The Bill Impact Assessment Checklist is a quick reference guide to help you assess a bill’s impact on your department and/or the County. Use this to note key information that will be integrated into your bill analysis.

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| **Bill No (Author):** | Click here to enter text. | **Version (Date):** | Click here. |

|  |  |
| --- | --- |
| **Recommended Position:** | Choose an item. |

|  |  |
| --- | --- |
| **Background** | **Impact on Department** |
| [ ]  New Bill[ ]  Amended / Gut and Amend[ ]  Similar to other Current Bills[ ]  Previously Introduced[ ]  Clean-up Bill[ ]  Urgency Clause  | [ ]  Consistent with department’s mission[ ]  Implements new program(s)[ ]  Changes or repeals existing program(s)[ ]  Requires new operating procedures[ ]  Requires change(s) to existing procedures[ ]  Affects a departmental strategic priority[ ]  Enhances department’s efforts[ ]  Weakens department’s efforts |
| **Fiscal Impact** | **Legal / Enforcement Issues** |
| [ ]  Unfunded Mandate[ ]  Adds Revenue [ ]  Cost Savings[ ]  Additional Costs[ ]  Changes fines / penalties[ ]  New / increased fees to offset costs[ ]  Repeals or reduces fees [ ]  Includes appropriation[ ]  Redirects resources[ ]  Minor impact – program absorption | [ ]  Creates conflict with existing law [ ]  Requires regulations or guidelines[ ]  Provisions are enforceable[ ]  Requires change(s) to existing enforcement procedures[ ]  Resolves conflict in existing law[ ]  Creates a new crime[ ]  Provisions are not enforceable[ ]  Extends or repeals a sunset date |
| **Coordination Requirements** | **Reporting Requirements** |
| [ ]  Requires coordination among County departments[ ]  Requires coordination with non-County entities (e.g., State, other local government) | [ ]  Requires one-time report / study[ ]  Requires annual report[ ]  Requires new reporting form(s)[ ]  Requires amended reporting form(s) |