

Summary of Proposed Legislation

Bill # / Title	
Department:	Insert Department Name
Contact Person:	Insert name and phone number for Departmental Contact

Ordinance	Contract Authorization	Capital Budget Amendment	Capital Encumbrance	Proclamation	Other

DESCRIPTION/PURPOSE:

Provide detailed description of the proposed legislation including the scope of request, key issues and impacts of the program, the description of the current policy, related history, and reference to City Code where applicable.

Capital related legislation should indicate whether the project is new or recurring, include a list of specific deliverables and their locations, include the work to be completed at each location, the status of previous work or funding remaining on the project, and the estimated timeframe for the completion of the project.

BUDGETARY IMPACT:

The analysis of budgetary impact should identify the following information:

- *Whether the legislation will have an associated one-time or recurring financial impact.*
- *If the legislation is related to a contract, the analysis should identify the term of the proposed contract with the relevant vendor, organization, or individual.*
- *Any legislation that will have more than a one-time financial impact must include a five-year financial impact analysis so OMB can evaluate whether the legislation is consistent with the City’s five-year financial plan.*
- *The budgetary impact analysis must identify the funding source(s), including organizational unit, subclass, account number and item number for Operating legislation.*
- *Any proposed change to city ordinances must include a thorough analysis of the financial and operating impact of the proposed legislation, including, but not limited to the following: staffing implications and costs, non-personnel operating costs, capital budget requirements, and impact on city revenues.*
- *All grant-related legislation must clearly indicate the impact on the City’s General Fund, including any matching requirements and whether the grant involves adding personnel-related costs that could potentially require a General Fund subsidy once the funding ends. Personnel-related costs should include health benefits. Please contact the Grants office for additional information.*

ATTACHMENTS AND/OR EXHIBITS:

Attach additional information such as maps, pictures, spreadsheets, studies, correspondence or any other supporting documents for this legislation.