation (or savings resulting from this legislation), with the provisions of the legislation that result in the expenditures (or savings) identified by section number. Description of the factual basis of the assumptions and the method by which the expenditure impact is derived. Explanation of how workload assumptions translate into cost estimates. Distinguished between one time and ongoing functions.*

The department will not incur any costs with the implementation of this legislation.

## Part III: Expenditure Detail

### III. A - Expenditures by Object Or Purpose

NONE

**III. B - Detail:** *FTEs listed by classification and corresponding annual compensation. Totals agree with total FTEs in Part I and Part IIIA.*

NONE

**III. C - Expenditures By Program (optional)**

NONE

## **Part IV: Capital Budget Impact**

**IV. A - Capital Budget Expenditures**

NONE

**IV. B - Expenditures by Object Or Purpose**

NONE

**IV. C - Capital Budget Breakout**

*Acquisition and construction costs not reflected elsewhere on the fiscal note and description of potential financing methods.*

NONE

## **Part V: New Rule Making Required**

# Individual State Agency Fiscal Note

<b>Bill Number:</b> 1964 E HB	<b>Title:</b> Prorate & fuel tax collect.	<b>Agency:</b> 240-Department of Licensing
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## Part I: Estimates

No Fiscal Impact

### Estimated Cash Receipts to:

ACCOUNT	FY 2024	FY 2025	2023-25	2025-27	2027-29
Motor Vehicle Account-State 108-1				14,167,400	14,433,700
Transportation 2003 Account (Nickel Account)-State 550-1				1,595,400	1,625,400
<b>Total \$</b>				15,762,800	16,059,100

### Estimated Operating Expenditures from:

	FY 2024	FY 2025	2023-25	2025-27	2027-29
FTE Staff Years	0.0	7.0	3.5	7.0	7.0
<b>Account</b>					
Motor Vehicle Account-State 108-1	0	1,564,000	1,564,000	2,240,000	2,240,000
<b>Total \$</b>	0	1,564,000	1,564,000	2,240,000	2,240,000

### Estimated Capital Budget Impact:

NONE

*The cash receipts and expenditure estimates on this page represent the most likely fiscal impact. Factors impacting the precision of these estimates, and alternate ranges (if appropriate), are explained in Part II.*

Check applicable boxes and follow corresponding instructions:

- If fiscal impact is greater than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete entire fiscal note form Parts I-V.
- If fiscal impact is less than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete this page only (Part I).
- Capital budget impact, complete Part IV.
- Requires new rule making, complete Part V.

Legislative Contact: Bryon Moore	Phone: (360)786-7726	Date: 02/02/2024
Agency Preparation: Gina Rogers	Phone: 360-634-5036	Date: 02/05/2024
Agency Approval: Collin Ashley	Phone: (564) 669-9190	Date: 02/05/2024
OFM Review: Kyle Siefering	Phone: (360) 995-3825	Date: 02/05/2024

## Part II: Narrative Explanation

### II. A - Brief Description Of What The Measure Does That Has Fiscal Impact

*Significant provisions of the bill and any related workload or policy assumptions that have revenue or expenditure impact on the responding agency by section number.*

This proposal provides additional investigative tools to DOL to detect and remediate unlicensed activity, unreported activity, or other fuel tax violations. Through increased civil investigations and assessments, as well as increased taxpayer education, this proposal is estimated to increase revenue by \$15,762,000 in the 25-27 biennium. The cash receipts associated with this proposal represent collectible amounts of off-books fuel tax activity that the current compliance system fails to detect or address.

Estimated cash receipts are calculated as 0.5% of the current taxable gallons. The 0.5% figure is based on recent voluntary disclosure of fuel tax violations by unlicensed actors, non-criminal referrals from the Washington State Patrol, pending civil assessments based on existing authority, and general industry information. This amount reflects the likely collectible amount and is not an estimate of the total amount of unreported or underreported activity.

This estimate is based on following assumptions:

- This proposal passed legislative session in FY2024 and implemented in FY2025.
- Additional revenue of estimated 0.5% current taxable gallons of gasoline and diesel fuel (dyed diesel and aircraft fuel are excluded from this estimate) as a result of this proposal's implementation started to be collected in FY2026.
- June 2023 forecast for taxable gallons of gasoline and diesel fuel for Biennium 2025-27 is roughly 6.4 billion gallons.
- Tax rate remains \$0.494/gallon.

For the purposes of this cash receipts estimate, the estimated revenues only include the statutory tax liability arising from an unreported activity. Civil penalties or similar receipts are excluded from the estimate. Additionally, the cash receipts estimate only captures gasoline and diesel fuel statutory tax liabilities, with dyed diesel and aircraft fuel tax excluded. Estimated revenues are also assumed to be ongoing from the point of discovery, as the unlicensed or underreported activity will become reported fuel tax collections in the future.

### II. B - Cash receipts Impact

*Cash receipts impact of the legislation on the responding agency with the cash receipts provisions identified by section number and when appropriate, the detail of the revenue sources. Description of the factual basis of the assumptions and the method by which the cash receipts impact is derived. Explanation of how workload assumptions translate into estimates. Distinguished between one time and ongoing functions.*

Please see attached fiscal note.

### II. C - Expenditures

*Agency expenditures necessary to implement this legislation (or savings resulting from this legislation), with the provisions of the legislation that result in the expenditures (or savings) identified by section number. Description of the factual basis of the assumptions and the method by which the expenditure impact is derived. Explanation of how workload assumptions translate into cost estimates. Distinguished between one time and ongoing functions.*

Please see attached fiscal note.

## Part III: Expenditure Detail

### III. A - Operating Budget Expenditures

Account	Account Title	Type	FY 2024	FY 2025	2023-25	2025-27	2027-29
108-1	Motor Vehicle Account	State	0	1,564,000	1,564,000	2,240,000	2,240,000
<b>Total \$</b>			0	1,564,000	1,564,000	2,240,000	2,240,000

**III. B - Expenditures by Object Or Purpose**

	FY 2024	FY 2025	2023-25	2025-27	2027-29
FTE Staff Years		7.0	3.5	7.0	7.0
A-Salaries and Wages		573,000	573,000	1,146,000	1,146,000
B-Employee Benefits		201,000	201,000	402,000	402,000
C-Professional Service Contracts					
E-Goods and Other Services		760,000	760,000	682,000	682,000
G-Travel		5,000	5,000	10,000	10,000
J-Capital Outlays		25,000	25,000		
M-Inter Agency/Fund Transfers					
N-Grants, Benefits & Client Services					
P-Debt Service					
S-Interagency Reimbursements					
T-Intra-Agency Reimbursements					
9-					
<b>Total \$</b>	0	1,564,000	1,564,000	2,240,000	2,240,000

**III. C - Operating FTE Detail:** *List FTEs by classification and corresponding annual compensation. Totals need to agree with total FTEs in Part I and Part IIIA*

Job Classification	Salary	FY 2024	FY 2025	2023-25	2025-27	2027-29
Investigator 3	80,109		5.0	2.5	5.0	5.0
Office Assistant 3	45,552		1.0	0.5	1.0	1.0
WMS1	90,000		1.0	0.5	1.0	1.0
<b>Total FTEs</b>			7.0	3.5	7.0	7.0

**III. D - Expenditures By Program (optional)**

NONE

**Part IV: Capital Budget Impact**

**IV. A - Capital Budget Expenditures**

NONE

**IV. B - Expenditures by Object Or Purpose**

NONE

**IV. C - Capital Budget Breakout**

*Acquisition and construction costs not reflected elsewhere on the fiscal note and description of potential financing methods.*

NONE

**IV. D - Capital FTE Detail:** *FTEs listed by classification and corresponding annual compensation. Totals agree with total FTEs in Part IVB.*

NONE

**Part V: New Rule Making Required**

*Provisions of the bill that require the agency to adopt new administrative rules or repeal/revise existing rules.*

Rulemaking is required during the establishment of the fuel tax discovery team under Section 13. No additional funding is required for this effort.



# Individual State Agency Fiscal Note

Agency 240 – Department of Licensing

Bill Number: EHB 1964      Bill Title: Prorate and Fuel Tax Collection

**Part 1: Estimates**

No Fiscal Impact

**Estimated Cash Receipts:**

Revenue	Fund	FY 24	FY 25	23-25 Total	25-27 Total	27-29 Total
Motor Vehicle	108	-	-	-	14,167,000	14,434,000
Transportation 2003 Account (Nickel Acc)	550	-	-	-	1,595,000	1,626,000
<b>Account Totals</b>		-	-	-	<b>15,762,000</b>	<b>16,060,000</b>

**Estimated Expenditures:**

	FY 24	FY 25	23-25 Total	25-27 Total	27-29 Total
FTE Staff Years	-	7.0	3.5	7.0	7.0

Operating Expenditures	Fund	FY 24	FY 25	23-25 Total	25-27 Total	27-29 Total
Motor Vehicle	108	-	1,564,000	1,564,000	2,240,000	2,240,000
<b>Account Totals</b>		-	<b>1,564,000</b>	<b>1,564,000</b>	<b>2,240,000</b>	<b>2,240,000</b>

*The revenue and expenditure estimates on this page represent the most likely fiscal impact. Factors impacting the precision of these estimates and alternate ranges (if appropriate), are explained in Part II.*

Check applicable boxes and follow corresponding instructions.

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- If fiscal impact is **greater than \$50,000** per fiscal year in the current biennium or in subsequent biennia, complete entire fiscal note form Parts I-V.
- Capital budget impact, complete Part IV.
- Requires new rule making, complete Part V.

Legislative Contact: Michael Hirsch	Phone: (360) 786-7195	Date:
Agency Preparation: Gina Rogers	Phone: (360) 634-5036	Date: 2/5/24
Agency Approval: Collin Ashley	Phone: (360) 634-5384	Date: 2/5/24

Request #	1
Bill #	1964

## **Part 2 – Explanation**

### **CHANGES FROM HB 1964 TO EHB 1964**

Section 21. New Section, adds a required report to the transportation committees of the legislature by November 1, 2028. The report shall contain an evaluation of the fuel taxes, penalties, and fees collected as well as all associated expenditures related to this bill. This report can be conducted within current resources and therefore, no change from previous fiscal note.

#### **NEW DESCRIPTION**

This proposal modifies prorate and fuel tax statutes to enhance DOL's civil investigative authority, enact new violations to fill in current regulatory gaps, and clarify the civil penalty enforcement and appeals processes. This proposal also authorizes DOL to create a fuel tax discovery team, delegated to act as limited agents of the Director, and charged with the investigation of civil violations of IRP, fuel tax, or aircraft fuel tax requirements.

#### **Section 1. Amends RCW 46.87.020**

- Adds new definitions for “deny,” “refuse,” “revoke,” and “suspend,” to enhance consistency with fuel tax statutes and clarify appeals and enforcement procedures.

#### **Section 2. Amends RCW 46.87.080**

- Clarifies that Departmental denials, suspensions, or revocations of credentials may be immediately issued as a notice of adverse action with appeal rights as established in the section.
- Clarifies the review process by establishing an appeal timeline of 30 days for an agency action.

#### **Section 3. Amends RCW 46.87.350**

- Authorizes the Department to collect amounts owed using electronic service.

#### **Section 4. Amends RCW 82.38.020**

- Adds new definitions for “deny,” “refuse,” “revoke,” and “suspend,” to enhance consistency with fuel tax statutes and clarify appeals and enforcement procedures.

#### **Section 5. Amends RCW 82.38.072**

- Allows the penalty calculation for unlawfully dyed special fuel storage to be made based on the capacity of a bulk storage container. This capacity-based penalty calculation is presumptive unless contradicting evidence is supplied.
- Exempts actions taken in this section from the corrective notice requirements under RCW 43.05.110.
- Adds a civil penalty multiplier: civil penalties under the section are multiplied by the number of violations previously assessed in the last ten years plus one.

### **Section 6. Amends RCW 82.38.120**

- Clarifies that refusals, suspensions, and revocations become final 30 days after notice has been served to a licensee or applicant.
- Clarifies the pathway for decision reviews to appeal a Departmental action.

### **Section 7. Amends RCW 82.38.140**

- Establishes that a person's failure to submit periodic reports as required may subject them to civil and criminal penalties.

### **Section 8. Amends RCW 82.38.170**

- Adds civil penalty language for a periodic reporter's failure to report, consistent with existing language for licensee reporting failures.
- Includes periodic reporters as potential violators for several violation types.
- Clarifies that a revoked fuel license may only be reinstated after resolving all outstanding violations, non-compliance items, and debts owed under RCW 82.38, RCW 46.87, or RCW 82.42.
- Adds additional penalty for unlicensed activity.
- Exempts actions taken in this section from the corrective notice requirements under RCW 43.05.110.

### **Section 9. Amends RCW 82.38.220**

- Permits the Department to use electronic service when issuing a notice and order to withhold and deliver.

### **Section 10. Amends RCW 82.38.260**

- Clarifies the Department of Licensing Director's authority in fuel tax enforcement; authorizes the Director to call on state patrol or other law enforcement officers to aid in the enforcement of the chapter.

### **Section 11. Amends RCW 82.38.270**

- Adds new violations related to IFTA decal display, unlicensed activity, and tax avoidance.

### **Section 12. Amends RCW 82.38.380**

- Authorizes the Department to consult with the Washington State Patrol to file affidavits in support of search warrants pursuant to the investigation of unlawful fuel tax activities.

### **Section 13. New Section in Chapter 82.38 RCW**

- Establishes a fuel tax discovery team to detect and investigate fuel tax violations under RCW 46.87, RCW 82.38, and RCW 82.42.

- Fuel tax discovery agents may seek search warrants, issue subpoenas, perform inspections, and investigate and assess alleged civil violations of RCW 46.87, RCW 82.38, and RCW 82.42.
- Requires rulemaking by the Department of Licensing.

#### **Section 14. New Section in Chapter 82.38 RCW**

- Establishes the confidentiality of taxpayer information reported to the Department.

#### **Section 15. New Section in Chapter 82.38 RCW**

- Authorizes the Department to seek subpoenas to aid its enforcement activities.

#### **Section 16. Amends RCW 82.42.118**

- Clarifies that a revoked fuel license may only be reinstated after resolving all outstanding violations, non-compliance items, and debts owed under RCW 82.38, RCW 46.87, or RCW 82.42.

#### **Section 17. Amends RCW 82.42.010**

- Adds new definitions for “deny,” “refuse,” “revoke,” and “suspend,” to enhance consistency with fuel tax statutes and clarify appeals and enforcement procedures.

#### **Section 18. Amends RCW 82.42.210**

- Clarifies that refusals, suspensions, and revocations become final 30 days after notice has been served to a licensee or applicant.
- Clarifies the pathway for review to appeal a Departmental action.

#### **Section 19. New Section in Chapter 82.42 RCW**

- Establishes the confidentiality of taxpayer information reported to the Department.

#### **Section 20. New Section in Chapter 82.42 RCW**

- Authorizes the Department to seek subpoenas to aid its enforcement activities.

#### **Section 21. New Section**

- Adds a required report to the transportation committees of the legislature by November 1, 2028. The report shall contain an evaluation of the fuel taxes, penalties, and fees collected as well as all associated expenditures related to this bill.

#### **Section 22. New Section**

- Severability clause.

## Section 23. New Section

- Effective date July 1, 2024.

### 2.A - Cash receipts Impact

Revenue	Fund	FY 24	FY 25	23-25 Total	25-27 Total	27-29 Total
Motor Vehicle	108	-	-	-	14,167,000	14,434,000
Transportation 2003 Account (Nickel Acc	550	-	-	-	1,595,000	1,626,000
<b>Account Totals</b>		-	-	-	<b>15,762,000</b>	<b>16,060,000</b>

This proposal provides additional investigative tools to DOL to detect and remediate unlicensed activity, unreported activity, or other fuel tax violations. Through increased civil investigations and assessments, as well as increased taxpayer education, this proposal is estimated to increase revenue by \$15,762,000 in the 25-27 biennium. The cash receipts associated with this proposal represent collectible amounts of off-books fuel tax activity that the current compliance system fails to detect or address.

Estimated cash receipts are calculated as 0.5% of the current taxable gallons. The 0.5% figure is based on recent voluntary disclosure of fuel tax violations by unlicensed actors, non-criminal referrals from the Washington State Patrol, pending civil assessments based on existing authority, and general industry information. This amount reflects the likely collectible amount and is not an estimate of the total amount of unreported or underreported activity.

This estimate is based on following assumptions:

- This proposal passed legislative session in FY2024 and implemented in FY2025.
- Additional revenue of estimated 0.5% current taxable gallons of gasoline and diesel fuel (dyed diesel and aircraft fuel are excluded from this estimate) as a result of this proposal's implementation started to be collected in FY2026.
- June 2023 forecast for taxable gallons of gasoline and diesel fuel for Biennium 2025-27 is roughly 6.4 billion gallons.
- Tax rate remains \$0.494/gallon.

For the purposes of this cash receipts estimate, the estimated revenues only include the statutory tax liability arising from an unreported activity. Civil penalties or similar receipts are excluded from the estimate. Additionally, the cash receipts estimate only captures gasoline and diesel fuel statutory tax liabilities, with dyed diesel and aircraft fuel tax excluded. Estimated revenues are also assumed to be ongoing from the point of discovery, as the unlicensed or underreported activity will become reported fuel tax collections in the future.

### 2.B – Expenditures

This proposal will create a fuel tax discovery (investigations) team within DOL tasked with identifying, investigating, and assessing unreported or underreported fuel tax collections. This new team and process will require additional staff support, increased legal services as well as IS programming to build the new tax discovery module within our operating system.

#### Additional Staff:

##### 5 Investigator 3s: Ongoing

These positions will primarily be tasked with performing direct investigative work. Duties will include identifying leads for review, performing a detailed review of records available to the department,

requesting subpoenas for additional records and supporting documents during the course of their investigation, performing interviews and other fact-finding activities, and preparing assessments for review and submission. Each investigator is projected to complete at least four investigations annually.

1 WMS1: Ongoing

This position will be a first-line supervisor providing oversight for the Investigator 3 positions. This position will be a reviewer of workloads, including distribution of leads to the Investigator 3 positions, will provide decision-making authority on application of policy, and act as a final review point prior to the issuance of any assessment. This position will be responsible for ensuring the safety of the Investigator 3 positions, and for ensuring investigations remain within the scope of the fuel tax discovery mandate, including referral to law enforcement for any potential criminal activities identified.

### 1 Office Assistant 3: Ongoing

This position will assist the other positions in this package by scanning incoming documents, assisting with mailing and supplies, and organizing resources requested by the team. This position will also prepare and provide reports to the team and agency leaders and assist with correspondence and organization of records.

### **Legal Services: Ongoing**

This proposal is estimated to incur an additional \$24,000 in DOL legal costs each year. Additional legal support will be necessary to support the new civil investigation work as well as for review, advice, and agency rulemaking. Estimated legal costs for this proposal are based on DOL's historical experience in adjudicating fuel tax disputes and information gained from interstate partners regarding the enactment of a similar program in Colorado.

### **Information Services:**

1. Tax discovery Module will meet their needs
  - a. Data Warehouse
    - a. Extract, Transform, and Load (ETL) tool to load, format, and store external data. This data can come from flat files from external agencies, like federal tax return information, or data already within the application. Data purification rules and calculations can be applied to transform and cleanse the data.
  2. Discovery
    - a. The discovery subsystem is a tool to help identify, categorize, prioritize, and manage the process of bringing individuals, businesses, or organizations into compliance. The main function is to use data to find under-reporters and non-filers.
  3. Leads

A lead is a specific set of information about a taxpayer and is the final product of the Discovery process. They can either be created automatically through a discovery or added manually.

Leads can be tracked using stages, assignments, and actions. Possible actions include, but are not limited to, adding an indicator to an account, creating a case, sending a letter, or ceasing a customer. These actions can be triggered manually by a user or automatically through lead flow logic. It is recommended to handle these actions manually at first to ensure the lead creation is behaving as expected.

2. Investigation Case / assessment
  - a. Link the associated accounts to the investigation case
  - b. Investigations may incorporate multiple periods for adjustments.
  - c. Can assess/adjust for each customer
  - d. Escalation workflow
3. Banner / Indicator
4. Upload documentation

- a. Within TAP / password and sign-on required
  - b. Through LX
5. Create new accounts for non-licensed customers
6. New Letters, for example;
  - a. Subpoena
  - b. Notification investigations
  - c. Assessment
  - d. Request for records
  - e. Hearing
  - f. Appeal
7. New reports, for example
  - a. Investigation tracking/stage
  - b. Work by Investigator
  - c. Assessment Reporting
  - d. Revenue accounting relating to the assessments resulting from an investigation.

## Ongoing

- Annual maintenance

The agency will use appropriated funds to hire contract programmers to accomplish this work or to support current staff implementing this legislation within the required timeline. Appropriated funds may also be used to hire agency temporary staff to support permanent staff assigned to this legislative effort.

Any change requires a process to ensure changes are correctly applied to the system. This involves Project Managers that manage the team that completes the update, business analyst that documents and reviews the system changes, architect services that analyzes how the update could have an effect on other systems or DOL processes, developers who create the change, and testers and quality assurance teams that ensure the update is working correctly.

Cost Category	Description	Rate	2024	2025	2026	2027	2028	2029	Total Cost
TESTER	Test to verify individual components meet requirements; ensure that other business transactions have not been impacted.	\$ 22,620	-	115,400	-	-	-	-	115,400
BUSINESS ANALYST	Determine business requirements; translate requirements into what changes are needed to various systems including account codes, inventory codes, testing considerations, etc.	\$ 16,530	-	23,100	-	-	-	-	23,100
PROJECT MANAGER	Manage schedule and contracts	\$ 28,710	-	31,600	-	-	-	-	31,600
SECURITY AND ARCHITECT SERVICES	Create the conceptual model that defines the structure, behavior and framework of a computerized system including a breakdown of the system into components, the component interactions and interfaces (including with the environment, especially the user), and the technologies and resources to be used in the design.	\$ 16,530	-	11,600	-	-	-	-	11,600
SERVER & NETWORK SUPPORT	Services such as network infrastructure, cloud infrastructure, firewall and load balancing. Installations, maintenance, troubleshooting of server systems, and management of Windows-based systems to ensure reliability for clients.	\$ 16,530	-	-	1,700	1,700	1,700	1,700	6,800
DEVELOPERS	Modify programming and coding to all major systems	\$ 19,140	-	-	3,800	3,800	3,800	3,800	15,200
CONTRACTED FAST DEVELOPER / TESTER	Updates to the DRIVES system will require additional vendor hours outside of the contracted maintenance to make system updates to implement this bill.	\$ 37,236	-	204,800	-	-	-	-	204,800
Project Contingency	Office of the Chief Information Officer designated rate of 10%	\$ 25,474	-	38,700	600	600	600	600	41,100
<b>Totals</b>			-	425,200	6,100	6,100	6,100	6,100	449,600



### Support Services:

Agency Administrative Overhead is included at a rate of 23.4 percent of the direct program costs. This funding received covers agency-wide functions such as vendor payments, contract administration, financial management, mail processing, equipment management, help desk support, and technical assistance to DOL employees.

### Part 3 – Expenditure Detail

#### 3.A – Operating Budget Expenditures

Operating Expenditures	Fund	FY 24	FY 25	23-25 Total	25-27 Total	27-29 Total
Motor Vehicle	108	-	1,564,000	1,564,000	2,240,000	2,240,000
<b>Account Totals</b>		<b>-</b>	<b>1,564,000</b>	<b>1,564,000</b>	<b>2,240,000</b>	<b>2,240,000</b>

#### 3.B – Expenditures by Object or Purpose

Object of Expenditure	FY 24	FY 25	23-25 Total	25-27 Total	27-29 Total
FTE Staff Years	0.0	7.0	3.5	7.0	7.0
Salaries and Wages	-	573,000	573,000	1,146,000	1,146,000
Employee Benefits	-	201,000	201,000	402,000	402,000
Personal Service Contracts	-	-	-	-	-
Goods and Services	-	760,000	760,000	682,000	682,000
Travel	-	5,000	5,000	10,000	10,000
Equipment	-	25,000	25,000	-	-
Grants/Benefits and Client Services	-	-	-	-	-
<b>Total By Object Type</b>	<b>-</b>	<b>1,564,000</b>	<b>1,564,000</b>	<b>2,240,000</b>	<b>2,240,000</b>

#### 3.C – FTE Detail

Staffing	Salary	FY 24	FY 25	23-25 Total	25-27 Total	27-29 Total
Investigator 3	80,109	0.0	5.0	2.5	5.0	5.0
Office Assistant 3	45,552	0.0	1.0	0.5	1.0	1.0
WMS1	90,000	0.0	1.0	0.5	1.0	1.0
<b>Total FTE</b>		<b>0.0</b>	<b>7.0</b>	<b>3.5</b>	<b>7.0</b>	<b>7.0</b>

### Part 4 – Capital Budget Impact

None.

### Part 5 – New Rule Making Required

Rulemaking is required during the establishment of the fuel tax discovery team under Section 13. No additional funding is required for this effort.