



City of Glendale

Administrative Policy

No. 06

Title:	Council Items of Special Interest – Administrative Process	
Effective:	12/08/16	Revision: March 15, 2023
Contact:	CITY MANAGER’S OFFICE (623) 930-2870	

Application:

These guidelines apply to the City of Glendale staff responsible for responding to Council Items of Special Interest.

Procedure:

Council Items of Special Interest (CIOSI) are presented to staff during regular City Council Workshops. Councilmembers may indicate topic(s) they would like to have discussed by the Council at a future Workshop and the reason for their interest. The Council does not discuss the new topics at the Workshop where they are introduced.

1. Within 48 hours from when a CIOSI is introduced, the City Manager or his designee will notify the requesting Councilmember which Director has been assigned as primary lead for the item. The Manager’s office will input the CIOSI into the SharePoint site.
2. The assigned Director will be responsible for scheduling an initial meeting with the requesting Councilmember regarding the scope and other relevant information. Although multiple Councilmembers may have voiced support for the item, the requesting Councilmember will be the primary contact and approver for their item.
3. Based on the discussions between staff and the Councilmember, the Director drafts a proposed scope clearly defining the Councilmember’s goal in addressing the CIOSI. Within seven (7) business days of the meeting and while in "draft" form, the Director forwards the written scope to both the Councilmember and to the City Manager/Assistant City Manager for comment.
4. If changes are needed based on input from the Councilmember or City Manager's office, scope is modified and recirculated for comment from the Councilmember and City Manager’s office.
5. Once concurrence has been reached on the scope of the CIOSI, the Director prepares a *CIOSI Scope and Assessment Memo* to be presented at a Workshop which includes the scope of the request as well as a resource assessment. The *CIOSI Scope and Assessment Memo* should include required resources, impact on other projects, relationship to work

program priorities and Council strategies, estimated timeline, and other related observations

6. However, if after finalizing the scope it is determined that the Councilmember was only seeking an update on information that is readily available, the Director, in conjunction with the Councilmember and the City Manager, can determine that an update memo to the full Council will suffice and the item can be closed. An email should be sent to the Councilmember memorializing that staff has provided the information and that the item will be closed.
7. Once the initial *CIOSI Scope* document is approved by the City Manager and Councilmember and the *Assessment Memo* is finalized and approved by the City Manager, the item will be placed on a future Workshop Agenda to be heard within 60 days of the finalization of the memos or at a time agreed to with the appropriate Councilmember.
8. During the Workshop presentation, if there is not Council consensus to move the item forward, the item will be closed out with no further research required. If there is Council consensus, the Director should research and prepare a "draft" *CIOSI Report* within 60 days of the Workshop or the timelines established during the Council presentation.
9. Once the draft *CIOSI Report* is prepared, the Director forwards to the City Manager's office for comment.
10. Once approved by the City Manager's office, the draft *CIOSI Report* is sent to the requesting Councilmember for preliminary comments to confirm staff is responding to the identified scope.
 - a. If substantive changes are needed in the draft *CIOSI Report*:
 - i. Director to inform Councilmember of the adjusted schedule
 - ii. Update draft *CIOSI Report* as needed
 - iii. Send revised *CIOSI Report* to the City Manager's Office and Councilmember for approval.
 - b. If no substantive changes are needed in the draft *CIOSI Report* and the report has been accepted by the Councilmember and City Manager's Office, the item will be presented at an upcoming workshop.
 - i. Under ideal circumstances, the scheduling of the Workshop should occur within 60 days of the previous Council Workshop. If this is not an option, the Director should indicate in writing to the Councilmember of the tentative timeline and seek concurrence.
10. On issues that may be of a sensitive nature, Director to schedule time to brief the City Manager on the presentation materials and discuss areas deemed of a sensitive nature.

11. Following the Workshop, the item will be closed as a CIOSI and will become the operational responsibility of the assigned Department.

NOTE: The purpose of the report is to assist the Councilmember with addressing public policy or significant issues of concern. While it is the job of staff to assist the Councilmember in drafting thoughtful public policy, the report needs to be reflective of the Councilmember's request. During those situations where the report recommendations are not congruent with the City Manager/City Attorney's position, the report should indicate those concerns in an addendum to the report.

Kevin R. Phelps
City Manager

Date