



# CITY OF LONG BEACH

DEPARTMENT OF HUMAN RESOURCES

# R-21

333 West Ocean Boulevard 13<sup>th</sup> Floor • Long Beach, CA 90802 • (562) 570.6621

**ALEJANDRINA BASQUEZ**  
DIRECTOR

December 20, 2016

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Adopt a Resolution approving the terms of compensation for the Interim City Clerk.  
(Citywide)

## DISCUSSION

The City Clerk for the City of Long Beach announced her resignation effective on November 22, 2016. On December 6, 2016, following a closed session held pursuant to California Government Code Section 54957, the City Council, by a vote of 9-0, approved the appointment of Poonam Davis as the Interim City Clerk. The effective date of this position will be December 21, 2016. It is anticipated the Interim City Clerk will serve during the recruitment, selection and transition period for a new City Clerk. The current estimate is that the interim period will run from December 21, 2016 to June 30, 2017.

Following approval of the interim City Clerk, the City Council met in closed session on December 6, 2016, pursuant to California Government Code Section 54957.6, to provide direction to labor negotiators regarding the terms of compensation for the Interim City Clerk.

At the direction of the City Council, the City has reach a tentative agreement regarding the compensation for the Interim City Clerk. The proposed compensation must be approved by the City Council in open session. The proposed compensation for the Interim City Clerk is \$72.344 per hour or \$150,992 on an annualized basis. This amount represents the compensation paid to Ms. Davis while she was the City of Long Beach Interim City Clerk during 2015.

This matter was reviewed by Principal Deputy City Attorney Gary J. Anderson and by Assistant Finance Director Lea Eriksen on December 9, 2016.

TIMING CONSIDERATIONS

City Council action is requested on December 20, 2016, to ensure the Interim City Clerk will be in place in a timely manner so as not to disrupt City business.

FISCAL IMPACT

The cost of the recommended action is budgeted in the General Fund (GF) in the City Clerk Department (CC). There is no local job impact associated with this recommendation.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



ALEJANDRINA BASQUEZ, DIRECTOR  
DEPARTMENT OF HUMAN RESOURCES

AB:GJA:kjm  
R:\Administration\CITY COUNCIL LETTERS\2016\12-20-16 ccl - Interim City Clerk.docx

Attachment - Resolution

APPROVED:

  
\_\_\_\_\_  
PATRICK H. WEST  
CITY MANAGER

1 RESOLUTION NO.

2  
3 A RESOLUTION OF THE CITY COUNCIL OF THE  
4 CITY OF LONG BEACH APPROVING THE TERMS OF  
5 COMPENSATION FOR THE INTERIM CITY CLERK  
6

7 WHEREAS, the City Clerk for the City of Long Beach announced her  
8 retirement effective November 22, 2016; and

9 WHEREAS, on December 6, 2016, following a closed session held  
10 pursuant to California Government Code Section 54957, the City Council voted  
11 unanimously to approve the appointment of Poonam Davis as the Interim City Clerk,  
12 effective from December 21, 2016, to approximately June 30, 2017; and

13 WHEREAS, on December 6, 2016, following the approval of Poonam Davis  
14 as the Interim City Clerk, the City Council met in closed session, pursuant to California  
15 Government Code Section 54957.6, to provide direction to labor negotiators regarding  
16 the terms of compensation for the Interim City Clerk; and

17 WHEREAS, at the direction of City Council, the City has reached an  
18 agreement regarding the Interim City Clerk's compensation which will represent the  
19 compensation paid to the previous City Clerk;

20 NOW, THEREFORE, the City Council of the City of Long Beach resolves as  
21 follows:

22 Section 1. The compensation for the Interim City Clerk, Poonam Davis,  
23 will be \$72.344 per hour or \$150,992 on an annual basis.

24 Section 2. This resolution shall take effect immediately upon its adoption  
25 by the City Council, and the City Clerk shall certify the vote adopting this resolution.

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I hereby certify that the foregoing resolution was adopted by the City  
Council of the City of Long Beach at its meeting of \_\_\_\_\_, 2016,  
by the following vote:

Ayes: Councilmembers: \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Noes: Councilmembers: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Absent: Councilmembers: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
City Clerk

OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
333 West Ocean Boulevard, 11th Floor  
Long Beach, CA 90802-4664