



City of Long Beach
Working Together to Serve

C-2-F ~~75~~
Memorandum

Date: July 25, 2000
To: Honorable Mayor and City Council
From: Laura Richardson-Batts, Councilwoman, 6th District *LRB*
Subject: Agenda Items 53 and 54

Overview

This evening, Item nos. 53 and 54 are before us to approve the contracting out of custodial and landscaping services of existing contracted out services.

On March 28, 2000, the Council authorized City staff to go out to bid for the above- mentioned services for agreement to include health benefits or \$1.25 per hour per employee.

Additionally, approximately one year ago, the Council advised staff to explore an "Indianapolis" plan. Through initial fact-finding, concerns have been raised that the Indianapolis form of government (at will employees, etc.) may not be easily implemented; however other cities (i.e. Phoenix) are being explored at this time.

Given the current state of our implementation of a "full" competitive process to include City employees, I recommend the following:

Item No. 53

1. Direct staff to re-bid/or include an addendum to include a 1-year cost with three successive one-year optional extension contracts.
2. Extend the existing contract from September 6, 2000 to October 31, 2000 (allowing 90 days for the re-bid process from August 1-October 31)

Item No. 54

Make a motion to authorize custodial contract for 1 year and three successive one-year optional extension contracts.

Additionally, I recommend that we request the following from staff when contracting out items are raised:

1. All contracting out information should be provided 2 weeks prior to coming before the City Council.
2. Effective immediately, City staff, City Employee's Union and interested members of the City Council will implement within 1 year from today, July 26, 2001, a competitive bid process that allows for City employees to participate (whether emulating Indianapolis, Phoenix, etc.)
3. Work with staff, unions and commission to review potential "broad base" classifications within limited positions.
4. Create a pilot plan that would facilitate a reasonable timeframe for other contracting options to be evaluated.
5. Activate current lists for custodian and landscaping positions so within 1 (one) year if City employees are successful in their bid, potential employees will be available to participate.
6. All future bid specifications and material provided to the Council should include the proposed contract's scope of work (i.e. number of employees proposed per project, number of hours performed, types of tools, vehicles used, etc.)
7. Comments on satisfactory performance, inspector logs, constituent complaints/surveys should be included in Council packages.
8. Signs should be posted in visible areas for the public and staff so appropriate accountability may be known and phone numbers for complaints should be provided.

I respectfully request your support on these two items.

In conclusion, your support does not stop the current service. Your support merely encourages expediting the competitive process and gives City employees an opportunity to compete.



RECEIVED
CITY CLERK
LONG BEACH, CA
01 APR 27 AM 9:02

Date: May 1, 2001

To: Members of the Economic Development and Finance Committee
Members of the Personnel and Civil Service Committee

From: Henry Taboada, City Manager *HT*

Subject: Consideration of Eight Items When Matters of Contracting Out Services are Raised

DISCUSSION

At the City Council meeting of July 25, 2000, Councilmember Richardson-Batts recommended that eight items be requested from staff when matters proposing the contracting out of services are placed on the agenda for City Council consideration (see Attachment A). The request was referred to the Personnel and Civil Service Committee. Since this item relates to both the Long Beach Plan and the National Civic League Project, which are on today's agenda, it was deemed appropriate to report on the status of this item, as well. The attached memorandum (see Attachment B) provides an update on the status of each of the items requested and plans for inclusion in future contracting-out proposals.

TIMING CONSIDERATIONS

Committee action on this matter is not time critical.

FISCAL IMPACT

None.

IT IS RECOMMENDED THAT THE JOINT COMMITTEES

Receive and file this report.

Attachments



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3. Work with staff, unions and commission to review potential "broad base" classifications within limited positions.
4. Create a pilot plan that would facilitate a reasonable timeframe for other contracting options to be evaluated.
5. Activate current lists for custodian and landscaping positions so within 1 (one) year if City employees are successful in their bid, potential employees will be available to participate.
6. All future bid specifications and material provided to the Council should include the proposed contract's scope of work (i.e. number of employees proposed per project, number of hours performed, types of tools, vehicles used, etc.)
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ATTACHMENT B

Consideration of Eight Items When Matters of Contracting Out Services are Raised

The following paragraphs address the status of implementation of a recommendation that eight items be requested from City staff when proposals for contracting out city services are placed on the City Council agenda:

ITEM 1. All contracting out information should be provided two weeks prior to coming before the City Council.

STATUS: Proposals for contracting out, including proposals to renew or extend existing contracts, are, and will continue to be placed on the City Council Agenda with a recommendation to lay the item over for one week, to allow a more thorough review by City Council members.

ITEM 2. Effective immediately, City staff, City Employee Union and interested members of the City Council will implement within 1 year from today, July 25, 2001, a competitive bid process that allows City employees to participate (whether emulating Indianapolis, Phoenix, etc.)

STATUS: The Long Beach Plan was presented to the City Council on October 3, 2000. Managed Competition, which would allow City employee work groups to formally respond to bid solicitations and compete with the private sector for the opportunity to provide City services, was identified as one of seven possible models for service delivery. Before Managed Competition can be fully implemented, however, the work process used by the City to produce and deliver the service must be reviewed by the workgroup, supervisors and managers, to assure the most efficient and cost-effective process possible. Improvements instituted as a result of that review are necessary to ensure that the City employees are as competitive as possible. Work process reviews are currently underway, and can be used to compare the City workforce to private contractors in future contracting out analyses. The competitive bid process contemplated in Managed Competition is still being refined, and will likely be an option for service delivery considered under the Long Beach Plan.

ITEM 3. Work with staff, unions and commission to review potential "broad base" classifications within limited positions.

STATUS: The Civil Service Commission has authorized the Executive Director to review the existing classification structure and propose "Broad Basing," where appropriate. That effort is currently in progress.

ITEM 4. Create a pilot plan that would facilitate a reasonable timeframe for other contracting options to be evaluated.

STATUS: The Long Beach Plan provides the framework for evaluation of seven alternative service delivery models, which can be applied to all City services. As the review and analysis of work processes for producing and delivering services are completed, appropriate evaluation of the delivery models can be accomplished and a recommendation proposed for City Council consideration.

ITEM 5. Activate current lists for custodian and landscaping positions so within 1 (one) year, if City employees are successful in their bid, potential employees will be available to participate.

STATUS: Civil Service maintains an active list of Maintenance Assistant applicants, who are able to fill both custodial and landscaping positions.

ITEM 6. All future bid specifications and material provided to the Council should include the proposed contract's scope of work (e.g., number of employees proposed per project, number of hours performed, types of tools, vehicles used, etc.).

STATUS: The information requested is now a part of bid specifications for contracting out proposals.

ITEM 7. Comments on satisfactory performance, inspector logs, constituent complaints/surveys should be included Council packages.

STATUS: The information requested was included in a recent Parks, Recreation and Marine Department contracting out Council package, and will be included in Council packages relating to future contracting out proposals.

ITEM 8. Signs should be posted in visible areas for the public and staff so appropriate accountability may be known and phone numbers for complaints should be provided.

STATUS: Consistent with applicable regulations, the signs requested are being installed.