

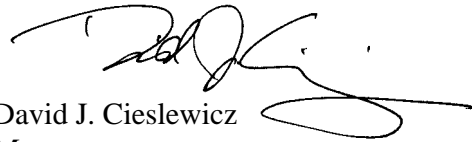
FROM THE OFFICE OF THE MAYOR

**ADMINISTRATIVE PROCEDURE
MEMORANDUM NO. 1-3**

SUBJECT: FISCAL NOTES ON ORDINANCES AND RESOLUTIONS

Purpose: To establish a policy regarding Comptroller's approval of Fiscal Notes for all proposed ordinances and resolutions.

Policy: All proposed ordinances and resolutions shall include an appropriate Fiscal Note approved by the Comptroller or his or her designated representative. This includes ordinances and resolutions that do not have a fiscal impact. The drafter of the proposed ordinance or resolution may prepare a Fiscal Note, but Comptroller's approval is always required.



David J. Cieslewicz
Mayor

APM No. 1-3
April 13, 2005

Previous Revision Dates: 2/1/91; 9/13/73; 5/27/97