

DANE COUNTY
POLICY AND FISCAL NOTE

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
Sponsor: M. Engelberger		Resolution No. 2025 RES-077
Vote Required: Majority _____		Ordinance Amendment No. _____
Two-Thirds <input checked="" type="checkbox"/> 3/4 _____		

Title of Resolution or Ord. Amd.:

AMENDING THE 2025 OPERATING BUDGET AND AWARD OF CONTRACT FOR DEVELOPMENT OF HIGHWAY STANDARD OPERATING PROCEDURES MANUAL

Policy Analysis Statement:

Brief Description of Proposal -

The Dane County Highway Department has received requests for proposals on RFP 2025-020 for development of a standard operating procedures manual.

Current Policy or Practice -

Resolutions of this amount require County Board approval.

Impact of Adopting Proposal -

The Highway Department will develop a standard operating procedures manual which will enhance efficiency of departmental operations and ensure retention of institutional knowledge.

Fiscal Estimate:

Fiscal Effect (check all that apply) -

- ☐ No Fiscal Effect
☐ Results in Revenue Increase
☒ Results in Expenditure Increase
☐ Results in Revenue Decrease
☒ Results in Expenditure Decrease

Budget Effect (check all that apply)

- ☐ No Budget Effect
☐ Increases Rev. Budget
☒ Increases Exp. Budget
☐ Decreases Rev. Budget
☒ Decreases Exp. Budget
☐ Increases Position Authority
☐ Decreases Position Authority
Note: if any budget effect, 2/3 vote is required

Narrative/Assumptions about long range fiscal effect:

Expenditure/Revenue Changes:

	Current Year		Annualized			Current Year		Annualized	
	Increase	Decrease	Increase	Decrease		Increase	Decrease	Increase	Decrease
Expenditures -					Revenues -				
Personal Services									
Operating Expenses	\$175,000	\$175,000							
Contractual Services									
Capital									
Total	\$175,000	\$175,000	\$0	\$0	Total	\$0	\$0	\$0	\$0

Personnel Impact/FTE Changes:

Prepared By:

Agency: Dane County Highway Department
Prepared by: Tricia Rast
Reviewed by: Clement Abongwa

Division:
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