

## **Council Item of Special Interest: Create a Temporary City Council and Business Leader Sub-Committee**

### **Scoping Statement:**

To create a temporary one-year sub-committee made up of City Council members and representatives of the business community for the exclusive purpose of reviewing pertinent city codes and processes relating to regulatory code, licensing, planning, and development functions. The purpose of the sub-committee is to make policy recommendations to City Council regarding improvements the city could make to create an environment that makes it easier for businesses to get started and grow in our community.

The composition of the temporary committee is proposed as:

- Three (3) City Council members
- One (1) representative of a Glendale small business (0-24 employees)
- One (1) representative of a Glendale mid-size business (25-99 employees)
- One (1) representative of a Glendale large business (100+ employees)
- One (1) representative to embody the viewpoint of design professionals (architect, engineer, etc.), contractors, or developers (commercial or residential).

### **Goal:**

To make Glendale even more business friendly and enhance Glendale's reputation for supporting job attraction, creation and retention.

### **Deliverables:**

#### **Step 1: Mechanism to create the Committee**

Update and amend the Council Guidelines to allow for the creation of a temporary Council sub-committee that would include members of the public. The current guidelines only provide for the establishment of a permanent Council Committee comprised of Councilmembers only. The proposed update would come to a workshop first and then be placed on a voting meeting agenda for adoption by resolution.

#### **Step 2: Authorizing the Committee**

If Council is in agreement on the scope of the committee as outlined in the scoping statement, staff will bring forward an item at the next available voting meeting for the Council to consider the adoption of a resolution officially forming a temporary one-year Council sub-committee and select three members of the Council to serve on the sub-committee.

#### **Step 3: Forming the Committee**

Once the sub-committee has been authorized, the city would solicit for interested and qualified members of the public to apply for the open seats on the sub-committee. The Government Services Committee would consider the applications and make recommendations to the full Council for discussion in Executive Session. At the next voting meeting, the Council would consider the formal approval of the public members being appointed who would be sworn in at that meeting.

#### **Step 4: Forming the Internal Staff Support Team**

An assigned Staff Liaison will be responsible for communicating with the sub-committee, preparing agendas and study materials, addressing public posting requirements, taking meeting minutes, and conducting follow-up on information requested by the committee. Due to the nature of the proposed work of the sub-committee, it is anticipated that an internal subject matter expert Advisory Team would need to be assembled in order to address the needs of the sub-committee. Members of this Advisory Team would likely include representatives Code Compliance, Planning, Building Safety, Fire Marshal, Economic Development, City Attorney, Public Works, Water Services, and Tax & License.

#### **Step 5: Convening the Committee**

Staff will convene the first meeting of the sub-committee at which time they will review the scope of the sub-committee's work, the three members of the Council will select a Chair from amongst the Councilmembers serving on the sub-committee, and the sub-committee will identify future agenda items. The Staff Liaison will convene future public sub-committee meetings as directed by the Committee Chair and report updates to the City Council as directed by the Committee Chair.

#### **Step 6: Reporting to Council**

It is anticipated that the sub-committee findings would include recommended code changes, new policies, and/or the identification of processes that need to be examined in detail for improved efficiency. These items would be brought forward for City Council consideration via periodic Workshop sessions which would support the ability to enact actionable change and continuous study at the same time.

It would be the intent of the Staff Advisory Team that certain sub-committee recommendations could be reasonably be acted upon and administratively would move to implementation simultaneously with the sub-committee's study. This would allow the sub-committee to report on the results of their work to both the public and the City Council throughout the 12-month process.

#### **Timeline:**

The estimated timeframe for each of the steps outlined is shown below. With an aggressive timeline, this sub-committee could be formed and begin work within 3-4 months if Council were to approve moving forward with this CIOI and identified Scoping Statement. If additional work is required to gain Council's consensus on the sub-committee's scope, additional time will be required.

<b>Phase</b>	<b>Activity</b>	<b>Est. Timeline</b>
Step 1: Mechanism to create the Committee	Workshop Voting	4-6 weeks
Step 2: Authorizing the sub-committee	Voting	If sub-committee scope is approved with the

		CIOSI, this will be done at the same meeting where the Council Guidelines are amended
Step 3: Forming the sub-committee	Public Outreach	4-6 weeks
	GSC Review	2 weeks
	Council Approval	2 weeks
Step 4: Forming the Internal Staff Support Team	Assignments made	none
Step 5: Convening the sub-committee	Public sub-committee meetings	12 months or less
Step 6: Reporting to Council	Various	Intermittently

#### **Administration:**

It is estimated that the formation of the temporary sub-committee and the staff support needed for this endeavor would require an average of 2-3 staff hours per week for each member of the Advisory Team and the staff liaison, and it is likely that this team will consist of about ten staff members. The overall estimated impact is expected to be approximately 1,040 to 1,560 staff hours. Staff would be expected to support the work of the sub-committee in addition to other assignments which may require adjusting timelines on other projects.