



## Memorandum

**To:** Mayor and City Council

September 2, 2014

**From:** Lena Gonzalez, First District *LG*  
Suja Lowenthal, Second District *SL*  
Suzie Price, Third District *SP*  
Stacy Mungo, Fifth District *SM*

**Subject:** Selection and Confirmation of Assistant City Manager

---

### RECOMMENDATION:

Request that City Council communicate its expectations as a basis for confirmation of the next Assistant City Manager, to include but not be limited to:

- He/she will be honest, fair, respectful, ethical, professional and possess good character and integrity.
- He/she will possess strong listening skills, be approachable, and have the ability to communicate with the City Manager, Mayor, City Council, community members, and staff at all levels.
- The new Assistant City Manager must be technologically insightful, placing value on the integration of planning, designing and optimizing technology for employee, city and community benefit.
- It is desired that the new Assistant City Manager make Long Beach their home and be actively involved in the community.
- Customer service should be a priority, reflecting sensitivity to the needs of the entire community.
- The ideal candidate will have at least eight years of progressively responsible executive management experience in a municipal government entity and possess prior experience as a senior executive in local government as a city manager or an assistant city manager in a large municipal organization.

Request that the City Manager give City Council ample time to review candidates being considered prior to the confirmation vote.

Request the City Manager share his top candidates in order of preference with City Council in Closed Session.

## **DISCUSSION:**

With the Assistant City Manager position recently opening, now is the opportune time to refresh our memories as to the appointment and confirmation process for this very important position in the City of Long Beach.

According to the City Charter (Section 300 & 301), the Mayor and City Council have authority over two very important positions – City Manager and Assistant City Manager. The Charter states that the City Council shall appoint the City Manager and shall confirm the City Manager's appointment of an Assistant City Manager, "who shall be empowered to perform all duties of the City Manager in the event of the absence or disability of the City Manager and such other duties as the City Manager shall direct. The Assistant City Manager shall serve at the pleasure of the City Manager."

As such, it is important that City Council work closely with the City Manager in the selection of an Assistant City Manager and communicate its expectations for the type of leader we hope to confirm for hire. We believe Long Beach stakeholders deserve a dynamic, professional, ethical and approachable Assistant City Manager, capable of helping our City Manager, City staff, Mayor and City Council guide the City to its fullest potential.

Council members are very familiar with city operations affecting residents and businesses. We drive on city streets, walk on city sidewalks, take our families to city parks, and our constituents share with us their concerns about public safety, infrastructure, park programs, libraries and other city services they encounter during daily activities. We are accessible, and have firsthand knowledge of many issues.

While one can love Long Beach without being a resident, if you don't live in Long Beach, you simply don't have access to this important information. As a result, in the past there were times when City management personnel have been very professional in the administration of their departments but do not understand or relate to the vision of the City Council or the residents we serve.

While it is no longer legal to require an individual to live in the City of Long Beach in order to obtain or continue employment with the City, it is legal to ask an applicant if they "intend" to be a resident of Long Beach during their employment, or would consider relocating to Long Beach if they don't already live here.

The confirmation of the Assistant City Manager will be one of the most pivotal decisions, we as a Council, will decide in our tenure together as seated today. Our staff and constituents deserve a thoughtful, deliberative process.

**FISCAL IMPACT:** None



**City of Long Beach Memorandum**  
*Working Together to Serve*

## REQUEST TO ADD AGENDA ITEM

**Date:** August 29, 2014  
**To:** Larry Herrera, City Clerk  
**From:** Suja Lowenthal, District 2  
**Subject:** Request to Add Agenda Item to Council Agenda of **September 2, 2014**

---

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:

Selection and Confirmation of Assistant City Manager

Request that City Council communicate its expectations as a basis for confirmation of the next Assistant City Manager.

Council District	Authorizing Councilmember	Signed by
2	Suja Lowenthal	<i>Suja Lowenthal</i>
1	Lena Gonzalez	<i>Lena Gonzalez</i>
3	Suzie Price	<i>Suzie Price</i>

Attachment: Selection and Confirmation of Assistant City Manager

CC: Office of the Mayor