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MEMORANDUM

DATE: December 18, 2008
TO: Department Directors
FROM: ^{SK} Steven J. Rollins, Corporation Counsel
SUBJECT: County Board Resolutions

This memorandum outlines the revised procedure for submitting county board resolutions. The County Clerk will notify you each month of the deadline for submitting resolutions. Late resolutions might not appear on the county board agenda.

Send your draft resolutions by email to Jim Brey, Bob Ziegelbauer, Steve Rollins, Linda Flentje, and Lois Kiel. Use the subject line to indicate when you want the resolution to go to the county board, e.g., "Resolution for January." In the body of the email, indicate the name of the person to contact if there are questions about the resolution *if* it is someone other than the person sending the email. Attach the draft resolution to the email as a Word or WordPerfect document. Use an email attachment or interoffice mail to provide a copy of any documents that you want sent to the county board with your resolution.

Your draft will contain the title of the resolution; the whereas clauses; the resolved clauses; the name of the board, commission, committee, or supervisor sponsoring the resolution; and a fiscal impact statement which you have had approved by the Comptroller. Your draft should not include line numbering or any special formatting.

You will be sent a PDF copy of the revised resolution to review. A PDF copy of the resolution as adopted by the county board will be available using the "Resolutions" link on the county home page.

I have attached a sample resolution, a sample email transmittal, a resolution checklist, and resolution drafting guidelines for your reference. Please call me if you have any questions or need assistance in preparing a resolution.

Enclosures

SAMPLE RESOLUTION

RESOLUTION AMENDING 2007 HEALTH DEPARTMENT BUDGET

WHEREAS, the Manitowoc County Health Department provides numerous public health services to the residents of Manitowoc County that are funded by the return of our federal and state tax dollars through grants; and

WHEREAS, the Health Department can only include grant funds that it is scheduled or contracted to receive during the year when preparing its annual budget and must amend the budget when it learns of changes in grant funding that are made after the budget has been approved; and

WHEREAS, the following increases in grant funding have taken place since the 2007 Annual Budget was approved:

WIC	\$28,369
Pandemic Influenza	\$10,495
Tobacco Control	\$188
Wisconsin Well Woman Program	\$3,627
Immunization	\$634
Asthma Coalition	\$1,556;

NOW, THEREFORE, BE IT RESOLVED by the Manitowoc County Board of Supervisors that the appropriate revenue and expense line items in the 2007 Annual Budget are amended to incorporate the changes shown above; and

BE IT FURTHER RESOLVED that the Comptroller/Auditor is directed to record such information in the official books of the County for the year ending December 31, 2007 as may be required.

FROM: Board of Health

FISCAL IMPACT: No tax levy impact. Increases revenues and expenses by equal amounts for the program areas listed.

SAMPLE EMAIL TRANSMITTAL



Todd Reckelberg/CTH/MTW

10/03/2008 05:56 PM

To jimbrej@co.manitowoc.wi.us, Bob Ziegelbauer/ADM/MTW,
Steven Rollins/CTH/MTW, Lois Kiel/CTH/MTW, Linda
Flentje/CTH/MTW

cc

bcc

Subject Resolution for December



Draft Resolution Amending Health Dept Budget.doc

Todd H. Reckelberg CGFM
Comptroller/Auditor
Manitowoc County WI
1110 S. Ninth Street

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RESOLUTION CHECKLIST

- I have provided the name of a contact person in case there are questions about the resolution.
- I have provided a suggested title for the resolution.
- I have indicated the county board meeting date when the resolution is to be heard.
- I have identified the board, commission, or committee that is sponsoring the resolution and that has or will have approved the resolution prior to the county board meeting.
- I have provided whereas clauses explaining why the resolution should be adopted.
- I have provided resolved clauses stating what action is to be taken.
- I have provided a fiscal impact statement that has been reviewed and approved by the Comptroller.
- I have edited, spell-checked, and proofread the draft.
- The draft resolution contains straight text without the use of any formatting, such as line numbering, special fonts, or attributes other than bold, italics, or underline.
- I have emailed the resolution — and any documents that I want sent to the county board — to Jim Brey, Bob Ziegelbauer, Steve Rollins, Linda Flentje, and Lois Kiel.
- I have submitted the resolution before the deadline.

RESOLUTION DRAFTING GUIDELINES

GENERAL STANDARDS

Organize your thoughts and prepare a brief outline before you begin writing.

Write as simply as possible using clear and concise language.

Use consistent language and sentence structure throughout the resolution.

Avoid acronyms, jargon, and legal and technical terms whenever possible.

Arrange clauses in a logical order.

Edit, spell-check, and proofread your draft before submitting it.

Prepare your draft using straight text without any formatting, such as line numbering, special fonts, tab sets, or attributes other than bold, italics, or underlining.

Use previously adopted county board resolutions as a guide for drafting the text of your resolution.

PROPOSED TITLE

The title provides a succinct description of what the resolution is about, will generally be only one or two lines long, and will be used on the meeting notice and agenda.

The first word of the title will always be "resolution" and the second word will almost always end with the letters "ing."

Typical second words include accepting, approving, authorizing, creating, denying, opposing, petitioning, and supporting.

Other examples can be found by looking at the index to the County Board Proceedings book or by clicking on the "resolutions" link on the county's web page.

WHEREAS CLAUSES

Whereas clauses provide the background, facts, and reasons supporting the resolution. They need to clearly explain why the resolution should be adopted and should be arranged in a logical order.

Every whereas clause will begin with the word "WHEREAS."

RESOLUTION DRAFTING GUIDELINES (Continued)

Every whereas clause except the last one will end with a semicolon followed by the word "and."

The last whereas clause will end with a semicolon.

RESOLVED CLAUSES

Resolved clauses state each action that is to be taken. Each clause needs to be stated in the affirmative, will clearly state the action or position taken, and should make sense when read by itself.

Begin the first resolved clause with the phrase "NOW, THEREFORE, BE IT RESOLVED that" followed by an action statement.

Begin subsequent resolved clauses with the phrase "BE IT FURTHER RESOLVED that" followed by an action statement.

Every resolved clause except the last one will end with a semicolon followed by the word "and."

The last resolved clause will end with a period.

Each resolved clause must be stated in the affirmative to avoid the confusion that can be caused by recommending negative actions. For example, state that the county board "opposes" an action and not that the county board "does not support" an action.

Each resolved clause must be able to stand on its own, and each resolved clause needs to make sense when read by itself without any of the whereas clauses.

If you want a copy of the resolution sent to specific people, provide that information in the last resolved clause.

FISCAL IMPACT STATEMENT

The fiscal impact statement provides information about the financial impact of the proposed resolution.

The fiscal impact statement should indicate whether the resolution has a tax levy impact; state any assumptions made; and describe any projected changes in cost, debt, expense, or revenue.

The fiscal impact statement should include an estimated dollar amount. If the amount cannot be determined, it should indicate why it cannot be determined.

Distribution:

Jim Brey, County Board Chair
Bob Ziegelbauer, County Executive
Jamie Aulik, County Clerk
Jane Babcock, Veterans Service
Lisa Behnke, Human Services
Jeff Beyer, Public Works
Jim Blaha, Health
Bob Blashe, Information Systems
Ed Brey, Treasurer
Patricia Dodge, Human Services
Sharon Cornils, Personnel
Nancy Crowley, Emergency Management
Mike Demske, Planning & Park
Cheryl Duchow, Treasurer Elect
Linda Flentje, Corporation Counsel
Curt Greene, Coroner
Jerry Halverson, Soil & Water
Rob Hermann, Sheriff
Louis Hovda, Child Support
Jeff Jenswold, Human Services
Preston Jones, Register of Deeds
Gary Kennedy, Highway
Lois Kiel, County Clerk
Patricia Koppa, Register in Probate
Faye Malek, Extension
Lorene Mozinski, Family Court
Nancy Randolph, Human Services
Judy Rank, Aging Resource Center
Todd Reckelberg, Comptroller
Mark Rohrer, District Attorney
Tim Ryan, Planning & Park
Amy Wergin, Health
Ruth Wichlacz, Human Services
Lynn Zigmunt, Clerk of Court