



SECTION: LG
TOPIC: LG TRK 01
STATE
FEBRUARY, 2002

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: LEGISLATIVE TRACKING

Official copies of bills introduced into the Wisconsin State Legislature and U.S. Congress, as well as information from the Wisconsin Taxpayers Alliance regarding proposed legislation are received by Dane County. The Department of Administration and other appropriate department, review this information to develop an analysis of potential impacts on county government and its residents. Written comments, including recommendations in support or opposition of proposed legislation, are forwarded to the Legislative Lobbyist for action.

Rules, regulations and legal notices are also published and distributed by state and federal agencies. Some publications would include the Federal Register, the Congressional Quarterly Weekly Report and the National Association of Counties Legislative Bulletins. Publications are reviewed for proposed or new regulations and/or notices of proposed legislation for potential impact on county government and its residents

END OF POLICY



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RESPONSIBILITY

ACTION

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| Legislative Lobbyist | 1. Review rules and regulations and legal notices distributed by state and federal agencies with Department of Administration. Proposed legislation reviewed for potential impact (positive and/or negative) on county government and its residents. |
| Department of Administration | 2. Distributes potential legislation documents to the appropriate departments. A 3-4 week response time will normally be requested. |
| Departments | 3. Distributes documentation to appropriate staff for review and input. Written comments including recommendations for support, opposition and analysis of potential impacts are to be submitted in the timeframe outlined. |
| Department of Administration | 4. Collects and reviews information submitted by departments. Follows up with department staff where information is incomplete or unclear. Forwards to Legislative Lobbyist for action. Maintains files on this activity. (The Department of Human Services will work directly with the Legislative Lobbyist in this area.) |
| | 5. Other sources of legislative information in this area will be examined and utilized whenever possible. |

END OF PROCEDURE