



# Administrative/Fiscal Note



Part I.

Date:	File/Resolution Number:
	Original: <input type="checkbox"/> Substitute: <input type="checkbox"/>
Title:	
Submitted By (Name, Title, Department, Ext.)	
Description:	
Mandate:	Sunset?
<input type="checkbox"/> No <input type="checkbox"/> Yes (attach documentation)	<input type="checkbox"/> No <input type="checkbox"/> Yes – term?

Part II.

This file (check all that apply):	
<input type="checkbox"/> Increases previously authorized expenditures	<input type="checkbox"/> Decreases previously authorized expenditures
<input type="checkbox"/> Increases city services	<input type="checkbox"/> Decreases city services
<input type="checkbox"/> Increases revenue	<input type="checkbox"/> Decreases revenue

Part III.

Purpose	Specify type/use	Expenditure	Revenue	Ongoing	1-3 yrs	3-5 yrs
Salaries/Wages		\$	\$			
Fringe Benefits		\$	\$			
Supplies/Materials		\$	\$			
Equipment		\$	\$			
Services		\$	\$			
Other		\$	\$			

Assumptions used in arriving at fiscal estimate:

Part IV.

Revenue Source:

- Department Account # \_\_\_\_\_
- Grants    Matching    Fees    TIF    Contingent Fund
- Other, list: \_\_\_\_\_

Part V.

Impacts

Does this impact citizens or businesses in the City?  No  Yes – Describe impact:

Does this impact employees or operations?  No  Yes – Describe impact:

What are the goals?

What are the performance criteria?

Describe Timetable:

Miscellaneous

Does this require new positions?  No  Yes, how many?

Information Technology resources needed?  No  Yes – describe:

Part VI.

Performance Measurement Review Requested by committee or Common Council?  Yes  No

Timeline for review: \_\_\_\_\_