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. |

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

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| **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) |