



CITY OF LONG BEACH

DEPARTMENT OF THE CITY CLERK

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Long Beach, CA 90802

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ELECTIONS BUREAU

December 11, 2007

PERSONNEL AND CIVIL SERVICE COMMITTEE

City of Long Beach

California

RECOMMENDATION:

Continue deliberations on the proposed "Authorities, Boards, Commission and Committees Handbook."

DISCUSSION

On November 6, 2007, the Personnel and Civil Service Committee received the proposed "Authorities, Board, Commissions and Committees Handbook" and continued discussion of it to a subsequent meeting.

Personnel and Civil Service Committee member comments from the meeting of November 6, 2007, are listed below and each is followed by a brief staff comment:

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

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

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

Comment: Staff can meet this request using the City's Legistar system, however, workload related to the 2008 election cycle will impact the speed at which the on-line roster can be published. In the meantime, we will update the current PDF version of the Roster in January, April, July and October of 2008.

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

Comment: The Commission Roster has been updated to list business and district residency information of all committee memberships. (Examples of such listings are contained in Attachment A).

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 committee appointments?

Comment: A section can be added to the Handbook that will reference the role of the Personnel and Civil Service Committee pursuant to the Municipal Code as it currently reads or as may be amended by the City Council.

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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?

Comment: Further discussion of this point is requested.

6. Can there be clarification in the Handbook that applications are valid for one year from the date of submittal and provide a statement regarding an application's retention period?

Comment: The committee application currently in use contains a statement that applications are valid for one year. After this period, the Legislative Department Records retention schedule should apply?

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

Comment: The impact of this requirement should be addressed by the City Manager.

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

Comment: Language can be added to the Handbook recommending that committee members clarify their "testimonial status" when making public comment before the City Council, or any other public board.

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

Comment: 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.

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 Clerk Department will recommend that the cost of "Live Scan" be charged back to the line-department responsible for committee staff support.

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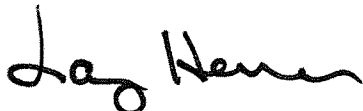
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SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Larry Herrera". The signature is written in a cursive style with a large initial "L" and "H".

LARRY HERRERA
CITY CLERK

ATTACHMENTS

Belmont Shore Parking & Business Improvement Area Advisory Commission

Number of Members: **7** Officer Election Held: As needed
 Term: 2 years (4 terms max)

Commission Type
 Ordinance or Resolution

Meetings Third Thursday, 8:00 A.M., Bay Shore Library, 195 Bay Shore Avenue

Function Recommends to the Mayor and City Council solutions to parking problems in Belmont Shore and the best utilization of funds obtained from the parking meters in Belmont Shore.

Membership Appointed by Mayor.
 Three (3) members are owners of record of real property in commercial district of Belmont Shore.
 Three (3) members are operators of a business, two of whom shall be members of the Board of Directors of the Belmont Shore Business Association and nominated by the Association.
 One (1) member is a resident of Belmont Shore and a member of the Belmont Shore Improvement Association.

Staff Members

Brooks, Travis	Economic Development Specialist	570-3863
Maleki, Julie	Assistant Admin Analyst	570-6226

Membership Roster

7 Current Member(s)

Members Name	Member Qualification	Qualification Description	Council District	Current Term Ends	Code of Ethics
Gavin, Jeanette	BS Resident	Member of BSIA		6/30/2009	<input type="checkbox"/>
Lorbeer, William W	BS Real Property Owner		3	6/30/2008	<input type="checkbox"/>
Schneiter, Kurt	BS Real Property Owner		3	6/30/2008	<input checked="" type="checkbox"/>
Sheldrake, Mike	BS Business Operator	Member of B/D of BSBAssoc.	3	6/30/2008	<input checked="" type="checkbox"/>
Starr, Joy	BS Business Operator	Member of B/D of BSBAssoc.	3	6/30/2008	<input checked="" type="checkbox"/>
Terrell, Tim Shoja	BS Business Operator		3	6/30/2008	<input checked="" type="checkbox"/>
Trossen, Ken	BS Real Property Owner		3	6/30/2009	<input checked="" type="checkbox"/>

Board of Examiners, Appeals & Condemnation

Number of Members: **7** Officer Election Held: Annually in July
 Term: 2 years (4 terms max)

Commission Type
Ordinance or Resolution

Meetings Third Monday, 1:30 P.M.; City Hall Council Chambers

Function Hears cases involving alternate methods and materials for construction; provides reasonable interpretations to the Municipal Code; provides administrative review process for determinations of the Building Official, substandard housing cases, property maintenance, and public nuisance abatement cases.

Membership Appointed by Mayor.

Staff Members

Brugger, Lawrence	Superintendent of Building and Safety	570-7713
Martinez, Myeesha	Minute Clerk	570-6796
Slater, Tom	Code Enforcement Officer	570-6336

Membership Roster

6 Current Member(s)

Members Name	Member Qualification	Qualification Description	Council District	Current Term Ends	Code of Ethics
Bates, Michael L.	Building Construction Experience or Training	At-Large	7	6/30/2008	<input checked="" type="checkbox"/>
Boone, Elliott H.	Building Construction Experience or Training	Engineer	2	6/30/2008	<input type="checkbox"/>
Brown, Christopher	Building Construction Experience or Training	Certified Architect	8	6/30/2008	<input checked="" type="checkbox"/>
Knowles, Maurice	Building Construction Experience or Training	Plumber	7	6/30/2006	<input checked="" type="checkbox"/>
Salzer, Henry F.	Building Construction Experience or Training	Municipal	2	6/30/2008	<input checked="" type="checkbox"/>
Westlund, Charles G.	Building Construction Experience or Training	At-Large	3	6/30/2008	<input checked="" type="checkbox"/>

Vacancies

1 Position(s)

Position Code	Primary Qualifications	Qualifying Description (if any)
BEAC07	Building Construction Experience or Training	