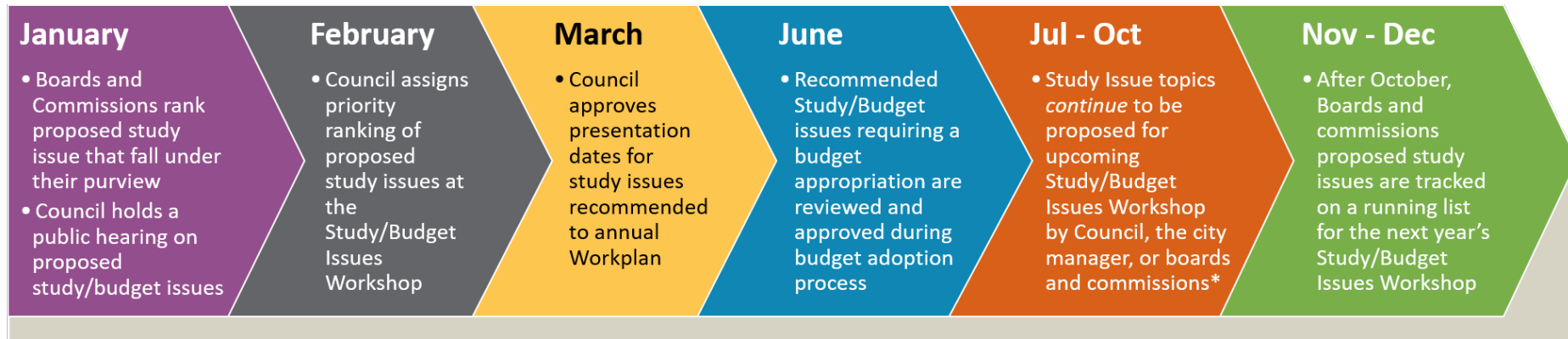


# Commission Study Issue Sponsorship Process

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July 19, 2021

# Overview of Study Issue (SI) Process



- Commission SI Sponsorship Process:

1. Introduction of idea and agendizing
2. Propose Study Issue
3. Sponsor Study Issue

If schedule permits: Draft Study Issue Paper prepared by staff is reviewed by S. Commission

# 1. Introduction of Idea and Agendizing

Idea for  
Study  
Issues  
Form

B/C summarizes SI idea and submits to staff liaison; provides Study Issue form with Q1 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. Propose Study Issue

- Once on the agenda, Commission discusses the Study Issue idea

Vote: Motion, Second, Majority  
Vote

Yes: SI idea is now **proposed** and  
is placed on the *Proposed Study  
Issue* list

No: SI idea can be re-proposed  
until September; otherwise, can  
be re-proposed for next cycle



### 3. Sponsor Study Issue

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





## Draft Study Issue Paper

Staff drafts SI Papers (except staff recommendation) for **sponsored** SIs within 30 days of sponsor vote

- Commission may provide comments/clarifications at next meeting
- SI ideas agendized after August do not return to Commission as Draft Papers

SI papers due to City Manager by December 1

# Key Dates

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## Propose Study Issue

- Aug 9: Last day to submit SI form for September agenda
- Sep 6: Last day to submit SI form for October agenda

## Sponsor Study Issue

- Aug 16 Meeting: Draft Papers from SIs sponsored at this meeting will be provided for review in October packet
- Sep 20 Meeting: SIs sponsored at this meeting will not have draft Papers reviewed by SC
- Oct 18 Meeting: Last meeting to sponsor a SI