



SECTION: LG  
TOPIC: POLICY & FISCAL 01  
GENERAL INFO  
OCTOBER, 2002

## ADMINISTRATIVE PRACTICES MANUAL

**SUBJECT: POLICY & FISCAL NOTES**

Authority: ss.7.25 & 7.56, D.C. Ords.

Published rules of the Dane County Board of Supervisors require the following regarding the fiscal and policy effects of items appearing for action:

**7.25 FISCAL NOTES.** All resolutions and ordinances involving the expenditure or receipt of funds shall carry a fiscal note using a form approved by the Personnel & Finance Committee which details the resolution's impact upon county finances. A resolution or ordinance which does not have attached a fiscal note shall not be considered by the Board until such a note is provided unless the requirement has been waived by the county board chairperson at the time of referral.

**7.56 RESOLUTIONS; FISCAL ANALYSIS.** (1) The introduction of a resolution or ordinance involving the expenditure or receipt of funds, or which establishes or changes a county policy, shall be accompanied by a fiscal or policy note, or both, as appropriate. A fiscal note shall detail the resolution's or ordinance's effect on county finances, detailing projected expenditures for the current and subsequent years, including any applicable state and federal offsetting revenues. A policy note shall be concise and shall identify the existing policy, if any, on the issue; and the existing practice if there is no formally adopted policy; and specify the impact on existing county policy or practice. Fiscal and policy notes shall be on a form approved by the Personnel & Finance Committee.

(1m) At referral, the county board chairperson may waive the requirement for a fiscal or policy note and will assign responsibility for preparing a note, if any, to the appropriate department. Should amendments or substitutes be developed, the same department shall be responsible for updating the fiscal or policy note, or both, as needed.

In recognition of the policy promulgated by the Board of Supervisors, the attached procedure is provided to aid departments in preparing required Fiscal & Policy Notes.

**END OF POLICY**



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Forms Needed:

Policy & Fiscal Note 014-34(8/97)  
(Form available on the Intranet)

**RESPONSIBILITY**

**ACTION**

Department Staff

1. Prepares resolution in proper format for introduction to County Board. Ordinance amendments (O.A.) are to be prepared by Corporation Counsel with assistance from staff.
2. Completes Policy & Fiscal Note form 014-34(8/97) and attaches to resolution/O.A. prior to submitting to sponsoring supervisor for introduction.

Executive Chief of Staff

3. a. For departments reporting to the County Executive:
  1. Submit both resolution/O.A. and related policy & fiscal note to the Executive's Office for review prior to submitting for introduction.
  2. Screens documents to ensure they are complete.
  3. Returns resolutions/O.A. without policy & fiscal note to originating department to have one prepared.
  4. Approves department's submission of resolution/O.A. to sponsoring supervisor for introduction.

Department Staff

3. b. For departments not reporting to the County Executive:
  1. Submit both resolution/O.A. and related policy & fiscal note to sponsoring supervisor for introduction.

County Clerk Staff

4. Applies Committee Referral and Policy & Fiscal Note stamps to resolutions/O.A. received for introduction.



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**RESPONSIBILITY**

**ACTION**

- |                               |  |
|-------------------------------|--|
| County Board Chair            | 5. Refers resolutions/O.A. to appropriate standing committees and other boards and commissions. Indicates status of each policy & fiscal note, including:<br>Accepted as submitted<br>Fiscal Note not required<br>Policy Note not required<br>Forward to _____ Department for completion of ___ policy: ___ fiscal note.   |
| County Board Staff            | 6. Tracks location/status of resolutions/O.A. and policy & fiscal notes.   |
| County Clerk Staff            | 7. By the Monday following referral:<br>a. Sends a referral letter with a copy of each appropriate resolution/O.A. and a report on pending items to the committees designated by the Board Chair.<br>b. Sends a notice and a copy of each appropriate resolution/O.A. requiring a policy and/or fiscal note to the head of the department/division designated by the Board Chair.<br>c. Makes available to the County Board Office a copy of the original of each resolution/O.A. (showing stamps) and accompanying policy & fiscal notes. |
| Department/Division Head      | 8. Prepares policy and/or fiscal note and submits copies to the Board Office within seven (7) days of delinquent status notice.  |
| County Board Staff            | 9. Audits policy notes and approves. Provides copies of approved policy notes to Board Office prior to preparation of Board calendar.  |
| Dept. of Administration Staff | 10. Audits fiscal notes and approves. Provides copies of approved fiscal notes to County Board Office prior to preparation of Board calendar.  |

**END OF PROCEDURE**



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**SUBJECT: POLICY & FISCAL NOTES --  
SUBSTITUTE RESOLUTIONS AND ORDINANCE AMENDMENTS**

### RESPONSIBILITY

### ACTION

Department/Committee Staff

1. Committee adopts substitute amendment, or directs preparation of a substitute by appropriate staff or committee members, with a paragraph added at the bottom entitled "Explanation of Substitute".
2. If substitute is reported out and has a policy or fiscal impact different from the original, substitute drafter, or other appropriate staff, also prepares an updated policy & fiscal note, reviewing same with Department of Administration (DOA) and/or Board Office as necessary.
3. Forwards to Board Office substitutes which are reported out together with updated policy & fiscal note, complying with time requirements outlined in the County Board Rules.

County Board Staff

4. Contacts committee staff, department staff, and DOA staff as necessary to procure completed documents.

**END OF PROCEDURE**

**DANE COUNTY**  
**POLICY AND FISCAL NOTE**

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
Sponsor: _____		Resolution No. _____, 1999-00
		Ordinance Amendment No. _____

**Title:**  
Awarding A Contract to Implement Miscellaneous Appropriations-Greater Madison Convention & Visitors Bureau

**Policy Analysis Statement:**

Brief Description of Proposal -  
The 2000 budget includes funding for a contract with Greater Madison Convention & Visitors Bureau

Current Policy or Practice -  
This is to continue funding to this organization as in

Impact of Adopting Proposal -  
Continues support of the Greater Madison Convention & Visitors Bureau.

SAMPLE

**Prepared By:**

Agency: Administration	Division:	Phone: 266-4941
Prepared by: Renee Endres	Date: 10/30/02	Phone: 266-4941
Reviewed by:	Date: 10/30/02	Phone:

**Fiscal Estimate:**

<u>Fiscal Effect (check/circle all that apply) -</u> <input checked="" type="checkbox"/> No Fiscal Effect <input type="checkbox"/> Creates new/Deletes existing/Modifies existing Expenditure Account <input type="checkbox"/> Creates new/Deletes existing/Modifies existing Revenue Account <input type="checkbox"/> Increases/Decreases expenditures <input type="checkbox"/> Increases/Decreases revenues <input type="checkbox"/> Increases / Decreases Fund Balance _____ Fund	<u>Budget Effect -</u> <input checked="" type="checkbox"/> Expenditure authorized in budget No change to budget required <input type="checkbox"/> Expenditure not authorized in budget Budget amendment required
	<u>Vote Required -</u> <input type="checkbox"/> Majority <input type="checkbox"/> Two-thirds

**Narrative/Assumptions about long range fiscal effect:**

**Expenditure/Revenue Changes:**

	Current Year		Annualized			Current Year		Annualized	
	Increase	Decrease	Increase	Decrease		Increase	Decrease	Increase	Decrease
Expenditures -					Revenues -				
Personal Services					County Taxes				
Operating Expenses					Federal				
Contractual Services					State				
Capital					Other				
Total	\$0	\$0	\$0	\$0	Total	\$0	\$0	\$0	\$0

**Personnel Impact/FTE Changes:**

**Prepared By:**

Agency: Administration	Division:	10/30/02	Phone: 266-4941
Prepared by: Renee Endres	Date:	10/30/02	Phone: 266-4941
Reviewed by:	Date:	10/30/02	Phone: