

# Report and Advisory Board Review Commission

June 6, 2018

Improving government efficiency by  
streamlining the City's reporting and advisory  
board requirements



# Mission & Scope

# NYC Charter, Chapter 49, Section 1113: Report and Advisory Board Review Commission

This Charter section mandates that Operations convene and chair a Commission including the Speaker of the Council, two other Councilmembers, the Corporation Counsel, the Director of Ops, the Director of the Office of Management and Budget, and the Commissioner of the Department of Information Technology and Telecommunications or their delegates to review reporting and advisory board requirements.

# Our Scope

Our mandate is to:

- Review all instances where a local law or the Charter requires a reporting requirement or advisory board.
  - Excludes the MMR; reports or bodies required by state or federal law; any reporting requirement that is both in effect on July 1, 2010 *and* set forth in certain Charter sections.
- Meet on a regular basis and make recommendations regarding waivers.
  - Can't waive a requirement until 3 years after it has been enacted.
  - Requirements that the Commission has reviewed and retained must be reviewed again within 5 years of the determination to retain.
  - Reporting requirements can be waived in part and retained in part.

# Our Process

As part of this scope, we are required to:

- Set clear agenda and priorities (Operations to lead).
- Hold at least one public hearing each year to solicit comments.
- Review each requirement, solicit stakeholder views on what should be waived, and make a written determination about whether to waive or retain.
- The following tasks are required for report and meeting waiver recommendations:
  - File with Council and Mayor
  - Publish in the City Record
  - Post on City website
  - Provide electronic copies to relevant stakeholders

The City Council and Mayor have final approval on waiving requirements.

- Council has 120 days to either approve or reject by simple majority.
  - If Council doesn't act, the Commission's recommendations are approved by default.
  - If the Council rejects, the Mayor has 10 days to file a written disapproval (veto).
  - Council has 15 days to override, requiring a two-thirds vote.
  - The mayor does not need to sign an approval of the waived recommendations.

# Commission Members

The Charter mandates that the Commission convene the Council, Operations, DoITT, OMB, and the Law Department.

- Representatives are:
  - Operations (Chair): Acting Director Emily W. Newman
  - DoITT: First Deputy Commissioner Evan Hines
  - Law: Senior Counsel Shruti Raju
  - OMB: Assistant Counsel Zach Pyle
  - Council: Committee Counsel Brad Reid, Quantitative Policy Analyst, Rose Martinez, Policy Analyst John Russell
- DORIS will also participate as the agency responsible for maintaining the City's municipal library.
- Members of the public are welcome to submit written testimony.

# Meeting Schedule

Per the Charter, this group will meet at regular intervals as established by the Chair.

- Monthly in-person meetings.
  - Next Meeting: Week of July 9.
- Smaller working groups may be developed as needs arise.
  - Per the Charter, Operations can request more capacity from participating agencies and the Council, as needed.

# Considerations (Reports)

We will review reporting requirements for the following attributes (required by the Charter):

- **Usefulness** – Does it provide useful information in evaluating program results or other activities? Does it provide useful information for assessing effective management of City resources?
- **Redundancy** – Does this information exist somewhere else? Is it wholly or partially duplicative of the subject matter of another mandated report?
- **Relevance** – In light of changing circumstances, is this report still necessary?
- **Benefit** – Is it worth the cost of production?

As well as (not required by the Charter):

- **Automation** – Could it be produced using less staff time? What resources would it require to automate?
- **Transparency** – Is it easy to find? Does it promote public knowledge?
- **Equity** – Does it promote the City's goals of equity and fairness?



# Considerations (Advisory Boards)

We will review advisory boards for the following attributes (required by the Charter):

- **Usefulness** – Do the circumstances that led to the creation of this advisory body continue to affect agencies and/or the public? Does it substantially further an agency’s mission?
- **Relevance** – In light of changing circumstances, is this body still necessary?
- **Redundancy** – Is its function or jurisdiction duplicative of the function or jurisdiction of another mandated body?
- **Mootness** – Is its function or jurisdiction limited to producing a waived report?
- **Benefit** – Is it worth the cost of supporting and interacting with it?

As well as (not required by the Charter):

- **Frequency** – When did this advisory body last meet? How often does it meet?



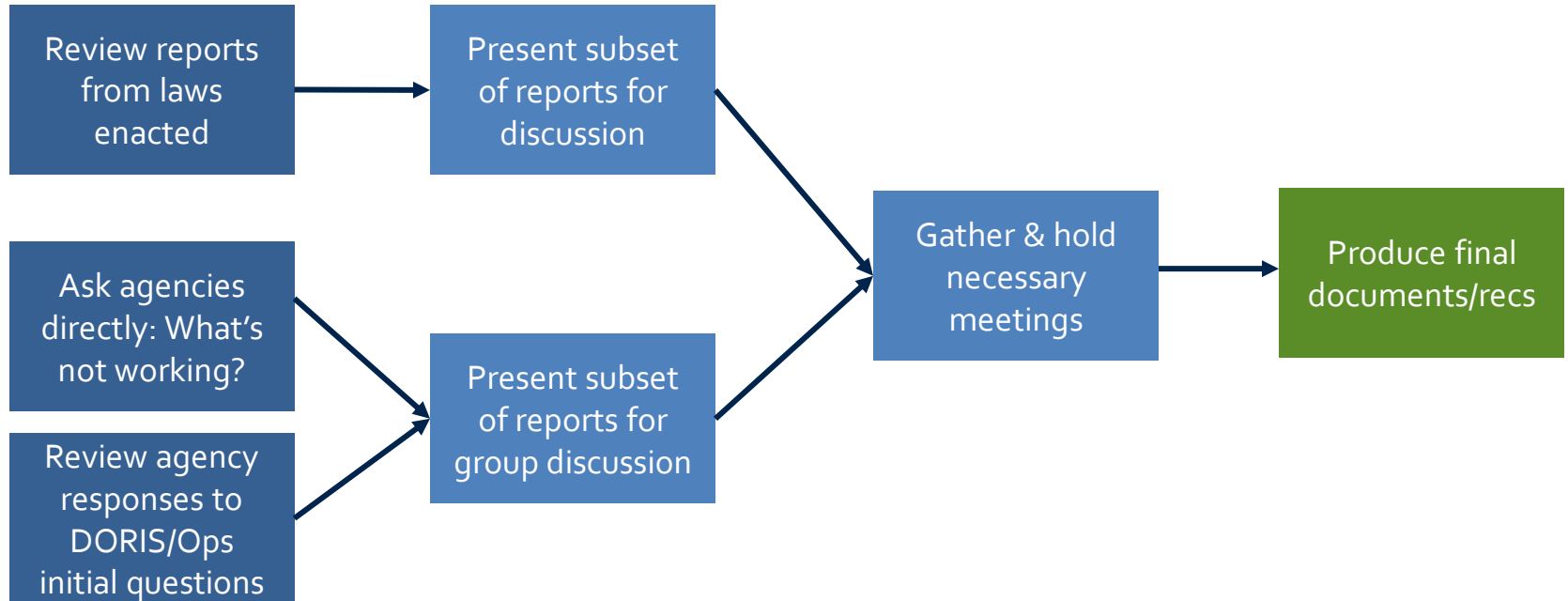
# Progress to Date & Process Going Forward

# Current State

- Agencies take their reporting requirements very seriously, and are interested in digitizing and streamlining the work.
  - Agencies dedicate significant time and effort to these requirements.
- During an April hearing, DORIS and Ops were asked about the cost of producing reports.
  - Councilmembers Powers and Yeger expressed desire to cut down on future reporting requirements to save money and time.
- Ops has been working with DORIS to consolidate a list of reporting requirements. Ops has reached out to agencies to clarify:
  - What is contained in each report; and
  - Where the report information is available (e.g. on Open Data).

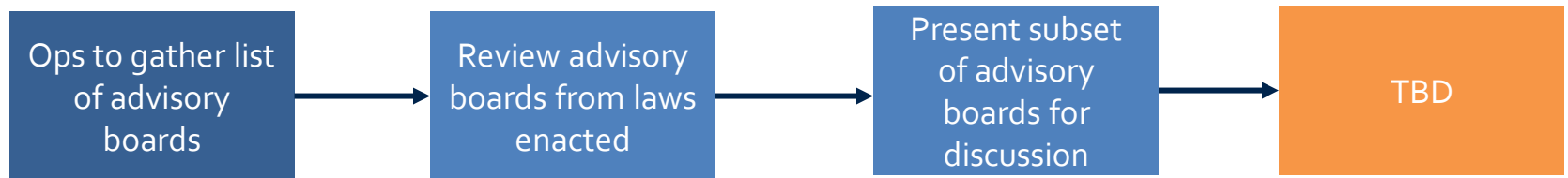
# Review Process

## Reports



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## Advisory Boards



# Next Steps

- Operations will lead discussions, and Commission members will partner to discuss priorities and methodology.
- Operations to develop list of reporting requirements.
  - Operations to begin prioritizing reporting requirements for Commission review.
- Operations to develop list of required advisory boards and similar bodies.
- Next Meeting: Week of July 9.