DRAFT

Commission Study Issue Sponsorship Process

March 17, 2025

January	February	March	June	Jul - Oct	Nov - Dec
• Boards and Commissions rank proposed study issue that fall under their purview • Council holds a public hearing on proposed study/budget issues	• Council assigns priority ranking of proposed study issues at the Study/Budget Issues Workshop	• Council approves presentation dates for study issues recommended to annual Workplan	• Recommended Study/Budget issues requiring a budget appropriation are reviewed and approved during budget adoption process	• Study Issue topics *continue* to be proposed for upcoming Study/Budget Issues Workshop by Council, the city manager, or boards and commissions*	• After October, Boards and commissions proposed study issues are tracked on a running list for the next year's Study/Budget Issues Workshop

Year Round

The public can suggest study issue topics at any time for the City Manager, City Council or a board or commission to sponsor. Staff publishes all City Manager Approved study issue papers and additional workshop materials to the website.

Overview of Study Issue (SI) Process

- Commission SI Sponsorship Process:
  1. Introducing an idea and agendizing
  2. Proposing Study Issues
  3. Sponsoring Study Issues
- If schedule permits: Draft Study Issue Paper prepared by staff is reviewed by S. Commission

1. Introducing an Idea and Agendizing

Idea for Study Issues Form

B/C submits the B/C Study Issue form to staff liaison with title and Q1 (key elements) completed

30 days

Staff has 30 days to write Q2 (summary scope and/or comments)

Noticed in Agenda

SI idea is placed on the agenda for discussion at the next meeting under *Consideration of Potential Study Issues*

2. Proposing Study Issues

- Once on the agenda, Commission discusses the Study Issue idea
- Vote: Motion, Majority Vote
  - Yes: SI idea is now **proposed** and is placed on the *Proposed Study Issue* list
  - No: SI idea will not move forward in process and is considered dropped. It can be re-proposed
- Proposed Study Issues appear on a proposed list
- Commission will need to request to agendizing proposed SIs if they want to vote
- Proposed SIs can be sponsored at any time

3. Sponsoring Study Issues

No later than October, Commission reviews the Proposed Study Issues List and votes to sponsor

A Sponsored SI means the SI is approved for ranking

Review, discuss, vote

B/C reviews the list of Proposed SIs, discusses them, then votes on which to sponsor. Motion, second, + majority vote
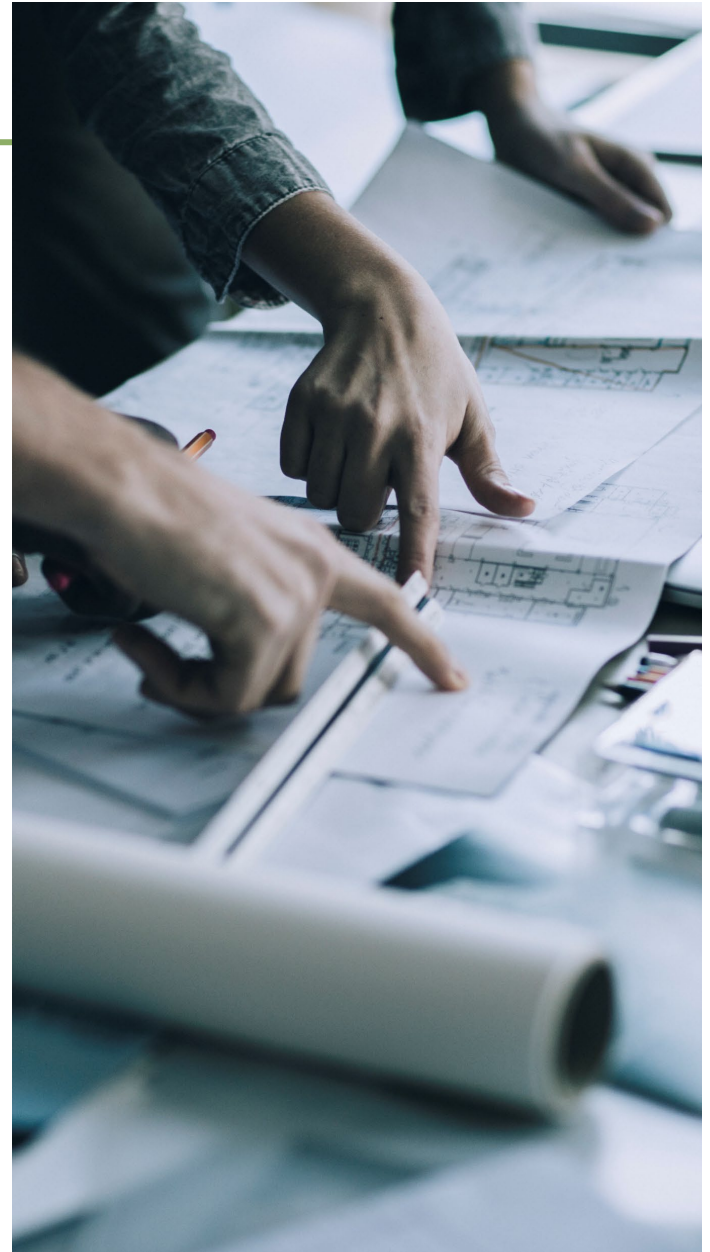
30 days

Staff has 30 days to prepare the SI Papers, including fiscal impact but not staff recommendation

SIP Review

Due to time constraints, SIPs are only brought back to the Commission for review if the SI is sponsored in Aug or earlier

Draft Study Issue Papers

- SI papers due to City Manager by early December

Key Dates

Propose Study Issue

- July 3: Last day to submit SI form for August agenda

- Aug 7: Last day to submit SI form for September agenda
- Sep 4: Last day to submit SI form for October agenda

Sponsor Study Issue

- Aug 18 Meeting: Draft Papers from SIs sponsored at this meeting will be provided for review in October packet

- Sep 15 Meeting: SIs sponsored at this meeting will not have draft Papers reviewed by SC

- Oct 20 Meeting: Last meeting to sponsor a SI