



Memorandum

Date: September 12, 2011
To: Legislative Program Committee Members
From: Terri Nisich, Assistant CEO
Subject: Legislative Analysis Template

Summary

This item is on the legislative committee agenda in order to review the proposed legislative analysis template. This process improvement reflected via the proposed template will assist all in ensuring that critical information on bills is collected in a consistent format. Collection of information in this format is designed to facilitate a comprehensive review of information and decision making by the committee. The template was developed based on a review of multiple city and county legislative programs and processes.

Recommendation

That the Legislative Committee review proposed template and provide comments.