



CITY CLERK DEPARTMENT
Long Beach, California

R-23

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City Clerk

ADMINISTRATIVE DIVISION

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ELECTIONS BUREAU

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City Clerk Bureau Manager

LEGISLATIVE BUREAU

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City Clerk Bureau Manager

April 5, 2011

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation that the City Council review and adopt the proposed City of Long Beach Open Government Policy which includes provisions for the continuance of existing open government actions currently implemented by the City Clerk Department and certain advisory bodies, as well as the reporting of transparency, participation, collaboration, and flagship initiatives of City departments on an annual and biennial basis.

DISCUSSION

On January 4, 2011, the City Council directed the City Clerk Department to complete four assignments: [1] development of an open government policy; [2] creation of an open government steering committee; [3] development of a means by which the public could be provided with on-line look-up of executed City contracts; and [4] provision of a means by which residents and voters could comment on City Council agenda items, and where possible, extension of the on-line comments to other Council committees and advisory boards.

The sections that follow address each of the foregoing tasks.

Open Government Policy

City Clerk staff has drafted the attached policy based upon a review of policies established by the City of Salt Lake City, Utah, and the White House Open Government Initiative. The policy has been drafted with the aim of keeping administrative support cost as minimal as possible.

The main points of the proposed policy are that the City will:

- Identify transparency as a core function of local government;

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- Act to disclose information rapidly, subject to privacy, confidentiality, security, and budget constraints, and will provide foreign language interpreters during public meetings as may be appropriate;
- Continue to provide searchable on-line agendas, staff reports, and videos for City Council, Planning Commission, and Redevelopment Agency and other boards and commissions;
- Provide for the on-line viewing of executed contracts and submittal of public comment on agenda items over the Internet;
- Conduct municipal elections with the highest level of transparency, as specified;
- On a biennial basis beginning in July 2012, request that City departments report on their transparency efforts, with the annual highlighting of each Department's annual budget narrative, beginning in FY 13;
- Annual City Council recognition and commendation of City departments for excellence in open government.

In sharing the proposed policy with City management, concern was expressed regarding the workload burden of the biennial and annual reporting policy element of the proposed policy, as well as possible workload impact of on-line public comment.

Consistent with the proposed policy, the City Clerk Department is collaborating in a pilot project with Granicus (and 15 other cities) to develop an iPad application that will allow City Councilmembers to manage their agenda packets on a paperless basis. The City Clerk anticipates that the application could save up to \$15,000 per year in the cost of paper. Once fully developed, the application will also be made available to the public at no cost.

Open Government Steering Committee

At this time, it is recommended that the Elections Oversight Committee and Governance Committee be charged with reviewing matters related to open government and transparency.

Contracts On-Line

The City Clerk Department has worked with the Technology Services Department and Laserfiche to provide for the on-line view of all executed contracts filed with the City Clerk Department after January 1, 2011.

eComment - City Council Agenda Items

The City Clerk Department has worked with the Technology Services Department and Granicus to provide residents and voters with the ability to submit their comments on City Council agenda items for regular meetings of the City Council.

The eComment program will be implemented in mid-April according to the attached informational brochure and eComment Policy and User Requirements. The aim of the eComment policy is to promote the submittal of civil, respectful and relevant comments. Comments that do not conform to the eComment Policy will not be accepted. An overview of

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conform to the eComment Policy will not be accepted. An overview of eComment will be provided when the recommendations contained herein are presented to the City Council.

TIMING CONSIDERATIONS

Approval of the foregoing recommendations will permit the City Clerk Department to implement Contracts On-Line and eComment by May 1, 2011.

FISCAL IMPACT

The existing and proposed transparency functions are funded by the FY 11 City Clerk Department budget.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted.



LARRY HERRERA
CITY CLERK

ATTACHMENTS:

1. City of Long Beach Open Government Policy
2. Welcome to eComment – Informational Brochure (April 2011)
3. eComment Policy and Users Requirements, Version 1.2

City of Long Beach Open Government Policy

The City of Long Beach is committed to openness in government – a core function of local government. The City will work to ensure the public trust and establish a system of transparency and participation, as well as a presumption in favor of openness.

To achieve the foregoing ends, the City of Long Beach hereby adopts the following policy directives:

- City departments will be requested to take steps to continually foster a culture of open government, publish information online, and improve the quality and timeliness of information.
- The City will act, consistent with law, policy and its budget capacity, to disclose information rapidly in forms that the public can readily find and use. Such actions will foster disclosure to the extent permitted by law and subject to valid privacy, confidentiality, security, budget restrictions and constraints.
- As required by State law, public officials will not participate in decision-making processes where there exists a conflict of interest.
- The City will: [1] provide complete and understandable information to the public and City employees; [2] plan for the incorporation of public input at the beginning of each major project; and [3] view the public and City employees as sources of creative ideas and effective solutions.
- In recognition of the City's diversity, and when appropriate, the City will provide for foreign language interpretation during public meetings.
- The City will make City Council, Planning Commission and Redevelopment Agency meeting information, staff reports and minutes available at www.longbeach.gov in a searchable and accessible manner.
- The City Clerk Department will develop a program to allow for the submittal of electronic public comments for regular City Council meetings and as well as provide for the viewing of executed City contracts on-line.
- City municipal elections will be conducted with a high level of transparency and openness balanced accordingly, with requirements for accuracy, security, timeliness and equity – voters and candidates deserve nothing less. Furthermore, the City will continue to provide for the on-line viewing of campaign expenditure and independent expenditure reports for all election cycles.
- City departments will utilize affordable modern technologies to routinely distribute information regarding services and operational functions (i.e., GoLongBeach).

- On a biennial basis, beginning in July 2012, and in even-numbered calendar years thereafter, City departments will prepare Open Government Plans with at least one of these components:
 - Transparency – how departments will improve transparency in at least two core areas of their operations;
 - Participation – how departments plan to promote opportunities for the public to participate in the decision-making process;
 - Collaboration – how departments will work with City stakeholders (neighborhood associations, non-profit and private business, and the media) to fulfill core services and programs;
 - Flagship Initiatives – Selected departments will highlight at least one transparency, participation or collaboration initiative that is being implemented or will be implemented.

- Beginning in FY 2013 Open Government achievements will be highlighted in each department's annual proposed budget narrative.

- Annually the City Council will formally recognize and commend selected City departments that perform exceptionally well in promoting and implementing open government practices and initiatives.

Long Beach City Clerk Department
333 West Ocean Boulevard
Long Beach, CA 90802

April 2011

Welcome to eComment

eComment comes to Long Beach

Constituents can now comment on upcoming agenda items via our website using eComment. To leave a comment users click on eComment on our agenda page (<http://longbeach.legistar.com/Calendar.aspx>), select the item they wish to comment on and submit their written comment. eComment begins at 4:30 p.m., Friday of the prior week, and closes one hour before the start of the regular Tuesday meeting. Comments are exported into a report and distributed to Mayor and City Council, City Attorney, City Auditor, City Prosecutor and City department staff.

eComment Improves Meeting Participation

Due to work, school, and family commitments, constituents are not always able to attend City Council meetings. The eComment solution provides constituents an opportunity for participation when they cannot be at a City Council meeting in person. Using eComment allows any person, anywhere to leave a comment on an agenda item via the Internet.

eComment is Transparent Government

eComment is also a valuable tool for staff. Significant staff time savings can be realized by encouraging constituents to post their comments using eComment as opposed to sending emails or leaving phone messages with City staff. Having a central repository for comments ensures that the Council and City staff are in compliance with the Brown Act by having a transparent, predictable process for managing public comment that occurs outside the Council Chamber.

eComment, Your Mayor and City Council

For each regular meeting, eComments will be distributed to the City or district office of the following elected officials: Bob Foster, Mayor; Robert Garcia, 1st District; Suja Lowenthal, Vice-Mayor, 2nd District; Gary DeLong, 3rd District; Patrick O'Donnell, 4th District; Gerrie Schipske, 5th District; Dee Andrews, 6th District; James Johnson, 7th District; Rae Gabelich, 8th District; and Steven Neal, 9th District.



Getting Started with eComment

1. After viewing the Agenda Calendar page and selecting eComment, users will be redirected to the Long Beach Archive Streaming Media Archive. Users should then select eComment once more.

2. Users are prompted and required to enter their email and address information, and Council District. This information is kept as part of the record, but only a user's name is listed on the eComment report. Users then click "Next" and the agenda is displayed.

3. Users scroll through the agenda and click Comment on the agenda item that they wish to remark on. Users may only comment on one item at a time. However, they can go back and select additional items and may comment as many times as they like.

Long Beach Archives Streaming Media Archive

Archived videos are arranged by date, with the most recent at the top of the list. Click [Video](#) to watch the meeting documents. You can also search the archives by typing keywords into the Search box.

To enable the most effective streaming experience for all browsers and operating systems, please download and install [Windows Media Center](#) from Microsoft.

The minimum system requirements for watching the Archived video [are available here](#).

Effective September 2006, the official City Council meeting minutes with staff reports and attachments are available and searchable in Legistar InSite at <http://longbeach.legistar.com/Calendar.aspx>. This Granicus site will be maintained as a quick reference to view meeting videos and access draft City Council minutes.


[Streaming video support](#)

Upcoming Events

Name	Date	
City Council	March 01, 2011 - 5:00 PM	Agenda eComment

Search Archives:

Enter Keywords here

Subscribe via RSS feeds 
[Agenda](#) | [Minutes](#)

Archived Meetings

2011	2010	2009	2008	2007	2006	2005	2004	2003
Name	Date	Duration						

Your Details | Select Agenda Item | Comment

First Name * Last Name *

Email *

Street *

I live in District... *

City/Town *

State *

Zip *

Your Details | **Select Agenda Item** | Comment

Select an item to comment on

Proclamation for Campfire USA 101 Birthday.	<input type="button" value="Comment"/>
PUBLIC COMMENT:	<input type="button" value="Comment"/>
CONSENT CALENDAR: lawsuit entitled Slavin v. City of Long Beach, et al; and to pay sum of \$37,000 in full settlement of lawsuit entitled Edward D. Sullivan and Valerie A. Sullivan v. City of Long Beach, et al.	<input type="button" value="Comment"/>
3. (11-0196) Recommendation to approve the minutes for the City Council meetings and City Council Study Sessions held Tuesday, February 8 and 15, 2011.	<input type="button" value="Comment"/>
4. (11-0221) Recommendation to refer to City Attorney damage claims received between February 7, 2011 and February 18, 2011.	<input type="button" value="Comment"/>
5. (11-0194) Recommendation to approve the destruction of records for Long Beach Police Department Internal Affairs as shown in Exhibit A; and adopt resolution.	<input type="button" value="Comment"/>
6. (11-0198) Recommendation to adopt resolution approving the application for grant funds through the California Department of Forestry and Fire Protection urban forestry grant program entitled "Leading	<input type="button" value="Comment"/>

Your Details Select Agenda Item **Comment**

Selected Item

Proclamation for Campfire USA 101 Birthday.

Your Comment *

The Campfire USA 101 Birthday is a good day for all. I will support their program by buying as many boxes of cookies as I can.

You have 373 characters remaining.

ntrymand /es

Prove that you are a human:

Submit

4

Your Details Select Agenda Item **Comment**

Congratulations!

Thank you for your comment. Your comment was submitted to the City Clerk Department for placement in the public record.

[Comment on Another Item](#)

5

eComments Summary

Export to Excel

CLOSE X

6

Item	None	1	2	3
15. (11-0218) Recommendation to request City Manager to evaluate the cost vs. benefits of installing video cameras on our street sweeping vehicles.	0	0	1	1
Proclamation for Campfire USA 101 Birthday.	0	0	1	1
12. (11-0204) Recommendation to authorize City Manager to execute any and all documents necessary for a License Agreement between the City of Long Beach and Signal Hill Petroleum (SHP), Inc., a California corporation, for use of City-owned land located at the corner of 2nd Street and Shopkeeper Road, to allow access to oil operations at the adjacent property; and increase appropriations in the General Fund (GF) in the Department of Public Works (PW) by \$12,000. (District 3)	0	0	1	1
1. (11-0197) Recommendation to receive and file report on travel to Sacramento for legislative business, February 14, 2011.	0	0	2	2
4. (11-0221) Recommendation to refer to City Attorney damage claims received between February 7, 2011 and February 18, 2011.	0	0	1	1
2. (11-0192) Recommendation to authorize City Attorney to pay the sum of \$110,000 in full settlement of lawsuit entitled Slavin v. City of Long Beach, et al; and to pay sum of \$37,000 in full settlement of lawsuit entitled Edward D. Sullivan and Valene A. Sullivan v. City of Long Beach, et al.	0	0	1	1
				7

eComments Received

Item	Name	Email	Street	Neighborhood	City/Town	St	Zip	Position	Comment	Received
15. (11-0218) Recommendation to request City Manager to	Merianne Nakagawa	Merianne.Nakagawa@longbeach.gov	333 W. Ocean Blvd.	I do not know my District at this time	Lakewood	CA	90712	None	\$?	3/1/2011

4. Once an item is selected, the user will be shown a text box and will type in their remarks.

As eComment is not a blog page, and to protect eComment from spammers, users must enter the code words they see at the bottom of the screen.

5. After a user clicks "Submit", a Congratulations screen assures users that their comments have been received. Users may go back to the agenda or choose to comment on another item.

6. The eComment period will close one hour before the start of the Tuesday regular meeting. A report listing comments will be distributed at the start of the meeting and will be published to the minutes of a subsequent agenda.

Long Beach City Clerk

April 2011

eComment User Agreement

By posting to eComment, users agree to the following terms:

1. Users will only submit comments that are respectful of others and which are civil.
2. Users will complete all required identification information. Anonymous or incomplete submittal forms will not be accepted.
3. Users will use their real name and will not post comments using fictional or pseudo names.
4. Users warrant that they own or have permission to post the information contained in their postings, including but not limited to video, photos, or digital reproductions and that no copyright or trademark infringement has taken place due to posting it on this site. Further, the City of Long Beach does not guarantee or warrant that any information posted by users on this site is correct, and disclaims any liability whatsoever for any loss or damage resulting from reliance on any such information.
5. Users of this site do not retain any rights over their postings. Postings are intended for public view and any personal information posted constitutes a waiver of any rights to privacy or confidentiality.
6. Once posted, the City of Long Beach, reserves the right to delete submissions that contain vulgar language, personal attacks of any kind, or offensive comments that target or disparage any ethnic, racial, or religious group. Further, the City of Long Beach also reserves the right to delete comments that are: (i) spam or include links to other sites; (ii) clearly off topic; (iii) advocate illegal activity; (iv) promote particular services, products, or political organizations; (v) infringe on copyrights or trademarks; or (vi) are violative of Section 3 appropriateness guidelines.

eComment User Privacy

Personal information volunteered by the user is treated as public record and may be subject to public inspection and copying if not protected by federal or state law.

Questions About eComment

For more information about eComment Policy and User Requirements contact the City Clerk Department at (562) 570-6101, or via email at cityclerk@longbeach.gov.



Section 1 - eComment Overview

City of Long Beach constituents can now comment on any regular meeting agenda item via our City Council Agenda website using eComment. eComment is not a blog, but is intended as a tool of convenience for Long Beach residents and voters to provide relevant and civil comments on City Council agenda topics. Anonymous comments will not be accepted.

eComment provides constituents an opportunity for participation when they cannot be at a City Council meeting in-person; and allows any person, anywhere to leave a comment on a specific agenda item via the Internet.

eComment reduces fuel emissions, traffic congestion, parking and other environmental side effects associated with travel to public meetings.

Section 2 - eComment Window Period

The comment period for each regular meeting agenda will begin at 4:30 p.m., the Friday before the Tuesday meeting. The comment period will close one hour before the regular 5:00 p.m. starting time of the following Tuesday meeting. In cases where the Tuesday meeting time is advanced or pushed back, the comment period will be adjusted accordingly. Although eComments will be distributed electronically to the City Council at the beginning of the regular Council meeting, or shortly thereafter depending on the volume of comments received, eComment users should not expect responses to their comments.

Section 3 - Appropriateness of eComment Content

Inappropriate posts are subject to removal, including, but not limited to, the following types of postings regardless of format (text, video, images, links, documents, etc.):

1. Comments that are not topically related;
2. Profane language or content;

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March 3, 2011 (version 1.2)

3. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
4. Sexual content or links to sexual content;
5. Solicitations of commerce;
6. Conduct or encouragement of illegal activity;
7. Information that may tend to compromise the safety or security of the public or public systems;
8. Content that violates a legal ownership interest of any other party.

Section 4 - eComment User Agreement

By posting to eComment, users agree to the following terms:

1. Users will only submit comments that are respectful of others and which are civil.
2. Users will complete all required identification information as a part of the eComment submittal process. Anonymous or incomplete submittal forms will not be accepted.
3. Users will use their real name and will not post comments using fictional or pseudo names.
4. Users warrant that they own or have permission to post the information contained in their postings, including but not limited to video, photos, or digital reproductions and that no copyright or trademark infringement has taken place due to posting it on this site. Further, the City of Long Beach does not guarantee or warrant that any information posted by users on this site is correct, and disclaims any liability whatsoever for any loss or damage resulting from reliance on any such information.
5. Users of this site do not retain any rights over their postings. Postings are intended for public view and any personal information posted constitutes a waiver of any rights to privacy or confidentiality.

City of Long Beach
City Clerk Department - eComment Policy and User Requirements
March 3, 2011 (version 1.2)

6. Once posted, the City of Long Beach reserves the right to delete submissions that contain vulgar language, personal attacks of any kind, or offensive comments that target or disparage any ethnic, racial, or religious group. Further, the City of Long Beach also reserves the right to delete comments that are:
- (i) Spam or include links to other sites;
 - (ii) Clearly off topic;
 - (iii) Advocate illegal activity;
 - (iv) Promote particular services, products, or political organizations;
 - (v) Infringe on copyrights or trademarks; or
 - (vi) Violate of Section 3 appropriateness guidelines.

Section 5 - eComment User Privacy

Personal information volunteered by the user is treated as a public record and may be subject to public inspection and copying if not protected by federal or state law.

Section 6 - eComment Records Management

The use of eComment shall be documented and maintained in an easily accessible format that may be considered a record subject to disclosure under the California Public Records Act or required to be retained pursuant to the Government Code.

Additionally, each meeting's eComment report will be published as a part of a subsequent agenda packet, which includes City Council minutes for each particular meeting of the City Council.

The City Clerk Department is responsible for maintaining eComment records in accordance with its respective records retention schedule. As all eComments constitute a public record, it must be disclosed to the public unless an exemption applies. Posts deemed technically harmful or inappropriate shall be promptly documented and saved pursuant to policies and procedures regarding record retention and destruction.

Section 7 - eComment Administration

The City Clerk Department will be responsible for the administration of eComment constituent submittals in accordance with the foregoing user policy requirements.