



Date: June 21, 2016

To: Honorable Mayor and Members of the City Council

From: Councilwoman Suzie Price, Third District *SP*
Councilwoman Lena Gonzalez, First District *LG*
Councilwoman Stacy Mungo, Fifth District *SM*

Subject: Training of City Employees

INTRODUCTION:

The City of Long Beach is the 7th largest City in the state of California, covering over 50 square miles. Long Beach provides a wide variety of public services including our own police and fire departments, parks, recreation, and marina department, libraries, public works, and many other public amenities. These public amenities are provided with the assistance of 6,000 skilled City employees. However in order to empower City staff to provide exceptional service levels and to assist with being good stewards of our limited resources it is important for City employees who directly work with Request for Proposals or City contracts to be thoroughly trained.

Recently City Auditor Laura Doud produced two audit reports; Job Order Contract (JOC) and Graffiti Protective Coating. The JOC audit found that the program does not provide training for project managers to ensure they maintain sufficient controls necessary for the program to operate, which in turn impacts the City paying a fair price for projects. Furthermore agencies surveyed during the JOC audit recognize the importance of the project manager and developed specific training academies in order to provide the necessary skills for managing JOC projects. In the management response and action plan both audits provided deliverable actions items to address the lack of training provided to City employees.

RECOMMENDATION:

The City Council requests that the City Manager report back to the City Council within 60 days regarding what procedural changes the City is developing to address the following issues:

- Develop a training program for project managers (both employees and consultants) on managing projects, preparing scope of work, and reviewing proposals.
- Develop a training program on contract administration best practices.
- Establish policies and procedures for overseeing standardized citywide contracts.
- Develop a policy to ensure project managers are certified and certifications are current.

FISCAL IMPACT:

There is no immediate financial impact as a result of the recommended action.



City of Long Beach Memorandum
Working Together to Serve

REQUEST TO ADD AGENDA ITEM

Date: June 15, 2016

To: Maria de la Luz Garcia, City Clerk

From: Councilwoman Suzie Price, Third District
Councilwoman Lena Gonzalez, First District
Councilwoman Stacy Mungo, Fifth District

Subject: Request to Add Agenda Item to Council Agenda of June 21, 2016

Pursuant to Municipal Code Section 2.03.070 [B], the City Councilmembers signing below request that the attached agenda item (due in the City Clerk Department by Friday, 12:00 Noon) be placed on the City Council agenda under New Business via the supplemental agenda.

The agenda title/recommendation for this item reads as follows: Training of City Employees

Council District	Authorizing Councilmember	Signed by
3	Suzie Price	Suzie Price
1	Lena Gonzalez	Lena Gonzalez
5	Stacy Mungo	Stacy Mungo