Oversight Division

Fiscal Note Training
2015 Legislative Session

Agenda

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- Oversight's role in State Government
- How a bill becomes a law
- When a Fiscal Note will be prepared
- Information a Fiscal Note Provides
- Fiscal Note Process
- Fiscal Note Responses
- Comment /Technical Memos
- Changes for 2015 Session
- Important Days to Remember
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- Special Request
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- Overview Questions
- Fringe Benefits
- Review/ Summary
- Questions

Meet Our Staff

- Mickey Wilson, Director
- Ross Strope, Assistant Director
- Kyle Bosh
- Kendra Crum
- Helen Webster-Cox
- Jeani Hancock
- Sarah Juergensmeyer
- Nina Medlock
- Valerie Mueller
- Lauren Ordway
- Steve Shiery
- Shanna Stark

Agency Assignments

Analyst	Phone	E-Mail	Agency Assignment
Mickey Wilson	526-8120	mickey.wilson@lr.mo.gov	Director
Valerie Mueller	526-8120	valerie.mueller@lr.mo.gov	Administrative Secretary
Shanna Stark	751-4143	shanna.stark@lr.mo.gov	Administrative Assistant
Kyle Bosh	526-8126	kyle.bosh@lr.mo.gov	Department of Agriculture, Department of Conservation, Department of Natural Resources, Missouri Lottery, Missouri Gaming Commission

Agency Assignments

Helen Webster-Cox	526-8133	helen.cox@lr.mo.gov	Department of Social Services, Department of Health and Senior Services, Local Health Issues, *Missouri Consolidated Health Care Plan, Department of Mental Health
Kendra Crum	526-8128	kendra.crum@lr.mo.gov	Department of Revenue - Motor Vehicle/Drivers License, State Elected Officials, Bi-State Development, Department of Transportation, Department of Labor and Industrial Relations
Jeani Hancock	526-8122	jeani.hancock@lr.mo.gov	Department of Elementary and Secondary Education, Department of Higher Education, Public Colleges and Universities

Agency Assignments

Sarah Juergensmeyer	526-8124	sarah.juergensmeyer@lr.mo.gov	Secretary of State (except franchise tax), Ethics, Election Laws, Tax Credits, Department of Economic Development
Nina Medlock	526-7795	nina.medlock@lr.mo.gov	Local Government (including Property Tax), Cities and Local Economic Development, Office of State Courts Administrator, Department of Social Services - Division of Youth Services, Local Courts, Attorney General/Office of Prosecuting Services
Lauren Ordway	526-8134	lauren.ordway@lr.mo.gov	*Retirement Systems, Department of Insurance, PSC/OPC, Property Tax Law, Office of Administration, Administrative Hearing Commission

Agency Assignments

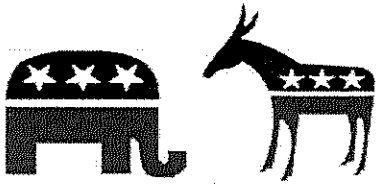
Steve Shiery	526-8125	steve.shiery@lr.mo.gov	Department of Revenue - income tax, franchise tax, and sales tax issues
Ross Strope	526-6943	ross.strope@lr.mo.gov	Crimes: Department of Corrections, Department of Public Safety, State Public Defender

*Includes any local issues that pertain to the assigned agencies

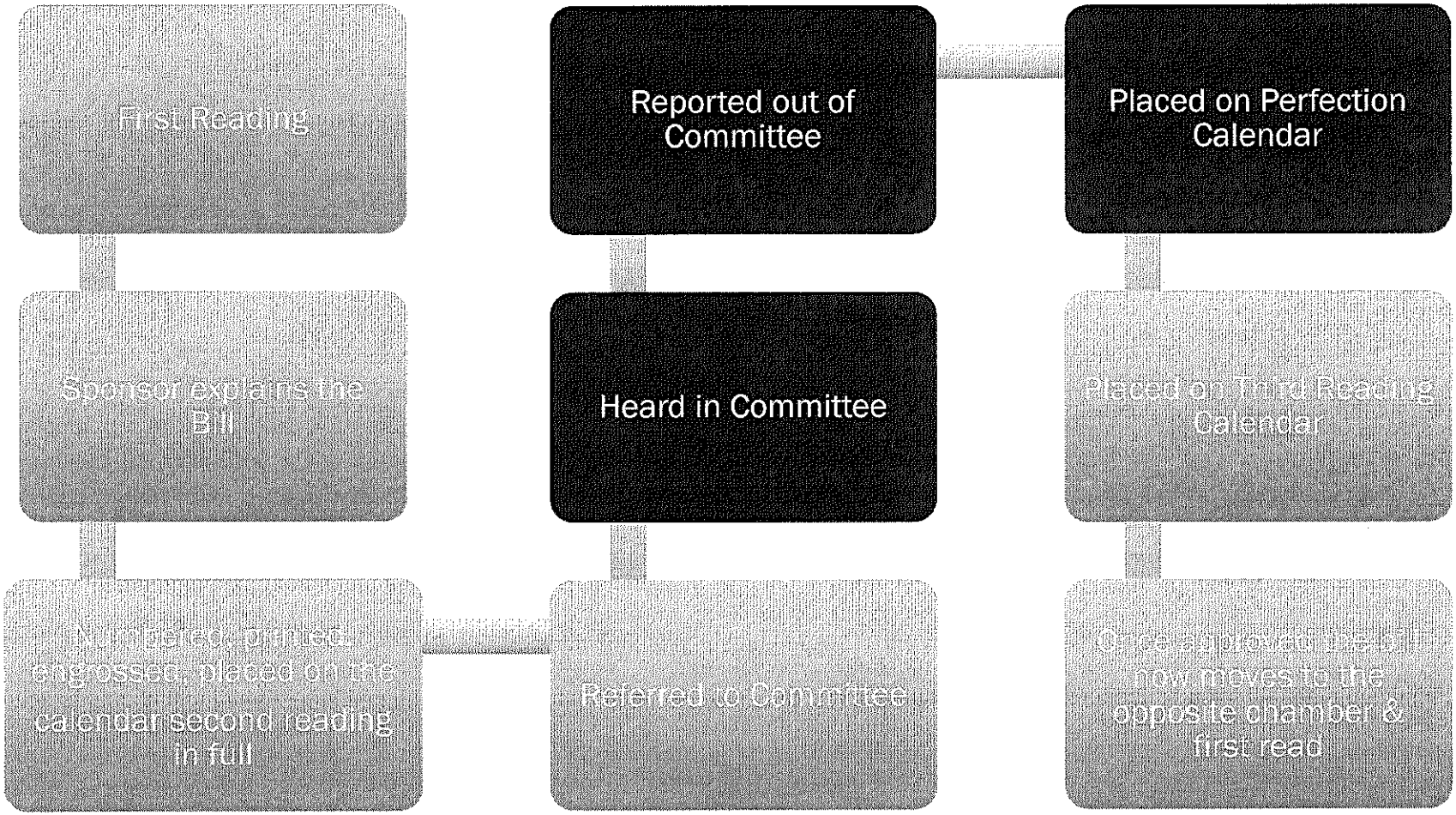
Note: Joint Resolutions will be handled by the analyst according to the subject.

Oversight's Role in State Government

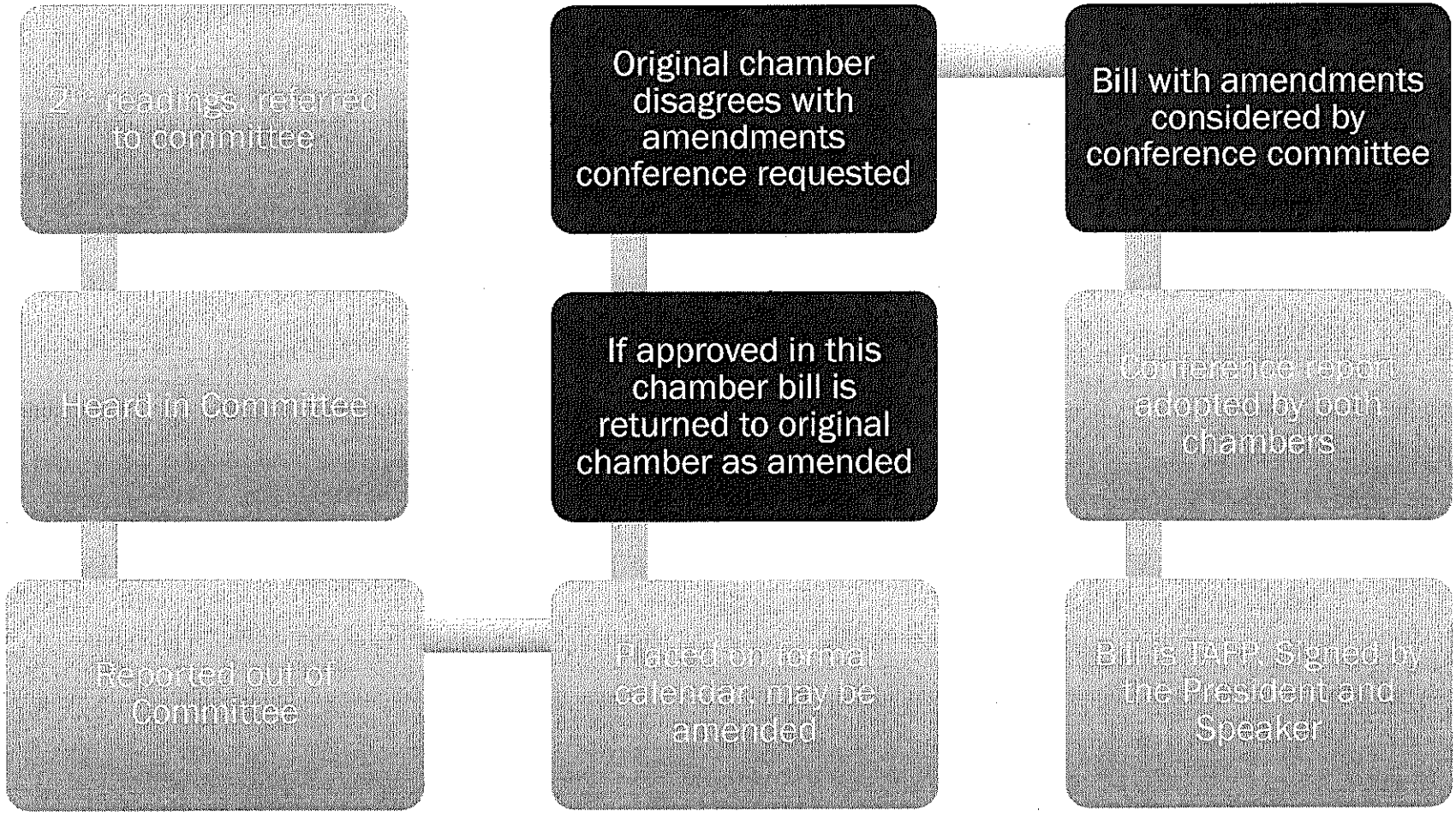
- Cost/revenue estimates on all bills to serve as a basis for decision making
- Unbiased, non-partisan staff to review fiscal information
- Central point for collection of data and dissemination of information
- Objective evaluation of state programs to serve as a basis for legislative changes



How a Bill Becomes a Law



How a Bill Becomes a Law (Continued)



How a Bill Becomes a Law (Continued)

Send to the Governor for signature

Published and preserved

A Fiscal Note Will Be Prepared When a Bill is:

- Scheduled to be heard in committee
- Reported out of committee (if changed)
- Perfected on the floor
- Reported out of opposite chamber's committee (if changed)
- Truly Agreed To and Finally Passed

Information a Fiscal Note Provides

Will the proposed legislation :

- Have an economic impact on small businesses
- Have significant direct fiscal impact upon any political subdivision of the state
- Duplicate an existing program or agency
- Require physical facilities or capitol improvements
- Have additional costs/ revenues to the state
- Satisfy a federal mandate for the program or agency

Fiscal Note Process

- Oversight receives a draft from Legislative Research/Senate Research/House Research
- Oversight analyst reviews draft and determines which agencies are affected
- Bill number is assigned
- Oversight analyst forwards copy of the bill language to affected agencies with a request for fiscal impact estimate
- Agency reviews and responds to Oversight
- Oversight analyst reviews agency responses and compiles information
- Oversight Director reviews and approves/signs fiscal note
- Fiscal note is electronically distributed

Fiscal Note Responses

- All responses must be emailed to: fiscal.note@lr.mo.gov
- All responses must include Oversight analyst's name or initials in subject line
- Attachments must be named with:
  - LR number
  - dash number
  - agency acronym
  - file extension.
- Examples:
  - A response from the Department of Revenue for LR number 1234-01 would be named like this:
    - 1234-01n.dor.xls
    - 1234-01n.dor.doc
- If responding after-hours, please cc the analyst

Comment and Technical Memos

- Comment and technical memos MUST be sent in a separate email from the other parts of the response.
  - Technical.Comment@lr.mo.gov
- The subject line MUST also include the Oversight analyst's name or initials.

Changes for the 2015 session:

- Fiscal Note Format
  - $0 fiscal notes will be simplified (1 page)
  - Bills in which the fiscal year is beyond three years will have the last column dedicated to reflect the Fully Implemented Impact of the bill

Changes for the 2015 session:

- Procedural changes:
  - For all pre-filed bills:
    - Oversight will send out the legislation like normal. Agency responses will need to be submitted by January 9th (first day of session).
  - For all bills filed after session starts:
    - Oversight will only send out the legislation and ask for agency fiscal impacts statement if the chairman and/or ranking minority member request a fiscal note for the bill.
    - Oversight may be able to request additional time to complete fiscally complex fiscal notes (however, probably not applicable near the end of session).

Important Dates to Remember

- Session Begins: Wednesday, January 7, 2015
- Holidays during session:
  - Dr. Martin Luther King, Jr. Day (Monday, January 19, 2015)
  - Lincoln's birthday (Thursday, February 12, 2015)
  - President's Day (Monday, February 16, 2015)
  - Truman's birthday (Friday, May 8, 2015)
- Session Ends: Friday, May 15, 2015

Reminders when responding to fiscal note requests:

- Agencies that did not respond will be listed as not responding.
- Only respond to current version
- Don't refer "no impact" responses back to the previous version
- Unused pages of the worksheet can be deleted before sending
- When sending responses after hours be sure to cc the analyst whose name is in the subject line

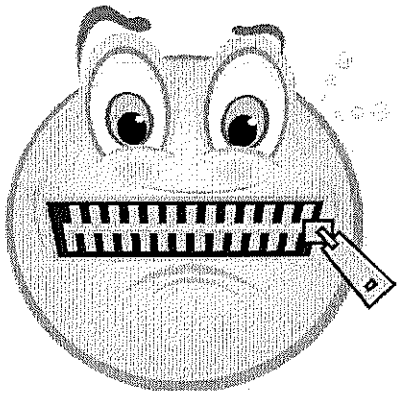
Fiscal Note Download

- Website for downloading the fiscal note worksheet:
  - www.legislativeoversight.mo.gov

    Or
  - www.moga.mo.gov/htmlpages/legovrhomepage.html
    - Fiscal note download

Special/Confidential Requests

- Legislation that has not been assigned a bill number
- A committee substitute that has not been reported out of committee
- Possible Amendment
- Rough draft of future legislation



Christmas Tree Bills

- Clearly identify the section number on costs
- Only respond to sections that affect your agency

Overview Questions

- 1. Is this legislation federally mandated? ☐ Yes ☐ No
  (If yes, cite specific law, court order or federal regulation.)

- 2. Does this proposal duplicate any other program? Specify program and administering agency. Include applicable statutes or regulations.)

- 3. Does this proposal affect any other state agency or political subdivision? If so, which ones?

Overview Questions

- 4. Will this legislation result in a need for any additional capital improvement or rental space? (Give details for cost, square feet, location, etc.)

- 5. Are any cost related to this proposal included in your current budget request?

- 6. Will this legislation have an economic impact on small business?

Overview Questions

- 7. Are you a consolidated agency under OA-ITSD?
  ☐ Yes ☐ No
  - Will a new system be required? ☐ Yes ☐ No
  - Please detail all IT cost or savings related to the proposal (by fiscal year through first year of full implementation and specify in-house vs. contracted work).

- 8. Will this legislation directly affect Total State Revenue?
  ☐ Yes ☐ No

Overview Questions

- 9. Please summarize how this bill (by section number) would affect your agency (program expansion/elimination, new program, consolidation, etc.).

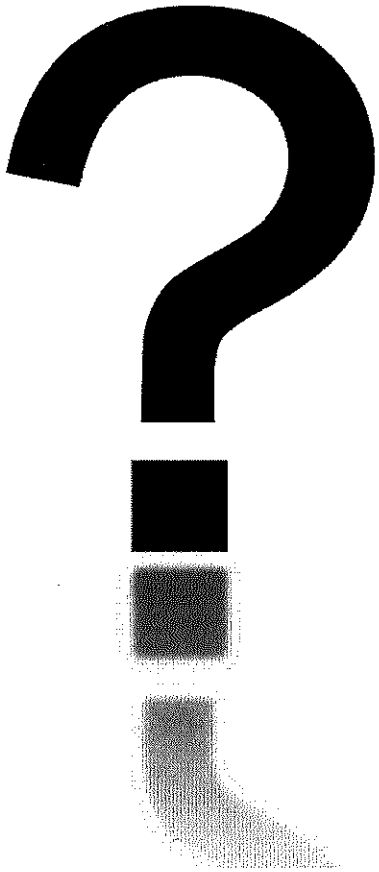
- 10. Long-range implications (revenues/cost beyond fiscal note period by fiscal year).

- 11. If this is REVISED fiscal Estimate Worksheet, please explain reason for revision.

Overview Questions

- 12. Assumptions and methodology used in arriving at state fiscal impact. (List all section numbers, personnel, and expenses and equipment to be requested by each program in the bill. Include specific duties, responsibilities and salary range/step for new employees listed.)

Fringe Benefits

Review/Summary

Questions