

FISCAL NOTE UPDATES AND REMINDERS

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WHAT IS A FISCAL NOTE?

An estimate of a bill's fiscal impact

- > 6-year projection
- > Least expensive way to reasonably implement the bill
- > Tied to a specific version of a bill
- > Helps legislators evaluate a bill's costs and merits
- > Informs legislative staff, journalists, lobbyists, etc.



WHY SHOULD YOU CARE ABOUT FISCAL NOTES?

They are important because:

- > They inform legislative decisions that impact the UW
... so, we need to be responsive and accurate.

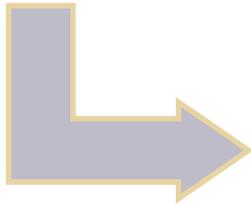
They are tricky because:

- > We have less than 72 hours to respond
- > They cover a huge variety of topics
... so, we need **your** help!

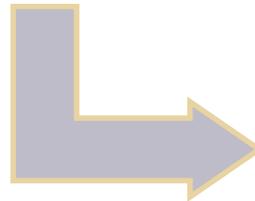


THE FISCAL NOTE PROCESS

OPB receives
and distributes
request



Assessors and
OPB analyst
draft and finalize
FN



OPB analyst
reviews and
submits FN

< 72 Hours



TO RESPOND TO A FISCAL NOTE REQUEST...

1. Read the email from your OPB Analyst, note the due date, respond to let us know you're on it
2. Read the bill for how it impacts the UW
3. Coordinate your response with and loop in others as needed (Bothell and Tacoma campuses, other units)
4. Fill out the calculation and narrative templates
5. Email the templates back to your Analyst



PLEASE FILL OUT

- > Summary: overview of how the bill would impact the UW (or why it wouldn't)

One or more of the following areas of impact:

- > Cash Receipts: estimated tax or fee collections
- > Expenditures: estimated costs to implement the bill, assumptions made
- > FTEs: additional staff time needed
- > Capital: expenditures and FTEs, plus predesign/design, construction, grants/loans, staff, and other costs



NARRATIVE

SUMMARY

← Brief overview

This bill establishes the Pesticide Application Safety Committee to: (1) explore how state agencies collect and track data; and (2) consider the feasibility and requirements of developing a shared database. It creates an advisory work group to collect information and make recommendations to the committee.

EXPENDITURES

← Cost drivers by section, assumptions, subtotals and total by FY

SECTION 2

Section 2 (1) establishes the Pesticide Application Safety Committee, stating that appointments to the committee must be made as soon as possible after the legislature convenes in regular session.

Sec 2(1)(i) lists the director of the University of Washington (UW) Pacific Northwest Agricultural Safety and Health Center, or an assistant designated by the director, as a required member of the committee.

Sec 2(3) states that the committee must hold its first meeting by September 2019 and must meet at least three times year. The co-chairs must consider costs and conduct committee meetings in Olympia when this choice would reduce costs to the state.

For the purposes of this fiscal note, the UW is assuming that there will be three meetings per year and that all three will occur in Olympia. This will require 0.02 FTE of a Professor and Director of the UW Pacific Northwest Agricultural Safety and Health Center (annual salary \$263,200, benefits rate 26.1 percent), for a total of \$5,264 in salaries and \$1,374 in benefits per fiscal year beginning in FY20. Additionally, this will require \$150 in travel costs per year.

The total cost to comply with this bill would be approximately \$6,788 per fiscal year beginning in FY20.

CALCULATIONS

EXPENDITURES - OPERATING						
Fund Title/Number	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
001, General Fund-State	\$ 6,788	\$ 6,788	\$ 6,788	\$ 6,788	\$ 6,788	\$ 6,788
TOTAL	\$ 6,788	\$ 6,788	\$ 6,788	\$ 6,788	\$ 6,788	\$ 6,788
Object	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
Salaries & Wages	\$ 5,264	\$ 5,264	\$ 5,264	\$ 5,264	\$ 5,264	\$ 5,264
Employee Benefits	\$ 1,374	\$ 1,374	\$ 1,374	\$ 1,374	\$ 1,374	\$ 1,374
Professional Service Contracts						
Goods and Services						
Travel	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
TOTAL	\$ 6,788	\$ 6,788	\$ 6,788	\$ 6,788	\$ 6,788	\$ 6,788
FTEs - OPERATING						
Job Title, Full-Time Salary (not including benefits)	# of FTE needed for each job title by year (ex. 0.25 FTE in FY20)					
Job title, full-time annual salary	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
Professor, \$263,184	0.02	0.02	0.02	0.02	0.02	0.02
TOTAL	0.02	0.02	0.02	0.02	0.02	0.02



WHAT IF THERE ARE TOO MANY UNKNOWNNS?

You can say that the impact is “indeterminate,” BUT we try to avoid this.

We will need you to:

- Explain *why* the impact is indeterminate AND
- Give a rough estimate or provide a range of scenarios

New for 2020:

- > we can now fill in the determinate parts of an indeterminate fiscal note.
- > We want exact amounts for costs we *can* estimate, and ranges for those we *cannot*.



TIPS & REMINDERS

- ✓ Fiscal notes take priority over general bill analysis
- ✓ Respond as soon as possible! 😊
- ✓ Let us know if we should add others as assessors (e.g. other units, Bothell and Tacoma campuses), or respond and add them to the email
- ✓ Avoid “indeterminate” responses; explain why if “no impact”
- ✓ Write for a general audience: avoid jargon, spell out acronyms
- ✓ Identify and explain all **assumptions**. Calculations - repeatable, logic - clear.
- ✓ Report the bill's *incremental* impact over current law (**newcosts/impacts**)
- ✓ Identify costs/receipts as **one-time** or **on-going** (current dollars, no inflation)
- ✓ Consider implementation dates—what **fiscal years** are affected?
- ✓ For additional staff/time, we need **title**, full-time annual **salary**, **benefits** rate/classification, and **FTE** or hours needed per year
- ✓ Remember, we just need estimates and your best guesses!



RESOURCES



UNIVERSITY of WASHINGTON

Students / Parents / Faculty & Staff / Alumni



Quick Links

UW BUDGET / TUITION & FEES / UW DATA / STATE OPERATIONS / OPB BRIEFS / OPB BLOG / ABOUT OPB

Office of Planning and Budget

State Budget Information

Fiscal Notes

Legislative Resources

Legislative Process & Terms

State Operations

State Budget Information

Fiscal Notes

Legislative Resources

Legislative Process & Terms

Office of Planning and Budget > State Operations > Fiscal Notes

Fiscal Notes

During every Washington State legislative session, the University of Washington is required to provide information to the legislature regarding the fiscal impact of various proposed bills.

[RCW 43.88A](#) requires that the state [Office of Financial Management](#) (OFM) coordinate the development of fiscal impact statements (fiscal notes) on legislation or legislative proposals. OFM must also approve fiscal notes for form, accuracy, and completeness. The purpose of this

is to provide the legislature with the estimated cost of legislation that is going through

OPB QUICK LINKS

2018 Fast Facts



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QUESTIONS?

