

# Commission Request to Department

"Blue Sheet"

Date of Request: 10.18.2019

Title of Request: briefing on relevancy projects

Commissioner: Baker & Smith

Request Due Date: February, 2020

Priority Level (put one check in each row):

Importance:  High  Medium  Low

Urgency:  High  Medium  Low

Knowledge or Action Being Requested (narrative). Describe what you want to know. Be specific.

best practices related to small scale habitat projects. Ongoing, but for purposes of this request, specific to pollinator projects & backyard sanctuaries.

Output Requested (e.g., telephone call, memo, material from files, new report, presentation, other):

briefing to full commission

For Commission Executive Assistant Use

Date Assigned: \_\_\_\_\_ Assigned To: \_\_\_\_\_  
[At Debrief] [Program]

## **COMMISSION REQUESTS TO THE DEPARTMENT**

*Guidelines for when the Commission makes requests to the Department for work products or information.*

### **Commission Requests that Require a Significant Staff Workload:**

Requests include, but are not limited to, information that benefits the Commission's decision-making process, requests for evaluation of information by Department staff, review of concepts to be included in the Department's public involvement process, and requests for information related to past or future actions of the Department.

- A. Requests are initiated by the Commission during a Commission meeting, work session, or conference call and are reviewed by a quorum of the Commission to determine desirability of the request. A Commissioner may also initiate requests for those times when a Commission meeting, work session, or conference call is not scheduled and an expeditious response is required, but the request must be presented for consideration to the full Commission during the next meeting.
- B. Commission staff forwards requests to the Director's Office for review, assignment and scheduling.
- C. The Director or designee discusses the request to staff at the debrief session, and the Commission Office forwards a copy to the appropriate program.
- D. Management Team members are responsible for ensuring Commission requests are completed in a timely manner.
- E. The Commission is responsible for reviewing the finalized assignment for completeness and may return the assignment for additional clarification and/or information as necessary.

## Summary Sheet

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**Meeting dates:** February 7-8, 2020

**Agenda item:** Blue Sheet: Pollinator Projects and Backyard Sanctuaries – Briefing

**Presenter(s):** Taylor Cotten, Diversity Division – Wildlife Program  
Jeff Davis, Director of Conservation Policy  
Erin Sullivan, Woodland Park Zoo

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**Background summary:** Department Staff, alongside with Erin Sullivan from the Woodland Park Zoo, will brief the Commission on the Pollinator Projects and the Backyard Sanctuaries.

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**Staff recommendation:** Briefing only.

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**Policy issue(s) and expected outcome:** Briefing only.

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**Fiscal impacts of agency implementation:** Briefing only.

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**Public involvement process used and what you learned:**

Briefing only.

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**Action requested and/or proposed next steps:**

None.