

LCB 2023 Agency Request Legislation Timeline

- **May 2, 2022:** Brief Management Team: process, timeline; perhaps revise.
- **May 2 – June 8:** Division Directors may solicit input from staff in their divisions for possible agency legislative needs (policy). Directors review and determine whether to submit legislative request proposals using the attached form. Toni Hood facilitates the process for staff in the Director's Office. Proposals are submitted to Tierney Hamilton-Steele and reviewed by Chris; Tierney forwards proposals to Jim Morgan for distribution to Fiscal Note team to begin fiscal analysis.
- **June 10:** Management Team, Legislative Team and Fiscal Note Team meet to discuss draft proposals, identify highest priorities and begin winnowing list of proposals.
- **June 22 - July 15:** Staff proposing legislative ideas work with their division's directors, and other LCB staff as needed, to refine draft proposals in light of discussions with Board, Management Team, others as appropriate. Submit draft bill language and fiscal note to Tierney. [FYI: Chris on leave June 17–July 15]
- **Week of July 18:** Brief staff at Governor's Office and OFM on proposals under active consideration. Consider any proposed revisions that emerge from this consultation. Brief Board Members on the proposals under consideration. This will be done either 1) this week with a meeting such as EMT (or a series of meetings with individual Board members), or 2) through briefings Rick may do with Board members prior to this time.
- **Approximately July 25:** Distribute draft proposals to stakeholders for review; stakeholders asked to submit feedback and concerns to Tierney by August 12.
- **Third/Fourth Week of August:** Review stakeholder feedback at Management Team meeting, and discuss potential revisions. Consult with the Board or each board member individually to discuss stakeholder feedback, potential revisions.
- **September 7:** Present final draft proposals to Board at EMT.
- **September 14:** Submit Board-approved agency request legislative package to the Governor's Office and OFM through BEARS portal.

Liquor and Cannabis Board
2023 Agency Request Legislation

Please use this form to submit proposals for agency-request legislation.

- If you have any questions, you may contact Chris Thompson at 360-485-8550 or by email at chris.thompson@lcb.wa.gov

Name of person submitting legislative proposal:

1. Problem statement:

2. Can a solution be found without legislation? Why or why not?

3. Proposed legislative solution. What RCW(s) are affected? (Draft language showing those changes should be attached)

4. Are there alternative legislative solutions? What is the advantage of the proposed solution over other options?

5. Is there a fiscal impact to the agency? (positive or negative) Is there fiscal impact for any external entities?

6. Are other agency divisions impacted by the proposal? Which divisions and how are they impacted?

7. What stakeholders will be impacted and how?

8. How does the proposal align with the Governor's priorities, and why is it timely for the 2023 Legislative Session?