



# CITY OF LONG BEACH

DEPARTMENT OF THE CITY CLERK

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2.

December 18, 2007

PERSONNEL AND CIVIL SERVICE COMMITTEE  
City of Long Beach  
California

## RECOMMENDATION:

That the Personnel and Civil Service Committee:

1. Receive public comment from the League of Women Voters on the proposed "Authorities, Boards, Commissions, and Committees Handbook";
2. Provide direction on revisions the Committee deems appropriate; and
3. Direct the forwarding of the Handbook to the City Council for review and adoption.

## DISCUSSION

As requested by the Chair of your committee, staff responses to questions presented at the November 6, 2007 and December 11, 2007 committee meetings are provided below.

1. Can the proposed Handbook be placed on the City website?

Recommendation: Once adopted the Handbook will be placed on the City website, in addition to the Commission Roster.

2. Can staff create a "real-time on-line roster" of appointments and vacancies?

Recommendation: That the City Clerk Department adopt a long-term goal to put all appointed commission members into the City's Legistar system on a real-time basis.

(Note: workload related to the 2008 election cycle will impact the speed at which the on-line roster can be published, as researching and documenting of current commission member terms will take some time. In the meantime, we will update the current PDF version of the Roster in January, April, July and October of 2008. If the Legistar system can be made current by May 2008, then the use of the PDF versions would cease.)

3. Can the Commission Roster be updated to provide identification of commissions wherein a City "doing business" qualification is required in lieu of a residency requirement?

Recommendation/Comment: Based on comments from the meeting of November 6, 2007, the Commission Roster has been updated to list business and district residency information of all commission memberships. Staff will have to research how to put such qualifications into the Legistar system.

PERSONNEL AND CIVIL SERVICE COMMITTEE

December 18, 2007

Page 2

4. Can there be clarification in the Handbook regarding the role of the Personnel and Civil Service Committee in the appointment process pursuant to Municipal Code Section 2.03.065? Can this role be expanded to include review of non-Charter commission appointments?

Recommendation: That the Committee adopts the revised Handbook which includes a reference to the Personnel and Civil Service Committee's role for charter commissions and the Redevelopment Commission under LBMC Section 2.03.065. If the Committee desires to revise the Municipal Code to change the role of the Personnel and Civil Service Committee in the appointment process, further discussion of such changes would be in order.

5. Can there be clarification in the Handbook as to how Council district offices can be informed of vacancies and applications (in their District) so that Council members may respond to an applicant's inquiry (who resides in their District) regarding an application's status?

Recommendation/Comment: We suggest that this Committee refer this request to the City Council for direct consultation with the Mayor. It is staff understanding that under the scheme of the Charter and the Municipal Code the administration of the application process lies within the Mayor's Office, in particular with regard to knowing what applications are on file and what districts they represent.

6. Can there be clarification in the Handbook that applications are valid for one year from the date of submittal? Also, what is an application's retention period?

Recommendation/Comment: The commission application form currently in use (and included in the Handbook) contains a statement that applications are valid for one year. After this period, the Legislative Department Records retention schedule is as follows: for Charter Commissions, an 8-year retention period; and for non-Charter commissions, a 6-year retention period.

7. Can there be clarification regarding line-department responsibility for a commission appointee's orientation after "one-stop shop" processing by the City Clerk Department?

Recommendation/Comment: Request that the City Manager consider whether department line-staff should be responsible for the conduct of commission member orientations, and if deemed appropriate, revise the Handbook to explain this responsibility.

8. Can the Handbook suggest an approach that commission members should take when making public comments before the City Council?

Recommendation: Adopt the revised Handbook, which includes the following new language:

It is recommended that when commissioners address the Council they should clarify whether they are speaking on their own behalf or on the behalf of the commission, at the beginning of their commentary.

## PERSONNEL AND CIVIL SERVICE COMMITTEE

December 18, 2007

Page 3

9. Can City Clerk Department staff develop an annual report that sets forth the demographic profile of commission memberships on a citywide basis?

Recommendation/Comment: Database fields for district and gender have been added to the roster input screen. City Clerk staff will work with the Office of the Mayor to create a citywide commission demographic report. The publication date of this report will depend on workload and the ready availability of candidate application data.

10. How can the cost of live scan be addressed?

Recommendation: That City departments absorb the costs of live scan service fees for commissions assigned to their staff.

11. It seems that keeping applications active for one year is too short of a time period; can this period be lengthened?

Recommendation: That the Committee request the Mayor to consider this change.

12. How can the public access the Handbook in City facilities?

Recommendation: Once adopted by the City Council, direct that the Handbook be distributed to City libraries and key waiting areas in City Hall.

13. Should board and commission members be provided business cards? What is the cost of doing so?

Recommendation: Request that City Manager determine the departmental cost impacts of providing business cards to commission appointees.

### TIMING CONSIDERATIONS

It is recommended that the Personnel and Civil Service Committee refer the Handbook back to the City Council as may be appropriate.

### FISCAL IMPACT

Administration and maintenance of the Commission Roster, Handbook, website publishing, and "one-stop shop" processing are functions that have been absorbed by the City Clerk Department, Election Bureau.

As a part of this report, the City Manager will be requested to report on: [1] line-department responsibility for orientation of commission members; [2] the cost impact to line-departments of providing business cards to commission members.

PERSONNEL AND CIVIL SERVICE COMMITTEE

December 18, 2007

Page 4

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



LARRY HERRERA  
CITY CLERK