Board/Commission Study Issue Sponsorship Process

Role of Boards and Commissions

In their advisory capacity to Council, boards and commissions generate potential study issues for City Council's consideration, and provide a recommended ranking of the issues relevant to their areas of authority. Boards and commissions also provide a forum for public input and, with majority support, can sponsor study issues brought to them by members of the public.

Study Issue Sponsorship Process

To ensure consistency in approach and practice, all boards and commissions shall use the same study issue sponsorship process outlined below:

Submitting a Study Issue Form and Agendizing Potential Study Issues

Before a new study issue can be proposed by a board/commission member, a Study Issue Form must be completed by the board/commission member and submitted to the board/commission staff liaison. The purpose of the form is to help explain, clarify and focus a board member or commissioner's idea prior to presenting to the full board/commission for discussion. A board member or commissioner may work with the board/commission liaison outside of the meeting to discuss the study issue idea and receive input.

Upon receipt, the board/commission staff liaison will have 30 days to complete a summary scope and comments. Time flexibility will be provided at the discretion of the Director if multiple forms are submitted in one month to the board/commission liaison, and more time is needed to complete the form. The study issue idea will then be agendized under **Consideration of Potential Study Issues**, for discussion at the next meeting.

Note that any board or commission member may submit a Study Issue Form to agendize a study issue idea for discussion; a second from another board or commission member is not required.

Majority Support for List of Proposed Study Issues

Once the study issue idea has been agendized, the agenda item discussion will consider the merit and scope of the study issue. If the item receives a majority support, the study issue shall be added to a running list of proposed study issues, which shall be available at each board and commission meeting. The list shall include a working study issue title and summary of the scope, including comments from the board/commission liaison; see attached table (page 4). It is the responsibility of the liaison, not the board member or commissioner, to write the summary. The liaison may choose to use the summary provided in the Study Issue Form if it reflects the vote of the board or commission. At this point, the proposed study issue has not received official sponsorship.

Items that fail to receive majority support, will not move forward in the process and will be considered as dropped.

Official Sponsorship of Study Issues

Toward the end of the calendar year, but no later than October, boards and commissions will review the list of proposed study issues they generated and officially vote on sponsorship for each individual study

issue. Sponsorship means that the study issue is approved for ranking with a majority vote of the board/commission.

Staff will then prepare the sponsored study issue papers, including fiscal impact **but not** the staff recommendation. Board and commission members may submit written comments and language recommendation for the study issue paper; <u>it is staff's responsibility to write the paper</u>.

If the sponsorship process is conducted in September or earlier, the board/commission liaison may bring back the draft study issue paper for board/commission review and/or clarification within 30 days. Any items agendized after September will not be brought back for review by the board/commission.

All sponsored study issues are due to the Office of the City Manager by the first week in December; study issues may be edited at the discretion of the City Manager.

Summary of Process

1. Submit and Agendize- Study Issue Form submitted to liaison; liaison has 30 days to write a summary scope and comments. Item is then placed on the next agenda.
2. Propose- once properly noticed, board/commission members discuss merit and scope of study issue and vote to add to the Proposed Study Issues list.
3. Sponsor- no later than October, board/commission members vote to sponsor study issues from the Proposed Study Issues list.

Timeline

Year-Round

Study issues may be proposed year-round by majority vote of the board/commission and tracked on a running list of proposed study issues.

Date	Scenario 1 Board/Commission Members Review Study Issue Papers Prior to CM Review	Scenario 2 Board/Commission Members Do NOT Review Study Issue Papers Prior to CM Review
August	Last month for board/commission member to submit Study Issue Form to liaison. Liaison has 30 days to write summary scope and comments, and add it to the next meeting agenda.	
September	Study issue is noticed on the agenda for discussion, majority vote needed to be included in Proposed Study Issues List.	
September	In the same meeting, board/commission reviews Potential Study Issues list, and vote for sponsorship.	Last month for board/commission member to submit Study Issue Form to liaison. Liaison has 30 days to write summary scope and comments, and add it to the next meeting agenda.
October	Draft study issue papers (without staff recommendation) are brought back for board/commission review.	Study issue is noticed on the agenda for discussion, majority vote needed to be included in Proposed Study Issues List.
October		In the same meeting, board/commission reviews Proposed Study Issues list, and vote for sponsorship.
November	Liaison have 30 days to incorporate any changes to study issue papers.	Liaisons have 30 days to write study issue papers. Due to time constraints, study issue papers will not be brought back for board/commission review.
December	Study issue papers are due to the CM first week in December.	Study issue papers are due to the CM first week in December.
January	Board and commissioners rank sponsored study issues under their purview.	Board and commissioners rank sponsored study issues under their purview.

Proposed Study Issues*

Date	Study Issue Working Title	Summary of Scope	Staff Comments

*The study issues have been proposed for future sponsorship

Toward the end of the calendar year, no later than October, boards and commissions will review the list of proposed study issues and officially vote on sponsorship for each individually listed study issue. Official sponsorship means that the study issue is approved for ranking with a majority vote of the board or commission. Staff will then prepare the sponsored study issue papers, including fiscal impact **but not** the staff recommendation.