

**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 <input type="checkbox"/>	

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					County Taxes				
Operating Expenses	\$175,000	\$175,000			Federal				
Contractual Services					State				
Capital					Other				
Total	\$175,000	\$175,000	\$0	\$0	Total	\$0	\$0	\$0	\$0

Personnel Impact/FTE Changes:

Prepared By:

Agency:	Dane County Highway Department	Division:	
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