

**Unified Washington Military Department and National Guard Policy
No. 10-06**

Title	Washington State Legislative Tracking, Bill Analysis and Fiscal Note Development
References	Unified Policy No. 13-02, Washington State Legislature Communications and Reporting
Military Dept. No.	DIR-003-07
Information Contact	Intergovernmental Affairs & Policy Office Building #1 (253) 512-7712
Effective Date	November 1, 2010
Revised	December 20, 2013
Approved By	 Bret D. Daugherty, Major General The Adjutant General WMD Director

Purpose

This policy describes the roles and responsibilities for Washington Military Department (WMD) staff who participate in Washington State legislative tracking, bill analysis, and fiscal note development.

Scope

This policy applies to all employees of the WMD and Washington National Guard members, including federal technicians and Active Guard and Reserve.

Policy

- A. The WMD uses the Washington State Department of Enterprise Services' (DES) Bill Analysis and Tracking System (BATS) for legislative bill analysis and tracking, and the Office of Financial Management (OFM) Fiscal Note System for fiscal note preparation.

In order to effectively utilize these systems, all WMD divisions shall designate bill analysis and fiscal note preparation points of contact (POCs) and provide the respective contact information to the Intergovernmental Affairs and Policy Office (IGA&P) and State Finance Division. The POC is not necessarily the subject matter expert who will write the bill analysis or fiscal note, but is the single point of contact to facilitate completion for bills assigned to their division.

B. Legislative Bill Tracking:

- 1.) The IGA&P office shall:
 - i. Coordinate tracking and analysis of bill status and legislative hearings at the department level through BATS and maintain tailored matrices.
 - ii. Prioritize bills based on policy and fiscal impact to the department to facilitate efficient review.
 - iii. Update the matrix of bills selected for continued department tracking with status changes and/or hearings that occur during the current week.
 - iv. Post matrices and other documents on the agency Legislative SharePoint site.
 - v. Coordinate and facilitate legislative update meetings.
 - vi. Assign bills for analysis to each division's POC.

- 2.) Each division's legislative analysis POC shall:
 - (a) Complete assigned state legislature bill analysis using BATS that includes:
 - i. Brief summary of what the bill does and its purpose.
 - ii. If substitute, amended or engrossed bill, an impact comparison from previous versions.
 - iii. Analysis of fiscal impacts on the division or department (e.g., annual, biennial, no impact). If an appropriation will be needed to identify the target budget (e.g., operating, capital).
 - iv. Recommendation on whether the department should track the legislation. If tracking is considered appropriate, propose the agency's position on the legislation and recommend whether the agency should testify at the bill hearing.
 - v. Policy effect the bill may have on a department program (major, minor, uncertain) and a brief description of the bill's impact by section.
 - vi. Brief description of the bill's impact on other divisions of the department, other state agencies, or local government, as appropriate.
 - vii. If enacted, whether this legislation will require a new or revised department rule (Washington Administrative Code (WAC)).
 - viii. Any other comments needed to fully analyze the bill.
 - (b) Provide updates on assigned bills at weekly or as-needed during WMD legislative update meetings. Legislation analysis resources are available from:
 - i. The Washington State Legislature's web page at www.leg.wa.gov
 - ii. IGA&P office (253) 512-7712

C. Fiscal Note Development:

- 1.) The State Finance Division shall assign fiscal note development for:

- (a) OFM directed bills, including amendments if the change necessitates a new fiscal analysis.
- 2.) Bill analysis and fiscal note preparation POCs shall report bills that may have a fiscal impact to the State Finance Division for potential fiscal note development.
- 3.) When assigned fiscal note development, fiscal note preparation POCs shall facilitate the completion of fiscal notes in coordination with the State Finance Division.

D. Legislative Bill Analysis and Fiscal Note Development Training:

- 1.) The IGA&P office and State Finance Division shall conduct training for legislative bill analysis and fiscal note preparation annually or as necessary.