

Mayor's Task Force on
LB City Commissions, Boards
and Authorities

Recommendations

April 2007

Agenda

- Background/Process
- Observations
- Recommendations
 - Commission Process
 - Commissions – General Areas
- Implemented Recommendations

Task Force Members

- Co-Lead
 - Barbara Sullivan
 - Nick Sramek
- Members
 - Mack Calvin
 - John Cross
 - Barbara Estrada
 - Dick Hale
 - Julie Heggeness
 - Evelyn Knight
 - Jessica Quintana
 - Audrena Redmond
 - Dave San Jose
 - Pat San Jose
 - Kathleen Thurmond
 - Silissa Uriarte Smith

Objectives

- Review all aspects of City Commissions
 - Review all areas of commissions
 - From applications and selection process to all Commissions
- Provide recommendations to Mayor
 - Process
 - Recommendations on Commissions
- Make it an inclusive process
 - Inputs from anyone in the City willing to help
 - Diversity
 - Process
 - Inputs
 - Opportunities for all residents
- Tie Commissions to City functions

Commissions, Boards, and Authorities

- Reviewed 35 Commissions
 - 6 Charter Commissions
 - 24 Commissions set by ordinance
 - 5 Appointments to Commissions external to Long Beach

Task Force Process

- Formed the Task Force
- Divided into 5 teams
 - Divided 35 Commissions and assigned to teams
 - Designed two questionnaires
 - One for Council/staff
 - One for Commissioners
 - Solicited input on website (interactive) or in writing with follow-up interviews
 - Solicited other information (e.g., ordinance information on Commissions)
 - Teams reviewed returned questionnaires and interviewed Commissioners
 - Commission Chairs
 - Other Commissioners
 - Lead team interviewed Councilmembers, staff, other officials, public
 - Also reviewed additional information (e.g., other city's Commission information)
- Each team submitted written and oral reports on each Commission reviewed
 - Used Task Force developed form (standard form for all Commission reports)
 - Vetted with the Task Force
 - Additionally provided general comments and observations
- The Task Force then developed recommendations based on information collected.

Scope Of What We Did

- Task Force evaluated 35 Commissions
- Spent 100's of hours reviewing all aspects of Commissions
- Interviewed greater than 100 people
 - Councilmembers
 - Other City Officials
 - Staff
 - Commissioners
 - Community Members
- Reviewed nearly 200 written recommendations
- Reviewed other documentation on Commissions and Commission processes
- Reviewed other Cities' Commission information
- Held many Task Force meetings to get understanding and develop recommendations
 - Reviewed process information
 - Reviewed all Commissions

General Comments

- Commissions should play a vital role in the City
- Responsibilities of Commissions
 - Advisory to the City Council and Mayor (with a couple exceptions)
 - Liaison to the community
 - Advise Council on policy matters
 - Assist City Council to facilitate matters
 - Some have additional responsibilities (depending on the Commission)
 - Regulatory, policy, hiring/firing, etc.
 - Once the City Council makes a policy, the Commission carries the policy out
- Except for Charter Commissions, Commissions are set by ordinance

Observations

- Many dedicated Commissioners
 - Dedicate many hours of service
 - Commissioners feel they are doing an important service for the City
 - Should be thanked for supporting the City
- Commissions perform an important function
 - They work issues across the board for the City

Observations

- A number of challenges and issues exist
 - Many Council Members and residents don't know some of the Commissions exist or their charters
 - Therefore Commissions are not utilized fully
 - Many Commissioners:
 - Don't feel their work is being recognized or used effectively
 - Don't understand charter of Commission
 - Feel lack of attendance is an issue in getting work done
 - Believe Staff is running their Commission
 - See issues with fellow Commissioners
 - Lack of attendance
 - Argumentative
 - Conflict of interest
 - Some Chairs lack control of meetings

Observations

- General challenges and issues
 - Makeup of some Commissions needs correcting
 - Skills
 - Diversity
 - Members covering all areas of the City
 - Commissioners need better training
 - Both for Commissioners and Chair/Vice-Chair
 - Most residents don't know much about Commissions
 - Generally what Commissions exist and what they do
 - How to utilize Commissions
 - How to apply for Commission if interested
 - Day meetings hinder participation
 - Limits Commissioner applicants
 - Reduced public participation

Applicant Outreach Process

- Outreach (yearly and could be on-going by email)
 - Letter (Mayor), application and website info
 - Activate Council offices to assist in recruitment process
 - Go to Community Based, Faith Based, Neighborhood Based Organizations, and educational institutions (initiated through email list)
 - Cultural and Ethnic Community Groups and Associations
 - Local media outlets
 - Outreach through Commission staff
 - Chambers of Commerce
 - *Need to market vacancies where special expertise is required
 - Focused recruitment
 - Recommend the City put on a Commission outreach meeting, once per year in multiple sites throughout City
 - Maybe in conjunction with other meetings such as Council Town Hall meetings, etc.

Applicant Orientation

- People interested in applying for Commissions
 - Required orientation for all applicants (2 hours)
 - General requirements
 - Expectations (understand information and implications)
 - Ethics
 - Conflict of Interest
 - Commitment
 - Maybe have applicants make Commission type decisions (case study) to let them know the type of decisions that are required
 - Applicants would show they are committed
 - Applicant Pool
 - Would now have informed applicant pool for Commission appointments, mid-year replacements or future appointees

Selection/Reappointment Process

- Selection process
 - Once selected, new Commissioner should sign a letter of commitment
- Reappointment process
 - Every reappointment should be reviewed (Should not be automatic)
 - Review attendance record
 - Ask Commission Staff and City Council for recommendation if necessary

Make-up/Profile of Commissions

- Balance from Districts – All nine districts should be represented as much as possible
 - Commissions that affect particular areas of the City more than others need to have representation from the affected areas (Harbor Commission, etc.)
 - No specific recommendation, but could be mandatory for specific seats similar to the RDA Board
 - Commissions that affect all areas of the City need to be spread across Council Districts (Planning, Parks and Rec, etc.)
- Diverse representation – geographically, ethnically, gender
- Different areas of expertise
- Balance of community and business
- Vested in the neighborhoods

Participation, Attendance, Training

- Increased participation
 - Rotate day and evening meetings or go to all evening meetings
 - Require some meetings in the community
- Attendance
 - Commission members will be dismissed from Commission for:
 - Greater than three consecutive absences (excused or non-excused)
 - Attendance must be for full duration of the meeting
 - Missing more than 30 percent of meetings during any 12 month period
 - Termination made by Mayor
- Training
 - All Commissioners need training
 - All new members required to have orientation
 - » From “operations manual”
 - » By either Chair or Vice-Chair and supported by staff
 - Additional leadership training required for Chair and Vice-Chair

Required “Operations Manual” for All Commissions

- Mission statement, guiding principles, goals, job statement, etc.
 - Required for all Commissions
 - Completed within 90 days
- **Template for all Commissions**
(binder for new Commission members, CD enclosed in binder)
 - Mission Statement
 - Guiding principals
 - Charter/By-laws
 - Operating procedures (including attendance requirements)
 - Commission and staff roster
 - Roles and responsibilities
 - Authority tree
 - Calendar of Commission activities
 - Last years reports, minutes
 - Information on Brown Act, ethics, Robert’s Rules of Order
 - Other general and specific Commission info

Yearly Meeting

- There will be a mandatory yearly meeting for all Commissioners
 - Led by Mayor, staff
- Subjects covered
 - Thank you for service (recognition)
 - Potential other areas to cover
 - Review of areas affecting Commissions
 - General Plan, Strategic Plans, etc.
 - Networking
 - Ethics
 - Expectations
 - Brown Act
 - Robert's Rules Of Order
 - Questions and Answers

Reporting to Mayor and City Council

- Yearly presentation to the City Council by Chair or Vice-Chair
 - At a minimum, highlights from previous year, attendance, rosters, goals/objectives for upcoming year, actions needed from Mayor or Council
 - Staff should facilitate
- All Commissions must do minutes and transmit all minutes to the City Council and City Clerk (for inclusion on Website)
 - Needs to be uniform – all Commissions/Boards

Commission Website

- City Clerk maintain Commission Website for all Commissions as part of the City Website
 - Oversight by Mayor's office
 - Maintained by City Clerk's Office
 - All agendas, minutes, reports, etc. from Commissions need to automatically go to City Clerk's Office for inclusion
- Information to include at a minimum
 - Commission process
 - List of all Commissions with other info (Yellow Form)
 - List of Commission members and terms
 - List of Commission openings
 - Application
 - Submission should be available electronically as well as hard copy
 - Feedback mechanism
 - Commission agendas
 - Commission minutes, reports, etc.

Implemented Changes

- Application
 - Revised
 - User friendly on website (interactive)
- Transition of record keeping to the City Clerk
- Website improvements
 - City Clerk will maintain
 - More information
- Designed recruitment ads for Commission members
- Planning Commission transitioning to night meetings