

# The State of Wisconsin

1977 Legislative Session

## LEGISLATIVE REFERENCE BUREAU

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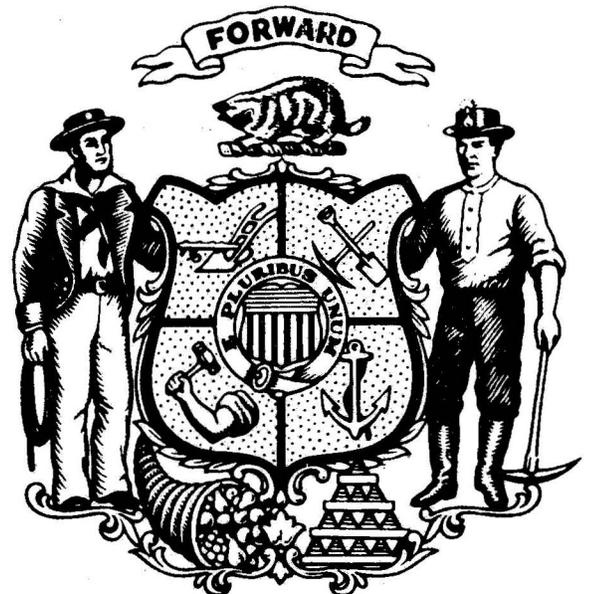
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## FISCAL ESTIMATE MANUAL

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**Questions and forms.** If after careful study of this manual you still have questions concerning fiscal estimate procedure, or if you require additional fiscal estimate forms, please contact **Marietta Moen** at extension **266-1038**. Her desk is located in Room B-114, Wilson Street State Office Building.

For questions concerning the preparation or content of a specific fiscal estimate, contact your assigned analyst in the State Budget office.

**Local fiscal impact.** Resulting from the enactment of Chapter 17, Laws of 1971, fiscal estimates are to cover not only a bill's effect on state government appropriations and revenues or fiscal liabilities, but must cover also the **effect on local government fiscal liabilities or revenues**. Some bills submitted to you for review will have both state and local fiscal impact, and some bills submitted to you may have no state fiscal impact at all but significant local fiscal impact.

**Five working days to prepare fiscal estimates.** For any bill assumed to require a fiscal estimate, the statute s. 13.10 (2) -- prohibits legislative action until the fiscal estimate is received. This makes it imperative to prepare fiscal estimates as speedily as possible, so as not to delay legislative consideration of the affected bill.

Legislative Joint Rule 42 (3) requires fiscal estimates to be **delivered within 5 working days**. In unusual circumstances -- "if the bill necessitates extended research" -- the Department of Administration may grant an extension of 5 additional working days, **BUT ONLY ON A LIMITED BASIS** and upon an agency's request received prior to the end of the 5-day period and applicable to only that particular fiscal estimate.

If you feel that the preparation of a specific fiscal estimate requires research beyond the standard period of 5 working days, request an extension **BEFORE** the end of the standard period by calling Marietta Moen at 266-1038. **But:** be sure your reasons for the requested extension outweigh the delay which you might be causing in the bill's legislative consideration.

From January 1, 1977, to June 30, 1977, only 68% of all fiscal estimates were returned within 10 days, and 19% were not returned for over one month! During the 1975-76 session biennium, 1,479 bills were sent out for fiscal estimates. The average **return time left a lot to be desired** even though it was an improvement over the previous session. Only 582 bills (40%) were returned within the regulation period of 5 working days. For 214 bills (24%) the claim was made that compiling the fiscal estimate required an extension. During the 1973-74 session biennium, 56 fiscal estimates were never returned. The 56 failures to return fiscal estimates are particularly bothersome even if an estimate might have been of no use to the 1973 Legislature because the bill died with the October 26, 1973, recess of floorperiod III or the March 29, 1974, recess of floorperiod IV, it is likely that it would be of great use to the agency and the legislative attorney if a similar bill was requested in the 1975 Session. Thus, because somebody did not complete a fiscal estimate in the 1973 Session, drafting the bill and completing the fiscal estimate assignments in 1975 within the 5-day regulation period would be that much more difficult.

Joint Rule 46 (6) provides that the Department of Administration is to maintain records on individual agencies' timeliness in completing fiscal estimates and to report semiannually to the Joint Committee on Legislative Organization and the Joint Committee on Finance regarding individual agency performance.

**Responsibility for fiscal estimate preparation.** In past sessions, the single most important cause of fiscal estimate delay has been agency failure to pinpoint responsibility for fiscal estimate preparation. It is suggested that each agency head delegate the responsibility for fiscal estimate preparation to a member of his or her staff. When the fiscal estimate form has been completely filled out, it should be returned to the agency head for review and approval. Every effort should be made to return the estimate to the Legislature within the 5-work-days period.

**Fiscal estimate responsibility.** Please inform both the **STATE BUDGET OFFICE (266-1038)** and the **LEGISLATIVE REFERENCE BUREAU (266-3561)** who will be responsible for fiscal estimate preparation in your agency or division: **Keep this information up-to-date** throughout the legislative session.

**1977 Changes.** The Report of the Special Joint Committee on Fiscal Notes, dated January 14, 1977, contains the list of problems with the 1975 procedure and the recommended changes that were incorporated into 1977 Assembly Joint Resolution 23. A review of the new process has been undertaken by a Legislative Council subcommittee. Please forward any comments or suggested changes to Marietta Moen, State Budget Office, Room B-114, Wilson Street State Office Building (266-1038). See Appendix B for a summary of the report, identification of problems and recommended solutions. In addition, fiscal estimates of penalty provisions in bills are now required. See 1977 Assembly Journal page 1068.

## 1977 FISCAL ESTIMATE MANUAL

**Introduction.** This is a manual for the preparation of fiscal estimates to bills drafted for the 1977 Session of the Wisconsin Legislature. It explains the "why" of fiscal estimates and presents some general background information on fiscal estimate procedure; it outlines the detail of how to prepare a fiscal estimate and tries to highlight some of the pitfalls; it addresses itself to the question of "technical memos" by which the fiscal expert can help the legislative attorney draft a better bill; it presents the text of the statute and joint rule provisions governing fiscal estimate procedure in Wisconsin; it provides the Summary of Special Joint Committee on Fiscal Notes Major Recommendations; and, last but not least, it contains some sample fiscal estimates from the current and prior sessions.

Each agency should DESIGNATE THE PERSON or persons in the respective constitutional office, department or independent agency who will be RESPONSIBLE FOR THE PREPARATION OF FISCAL ESTIMATES for bills to be submitted to the 1977 Legislature. These names should be transmitted to Marietta Moen, State Budget Office, Executive Services Division, Room B-114, Wilson Street State Office Building (266-1038) and to the Legislative Reference Bureau (266-3561). Past experience indicates that it is better to DELEGATE THE TASK TO A SPECIFIC PERSON OR UNIT WITHIN THE AGENCY OR DIVISION (rather than listing the name of the secretary or administrator). In some instances, fiscal estimates have been delayed because they were directed to the agency head who had not authorized anyone to act in his or her absence. The result was that no action took place until the agency head returned, and by then the fiscal estimate request was buried deep in the pile of things to be done "someday".

Under Joint Rule 42 (3) of the Wisconsin Legislature, FISCAL ESTIMATES MUST BE COMPLETED WITHIN 5 WORKING DAYS. If this deadline cannot be met, call Mrs. Marietta Moen at 266-1038 in the State Budget Office, explain why the deadline cannot be met, and request an extension. The extension CANNOT EXCEED an additional 5 WORKING DAYS and must be requested prior to the end of the standard 5 working day deadline. Joint Rule 46 (6) provides that the Department of Administration is to maintain records on individual agencies' timeliness in completing fiscal estimates and to report semiannually to the Joint Committee on Legislative Organization and the Joint Committee on Finance regarding individual agency performance.

Many agencies are housed in Madison but outside the Wilson Street State Office Building. If such agencies have messenger service to the Wilson Street State Office Building, they are urged to have their messengers check daily during the legislative session with the State Budget Office (Room B-114) to pick up fiscal estimate requests directed to their agencies, and to return completed fiscal estimates to the same address.

### I. General Background

**Why fiscal estimates?** Each biennial session of the Wisconsin Legislature marks the introduction of about 2,500 bills, dealing with just about every subject imaginable. Many of these bills, if enacted into law, will affect the finances of Wisconsin state or local government or both. They might increase or reduce expenditures; they might increase the yield of an existing tax or impose a tax on a new base.

In many instances, the fiscal implications of a bill will not be readily apparent, but yet a modern state legislature needs precise supporting information on which to base its decision-making process. Even the specialist in the government agency which might ultimately be called upon to administer a new program will on occasion find it difficult to ascertain a single bill's fiscal implication. This difficulty, however, is minimal compared to the difficulties experienced by the generalist legislator whose job it is to make an informed decision on every bill introduced.

One of the most helpful devices to assist the legislator in this decision — it was originally developed in Wisconsin in 1957 — is the "fiscal estimate". Fiscal information, compiled by experts, had been available to state legislatures before 1957, but existed generally in a few copies available to the committee chairperson considering a specific proposal, or available to the individual legislator who requested the information.

The fiscal estimate procedure makes it possible to assure that every bill introduced in the Legislature will be examined for its fiscal implications and, further, that the fiscal information once compiled will then be distributed just as broadly as are the copies of the bill itself.

**History of fiscal estimate procedure.** Wisconsin was the first state to provide fiscal estimates. Today, the practice is followed in a majority of the states.

The 1955 Wisconsin Legislature developed a procedure requiring all bills appropriating money, providing for revenue or relating to taxation of the state to carry a fiscal estimate, to be printed at the end of the bill if the fiscal estimate is available at the time of the bill's introduction, or to be printed separately and filed with the bill as are amendments, if the fiscal estimate is obtained following the bill's introduction. The procedural details were incorporated into Joint Rule 24 enacted at the beginning of the 1957 Legislative Session when the process was put into effect. (The procedure is now contained in Joint Rules 41 to 49, which are reprinted later in this bulletin.)

In the 1961 Session, all bills requiring a fiscal estimate had to have a fiscal estimate attached when they were introduced in the Legislature. However, obtaining the fiscal estimate prior to introduction led to difficulties with premature disclosure of the bill's contents, and for this reason it has since 1963 been the decision of each bill's author whether to obtain the fiscal estimate prior to introduction (which is often desirable since the information in a fiscal estimate may help the author adjust the bill so that it will have the precise effect he or she intends) or to introduce the bill without a fiscal estimate. In the latter case, the bill is automatically sent out for a fiscal estimate upon introduction.

The 1971 Legislature broadened the fiscal estimate requirement so that it includes not only a bill's effect on state finances, but also the effect on general local government finances. For some bills, this means that a fiscal estimate will have to be prepared, even though they do not affect state finances, because they may have significant impact on the fiscal liabilities or revenues of local governments. For other bills, the fiscal estimate may necessitate projections of the bill's affect on the finances of both the state and local governments.

In response to the Legislature's concerns regarding fiscal estimates -- the objectivity, accuracy, structure, applicability, preparation time and review -- the 1975 biennial budget established a Special Joint Committee on Fiscal Notes. Based on the committee's recommendations, the 1977 Legislature changed the process considerably. However, it is important also to note that during the committee's deliberations no one suggested that fiscal estimates be eliminated, nor was it suggested that fiscal estimates did not provide, at least in general, information which was generally helpful in the legislative process (an indication of the overall importance of fiscal estimates as a tool for legislative decision-making).

The major changes adopted provide for an author review process, estimates on modified bills, supplemental estimates and a modified structure of the estimates. See Appendix B for a summary of the report recommendations.

Briefly, the 1977 fiscal estimate procedure provides that when a bill affects the finances of Wisconsin state or local government or both, there must be an objective estimate of the fiscal effect. The initial determination that a bill requires a fiscal estimate is made by the legislative attorney drafting the proposal. Once the bill is drafted a copy is sent, upon request of its author prior to introduction or, routinely, upon introduction in the Legislature, to the Department of Administration for assignment to all agencies which under the proposal would be collecting the money or receiving the appropriation, and these agencies are asked to estimate the revenues or costs. The agency's fiscal estimate is returned to the Department of Administration and forwarded by that department to the Legislative Reference Bureau to be printed either at the end of the bill, or separately. After forwarding the fiscal estimate to the Legislative Reference Bureau, the Department of Administration reviews it, but under Joint Rule 46 (5), may only correct any computation or other clerical error without making any substantive change. (The department, however, may on its own initiative submit a supplemental fiscal estimate when it disagrees with the original fiscal estimate submitted by the affected state agency.)

**Content of fiscal estimates.** THE FISCAL ESTIMATE SHOULD SHOW THE IMPLICATIONS OF THE BILL IN DOLLAR TERMS. How much -- on a full annualized basis will it cost to operate the program or to make the procedural change proposed by the bill? How much revenue would the proposed new tax yield? Obviously, the fiscal estimate should set forth the direct costs, savings or anticipated revenues; but, if there are indirect costs or benefits, or if start-up or one-time costs or revenue fluctuations are unrepresentative of the bill's annual fiscal implications, this should also be noted in a separate section of the fiscal estimate provided for such costs.

Careful consideration should be given to the detailed ramifications of the bill before preparing the fiscal estimate. In the past, for example, fiscal estimates have occasionally been written with statements that: "The bill has no fiscal effect", when in fact the no net fiscal effect was the result of substituting one form of revenue for another, or when the agency felt that there would be administrative costs but they could be absorbed within existing appropriations, or when the bill applied to state government only incidentally together with all other employers in the state. However, all these aspects of no net fiscal effect or minimal fiscal effect should be specifically stated.

Last but not least, the current fiscal estimate law requires that each fiscal estimate address itself to the bill's long-range consequences. Will future costs be about the same as those anticipated in calculating the annualized effect? Or are there other factors, already apparent, which in a few years will lead to significant and predictable additional expenditures if the bill is enacted into law? In reviewing

any potential long-range implications, don't bother with incidental workload increases or try to anticipate the inflationary trends of the economy or predict employe pay plan increases. The types of major long-range implications expected to be described here would involve such costs as those that might occur due to expected program growth over time (e.g., it might be that after 3 to 5 years of operation an agency's experience with similar programs suggests that a 25% increase in program participation will occur due to expanded citizen knowledge of the availability of the service; or it might be that as more people utilize a new benefit — e.g., expanded health insurance coverage — costs can be expected from experience to grow by some percentage due just to increased usage).

Note that under the concept of presenting in the fiscal estimate the full annualized cost of a proposal, the fiscal estimate figures should generally be based on full implementation of the program (assuming that that would be within 2 to 3 years of the initiation of the program) and not on a given fiscal year cost (e.g., 1978-79). However, if for some reason full program phase-in will be later than this period (and therefore representing a cost in excess of the amount shown in the fiscal estimate) then note this fact in the long range cost implications section of the fiscal estimate. Another type of long range cost implication that might be noted would be cost increases or decreases expected in subsequent years due to projected significant enrollment fluctuations or caseload levels that will have an impact on workload levels.

**Other sources of legislative information.** In compiling the fiscal estimate remember that the Wisconsin Legislature has regular procedures to compile a variety of information, and that THE INFORMATION PROVIDED FROM OTHER SOURCES NEED NOT BE COVERED BY THE FISCAL ESTIMATE. THE purpose of the fiscal estimate is to put a "price tag" on legislation; it need not explain what the law is now or what it will be if the proposal is adopted. That kind of information is contained in the "analysis by the Legislative Reference Bureau", which is printed on every bill immediately following the bill's title.

In the fiscal estimate, do not concern yourself with policy alternatives but set forth the fiscal implications of the bill as it is presented to you. In the Senate and Assembly, each party caucus has a staff whose specific duty is to advise the members of that caucus on the policy implications of each bill, and what alternatives might be available.

Finally, nearly every bill introduced in the Wisconsin Legislature receives a public hearing before a standing committee. At that time interested citizens can take a stand for or against the bill. Representatives of agencies of state government frequently appear at such public hearings to offer suggestions as to how the bill could be improved for more efficient administration, or to present information showing how the bill conflicts with existing policies, programs or law. Don't imitate the preparer of the fiscal estimate for 1977 Assembly Bill 448 and argue in the fiscal estimate that the state would be better off if the bill were enacted. Save those comments for the hearing. See Appendix A, page 34.

**Fiscal estimate procedure.** The initial determination that a bill does or does not need a fiscal estimate is made by a legislative attorney in the Legislative Reference Bureau when the bill is drafted. The attorney's decision can be challenged to the Chief of the Legislative Reference Bureau and the chief's decision is at this stage final. Should the Legislative Reference Bureau fail to detect a bill's possible fiscal implications, any member of the Legislature can raise the point of order on the floor that a fiscal estimate is required when the bill is before the member's house. In that case, the presiding officer's decision that the bill needs a fiscal estimate is again final, subject to overruling by the house.

It is, of course, possible that mistakes will be made and bills are marked "fiscal estimate required" when, in fact, they do not have a fiscal effect. However, it is better in the long run that a few bills should come back from the experts in the operating departments with a fiscal estimate reading: *This bill has no fiscal effect because it neither increases nor decreases any state or local fiscal liability or revenue*, than to fail to send out for a fiscal estimate a bill which may have a significant hidden fiscal effect.

The decision that a bill needs a fiscal estimate has a serious consequence: under section 13.10 (2) of the Wisconsin Statutes all legislative action (other than referral to a standing committee) stops for a "fiscal estimate required" bill until the fiscal estimate has been made available to the Legislature. If the bill is before the house, the house cannot act on it. If the bill is before a standing committee and slated for a public hearing, the public hearing cannot be held; if it is slated for executive action, the executive action must be postponed until the fiscal estimate is obtained. On March 16, 1976, the Assembly suspended further action on 1975 Senate Bill 255 — mandatory coverage for chiropractic services — because the fiscal estimate did not comment on the proposal's possible LOCAL FISCAL impact.

It is imperative that fiscal estimates are completed as speedily as practicable. Joint Rule 42 (3) of the Wisconsin Legislature provides that **fiscal estimates are to be produced within 5 working days** unless the Department of Administration grants an extension when the compilation of an estimate requires unusually extensive research. But, in no case may the total time allotted exceed 10 working days. The joint rule directs the department to grant extensions on a limited basis only. If you need an extension, contact Mrs. Marietta Moen in the State Budget Office (phone 266-1038), explain what the problems

are, and indicate the date on which the note will be completed. Then, if you are granted an extension, please remind Mrs. Moen to notify the Legislative Reference Bureau that an extension has been granted. This will eliminate a lot of unnecessary inquiries.

**Limited fiscal impact.** In 1971 the Legislature changed the law (section 16.47 (2) of the Wisconsin Statutes) to relax the stringent procedures applying to the passage of fiscal impact bills prior to the passage of the general executive budget bill. The revised law makes it easier to achieve passage of two classes of fiscal impact bills: 1) those with an ANNUAL impact on the state general fund of less than \$10,000, and 2) those with a BIENNIAL impact on the state general fund of less than \$100,000. This change further increases the requirement for factual accuracy in fiscal estimate preparation. If the fiscal estimate indicates that a bill's state general fund fiscal impact -- fully annualized is less than \$10,000, then that bill can be passed by the Legislature without any special authorization. If the biennial state general fund fiscal impact -- under full operation is less than \$100,000, then the Committee on Organization in each house may recommend the bill for enactment prior to passage of the general executive budget bill. This authorization is in addition to the emergency clause procedure in section 16.47 (2) of the Wisconsin Statutes whereby either the Governor or the Joint Committee on Finance can recommend any fiscal impact bill -- regardless of the amount of the fiscal impact -- for passage prior to the passage of the budget bill.

**Position control.** Based on the changes in section 16.50 (3) of the Wisconsin Statutes enacted in the 1974 budget review bill and the 1975 budget bill, an appropriation increase no longer serves to automatically increase the number of positions available for administration of a program. Unless positions are to be funded from federal moneys or from program revenues, position control is a function assigned to the Joint Committee on Finance acting under s. 13.101.

... No additional positions above the number authorized through the biennial budget, budget review process or other legislative act may be granted without the approval of the joint committee on finance, except for positions created from funds received under s. 16.54 [federal moneys] or 20.001 (2) (b) [program revenue] ...

In addition, the civil service bill passed by the November Special Session of the Legislature created s. 16.505:

16.505 No position, regardless of funding source or type, may be created unless authorized through the biennial budget, annual review, subsequent legislation, s. 13.101 or 16.50 (3) ...

Thus, if it is the intent of a bill to grant additional positions for the administration of a particular program, that intent should be spelled-out in detail in the bill in the form of a session law section near the end of the bill. If this is not done the agency receiving the appropriation, during the budget or budget review process or after the bill granting the money has been enacted into law, will have to make a separate request before the Joint Committee on Finance to increase its staff by the number of positions required, to be financed from the moneys already appropriated.

**Review of estimate by author; estimate for modified bills; rewritten estimate.** Under Joint Rule 48, the primary author of an introduced bill is given 5 working days prior to publication in which to review the fiscal estimate and worksheet. The 5-day period starts on the day the Legislative Reference Bureau submits the estimate to the requester. During the 5-day period, but not afterwards, the author may require the agency which prepared the estimate to prepare an estimate for the bill as affected by an introduced or un-introduced proposed amendment or substitute amendment. The request for a fiscal estimate on a bill as affected by an amendment or substitute amendment is processed the same as for the fiscal estimate on the bill. The Legislative Reference Bureau will forward the request from the author, and will attach a copy of the amendment or substitute amendment. Also during the 5-day period, the author may further explain the bill to the agency and request the agency to rewrite its fiscal estimate. If the agency agrees to rewrite it, and the author agrees to the delay in publication, the new "original" estimate is the only one published. (Both the initial estimate and the rewritten estimate are placed in the bill file maintained by the Legislative Reference Bureau.) If a new original fiscal estimate is being prepared, IMMEDIATELY notify Marietta Moen (266-1038) and the Legislative Reference Bureau (266-3561). Failure to notify the Legislative Reference Bureau will result in both the initial and the rewritten fiscal estimate being printed.

**Supplemental fiscal estimates.** Joint Rules 41 (3) (a), (b) and (e), 46 (4) and 48 (3) provide for the preparation and publication of supplemental fiscal estimates.

The primary author of an introduced bill may request the Legislative Fiscal Bureau or the Department of Administration to prepare a supplemental fiscal estimate if the primary author disagrees with the estimate prepared by the state agency.

The Department of Administration may submit a supplemental estimate when the department disagrees with an estimate prepared by a state agency.

The Joint Committee on Finance by a majority of its members or by either cochairperson may request from a state agency (through the Department of Administration) or from the Legislative Fiscal Bureau, a supplemental fiscal estimate on a bill as affected by a proposed amendment or substitute amendment if the committee or cochairperson believes that the estimate on the modified bill would be substantially different from the estimate on the original bill.

**Consolidated fiscal estimates.** The Department of Administration is permitted by Joint Rule 41 (3) (c) to prepare a consolidated estimate summarizing all original fiscal estimates prepared by state agencies relating to a specific bill. The consolidated estimate will be printed in addition to the agency-prepared estimates. Consolidated estimates generally should be prepared when several agencies have submitted estimates.

**Updated fiscal estimates.** Joint Rule 41 (3) (d) permits any state agency to submit an updated estimate supplementing its original estimate when the agency has available better or more current information. The updated estimate will be printed in addition to the original estimate.

**Corrected fiscal estimates.** Under Joint Rule 46 (5) the Department of Administration may correct any computation or other clerical error in a fiscal estimate prepared by an agency but may not make any substantive change in it.

## II. Preparing a Fiscal Estimate

**Some very important "don'ts".** There are a number of things that should not be done when a fiscal estimate is prepared, and perhaps it is best to discuss these "DON'TS" right from the start.

First and foremost, do not, under any circumstances, broadcast the content of a draft bill. A **draft bill** -- rather than a document that has already been introduced in the Legislature -- is a **confidential** document. You can tell a draft bill from one that has already been introduced because the draft bill is not identified with a bill number such as "1977 AB 44" or "1977 SB 321". In the case of draft bills, the whole field preceding the title (which begins with the words "AN ACT to ...") will be blank.

Draft bills are, thus, numerically identifiable solely by their "LRB" number which you find in the upper right-hand corner on every page of the bill. It looks like this:

LRB-2836/2  
HRT:pp

In the example shown, "2836" is the "LRB" number. The number "2" following the "slash" indicates that this document is the 2nd draft of LRB-2836.

When you are dealing with a draft bill, do not call the Legislative Reference Bureau to find out the name of the draft's requester. The bureau is not permitted to tell you that name (unless instructed to do so by the requester, and in that case the bureau would have contacted you already). A draft is a preliminary working document developed by the legislative attorney to express in writing the ideas brought by the requester. Once the requested idea has been written down in precise terms, the requester may change his or her mind, or may find that the legislative attorney did not really capture the meaning of the bill. **DEPENDING ON WHAT ADDITIONAL INFORMATION BECOMES AVAILABLE TO THE REQUESTER AND ACCURATE FISCAL INFORMATION IS OF GREAT ASSISTANCE IN THIS PROCESS -- THE DRAFT BILL MAY BE EXTENSIVELY CHANGED BEFORE IT IS INTRODUCED, OR IT MAY BE SHELVED ALTOGETHER.** A legislator's political future is "on the line" every time he or she publicly indorses a bill. The legislator should not be saddled with the additional burden of being held accountable for the contents of preliminary drafts which do not express his or her final decision.

Thus, under no circumstances should you make additional copies of a draft bill to circulate throughout your staff. Do not discuss the draft bill's content with any person other than those who have to help you compile the fiscal information. The Legislative Reference Bureau, as the bill drafting agency, is not permitted to publicly discuss any feature of a bill draft -- or, even, its very existence -- until the draft has been officially introduced in the Legislature. As the agency assigned the task of preparing the fiscal information, you should observe the same confidentiality. If you have any questions concerning the interpretation of the draft or need to relay information to the requester, you may contact the legislative attorney who drafted the bill. But remember, the fiscal estimate should reflect your independent interpretation of what will be required of your agency if the bill as drafted becomes law. The fiscal estimate should not be influenced by the intentions, hopes or desires expressed within or aside from the draft.

When you have completed your work on the fiscal estimate for a draft bill, **RETURN THE COPY OF THE DRAFT** to the State Budget Office together with an original typed copy of the estimate and of any worksheet, in a form suitable for photo reproduction, along with the 5 copies of the "fiscal estimate" form and its worksheet (the forms will be furnished to you by the State Budget Office at the time they send the request). **HOWEVER:** be sure to retain the estimates which you compiled in preparing the fiscal

estimate as other, similar bills may come to you during the session and your old estimates may facilitate the preparation of the new fiscal estimate. This is particularly true in the case of draft bills (although it also applies to bills already introduced) because, as was pointed out above, the content of the fiscal estimate frequently convinces the requester to make changes in the bill and to ask for new fiscal estimates, until the bill achieves the effect desired at the approximate cost the requester had in mind.

Next to confidentiality, **objectivity** is the second most important aspect of preparing a fiscal estimate. Be as objectively factual as is possible. Clearly specify the assumptions used in arriving at the fiscal estimate. As a citizen, you may be very much in favor of a bill's contents, or you may be violently opposed to the bill. As an administrator, you may feel that the bill in its present form is hard to administer or that it adds yet another foot to the already existing miles of red tape, or you may feel that given a choice you would try to accomplish the same end by different means. But, none of these reflections should appear in or have any influence on the objectivity of the fiscal information you are requested to provide.

A fiscal estimate should accurately, factually, dispassionately and objectively set forth all the fiscal information relevant to the bill. It should neither indorse nor oppose the bill, nor concern itself with the bill's merits as a matter of public policy — in fact, it is imperative that the fiscal estimate give no hint as to the attitude which you or your agency may have regarding the substance of the bill. Don't follow the example of the fiscal estimate for 1977 Assembly Bill 448 (See Appendix A, page 34) and argue for its passage. If the bill has technical defects or if you wish to convey other information to the requester or to the legislative attorney, provide a "technical memo" SEPARATE from the fiscal estimate (see Chapter III, below) or have your agency representative explain what you consider to be the technical defects or your suggested improvements at the public hearing. The fiscal estimate for 1977 Assembly Bill 346 (See Appendix A, page 33) used the estimate to lobby against the bill. Don't try to use the fiscal estimate as an instrument to influence policy-making. Comments or statements on the policy aspects of a bill are not to be included in the fiscal estimate form. Rather, they should be conveyed in a technical memo through the Legislative Reference Bureau to the bill author, or in a separate communication to the bill author, or in written or verbal communication to the substantive legislative committee to which the bill is referred.

**Effect on agency budget.** The primary reason for the fiscal estimate is to provide the Legislature with additional factual information concerning a legislative proposal for the legislature's use as a part of its decision-making process. The Legislature is asking your agency — as an expert in the program area — for its independent and factual evaluation of the likely fiscal ramifications of the particular legislative proposal under consideration. Your agency's responsibility in regard to the fiscal estimate is to provide an independent and objective estimate of the bill's likely effect on state and local government costs. As a part of that estimate, your agency has the opportunity to indicate the estimated fiscal impact of the proposal on your agency, as well as possible effect on state and local government in general.

If, in your agency's best judgment, the proposal as drafted will likely increase or decrease costs or revenues, it is those amounts that should be indicated in the fiscal estimate. The estimate should present the best dollar estimate of those costs regardless of whether additional appropriations are provided or new revenues raised in the case of increases or whether appropriations could be reduced (or money lapsed) or less revenues collected. Don't be misled into thinking that the moneys from a fee, earmarked to administer the program, are outside the state's fiscal concern (they are state moneys and their collection, as well as their expenditure, has a fiscal effect). Always indicate the source of the funds to be used for the project (general purpose revenue, program revenue, federal moneys, etc.) in the body of the fiscal estimate.

Make your own evaluation of what would be required if the bill as drafted is enacted into law and the amount of staff activity that is likely to be required. If an appropriation is contained within the bill, do not simply assume that that is the program level. While that amount may very well be the appropriation level at which the Legislature will expect the agency to operate the activity, the fiscal estimate should indicate the operational level expected by the agency and also — if an appropriation is provided — the operational level which the agency feels it could perform for that amount.

If no appropriation is provided, indicate what level of program effort would be possible using existing staff. Remember that many times the Legislature will expect an agency to carry out additional activities without additional staff by redefining its priorities or levels of activity in various areas. Therefore, it is important also to indicate in the assumptions section what level of program activity would be possible with existing staff. In some cases, it should be possible to carry out the new activity without any increased staff while in others only a minimal effort may be possible without additional staff. What is essential is that agency specify in the assumptions section of the fiscal estimate the bases on which the estimate was made.

For example, 1967 Senate Bill 203 proposed state aids, limited to \$5,000 per child, for severely brain injured or emotionally disturbed children and proposed an appropriation for this purpose of

\$250,000 per year. The fiscal estimate should have given an indication of the size of the possible clientele for this new state aid or, if that information was not available, should have stated that the actual size of the clientele was unknown but assumed not to be more than 50 children and that based on an estimated cost per child of \$5,000, approximately 50 children out of a population of "x" could be served. Instead, it read:

1967 SB-203: "This bill would provide state aids for school expenses for severely brain-injured and emotionally disturbed children. It would limit the amount per student to \$5,000 per year. This would take care of 50 children at \$5,000 per year for a total annual cost of \$250,000. This bill would provide \$250,000 for 1967-68 and \$250,000 for 1968-69 for a total of \$500,000 for 1967-69."

Similarly, don't be misled by the size of an appropriation for administrative purposes which is shown in the bill. Perhaps that amount was based on the fiscal estimate to a proposal considered several sessions ago and bears no relation to current salary ranges; perhaps it was just a guess on the part of the author; or maybe that is as much as the author believes should be appropriated at this time. Consequently, in the fiscal estimate it is essential that you specify the assumptions used in arriving at the cost estimate. The fiscal estimate should clearly indicate what, based on these assumptions, you expect the costs to be (or the anticipated savings, or increased revenues, or whatever). You should also recognize that despite your estimate, the Legislature may make the policy decision to appropriate no more than the amount indicated (or in a bill with no appropriation to provide no additional funds) and in that case the fiscal estimate should indicate (probably in the assumptions section or possibly in the long range fiscal implications section) the program level at which you would operate.

Assembly Bill 489 in the 1963 session, for instance, proposed to create a "state advisory board of education" with an executive director "and such additional staff as is required". The bill as introduced contained an appropriation of \$15,000 per year for all expenditures of the advisory board including staff. The fiscal estimate read:

1963 AB-489: "This bill would create a state advisory board of education. The cost to the executive budget would be \$30,000 for the biennium."

That fiscal estimate was probably misleading. True, the appropriation was limited to \$30,000 for the biennium, but it could be questioned whether this amount would have actually been sufficient for a full 24 months of operation including salaries of the executive director and staff, supplies, possible space rental costs, reimbursement of members for actual and necessary expenses, telephone, postage and printing. Chances are, had the agency been created, it would have shortly appeared before the Joint Committee on Finance (in 1963, BOGO) to seek a supplemental appropriation of funds.

A much better approach is shown in the following fiscal estimate from the 1967 session:

1967 SB-316: "The bill carries an appropriation to the Department of Resource Development from general purpose revenues of \$10,000 annually for 1967-68 and 1968-69. The appropriation would permit the employment of one person to serve as the focal point in the department for this new activity. The sum suggested would not cover all related costs but the department already has a concern with pesticide pollution and can be expected to meet some of the costs from funds presently budgeted."

Potentially, at least, any change in the procedures or operations of state government may have a fiscal effect. As a practical matter, of course, the fiscal effect will in many cases be so insignificant as to be incapable of measurement, or the department may be required to absorb the added workload within its existing appropriation and staff pattern. However, try to avoid providing the following type of vague fiscal estimate:

1965 AB-536: "This bill would have little fiscal effect. Any costs involved in the administration of the bill would be absorbed in existing appropriations of the department."

Imprecise terms, such as "little fiscal effect" or "minimal fiscal effect" do not convey useful information. For a multimillion dollar program, a \$100,000 cost impact may be viewed as a minimal. To the legislator though (who is thinking of minimal as being a cost of less than \$5,000) \$100,000 is not necessarily a minimal cost. Therefore, provide — based on the assumptions stated in the fiscal estimate the specific fiscal effect anticipated. It is entirely appropriate and in fact often expected that some added responsibilities and activities can be absorbed by an agency within its existing appropriation levels and, when that is the case, this should be noted in the assumptions sections; but the estimated cost should nonetheless be identified in the fiscal estimate. Remember that there may be other bills, to be considered during the session, for which your department may also be expected to absorb the cost. While it may be possible to absorb some or all of the costs associated with one particular bill, it may not be possible to do so if several bills were to pass and all require your agency to absorb the costs. Therefore, it is important to identify any actual cost associated with a legislative proposal and then indicate in the assumptions or long-range cost implications sections that these costs (or some portion of

them) can be absorbed within the agency's existing appropriation level (assuming several bills do not pass requiring such absorption). Further, what your agency can or cannot absorb will depend on the overall size of your agency's budget. A task requiring the staff services of 2 full-time clerk-typists might well be absorbed by a large department, while absorbing that task could place an impossible strain on the budget of a small agency.

In the request for a fiscal estimate, what the Legislature is asking for is 1) your agency's objective assessment of what new or changed activities the legislative proposal would require of your agency, and 2) what changes in operating costs — if any — might be involved. An increased cost that can be absorbed should be so identified and is clearly different from the situation where no cost is anticipated. While your agency should provide its best assessment of operating needs in the fiscal estimate, agencies should avoid the fallacy that the imposition of new activity will always require additional staff. Most agencies have some flexibility and can modify priorities or work schedules to allow them to accomplish other tasks in addition to their current work, although it is understood that the level of current activities may have to be modified.

If it is concluded that your agency will likely need additional staff to perform the responsibilities outlined in a bill, be sure to include in the narrative part of your fiscal estimate, in addition to the cost implications, a statement concerning the bill's impact on the agency's staffing pattern. Position control is a major facet of the legislative budget process, and information on the number and type of additional staff that may be required, as well as the cost, should be readily available to the Legislature when the merits of a bill are debated.

**Appropriation blanks.** If the bill submitted to you contains a zero appropriation ("There is appropriated \$-0- for ...", or the section 20.005 (2) schedule segment in the bill shows \$-0-), you should make every effort to provide a figure which may be inserted in the "blank" and you should MENTION IN A SEPARATE TECHNICAL MEMO THAT THE BLANK NEEDS TO BE FILLED ("These amounts should be inserted into the appropriation blanks on page 2, lines 2 and 3."). This approach might save you some difficulties later.

For instance, 1967 Assembly Bill 783 passed both houses, was enrolled, and was ready for presentation to the Governor when it was discovered that, although it contained a very detailed fiscal estimate, the required amount of \$47,960 to cover administrative costs in conjunction with a student loans program had never been inserted into the blanks left in that bill. A joint resolution (1967 SJR 87) had to be approved by both houses to recall the bill from the Assembly for further action by the Senate; the Senate then reconsidered its previous votes to get the bill back to its amendatory stage, and adopted Senate Amendment 1 to insert the appropriation amounts into the blanks; the bill was returned to the Assembly and the Assembly concurred in the amendment; and the bill, as amended, was reenrolled for presentation to the Governor. Without the adoption of the amendment, no money would have been appropriated to cover administrative costs, and the entire program would have been in jeopardy. Dollar figures again were not inserted in chapter 322, laws of 1971 (developmental disabilities board) and chapters 404 and 405, laws of 1975 (dwelling code council).

It must be noted, however, that it may well be the author's intent — or ultimately the Legislature's direction — that no additional funds be provided as a part of the legislation even though additional activities may be expected of the agency.

**Lack of spending authority.** The examples just cited simply failed to appropriate the money. Other difficulties have arisen in the past from supplementary appropriations designated to the wrong appropriations paragraph in Chapter 20 of the Wisconsin Statutes, even though the bill made an appropriation to the right agency. Therefore, if it provides an appropriation, be sure that the bill as drafted provides you with the proper spending authority to accomplish the program. If you detect an error, attach a "technical memo" (see Chapter III, below) to the fiscal estimate so that the information can come to the Legislative Reference Bureau and, through it, to the requester.

On the other hand, in a number of instances bills have been introduced and marked "fiscal estimate required" which did not contain appropriation language, or provide for supplementation of an existing appropriation, even though the bill involved significant costs. In many instances, this was due to the requester's insistence that the agency to which the program would be assigned should absorb the costs out of its existing appropriations. This may, or may not, be a realistic assumption — but even if it is unrealistic it is nevertheless a policy decision to be made by the requester and ultimately by the Legislature. In such instances, it might be proper to end the fiscal estimate with a sentence somewhat like this: "The bill makes no provision for the funding of the costs involved in ..." Again, you can through a technical memo call the "defect" to the attention of the Legislative Reference Bureau and through it, to the requester, but keep in mind that what you consider a defect may well be the intent of the requester. When such memos are received, the Legislative Reference Bureau forwards a copy to the requester together with the fiscal estimate and the following form letter:

When we received the fiscal estimate, we also were given the attached memorandum. Please let us know whether you want us to take any action as the result of this memorandum, such as incorporating the suggested changes into your draft or preparing an amendment. If you do want us to take any action, please call 266-3561 and ask for (name of legislative attorney).

**Explain methods used in arriving at the estimate.** The fiscal estimate which you prepare should help the Legislature make an intelligent, informed decision based on the best facts available. Put the emphasis on informing. Write your estimate so that the members of the Legislature can see how you arrived at the total cost or savings shown; that way, if an amendment changes one of the ingredients in the bill, the information given in your estimate might make it possible to ascertain the fiscal effects of the bill as amended.

From the standpoint of usefulness, the fiscal estimate to 1963 Assembly Bill 379 was an example of how NOT to write a fiscal estimate. Even though it contained very precise data on the assumed total fiscal effect of the bill, it did not explain its assumptions for the establishment of either the estimated revenue yield or the anticipated cost of administration:

1963 AB-379 - [The bill imposed a 20% tax on the face value of trading stamps]: "This bill would produce approximately \$1,612,000 of revenue at a cost of \$9,081 in the 1963-65 biennium."

If the estimated dollar cost or anticipated revenue yield of the bill is arrived at by estimating unit amounts, indicate the units and the unit costs used. (In addition, the present rules require the estimate to be on an annualized basis.)

A very good example of how this can be done is the fiscal estimate to 1967 Assembly Bill 829:

1967 AB 829: "This bill provides for the payment of state aids to local school districts employing elementary guidance counselors with reimbursement set at 70% of the counselor's salary.

It is estimated that 163 elementary counselors would be funded at 70% during 1967-68 and 200 during 1968-69.

The average salary of elementary counselors in the state is estimated at \$7,000.

1967-68: \$7,000 x 163 x 70% equals \$798,700

1968-69: \$7,000 x 200 x 70% equals \$980,000

The total impact of this bill for the 1967-69 biennium is \$1,778,700."

If, after careful evaluation, you conclude that a specific estimate cannot be given, let the Legislature at least have the benefit of a dollar range estimate. It is much better to say based on stated assumptions that the "cost might vary from \$5 million to \$20 million depending on variables which cannot be fully ascertained", than to claim that "no reliable estimate can be given" when you believe it unlikely the cost will be less than \$5 million.

The fiscal estimate to 1973 AB 452 contains a wealth of valuable information, and then concludes, disappointingly:

...Therefore, a dollar estimate of the additional cost likely to be involved in enacting the bill is not possible although the increase would be significant.

"Significant", to the compiler of the fiscal estimate, had a meaning. Maybe it meant \$20,000; maybe it meant \$20 million. The Legislature would have been better served if the fiscal estimate had concluded: "...is not possible but would likely exceed \$xx,xxx", leaving the decision to the Legislature whether the cost ("significant" or not) would be "worthwhile" in terms of the competing demand for the state support of public programs. Similarly, "insignificant" may be less than \$100,000 or less than \$1,000.

Never say "this bill has no fiscal effect" when what you mean is "our agency may be able to absorb the costs of this bill in its existing appropriation and staffing pattern because the total workload involved can be carried by one typist working less than half time." Also, do not say "this bill neither increases nor decreases state revenues" when, in reality, the bill reduces income tax revenues by \$4,000,000 annually but creates a new sales tax revenue in an equal amount by taxing cooking utensils.

**Always indicate the source of funds.** Be specific as to where the money comes from. In most cases, it will be from general purpose revenues (GPR) but often it comes from other sources such as program revenues or federal moneys, or from one of the segregated funds.

Some agencies have on past occasions assumed that the state bears no burden and, therefore, that a bill has no fiscal effect if it creates a licensing requirement, imposes a license fee, and appropriates all moneys received to administer the license. This is dead wrong. When the power of the state is being used to exact a license fee, the revenue is state money even if a policy decision has been made to dedicate that

money, as program revenue, to the administration of the license. The anticipated revenue should be stated. Conversely, the anticipated cost of administration should be stated even though it is intended to be financed from program revenue (user fee) rather than from general state tax dollars.

Even such a simple matter as a claim against the state, for "x" number of dollars, can have hidden fiscal implications which are immediately apparent to the specialist, but might be missed in the Legislature unless brought to its attention in the text of the fiscal estimate. Both of the examples below deal with claims against the state to be discharged by a payment from the highway fund, but the 1967 fiscal estimate is obviously much more informative than that of 1963:

1963 AB-370: "The total amount for this bill would be an expenditure of \$22,662.90."

1967 SB-552: "The appropriation of \$3,400 from the state highway fund to pay this claim would decrease the supplementary distribution to state trunk highways by \$1,360 and the supplemental distribution to local units by \$2,040."

**Local fiscal effect.** Because state-imposed requirements often affect local government fiscal liabilities or revenues, the state's fiscal estimate law was broadened several years ago (Chapter 17, Laws of 1971), to incorporate information on local fiscal impact. In some instances, a bill may have no state fiscal impact but significant local fiscal impact. Such a bill does require a fiscal estimate. On the whole, such fiscal estimates should be prepared by the state agency having subject responsibilities related to the topic of the bill, not only because they would be most likely to have statistical or empirical data related to the topic, but also because they might know somebody on the local level who could provide the required information.

On March 16, 1976, the Assembly suspended further action on 1975 Senate Bill 255 -- mandatory coverage for chiropractic services -- because the fiscal estimate did not comment on the proposal's possible LOCAL FISCAL impact.

**Fiscal estimate not required.** Occasionally you will be requested to prepare a fiscal estimate for a bill which you conclude after careful study does not have even a minimal fiscal effect. In other words, it has no fiscal effect at all and, for that reason, should not have been sent out for a fiscal estimate in the first place. But, it has been sent out for a fiscal estimate and, if the bill is already introduced in the Legislature, the bill is now hung up in committee where no further action may be taken until your fiscal estimate is received. In such a situation, valuable time can be saved if you DO NOT phone to tell the State Budget Office or the Legislative Reference Bureau that the bill does not need a fiscal estimate. Instead, let the text of your fiscal estimate show that the bill does not have a fiscal effect, and return the completed estimate as soon as possible to the State Budget Office.

**Penalty provisions.** See 1977 Assembly Journal page 1068 which requires fiscal estimates for all bills providing penalties. The ruling by Speaker Jackamonis was primarily based on the appraisal that agencies are today much better prepared to make difficult fiscal estimates and may provide important fiscal information even if reliable estimates are impossible.

**The fiscal estimate forms.** A copy of the worksheet and text forms to be used in the preparation of fiscal estimates for 1977 legislation is included in Appendix B. The content of both the fiscal estimate worksheet and the fiscal estimate narrative WILL BE PRINTED as part of the fiscal estimate for original, supplemental and all other fiscal estimates. Both will be photo reproduced exactly as submitted, without being retyped.

**Preparing the fiscal estimate forms.**

**I. Fiscal Estimate Identification**

If the bill submitted for a fiscal estimate is a draft (in other words, if it has not been formally introduced in the Legislature) fill in the LRB number and the draft number (see above, page 7). If it has been introduced, fill in the house in which it originated and the number of the document (for instance, for Assembly Bill 824 you would write "AB-824" into the field marked "LRB or Bill No.". You must indicate the house of origin because, in the Wisconsin Legislature, each house numbers its documents for each kind of document in a series beginning with the number "1". Repeat the LRB number or bill number on the text form. Check whether the estimate is an original, corrected, updated or supplemental.

Give a very brief statement of the "subject" based on the title of the bill. For instance, 1967 Assembly Bill 824 has the following title:

AN ACT to renumber 94.69; to amend 29.60 (5) (c); to repeal and recreate 29.29 (4); and to create 94.69 (1) (h) and (2), 94.695 and 140.05 (15) of the statutes, relating to the use of pesticides, and creating a pesticide council.

The "subject", which is mainly an identification for your own purposes, might have been stated as "pesticide use and council".

At the bottom of both forms, insert the date on which the estimate was completed and the name of your agency. The original copies of the form should then be signed by the official designated by the agency as responsible for preparing fiscal estimates.

## II. Fiscal Estimate Narrative

### A. Assumption Section

In the new fiscal estimate form, the fiscal estimate (narrative) form has been changed substantially in concept. In contrast to earlier years, the primary purpose of this form is not to provide the fiscal estimate in written narrative form. Rather it is to provide a written narrative primarily of how the fiscal estimate — which is to be shown not in the narrative but on the fiscal estimate worksheet — is arrived at, particularly the major assumptions that go into arriving at the dollar estimate. The intended use of this portion of the fiscal estimate form is for the agency personnel compiling the fiscal estimate to briefly summarize the principal assumptions or criteria that are used by the agency in calculating the estimated fiscal impact of the bill. The preferable way to complete this section is as follows:

1. A short (generally one line) introductory statement that identifies the nature of the cost(s) in terms of the statutory provisions of the bill:

For example:

(1) 1977 AB-508: "This proposal (would) require school boards to include transportation in their plan of providing safeguards for students residing in hazardous areas."

(2) 1977 AB-519: "This bill would require that (all) disability insurance policies (in the state) be drafted to include coverage for home care and for transportation services."

2. The following narrative material in the assumptions section should then identify the significant assumed new or changed conditions that would occur — if the particular legislative proposal were to become law — and which are estimated to result in increased or decreased costs. The written material should generally be a narrative that explains and flows logically and not a listing of random statistical items or comments. For example the following is the assumptions section that was included in the fiscal estimate to AB-808:

(1) There are 37 daily and 236 other newspapers published in Wisconsin.

(2) In addition, there are an unknown number of shopper type advertising papers in the state which might qualify as newspapers under s. 985.03 (1) (c) and so might have vehicles which would qualify for studded tires under this proposal.

(3) a) Seven daily newspapers were contacted. They included the 2 metropolitan news companies and a sampling of the 35 remaining.

b) The best information available is that about 50 of the 236 non-daily newspapers have or soon will have delivery systems. In addition, some of the local newspapers also publish an "advertising" paper.

c) All vehicles eligible for studded tires under this bill are expected to do so. This would be:

<u>Rural Route Delivery</u>	<u>Vehicles</u>
Daily Newspapers	850
Other Newspapers	150
	1,000

(4) Advertising papers cover 1,100,000 households in Wisconsin. Some receive more than 1 of these papers. It is estimated about 30-40% of the total are rural and one rural route will average 500 stops. Therefore, there is a potential 660 to 880 vehicles needed for this purpose. At least some of these advertising publications are not now considered newspapers for sales tax purposes, and it would be difficult to classify them as newspapers under s. 985.03 (1) (c). Therefore, they have not been included in the fiscal impact computations. They are mentioned because there are some cases under litigation which might change this premise.

(5) From previous studies, damages to roads from studded tires is estimated to be \$10 per year per tire. While this will vary depending on the number of studded tires using a given road, the figure still seems valid. Most of the travel will be on local roads.

(6) It is assumed only vehicles used primarily for rural delivery to individual households would be included. Trucks and other vehicles delivering bundles of papers to route carriers would not be included.

While the "assumptions" provided in the above example were generally relevant to fiscal estimates provided, more information may have been provided than was necessary, and in a manner that could have been improved in terms of narrative style. A clearer presentation of the assumptions might have been as follows:

This proposal would add vehicles used for rural newspapers delivery to those vehicles which are exempted from the prohibition on use of studded snow tires. For purposes of this

fiscal estimate, it is assumed that all vehicles that would be eligible under this proposal to be equipped with studded tires would be so equipped and that the estimated increased "wear and tear" to roads caused by studded tires will be met by that same level increased expenditures on an annual basis by the state or local governments or both. The assumption is made that only vehicles directly involved in the delivery of rural newspapers would be increased under this exemption. It is also assumed that the shopper type of advertising "newspapers" would not be included under the definition of "rural newspapers". It is estimated based on a sampling of newspapers that initially there would be about 850 vehicles involved in the rural delivery of daily newspapers and another 150 vehicles involved in the rural delivery of nondaily (basically weekly) newspapers or a total of 1,000 vehicles. Previous studies suggest that the estimated damage to roads from studded tires is approximately \$10 annually per studded tire (normally 2 per vehicle). The total additional wear and tear cost from the expanded use of studded tires is assumed to be distributed 25% on state trunk highway and 75% on local roads.

Note that the assumptions section does not show the detailed calculations used to arrive at the \$20,000 fiscal effect shown in the estimate but does provide in a concise manner the necessary assumptions and data to arrive at the estimate. The agency could have, if it desired, included its detailed calculations [i.e., (1000 vehicles x 2 tires per vehicle x \$10 per tire = \$20,000 annually); (\$20,000 x 25% = \$5,000 state cost; \$20,000 x 75% = \$15,000 local cost)] although it is this example that would not seem necessary.

#### B. Fiscal Effect

The check boxes that have been included on the forms are to be completed as appropriate for every fiscal estimate form. They have been included for a specific purpose to aid legislators -- especially committee chairpersons and presiding officers -- in quickly determining the nature of the fiscal effect, if any, of the proposal. This information is important in determining how a bill is handled, including whether it should be referred to the Joint Committee on Finance or whether it may require the attachment of an emergency clause. As many boxes should be checked as are appropriate to a particular proposal but at least one box in both the state fiscal effect and local fiscal effect areas must be checked on every fiscal estimate proposal. Also, where the box explanation indicates "increase/decrease", if that box is checked either the increase or the decrease portion of the explanation should be "x'ed" out as appropriate.

Note also that agency submitted fiscal estimates would always be listed as either "original" estimates or as "updated" estimates (where the agency chooses to provide a revised estimate at a later date after its original estimate has already been published). If an agency is requested to or chooses to provide a fiscal estimate on a substitute amendment, for example, that estimate is an original estimate on the substitute amendment (which is in effect a new bill) not an updated estimate to an original bill.

#### C. Long-Range Fiscal Implications

In most cases, especially under the full annualized cost concept (where the estimated total ongoing cost of the proposal is what is shown rather than the cost in say, the next fiscal year) there will be nothing to enter in the long-range fiscal implications section. This section is not, for example, to be used to indicate that such items as inflationary costs or costs of future employe pay increases will result in increases in total costs. There may be situations, however, where for some reason a newly initiated or changed program will result in substantially increased costs that will not occur until several years in the future. For example, if a law were passed this year to require 2 additional years of high school for all students, the initial cost might only be the increased teachers required. There would probably be, however, a long range cost represented in possible increased space needs in the communities and enrollments in the vocational schools and state universities might be affected.

Another example would be where a proposal affected a program with a clientele or caseload that is continually changing. For instance, a proposal affecting AFDC payments might have a \$2 million cost today, but a \$3 million cost in 2 years, based on expected caseload increases. Since a single dollar estimate is requested, the current figure should be selected, and the estimated annual increase or decrease based on caseload changes should then be referenced in the long-range fiscal implications section.

### III. Fiscal Estimate Worksheet

The fiscal estimate worksheet and the fiscal estimate "narrative" are both published as a part of the fiscal estimate. Therefore, since it constitutes an additional aspect of information for legislators regarding the fiscal effect of a bill, it is important that agencies complete the worksheet with care. Aspects of filling out the worksheet portion of the fiscal estimate are discussed below.

#### A. Concept of Annualized Fiscal Impact

The dollar amounts that are to be shown in the fiscal estimate are based on the concept of "full annualized cost" to provide insofar as possible, a consistent measurement of the fiscal impact of various legislative proposals.

The concept of a full annualized cost is to show the costs (or savings or effect on revenues) that your agency estimates will result — on an annual basis — from the proposal once the required changes are made and the proposed program or activity is fully implemented. Thus, for example, a legislative proposal that is not introduced until late in the session, that would require 6 months to draft rules and hire staff, and another 6 months to get the program fully operational might be identified as having little or no fiscal effect in that current fiscal biennium. However, some 12 to 18 months after passage, the estimated ongoing cost of that proposal (including e.g., additional staff and supporting costs and aid payments) might be substantial under the full annualized cost approach. It is this latter cost estimate that is reflected, not — for example — the estimated cost for the 1978-79 fiscal year.

While generally it is expected that the annualized cost approach will result in more consistent and comparable fiscal estimates, it can create difficulties in regard to some proposals. Take, for example, the situation where a change in the tuition grant program is being proposed, with the change to be phased in over 4 years (seniors, juniors, sophomores, and then freshmen) and where the estimated number of eligibles may be increasing gradually. How is the full annualized cost to be determined in this case?

In this case, the cost to be shown would be that for the increased level of grants to be awarded after the program change was totally phased in (i.e., in the fourth year) and based on the agency's best estimate of eligible number of students and grants available, at that time. The 1977-79 cost, for example, which would have probably included only seniors and juniors, should not have been shown, since that is not the full cost of the change, even though that would be the level of cost in this biennium. Further, the ongoing costs even after full implementation might be variable due to fluctuations in the number of students and eligibility for scholarships. However, the agency should make its best estimate of the total cost at the point of full implementation rather than providing only a range or no estimate. The agency should then also note in the long-range fiscal implications of the fiscal estimate narrative form that likely increases — for example — in student enrollments in the next 10 years could result in a 5% (a 10% or whatever) annual increase in program costs.

### III. Technical Memos

Regardless of the ability of the legislative attorney who translates the legislator's ideas into the form of a bill draft, occasionally there will be bills which to you, as the expert on the particular program area, are unclear or which have a technical defect. If the bill is adequate to permit the preparation of a fiscal estimate but contains a weakness which does not affect the fiscal implications, you should prepare a fiscal estimate and, in a separate technical memo, set forth the points which you think need correction. Do not intermix your technical comments with the fiscal information or, as is the case in the two fiscal estimates shown below, substitute your technical objections for fiscal information:

1965 AB 341: "This bill would enable persons who install and operate a citizens band radio set in a motor vehicle to have a special license plate containing the call letters of the vehicle operator.

Wisconsin conforms to the standard 6" by 12" license plate size which is used by all states and in Canada. This size plate, as used in Wisconsin, is designed to have six characters. By statute, s. 341.13 (1) (c), the height of the characters must be at least 3 inches.

Call letters assigned to citizen band operators generally have 7 characters which would not fit on the present plate under the existing statutory limitations."

The bill deals with an increase of the special fee for putting call letters on a license plate, for all radio operators, from \$1 to \$3, in addition to permitting the issuance of these special plates not only to ham radio operators (who were entitled to them under the existing statute) but also to the citizen band radio operators. What the fiscal estimate narrative should have included was the answer to the following questions: 1) How many ham radio operators are now provided with a call letters license plate at \$1 and would, if the bill becomes law, pay \$2 additional for their license plates?; and 2) How many citizen band radio receivers have been installed in motor vehicles licensed in Wisconsin and could qualify for the issuance of special plates if the proposal becomes law, paying \$3 for each set of plates? As to the technical objections, they should have been presented in a technical memo making it possible for the requester to suggest two alternative solutions: 1) keep all letters 3" tall but, for 7-letter plates, make the letters somewhat narrower, or 2) for 7-letter plates, reduce the 3" letters proportionately so that 7 of them will fit on the standard 12" width of the license plate.

The following information could have been conveyed to the requester by a technical memo but certainly does not belong in a fiscal estimate lobbying against a bill:

1977 AB-346: ... It should be noted that from a technical standpoint the bill presents a potential for voter fraud in that it allows an absentee ballot to be delivered to a residence (or some other address) where a voter who previously qualified under s. 6.30 (2) (b) is no longer qualified because of cure, death or change of residence. Such a ballot could be cast fraudulently by another person.

**Deficiencies in the bill draft.** Sometimes when you analyze a bill for its fiscal effects you might detect mechanical deficiencies in the bill as drafted. You can make a real contribution to the perfection of the bill --- after all, you are the specialist in that subject-matter area of state government to which the bill is addressed --- if you call these deficiencies to the attention of the Legislative Reference Bureau and through the bureau to the requester. In such a case, attach a technical memo (in FOUR copies) to the fiscal estimate, setting forth the changes in the bill which you think should be made to make the bill workable. But, be sure of your motives: the fact that you personally judge a bill to be a very bad idea does not make that bill technically deficient. In the technical memo, just as in the fiscal estimate, refrain from taking a stand on the issue, and confine your comments to an objective statement of technical facts. Also, be sure to keep your technical remarks separate from the remarks which, as a fiscal estimate, are to be printed as an appendix to the bill.

A few examples from the 1967 Session of technical memos returned with fiscal estimates will illustrate the type of objections raised. Also, they show how helpful these memos are in the drafting process. For instance, the first draft of LRB-2506 (which was later redrafted as the result of the technical memo and introduced as 1967 AB-758) came back with a 1-page technical memo attached to the fiscal estimate. The legislative attorney to whom the draft was assigned discussed the points of the technical memo with the requester and all of the following suggestions were incorporated into the draft before it was introduced:

1967 LRB-2506: "In preparing the fiscal estimate to LRB-2506 certain questions arose regarding the construction and these comments are submitted for your consideration ...

On page 3, line 21, it is suggested that the availability of board records be changed from 'at all times' to 'times of normal business hours as provided in s. 16.275 (6) (a) and (c)'. This will avoid any future confusion regarding the necessity for maintaining 24-hour operations.

On page 4, line 23, the reference to s. 20.285 should be changed to s. 20.350 to conform with the creation of the appropriation made in section 1 of this bill ...

On page 12, line 17, section 4 states that this bill shall become effective January 1, 1968. Under this section no part of this bill would become active until that time, but it would seem desirable to allow the board to begin functioning before the licensing requirements become binding on members of the profession. It is therefore suggested that the board be allowed to begin operations sometime prior to the effective date of the licensing requirements."

Similar improvements as a result of a technical memo, submitted together with the fiscal estimate, were made in 1967 LRB-916. The first draft had been sent out for a fiscal estimate; partly as a result of the technical memo received the bill was extensively redrafted in several successive drafts until the 5th draft was introduced as 1967 AB-778:

1967 LRB-916: "On page 2 of LRB-916 three appropriations from the conservation fund are provided for stream improvement, water safety and public access. Since these three activities are already being administered by the conservation department and are not new activities, appropriations are already provided for them in the 1967-69 budget bill (1967 AB-99). Consequently, we would suggest the following corrections to insure conformity with the appropriation structure in the budget bill.

1. Present stream improvement activities are budgeted under general program operations in the fish and game program — 20.280 (1) (u). To avoid duplication of appropriations, the appropriation '20.280 (1) (uk)' in LRB-916 from stream improvement should be shown instead as a supplement to 20.280 (1) (u).

2. The appropriation '20.280 (1) (un)' on LRB-916 for water safety should also be shown as a supplement to 20.280 (1) (u).

3. Public access aids are appropriated in the budget bill under the fish and game program as water access aids — 20.280 (1) (u). To maintain consistency with the present program format, the appropriation '20.280 (3) (z)' in LRB-916 should be shown instead as a supplement to appropriation 20.280 (1) (vn).

In addition, on page 5, section 7 of LRB-916, section 25.40 (1) (a) is amended with a statement relating to motor fuel taxes. Section 25.40 (1) (a) prior to this amendment bears no relationship to motor fuel taxes. However, 25.40 (1) (c) does concern motor fuel taxes. Consequently, it would seem that this statutory change would be more readable if subsection (1) (c) were amended instead of subsection (1) (a)."

The submittal of the following technical notes provided the impetus for the preparation and introduction for each of a substitute amendment clarifying the bill.

1977 AB 119: A panel is a list of physicians, chiropractors, or podiatrists supplied by the employer. When an employe has the right to select any physician, chiropractor, or podiatrist there is no panel. It is suggested that in the amendment to s. 102.42 (4), Page 2, Line 15, the words "panel member" be deleted and the word "practitioner" be substituted. Likewise on Line 21 it is suggested that the word "panel" be deleted.

Under the present statute the employe has the absolute right to make a second choice of doctors for treatment. Under the proposed amendment he would not. It is not known if it was the intention to restrict that right.

1977 AB-145: There are 3 areas which would cause difficulties:

1) As written the X-POW designation could be used on any vehicle. This would be in conflict with those vehicles registered by weight. This could be corrected by adding the words "to register an automobile" after "application" and before "by" in line 7 of the proposal.

2) The lettering X-POW contains 5 spaces if used in full 3 1/16 inch letters. This would allow for only 9 plates, numbers 1 thru 9, unless the letters are reduced in size and "stacked" so they would be in a vertical position. If this option is not acceptable some other designation should be substituted.

3) It is assumed those wanting this type of registration plate are former members of the U.S. Armed Services. As this proposal is written any person, from any country, who was held as a prisoner of war by any other country would be eligible for the registration plates specified in the proposal.

The following information was helpful to the legislative attorney and the requestor:

1977 SB-138: 1. It would be helpful if the term "household" were defined.

2. If the tax liability is greater than zero, but less than \$25, is it the intent to rebate \$25 or the amount of the liability?

3. It would be impossible to meet the May 1, 1977 date for some 1976 returns either because they will not be processed by that time or because they will not have yet been filed. Thus, some rebates, if they are to be paid at all, would not be paid by the May 1 deadline.

4. Is it the intent to limit the rebate to Wisconsin residents? Part year?

5. If the rebate were considered to be a refund of state income taxes, it would be subject to state and federal income taxation for the 1977 return, especially if the taxpayer used the itemized deductions as opposed to the standard deduction.

To the extent that non-residents and households with tax liability of less than \$25 are not entitled to rebates, the \$38 million estimate would have to be reduced.

**Information to legislator and drafter.** A technical memo or informational memo may be used to submit information to the legislator who requested the bill and to the legislative attorney who drafted it. When this type of information is sent with the fiscal estimate, it is automatically forwarded by the Legislative Reference Bureau to the requester and a copy is placed in the bill file maintained by the bureau. Background and explanatory information has given requesters an opportunity to modify the bill prior to introduction or early in the legislative process, when the bill is most subject to change.

Any legislation which an agency would be required to administer should be made workable at this early stage, even if the agency is opposed to the policy aspects of the legislation. Often this is the legislature's only opportunity to consider agency concerns relating to the administration of the legislation.

#### IV. Fiscal Estimate Law

##### Section 13.10 (2)

(a) Any bill making an appropriation and any bill increasing or decreasing existing appropriations or state or general local government fiscal liability or revenues shall, before any vote is taken thereon by either house of the legislature if the bill is not referred to a standing committee, or before any public hearing is held before any standing committee or, if no public hearing is held, before any vote is taken by the committee, incorporate a reliable estimate of the anticipated change in appropriation authority or state or general local government fiscal liability or revenues under the bill, including to the extent possible a projection of such changes in future biennia. Except as otherwise provided by joint rules of the legislature, such estimates shall be made by the department or agency administering the appropriation or collecting the revenue. Fiscal estimates on bills which will be referred to the joint survey committee on tax exemptions or the joint survey committee on retirement systems shall be prepared by the appropriate committee. When a fiscal estimate is prepared after the bill has been introduced, it shall be printed and distributed as are amendments.

(b) Executive budget bills introduced under s. 16.47 (1) are exempt from the fiscal estimate requirement under par. (a) but shall, if they contain provisions affecting a public retirement fund or providing a tax exemption, be analyzed as to those provisions by the respective joint survey committee.

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The fiscal estimate procedure under the joint rules of the Legislature is set forth in Joint Rules 41 to 49. The joint rules were adopted by 1977 Assembly Joint Resolution 23.

**JOINT RULE 41. WHEN FISCAL ESTIMATES REQUIRED OR PERMITTED**

(1) (a) All bills making an appropriation and any bill increasing or decreasing existing appropriations or state or general local government fiscal liability or revenues shall carry a fiscal estimate.

(b) Executive budget bills introduced under section 16.47 (1) of the statutes are exempt from the fiscal estimate requirement under par. (a) but shall, if they contain provisions affecting a public retirement fund or providing a tax exemption, be analyzed as to those provisions by the respective joint survey committee.

(2) Fiscal estimates are required on original bills only and not on substitute amendments or amendments.

(3) (a) The joint committee on finance by the approval of a majority of its members, or either cochairperson of the committee, may request from the legislative fiscal bureau, or through the department of administration, a supplemental fiscal estimate on a bill as affected by any proposed amendment or proposed substitute amendment if the committee or cochairperson believes that the fiscal estimate of the bill as affected by the proposed amendment would be substantially different from the fiscal estimate on the original bill. A supplemental fiscal estimate prepared under this paragraph shall be submitted to the legislative reference bureau for printing and insertion in the bill jacket envelope.

(b) The department of administration may submit a supplemental fiscal estimate to the legislative reference bureau for printing and insertion in the bill jacket envelope when the department disagrees with a fiscal estimate prepared by a state agency.

(c) In addition to the original estimates prepared by state agencies, the department of administration shall, when appropriate, submit to the legislative reference bureau for review by the requester under joint rule 48 and for printing and insertion in the bill jacket envelope, a consolidated fiscal estimate summarizing all original fiscal estimates prepared by state agencies relating to a specific bill.

(d) Any state agency may submit to the department of administration for submission to the legislative reference bureau for review by the primary author of an introduced bill under joint rule 48 and for printing and insertion in the bill jacket envelope an updated fiscal estimate supplementing the original estimate on any bill when the agency has available better or more current information.

(e) The legislative fiscal bureau or the department of administration shall, when requested under joint rule 48 (3), prepare a supplemental fiscal estimate. When a supplemental fiscal estimate is requested the fiscal bureau of the department shall submit the prepared supplemental fiscal estimate to the legislative reference bureau for printing and insertion in the bill jacket envelope.

(f) A state agency shall submit any fiscal estimate requested under joint rule 48 (2) to the department of administration for submission to the legislative reference bureau for review by the primary author under joint rule 48 and for printing and insertion in the bill jacket envelope.

(g) Any state agency may rewrite its original fiscal estimate as provided under joint rule 48 (4).

(h) The department of administration may correct any fiscal estimate prepared by a state agency as provided under joint rule 46 (5).

**JOINT RULE 42. GENERAL PROCEDURES**

(1) (a) Except as provided in par. (b), fiscal estimates shall be prepared by all state agencies receiving the appropriation or collecting the revenue except that fiscal estimates on bills which will be referred to the joint survey committee on tax exemptions or the joint survey committee on retirement systems shall be prepared by the appropriate committee. Bills carrying provisions for both appropriations and revenues or either appropriations or revenues for more than one state agency shall carry estimates from each such agency. In addition, the department of administration shall, when appropriate, prepare a consolidated fiscal estimate as required under joint rule 41 (3) (c).

(b) Bills affecting a public retirement fund shall be referred to the joint survey committee on retirement systems under section 13.50 of the statutes. Bills providing for a tax

exemption shall be referred to the joint survey committee on tax exemptions under section 13.52 of the statutes. For any such bill the fiscal estimate shall be prepared by the respective joint survey committee at the time the committee prepares its analysis of the bill, and shall be submitted to the legislature as a part of the committee's bill analysis which is then printed as an appendix to the bill.

(c) For bills with a fiscal impact on general local government, the department of administration shall obtain the requisite information from all appropriate state agencies.

(2) The name of the state agency preparing the estimate, and the date, shall be reproduced at the end of the printed estimate. The original copy of the estimate shall also carry the signature of a responsible official of the agency.

(3) Each state agency shall prepare the fiscal estimate within 5 working days from the date on which it receives the bill, but the department of administration, on a limited basis only and upon an agency's request received prior to the end of the 5-day period and applicable to only one fiscal estimate, may extend such period for the specified fiscal estimate to not more than 10 working days if the bill necessitates extended research. Whenever such extension is granted, the department of administration shall immediately notify the legislative reference bureau.

(4) The state agencies are requested to utilize the bills, substitute amendments and amendments submitted to them for official purposes only. In particular, no department may copy, or otherwise disseminate information regarding, any bill, substitute amendment or amendment submitted to it by "LRB" number, indicating that such bill, substitute amendment or amendment has not been offered for introduction in the legislature.

#### **JOINT RULE 43. RELIABLE DOLLAR ESTIMATE**

The estimate shall be factual in nature, and shall provide as reliable a dollar estimate as possible. The fiscal estimate shall contain a statement setting forth the assumptions used in arriving at the dollar estimate. Identification of technical or policy problems in the bill shall not be included in the estimate but should be submitted separately in a technical memorandum.

#### **JOINT RULE 44. BILL JACKETS TO BE MARKED "FE"**

(1) The jackets of all bills carrying a fiscal estimate shall have the initials "FE" prominently stamped or written on them.

(2) (a) The preliminary determination of whether the bill requires a fiscal estimate shall be made by the legislative reference bureau which shall indicate that a bill requires a fiscal estimate by stamping or writing the letters "FE" prominently on the jacket.

(b) No jacket on which the "FE" symbol has been defaced may be accepted for introduction unless the deletion of the "FE" symbol has been initialed by the chief or the director of legislative attorneys of the legislative reference bureau.

#### **JOINT RULE 45. DUTIES OF LEGISLATIVE REFERENCE BUREAU**

(1) After a proposed bill has been drafted the legislative reference bureau shall inform the requester that a fiscal estimate is required when it submits the draft to the requester. If authorized by the requester, the bureau shall promptly submit such proposed bill to the department of administration for preparation of a fiscal estimate. The requester may introduce the bill without the fiscal estimate, but when such a bill is introduced the legislative reference bureau shall promptly submit a copy of the bill to the department of administration for preparation of a fiscal estimate. The legislative reference bureau shall keep a record of the date on which each bill is thus submitted and its number.

(2) If the fiscal estimate is procured before the bill is introduced the legislative reference bureau shall submit a copy of the estimate to the requester. If the requester desires to introduce the bill, the reference bureau shall attach the estimate and any worksheet to the camera-ready original of the bill, and prepare the bill for introduction. The fiscal estimate and any worksheet shall be printed at the end of the bill. If the fiscal estimate is procured after the bill has been introduced the legislative reference bureau shall submit a copy of the estimate and any worksheet to the primary author of the introduced bill as provided under joint rule 48.

(3) The chief clerk shall enter on the bill jacket the dates when a fiscal estimate on an original bill is requested and published, when a fiscal estimate on any bill as amended or as amended by any proposed amendment or substitute amendment is requested and published, when a supplemental fiscal estimate is requested and published and when a memorandum under joint rule 47 (1) is inserted in the bill jacket.

#### **JOINT RULE 46. DUTIES OF DEPARTMENT OF ADMINISTRATION AND STATE AGENCIES**

(1) The department of administration shall promptly review each bill received, determine all of the agencies to which it shall be submitted for a fiscal estimate, and forward the fiscal estimate request to such agencies, keeping a record of the date of submission to and receipt from the agencies and the number of the bill.

(2) The state agency shall prepare an original typed copy of the estimate and of any worksheet suitable for photo reproduction and such copies as specified by the department of administration. It shall return the estimate and any worksheet and the bill within 5 working days to the department of administration unless the department of administration, under joint rule 42 (3), extends the period for the preparation of the estimate. The department of administration shall notify the state agency of any bill not returned within the deadline.

(3) The department of administration shall promptly return all fiscal estimates and any worksheets to the legislative reference bureau, retaining one copy of each estimate and worksheet for its files.

(4) The department of administration shall, when requested under joint rule 48 (3), prepare a supplemental fiscal estimate, and shall submit the supplemental fiscal estimate to the legislative reference bureau for printing and insertion in the bill jacket envelope.

(5) The department of administration may correct any computation or other clerical error in a fiscal estimate prepared by an agency but may not make any substantive change. If the department makes such a correction it shall note on the fiscal estimate prepared by the agency the manner in which it has been corrected by the department and shall submit both the corrected and uncorrected fiscal estimates to the legislative reference bureau.

(6) The department of administration shall maintain records on individual agencies' timeliness in completing fiscal estimates and report semiannually to the joint committee on legislative organization and the joint committee on finance regarding individual agency performance.

#### **JOINT RULE 47. DUTIES OF JOINT COMMITTEE ON FINANCE**

The joint committee on finance may by the vote of a majority of its members direct that any legislative fiscal bureau memorandum on a bill referred to the committee, other than the biennial budget bill or annual budget review bill, be inserted in the bill jacket envelope. If the committee so directs, a copy of the memorandum shall be distributed to all legislators and to the legislative reference bureau.

#### **JOINT RULE 48. REVIEW OF AGENCY PREPARED FISCAL ESTIMATES**

(1) On the 6th working day after the legislative reference bureau submits a copy of a fiscal estimate for an introduced bill to the primary author, the bureau shall forward copies of the fiscal estimate and any worksheet to the legislative fiscal bureau and to the chief clerk of the house of origin to be inserted in the bill jacket envelope and shall forthwith cause the original, signed copy of the estimate and any worksheet to be printed as are amendments.

(2) During the 5-day period under sub. (1), the primary author of an introduced bill may request that an original fiscal estimate for the bill as affected by an introduced or an unIntroduced proposed amendment or an introduced or unIntroduced proposed substitute amendment be prepared by the agency which prepared the fiscal estimate for the bill.

(3) The primary author of an introduced bill may request that the legislative fiscal bureau or the department of administration prepare a supplemental fiscal estimate if the primary author disagrees with the fiscal estimate for the bill prepared by the state agency.

(4) During the 5-day period under sub. (1), the primary author of an introduced bill may request that the agency which prepared the fiscal estimate rewrite its fiscal estimate. If the agency agrees to rewrite the estimate and the primary author agrees to a delay in the publication of the fiscal estimate, the agency shall immediately notify the department of administration and the legislative reference bureau and the rewritten fiscal estimate, notwithstanding sub. (1), shall be the only original estimate printed and inserted in the bill jacket envelope, but both the rewritten and the initial fiscal estimate shall be retained by the legislative reference bureau.

#### **JOINT RULE 49. BILLS NOT CONFORMING**

(1) Any member may at any time that a bill is before the house raise the issue that such bill requires a fiscal estimate, and if the presiding officer determines that such bill (not having such estimate) requires an estimate, the presiding officer shall direct the legislative reference bureau to secure the requisite estimate.

(2) Bills requiring fiscal estimates shall not be voted on by either house, and shall receive neither a public hearing nor be voted on by a standing committee, prior to the receipt of the original fiscal estimate for the bill.

(3) If copies of the fiscal estimate for the bill have not been distributed to the members when the vote on passage is taken, then the chief clerk shall read the fiscal estimate at length before the vote.

APPENDIX A

Sample Fiscal Estimates

1. Fiscal estimate to a bill increasing the costs of state government. The bill would supply a free copy of the Wisconsin statutes to every public library in Wisconsin which has a circulating collection of 5,000 volumes or more:

Wisconsin has 311 libraries with circulating collections of 5,000 volumes or more. A set of the statutes costs \$30; in addition, the state incurs \$.85 shipping costs. The next edition of the statutes will become available in August 1978. If the number of libraries, the cost of the books, and the shipping charges remain unchanged, the cost of the program will be 311 times \$30.85, or about \$9,600, from general purpose revenues. Because the statutes are printed every 2 years, the bill has an annualized fiscal effect of \$4,800.

2. Fiscal estimate to a bill increasing the revenues of state government. The bill would increase the price of a resident fishing license from \$3 to \$4:

The department issues about 700,000 resident fishing licenses each year. If the cost of the license is increased by \$1, revenues would increase \$700,000 annually, less any decline in the number of licenses sold caused by the increased price. The additional revenue would be credited to the Conservation Fund. The cost of administration would not be affected.

3. Fiscal estimate to a bill increasing both the costs and the revenues of state government. The bill would create a radio and television announcers examining board issuing annual licenses to the practitioners at \$10 each:

Wisconsin's 18 television and 165 radio stations, estimating an average of 8 announcers per television station and 3 announcers per radio station, have an estimated total of 640 television and radio announcers. At an annual license fee of \$10, revenues would be about \$6,400.

Administrative costs would include actual and necessary expenses plus about 10 per diems each (\$25) for the 3 members of the examining board, and the 1/4-time services of a typist to be furnished by the department of regulation and licensing, or a total cash expenditure of approximately \$2,000 annually to be financed from program revenue.

The following fiscal estimates are from 1977 bills:

**1977 AB-319:** The fiscal estimate effectively provides more information to the Legislature by showing the range of the estimated gain or loss.

This proposal provides for the repeal of s. 36.27 (3) (e) of the statutes which authorizes each senator and each representative to designate one out-of-state student in the University of Wisconsin System for remission of his or her nonresident tuition.

The revenue impact of this bill would depend on its effect on enrollments. The impact is uncertain. If the students receiving the scholarships are dependent on the tuition remission for entrance to or continuation in the UW System, the repeal of this remission category would cause a loss of the revenue currently collected from academic fees charged to all students. Additional program revenue could be generated under this proposal if the 132 nonresident students continue to enroll despite the added tuition charge.

The net effect of enrollment changes and increased charges would probably fall in a range from a \$65,500 fee revenue loss to a \$186,200 revenue gain, annually. The lower estimate assumes that about 100 students (75% of the legislative remissions) would discontinue or not enter a program in Wisconsin (100 students times \$655 average resident academic fee not paid). The high revenue estimate assumes 100 students would pay the nonresident fee (\$1862 average).

Changes in tuition rates in subsequent years will increase the amounts of revenue lost or gained.

**1977 AB-340:** The fiscal estimate makes good use of data from other state agencies, rather than just "guesstimating".

Based on statistics collected by the Department, this bill would affect approximately 2,053 general contractors and 4,971 specialty contractors, or a total of 7,024 contractors.

It is conservatively estimated that, initially, it will take one attorney, one code development person, five regional field investigators, and two clerk-typists to monitor and enforce the law. Staff estimates are based on information supplied by the Department of Agriculture, Trade and Consumer Protection and the Department of Regulation and Licensing for enforcing similar programs.

The first phase would consist of developing a program and method to notify all general contractors and specialty contractors about the law, establish the 5-member Builders Examining Board, develop the necessary registration forms, and promulgate procedural rules to enforce the law.

The second phase would consist of program enforcement, registration of builders, and investigation and disciplinary action resulting from noncompliance.

It is estimated that out of 15,000 housing projects per fiscal year, 10%, or approximately 1,500, will result in a claims procedure and an investigation which may require the Board to initiate proceedings to determine the validity of the claim and which may require further disciplinary action. It is estimated that Board expenses for the first fiscal year will cost between \$700 and \$1,000 per Board member, or a total of \$5,000.

It is estimated that the law will initially generate \$41,060 in revenue by registering general contractors and \$49,710 by registering specialty contractors, or a total of \$90,770 for the first fiscal year and \$70,240 for subsequent fiscal years. It is estimated that it will cost \$184,300 to administer and enforce the law for the first fiscal year; this figure will continue to rise to offset inflation for subsequent fiscal years.

No estimate is included for the fiscal impact this bill might have on the Attorney General's office.

**1977 AB-343:** The fiscal estimate set out detailed assumptions when the needed information was not available. This practice permits the Legislature to determine better the effects of proposed changes to the bill. In addition, the long-range estimate is important when the full annualized effect does not show the entire fiscal effect of a bill.

This proposal creates a program of scholarship aids for minority group members to be administered by the State Superintendent.

Scholarship aids will be paid for post high school education for minorities who live in an urban area of the state and whose income level is below an amount of \$2,000 plus \$600 for each dependent. Grants not to exceed \$1,500 per year are available under this proposal.

There are 69,621 minority students enrolled in the public schools in Wisconsin in 1976-77. Assuming that 4,640 students (1/15 of the total) will graduate this year, with 3/4 or 3,480 of these students residing in urban areas. Assuming that 1/3 or 1,160 of the urban minority high school graduates will enter post secondary education. Assuming that 50% of the 1,160 students will be eligible for a grant under this program with incomes less than \$2,000.

Although the maximum grant is \$1,500, we are assuming that the average grant will equal \$1,200 inasmuch as the grant will be based on financial needs.

$$580 \text{ students} \times \$1,200 = \$696,000 \text{ for the first year}$$

We also assume that it will be necessary to provide staff to administer this program so we are including one educational services assistant, salary level 13-06, plus one Typist II.

**LONG-RANGE FISCAL IMPLICATIONS:** This proposal provides for grants to be continued for a five-year period. It is reasonable to assume that the annual scholarship grants will double in the second year, increasing to four times the annual cost in the fourth year.

**1977 AB-346:** The fiscal estimate improperly raised a policy objection to the bill in the fiscal estimate. Save such remarks for the public hearing or raise them in the technical memo.

... It should be noted that from a technical standpoint the bill presents a potential for voter fraud in that it allows an absentee ballot to be delivered to a residence (or some other address) where a voter who previously qualified under s. 6.30 (2) (b) is no longer qualified because of cure, death or change of residence. Such a ballot could be cast fraudulently by another person.

**1977 AB-421:** The fiscal estimate provides the available data from which the assumptions were made, and sets out the assumptions used.

Number of orders issued per year have ranged from 60 to 260 since 1973. The current average orders issued per year is approximately 60.

Of the current 60 orders issued per year, hearings are held on approximately 15.

It is estimated that AB-421 would increase the number of hearings per year to 60, or an increase of 45 hearings per year.

Increased workload would require an additional Attorney, Hydrogeologist, 2 Natural Resource Specialists, a Typist and their support costs.

Increased personnel needs are based on the following assumptions which are based on actual experience:

1. Typical hearing — 1 1/2 days in duration. Actual range varies from 1 to 5 days.
2. 20% to 25% of cases are now appealed after Department of Natural Resources Hearing. 20% was used for calculations.
3. Transcript preparation time is now about 7 hours clerical for each recorded hour on tape. One full day hearing will have 6-8 recorded hours.
4. See attached schedule for all associated work for requested personnel.

**1977 AB-448:** The fiscal estimate improperly tries to justify the policy behind the bill. These comments should be saved for the public hearing. That "in the long-run Wisconsin will be better off" with enactment of this bill is clearly a political decision left to the Legislature.

This fiscal note pertains to a bill introduced at the request of this office. The facts on which a good fiscal estimate for this legislation can be made are not obvious, yet a discussion can be made of a trend which will give an indication of the fiscal effects on the state. Consequently, this note will consist mainly of an explanation of the background which led to the introduction of the legislation.

The federal government, in sections 505 and 506 of P.L. 94-210, can provide financial assistance to railroad corporations. With acceptance of this funding, the railroads must amend their articles of incorporation.

It is foreseen at this time that the amounts of federal money to be provided to the railroads are quite large, and, thereby, the filing fee for the amendment which is based on the amount of new stock (additional capital) would be quite high. One Wisconsin railroad has indicated that it may have to pay a filing fee of approximately \$91,000 for receiving federal assistance should the present law be maintained.

To charge such large fees, which would be paid out of the amount of money given by the federal government, seems to run counter to the intent of sections 505 and 506 of P.L. 94-210.

It is true that at this time some General Purpose Revenue-Earned will be lost to the state of Wisconsin (due to the fact that this office has no means of ascertaining how many railroads will apply for federal assistance an estimate is not possible). However, in the long run Wisconsin will be better-off should the money being allocated by the federal government for the railroads be spent on railroad construction/maintenance (which will provide jobs and improved transportation which provides additional work opportunities) rather than on a filing fee.

No additional costs will occur for the office of the Secretary of State over the next biennium with the passage of this legislation. It is estimated that \$1,000 GPR Earned per year will be taken to the Treasury from the filing fees for amendments to railroad articles of incorporation as proposed by this legislation.

**1977 AB-458:** The fiscal estimate sets out the estimate for each part of the bill and gives the facts behind each part of the estimate. This procedure facilitates the consideration of the bill by the Legislature.

1. Abolishes council on locker plants. No fiscal effect — council has not met for several years, thus no expense in present base.
2. Eliminating the requirement to prepare lists of owners of bee colonies. No fiscal effect list has not been prepared, thus no expense in present base.
3. Eliminates state aid to county fairs to promote horse harness racing. No fiscal effect aid has not previously been paid for this category, thus no expense in present base.
4. Changes various provisions dealing with vaccination and control of animal brucellosis and T.B. No fiscal effect.
5. Revising certain labeling requirements. No fiscal effect.
6. Changing duration of certain license categories from one year to two. Decreases expenditures on an annual basis by \$700 (\$400 postage; \$300 printing). License base is 6,000.

7. Extension of authority to hold products for further inspection. No fiscal effect.

**1977 AB-482:** The fiscal estimate clearly provides the data upon which the stated assumptions were made and shows the calculations necessary to arrive at the estimate.

This proposal provides for the full-time equivalency membership of shared time pupils to be included in the local school district membership for the computation of general state aids.

A survey of all school districts in Wisconsin in 1975-76 indicates that 112 school districts are offering courses of study on a shared time basis. The 112 school districts served 3,655 students with an equivalency membership of 423.

The average state aid payment for 1976-77 is \$555 per student. Assuming that the membership for 1976-77 was equal to that of 1975-76, we would have 423 students x \$555 or \$234,765 additional state aid paid out annually in general state aid.

The school board of the district providing courses to shared time students may provide transportation for shared time students. 45% of the students in the state are being transported to public schools. We anticipate the cost for transporting these students to average \$36 per year.

$$45\% \times 3,655 \text{ students} \times \$36 = \$59,211$$

Assuming that the general aid formula is funding 35% of the shared cost, would increase general state aid by \$20,724 annually.

The total state aid paid to local districts under this proposal is estimated at \$255,489.

Increased transportation costs are estimated at \$59,211, for a net increase to local districts of \$196,278.

**1977 AB-484:** This fiscal estimate, on a subject that requires a fair amount of speculation, identifies the areas where the fiscal impact would occur and specifies the expected range of the impact. Similarly, the long-range estimate sets forth the expected trend in the future. While it certainly is not the intention of the Legislature to encourage generalities in fiscal estimates when specifics are possible, it seems that this subject can only be approached on this basis. The approach used is far better than a statement that the estimate can not be determined because the needed data is unavailable.

The short-run (1977-1979 biennium) annual fiscal impact is arrived at as follows:

1. Loss of Tax Revenue. Based on reports of no more than 10,000 residential solar heating/cooling applications nationwide, nor more than 200 in Wisconsin, on an estimated cost of application of between \$6,000 and \$10,000 dollars, and on a possible tenfold increase in applications by 1979, the value of tax exempt property involved, on a cost basis, could be about \$15 million. Under normal assessment practices based on market value of an entire real estate parcel, it is unlikely that the rise in property value would be as great as the costs of the solar devices, so that between \$8 and \$12 million of potential tax base could be lost.

The short-run impact of exemptions for electricity generation devices such as windmills is not expected to be significant. This is because such devices are still largely experimental in nature and may not add to the market value of property on which they are sited.

Based on 1975 average local property tax rates, the annual local tax revenue shift would be between \$326 and \$217 thousand dollars. The state would lose about \$2 thousand dollars in forestry tax revenue to the Conservation Fund.

2. Administrative Costs. The mechanism needed to provide Department of Revenue approval to local assessors for exemptions may be expected to impose administrative costs at the state level. Processing costs to the Department could involve the equivalent of a 1/4 time position for an annualized cost of \$4,600 including salary and overhead. Workload on district revenue offices would increase but would not initially require increased staff.

There will also be implementation costs at the local level since sales data will be needed to value parcels using tax exempt solar energy or electricity generating devices as though these tax exempt devices were not present. These costs will add to the workload of all local assessment staffs, but initially, this workload is likely to be absorbed by present levels of staff.

**LONG-RANGE FISCAL IMPLICATIONS:** Because the proposed exemptions are permanent rather than temporary, the long-range impacts of this proposal will be cumulatively greater and greater as the use of these energy conversion devices becomes more widespread. It is not possible at this time to estimate the long-run impact of this proposal, except to say that it could involve much larger annual losses of revenue.

**1977 AB-507:** The fiscal estimate very clearly sets out the data from which the estimate was made, and permits a better understanding of the bill by the Legislature by the long-range estimate provided.

- (1) Average No. of Burials in a year: 116
- (2) No. of Veterans in (1) = 74 % or 86
- (3) No. of Non Veterans in (1) = 26 % or 30
- (4) 95 % of veterans eligible for full \$655 federal allowance
- (5) 5 % of veterans eligible for (VA) federal allowance of \$400
- (6) Non Veterans:
  - (a) 50 % will have burial allowance funded out of 20.485 (1) (a)
  - (b) 40 % will have burial paid out of estate
  - (c) 10 % will have burial paid by (Soc. Sec.) fed. allowance and charge to estate
- (7) Effective date of this bill will be July 1, 1977

The estimated increase required under 20.485 (1) (a) is \$1500 for each year, 1977-78 and 1978-79.

**LONG-RANGE FISCAL IMPLICATIONS:** Cost will be relatively stable assuming the proportion of veterans and non-veterans remains stable and federal burial allowances reflect increases in burial costs.

**1977 AB-515:** The fiscal estimate bases the estimate on another state's actual experience. The information is very useful in showing both the estimated initial and estimated future costs and revenues.

- 1. Estimated Effective date --- January 1, 1978.
- 2. Minnesota has a law similar to this bill except that persons over 65 do not have to renew, and those under 65 have to renew every 4 years. Their experience has been:

1972 -	8,819	of which	3,000	are over 65
1973 -	15,734	of which	4,200	are over 65
1974 -	21,431	of which	5,000	are over 65
1975 -	27,653	of which	5,500	are over 65
1976 -	34,679	of which	7,500	are over 65

3. Start up costs would be \$6,200 for programming and computer time. Administrative costs would be \$.186 for data processing, \$.14 for other personnel costs per registration, and \$.15 for mailing the identification card, and another \$.15 when renewal notices are sent.

**Conclusions:** Based on Minnesota's experience, adjusted to a 2-year renewal for registrants, results in the following estimated fiscal impact for Wisconsin:

	<u>Identification Cards</u>				
	New	Renewal	Total	Revenues	Costs
1977-78	10,200	-	10,200	\$20,200	\$10,100
1978-79	18,300	-	18,300	36,600	8,700
1979-80	24,900	9,200	34,100	59,000	17,800
1980-81	32,100	16,500	48,600	80,700	25,900
1981-82	33,500	30,700	64,200	97,700	35,700

It is assumed some persons who would have obtained identification cards from Registers of Deeds would get the identification card authorized by this bill. The fiscal effect on local governments is now known, but is expected to be small.

**LONG-RANGE FISCAL IMPLICATIONS:** Minnesota has increased new issuances steadily since the identification card was adopted. This is expected to be repeated in Wisconsin.

**1977 AB-561:** The fiscal estimate uses another state's actual experience, shows both the possible maximum cost and the agency's best estimate of the cost and states the assumptions used in preparing the estimate. These types of fiscal information facilitate the Legislature's development of the bill.

**Individual Income Tax (100 % State GPR Cost)** Based on the Wisconsin Tax Model (a sample of 1974 returns), it is estimated that 100 percent participation by farmers in land development rights agreements would result in credit/refunds of approximately \$68.6 million in 1977-78. Based on the participation rate in Michigan, which has had a similar plan for several years, it is estimated that the credit/refund would be approximately \$0.9 million in 1977-78 (1.3 percent participation rate).

Based on the Michigan experience, it is anticipated that in the short term, i.e. 1977-78 and 1978-79, the cost of the credit/refund would be about \$1.0 million annually. In the long run, say in five years or so, it is anticipated that (based on participation of other programs in other states which have been in effect for a number of years) the Wisconsin participation rate could easily achieve 20 percent, and 50 percent participation is well within the realm of

possibilities. Based on the 1977-78 estimate for 100 percent participation, \$34.3 million annually, plus or minus the impact of changes in farmer income, property taxes, etc. between now and say, five years from now when the 20 percent to 50 percent participation rate is attained.

Corporation Franchise and Income Tax (100% State GPR Cost) The credit/refund for corporations will be less significant for corporations than for individuals because for individuals the credit/refund is based on property taxes in excess of 7 percent of Wisconsin adjusted gross income (which is after the deduction of farm expenses) whereas the credit/refund for corporations is based on 7 percent of gross income (before any deductions for expenses). Given the differences in the definitions, it appears unlikely that corporations would qualify for any significant amounts of credit/refunds under this bill.

Property Tax Although sufficient information upon which to base an estimate is not available, it is anticipated that the state reimbursement (100 percent state GPR cost) to county and town governments for property taxes lost by the exemption of the value of development rights for property located in towns would be relatively insignificant (less than \$100,000 annually) both in the short run and the long run. The state reimbursement to counties, villages and cities for property located in villages and cities would be relatively insignificant in the 1977-79 biennium and would not exceed \$2 million or so annually in the long run. The bill does not provide state reimbursement for school levies.

**1977 AB-889:** The fiscal estimate provides a sample of the fiscal effect on 5 cities in the case where statewide data is unavailable.

This bill requires vacancies in city council and mayoral offices to be filled at a special election if a primary election is not scheduled for the office in question within three months of the date the vacancy occurs. The fiscal effect of this bill on cities is indeterminable.

There is no state-wide data available on the number of vacancies in city council and mayoral offices that have occurred in the past, so there is no way to project the number of such vacancies that will likely occur in the future. Therefore, the exact fiscal effect of this bill on cities is indeterminable.

It is possible, however, to provide estimates of the potential costs to an individual city for holding a special election. The following cities have provided rough cost estimates. In the event a primary election is needed, these estimates will double.

Platteville:	at-large aldermanic election = \$900-\$1,000; regular aldermanic election = \$500-\$600.
Menasha:	mayoral election = \$600-\$700; aldermanic election = \$200.
Milwaukee:	mayoral election = \$80,000-\$100,000; aldermanic election = \$5,000-\$5,500.
Stevens Point:	mayoral election = \$2,500; aldermanic election = \$380-\$400.
Madison:	mayoral election = \$14,000; single aldermanic district election = \$2,500.

The above cost estimates include printing and publication costs, payments to poll workers, set-up of polling machines, and rental of buildings for polling places.

## Appendix B

### Special Joint Committee on Fiscal Notes: Summary of Major Recommendations

#### *Introduction*

A copy of the *Report of the Special Joint Committee on Fiscal Notes* has been sent to the designated fiscal estimate contact person in each state agency. However, since only a limited number of copies were printed, this brief summary of the major recommendations of the *Report* has also been prepared for those who have not yet seen the *Report*.

#### *Summary of Major Recommendations*

1. Require explicit identification in the fiscal estimate form of the major assumptions used in preparing the cost estimate(s).
2. Emphasize that state agencies' assistance and cooperation, through use of technical memos and contact with Legislative Reference Bureau (LRB) attorneys, is needed by the LRB to identify and remedy any problem in a bill or bill draft.
3. Require agencies to indicate a specific estimated cost for any legislative proposal. Direct agencies to identify in the text -- when appropriate -- a cost range estimate based on varying specified assumptions, and then select the single dollar estimate which in the agency's opinion represents the most likely cost.
4. Change the fiscal estimate worksheet and form to provide that the cost/fiscal impact identification shall be stated in terms of the estimated full annualized cost, regardless of the actual estimated cost during the biennium. Require use in fiscal estimates of standardized amounts -- to be developed by the Department of Administration -- for new positions' supporting costs.
5. Require agencies to specify in the fiscal estimate: (a) the degree of implementation assumed in the start-up period (from effective date onward) and in the subsequent year or biennium; and (b) the time when full implementation would be expected to occur [if not in the time period covered in (a)].
6. Modify Joint Rules to provide that for introduced bills the bill author receive the agency prepared fiscal estimate prior to publication so that the bill author may review the agency prepared fiscal estimate. Specify that there be a five working day delay period from the day the estimate is received by the bill author before publication of the estimate. Establish the following suggested process for the bill author's review of the fiscal estimate: (a) if the bill author disagrees with the agency prepared fiscal estimate, the author should first consult with the Legislative Reference Bureau attorney regarding the language of the bill and any technical memos submitted and the bill author may also want to review the fiscal estimate with the agency; (b) where indicated, a modified fiscal effect should be pursued through the drafting of an amendment -- a new fiscal estimate on the bill as it would be affected by the proposed amendment could be requested by the bill author; and (c) if the bill author is satisfied with the proposal as originally drafted but continues to disagree with the fiscal estimate, the author may request the preparation of a supplemental estimate by either the Legislative Fiscal Bureau or the Department of Administration.
7. Modify the Joint Rules to allow the Department of Administration (DOA) on its own initiative to submit a supplemental fiscal estimate when DOA disagrees with the agency prepared estimate.
8. Require specification as to the type of fiscal effect being identified.
9. Modify the Joint Rules regarding fiscal estimates to allow the Joint Committee on Finance by majority vote or either Finance Committee Cochairperson to request a new fiscal estimate on any proposed amended version of a bill which the Committee or a Cochairperson believes would be substantially different in fiscal impact from the original bill if adopted in that amended form.
10. Provide for separate identification -- outside of the full annualized cost -- of any special initial or one-time start up costs connected with implementation of a legislative proposal and also for any long-range costs not included in the full annualized cost.
11. Modify the Joint Rules to have the fiscal estimate worksheet included in the material published as an appendix to the bill. Require that one copy of both the fiscal estimate form and worksheet (if any) must be presented to the LRB as copy suitable for photo offset reproduction (typed original).
12. Provide for a fiscal estimate transmittal sheet which will contain the following: (a) a space for identification of the name and phone number of the person actually preparing the estimate; and (b) spaces to list the dates a fiscal estimate is: requested; received by the DOA from the LRB; received by the agency from the DOA; received by the DOA from the agency; received by the author for review; and released by the author for publication (but not more than five working days after receipt by the author).

13. Clarify the use of pluses and minuses in the fiscal estimate worksheet using a "checkbook balance" approach. Modify worksheet so proper treatment of pluses and minuses is preestablished on worksheet and agency merely has to insert figures in the correct column.

14. Modify the Joint Rules regarding the definition of turnaround time to specify that the time period is from the date of transmittal of the fiscal estimate request from the DOA to the date of the return of that estimate to the DOA. Specify that the standard turnaround time under this definition is to be FIVE working days. Provide for an extension of up to an additional five working days, but only if the extension is specifically requested of and approved by DOA and with the additional requirement that such approval is to be granted on a limited basis. Require the DOA to maintain records on and periodically report on individual agencies' timeliness in completing fiscal estimate requests.

15. Establish a fiscal estimate publication timetable for *introduced* bills as follows:

a. Following receipt of an agency prepared fiscal estimate, the DOA transmits copies of the estimate immediately to the LRB, but also at the same time institutes its own review of the agency estimate for completeness and correctness. If the DOA finds any clerical or mathematical errors in the agency prepared estimate, a "corrected" fiscal estimate is sent to the agency and the LRB. Such corrections are to be limited to computation or other clerical errors and are not to involve substantive changes.

b. Following receipt of the agency prepared estimate from the DOA, the LRB notifies the author that the five-day-review period has commenced and that the attached agency estimate will be published on the sixth working day from the current date unless the bill author authorizes an earlier publication. The original agency estimate will always be published, except in those cases where an estimate is "corrected" by the DOA or the agency decides to rewrite its estimate with the concurrence of the bill author. In the case of a corrected estimate, if the original agency estimate has not yet been published, the corrected estimate shall be the one published and contained in the bill jacket but both the original and corrected estimates will be retained in the drafting file. If the original estimate has already been published, then the LRB shall have the corrected estimate also published. An agency would be permitted to rewrite its fiscal estimate at this review stage if the bill author is willing to have the fiscal estimate publication delayed. In the case of a rewritten estimate, the rewritten agency fiscal estimate will be the one published and contained in the bill jacket. However, both the original and rewritten agency estimates will be retained in the drafting file.

c. An agency prepared estimate requested by the bill author at this review stage on an amended proposal shall follow the same review and publication process as provided for the estimate on the original proposal.

16. Recommend that the Special Joint Committee on Fiscal Estimates be continued through establishment as a committee of the Legislative Council. Suggest that the Council committee review results of these suggested changes in the fiscal estimate process in January 1978. Request that the Department of Local Affairs and Development review the entire question of local fiscal effects of legislation and means of improving estimates of such effects including specifically the examination of the possibility of using "model" municipalities for the purpose of illustrative fiscal effects and that the Department report to the Council committee by January 1978.

LRB or Bill No.
Amendment No. if Applicable

If there is a state or local fiscal effect, attach worksheet.

Subject \_\_\_\_\_

**Fiscal Effect**

- State:  Increase/Decrease Existing Appropriation  
 Create New Appropriation  
 Increase/Decrease Existing Revenues

- Increase Costs — May Be Possible to Absorb Within Agency's Budget  Yes  No  
 Decrease Costs  
 No State Fiscal Effect

- Local:  Increase/Decrease Costs or Revenues  
 Permissive       Mandatory

- No Local Fiscal Effect

**Fund Sources Affected**

- GPR     FED     PRO     PRS     SEG

**Affected Ch. 20 Appropriations**

**Assumptions Used in Arriving at Fiscal Estimate**

**Long-Range Fiscal Implications**

Agency	Authorized Representative	Date
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**FISCAL ESTIMATE WORKSHEET**  
**Detailed Estimate of Annual Fiscal Effect**  
 AD-MBA-22 (Revised 6/77)

1977 Session

ORIGINAL                       UPDATED  
 CORRECTED                       SUPPLEMENTAL

LRB or Bill No.
Amendment No. if Applicable

Subject \_\_\_\_\_

One-time Costs or Revenue Fluctuations (do not include in annualized fiscal effect)

**Annualized fiscal impact on State funds from:**

State Costs by Category	Increased Costs	Decreased Costs
FTE Position Changes	+ ( )	- ( )
Salaries and Fringes	\$ -	\$ +
Staff Support Costs	-	+
Other State Costs	-	+
Local Assistance	-	+
Aids to Individuals or Organizations	-	+
<b>TOTAL State Costs by Category</b>	<b>\$ -</b>	<b>\$ +</b>

State Costs by Funds	Increased Costs	Decreased Costs
GPR	\$ -	\$ +
FED	-	+
PRO/PRS	-	+
SEG-O/SEG-S	-	+
<b>TOTAL State Costs by Fund</b>	<b>\$ -</b>	<b>\$ +</b>

State Revenue—Complete this only when proposal will increase or decrease state revenues, such as taxes, license fees, etc.	Decreased Rev.	Increased Rev.
GPR Taxes	\$ -	\$ +
GPR Earned	-	+
FED	-	+
PRO/PRS	-	+
SEG-O/SEG-S	-	+
<b>TOTAL State Revenues</b>	<b>\$ -</b>	<b>\$ +</b>

**Net Annualized Fiscal Impact on State & Local Funds**

State	Annual Increases	Annual Decreases	Local	Annual Increases	Annual Decreases
Total Costs	\$ -	\$ +	Total Costs	\$ -	\$ +
Total Revenues	+	-	Total Revenues	+	-
<b>NET Impact on State Funds</b>	<b>\$ (+)</b> or <b>(-)</b>		<b>NET Impact on Local Funds</b>	<b>\$ (+)</b> or <b>(-)</b>	

Agency \_\_\_\_\_ Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_