

August 12, 2020

HONORABLE MEMBERS OF THE LONG BEACH ETHICS COMMISSION
City of Long Beach
California

RECOMMENDATION:

Conduct a study session regarding the selection process for the Long Beach Independent Redistricting Commission.

DISCUSSION

The Long Beach Independent Redistricting Commission (Commission) was established by ballot initiative Measure DDD in 2018. The measure amended the City Charter to create an independent body with the exclusive authority to redraw the Council district boundaries every ten years following the national Census through an open and transparent process.

Application Process

The application period for the Commission, pursuant to City Charter Section 2505, was open for three months from April 1, 2020 to June 30, 2020. Outreach for the application began in August 2019 and included coordination with Community Based Organizations, a wide range of advertisements, social media campaigns, a webinar, and presentations at various community meetings and events.

The application (Attachment A) was made available online through Survey Monkey and was also available in print, including translated versions in Khmer, Spanish, and Tagalog. A total of 400 applications were submitted and the breakdown of demographic information for the applicants is included in Attachment B.

Applicants were also requested, but not required, to submit resumes to be reviewed with their application. A total of 248 applicants submitted resumes.

Selection Process

City Charter Section 2505 designates the Ethics Commission as the screening panel responsible for creating a subpool of 20 to 30 applicants most qualified to perform the duties of the Commission by November 1, 2020. The subpool must include at least two applicants from each existing Council district and should reasonably reflect the City's diversity.

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Once the subpool is established, the Ethics Commission Chair will randomly select the first nine Redistricting Commissioners, one from each existing Council district. The nine Redistricting Commissioners selected by the Ethics Commission will then select four additional Commissioners and two alternates from the remaining applicants in the subpool, for a total of 13 members and two alternates. The Commission must be fully established by December 1, 2020.

The Ethics Commission must make each assignment to the subpool on the basis of the applicant's relevant analytical skills, familiarity with the city's neighborhoods and communities, ability to be impartial, and apparent ability to work cooperatively with other potential commissioners. The Ethics Commissioners may also request to interview applicants prior to selecting the subpool.

After researching processes utilized by other cities, staff provides the following suggestion to conduct a fair and transparent subpool selection process:

- That the Ethics Commission be divided into three ad hoc committees to evaluate applications. Using a selection process similar to the process used to select the three final commissioners appointed to the Ethics Commission (Attachment C), the City Clerk's Office will assign each ad hoc committee approximately one-third of the applications for review and ranking, with names and personal information of applicants redacted to minimize any potential bias.
- Staff will create an Evaluation Guide for the Ethics Commissioners to rank applicants based on their responses to the interest statement on the application, as well as information provided on application and resume (if submitted). Each ad hoc committee will then rank the applications based on the information submitted in the application and resume (if submitted), and will produce a list of five applicants from each Council district for a total of 45 applicants to be interviewed by the entire Ethics Commission.

TIMING CONSIDERATIONS

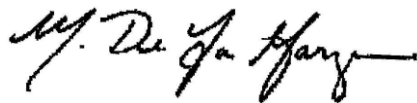
According to City Charter Section 2505, the Independent Redistricting Commission must be seated by November 1, 2020. It is therefore proposed that ad hoc committees have the list of applicants selected to be interviewed by the next Regular Meeting on September 9, 2020. Interviews will be conducted by the full Ethics Commission in September and October. Final selections to the subpool should be made by the Ethics Commission at the Regular Meeting on October 14, 2020, so that compliance with City onboarding processes may take place in a timely fashion.

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Respectfully submitted,

A handwritten signature in black ink, appearing to read "M. De La Garza". The signature is fluid and cursive, with a horizontal line at the end.

MONIQUE DE LA GARZA
CITY CLERK

MD:jn

cc: Rebecca Garner, Administrative Deputy City Manager
Amy R. Webber, Deputy City Attorney
Taylor M. Anderson, Deputy City Attorney



INDEPENDENT REDISTRICTING COMMISSION APPLICATION

Due by **June 30, 2020**

Office of the City Clerk, 411 W. Ocean Blvd., 11th Floor,
Long Beach, CA 90802

For Official Use Only
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SECTION I – IDENTIFICATION INFORMATION

First Name		Middle Name	Last Name
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Non-Binary			
Registered Voting Address, City, State, Zip Code			
Mailing Address (if different)			Birthdate (MM/DD/YYYY)
Phone Number		Email Address	

SECTION II – ELIGIBILITY INFORMATION

1. I am registered to vote in the City of Long Beach.

☐ Yes ☐ No

You MUST be registered to vote in the City of Long Beach AND meet at least one (1) of the requirements below.

2a. I voted in the City of Long Beach March 3, 2020 Primary Nominating Election.

☐ Yes ☐ No

OR

2b. I have been a resident of the City of Long Beach for at least one (1) year.

☐ Yes ☐ No

If you do not meet the requirements in Section II, you are NOT eligible to apply.

SECTION III – CONFLICT OF INTERESTS

Note: For Section III, “elected office/official” refers to Mayor, City Attorney, City Auditor, City Prosecutor, City Councilmember, Long Beach Unified School District Board Member, and Long Beach City College Trustee.

Since March 31, 2012, I, my spouse, registered domestic partner, or child have/has:

3. Contributed to a candidate for a City of Long Beach elective office more than Two Hundred Fifty Dollars (\$250) in a single year.

☐ Yes ☐ No

Since March 31, 2016, I, my spouse, registered domestic partner, or child have/has:

4. Been a paid employee of the City of Long Beach, including those employed by an elected official.

☐ Yes ☐ No

5. Been a registered City of Long Beach lobbyist, or someone who was required to be a registered City of Long Beach lobbyist.

☐ Yes ☐ No

6. Been a paid employee of any redistricting contractor or consultant.

☐ Yes ☐ No

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Due by **June 30, 2020**

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SECTION III – CONFLICT OF INTERESTS (Continued)

Since March 31, 2012, I, my spouse, registered domestic partner, parent, sibling, or child is/has:

7. Been elected to or appointed to, or been a candidate for, a City of Long Beach elected office.

☐ Yes ☐ No

8. Been an officer, employee of, or paid consultant or contractor to a campaign committee or a candidate for a City of Long Beach elected office.

☐ Yes ☐ No

9. Been a staff member, paid employee of, a consultant to, or someone under contract with any City of Long Beach elected official.

☐ Yes ☐ No

10. Been a principal officer of an active campaign committee domiciled in the County of Los Angeles that has made expenditures on candidate elections for a City of Long Beach elected office.

☐ Yes ☐ No

If you answered “Yes” to any questions in Section III, you are NOT eligible to apply.

SECTION IV – APPLICANT INTEREST STATEMENT

11. Please describe why you wish to serve on the Independent Redistricting Commission and share any additional experience, community activities, or other qualifications that make you a strong candidate for the Commission, including, but not limited to, analytical skills, familiarity with the City's neighborhoods and communities, ability to be impartial, and ability to work cooperatively with other potential commissioners. (Max. 1800 Characters)

(Note: Your statement will be transferred to the online application form and will be limited to the maximum of 1800 Characters, approximately 250-300 words)

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Due by **June 30, 2020**

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SECTION V – DEMOGRAPHIC INFORMATION

***The City Charter requires the Commission to reasonably reflect the diversity of Long Beach.
The following information is required to help identify a diverse pool of the most qualified applicants.***

12. In which Council District do you currently reside? Please visit <http://gis.longbeach.gov/MapIt/> to look up your District.

- | | |
|-------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> District 1 | <input type="checkbox"/> District 6 |
| <input type="checkbox"/> District 2 | <input type="checkbox"/> District 7 |
| <input type="checkbox"/> District 3 | <input type="checkbox"/> District 8 |
| <input type="checkbox"/> District 4 | <input type="checkbox"/> District 9 |
| <input type="checkbox"/> District 5 | <input type="checkbox"/> I do not know my current district |

13. What was your total household income in the past 12 months?

- ☐ Under \$35,000
- ☐ \$35,000 - \$74,999
- ☐ \$75,000 - \$124,999
- ☐ \$125,000 - \$250,000
- ☐ Over \$250,000

14. Please select which best describes your race/ethnicity:

- ☐ American Indian or Alaskan Native
 - ☐ Asian / Pacific Islander
 - ☐ Black or African American
 - ☐ Hispanic / Latino
 - ☐ White / Caucasian
 - ☐ Multiple ethnicity / Other (Please Specify)
-

15. Please select which best describes your sexual orientation:

- ☐ Asexual
 - ☐ Bisexual
 - ☐ Heterosexual / Straight
 - ☐ Homosexual / Gay or Lesbian
 - ☐ Pansexual
 - ☐ Prefer to Self-Describe (Please Specify)
-

16. What is your highest level of education?

- ☐ High School or Less
- ☐ College Experience
- ☐ Graduate School Experience
- ☐ Doctoral or Professional degree

INDEPENDENT REDISTRICTING COMMISSION APPLICATION

Due by **June 30, 2020**

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SECTION VI – QUALIFICATION CONFIRMATION

17. If appointed, I acknowledge that I will be ineligible to serve on another City of Long Beach Commission for a period of four (4) years.

☐ Yes ☐ No

18. If appointed, I acknowledge that I will be ineligible to serve as a paid staff for or as a paid consultant to any City of Long Beach elected official or candidate for a City of Long Beach elective office for a period of four (4) years.

☐ Yes ☐ No

19. If appointed, I acknowledge that I will be ineligible to receive a non-competitively bid contract with the City of Long Beach, or to register as a City of Long Beach lobbyist.

☐ Yes ☐ No

20. If appointed, I agree to complete the following within 30 days of my appointment: Live Scan Background Check, Ethics Training, Written Ethics Pledge, Oath of Office. I also agree to file a Form 700 Statement of Economic Interest, which is a public record, within 30 days of accepting my appointment.

☐ Yes ☐ No

21. I understand my application is a public record. If qualified, the Office of the City Clerk will publish and transmit my name to the Ethics Commission to be considered for the subpool of applicants most qualified to perform the duties of the Commission. If disqualified, the Office of the City Clerk will maintain a public record of my name and the reason for my disqualification.

☐ Yes ☐ No

22. While serving on the Commission, I agree I will not endorse, work for, volunteer for, or contribute to any candidate campaign for a City of Long Beach elective office. If I choose to engage in such activity, I will immediately resign (including after the approval of a final map) to ensure that I no longer serve if the Commission reconvenes to redraw districts.

☐ Yes ☐ No

23. By submitting this application, I grant permission to the City of Long Beach to verify my answers to the questions in Section II using voter registration records.

☐ Yes ☐ No

I certify under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

Signature:

Date:

How did you hear about this Commission?

- ☐ City of Long Beach Website
- ☐ LinkLB Email
- ☐ Social Media
- ☐ Referral
- ☐ Other (Please Specify)

Visit www.longbeach.gov/redistricting for additional information.

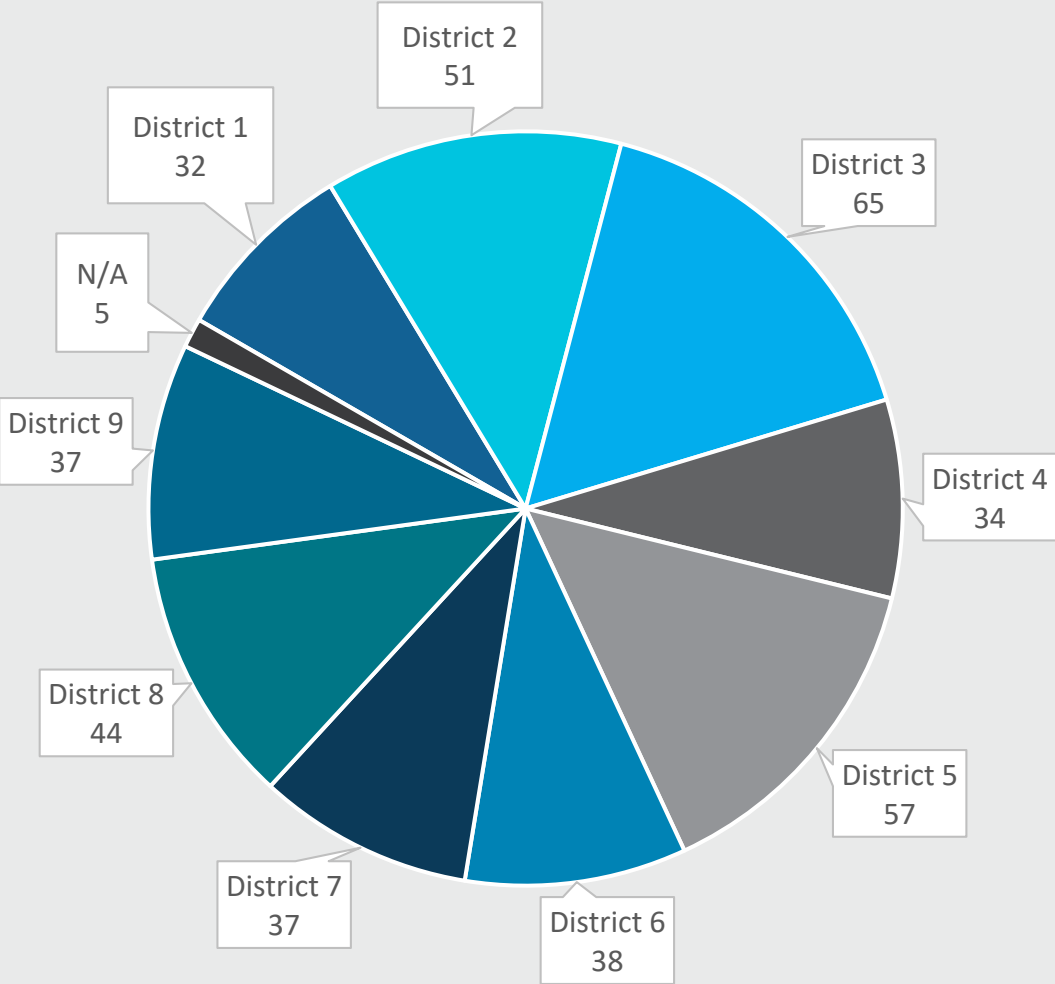
Please call the Office of the City Clerk at (562) 570-6101 or email Redistricting@longbeach.gov with any questions or concerns.

This application is also available in Khmer, Spanish, and Tagalog upon request.

Applicants by Council Districts

Total Applicants as of June 30, 2020: 400

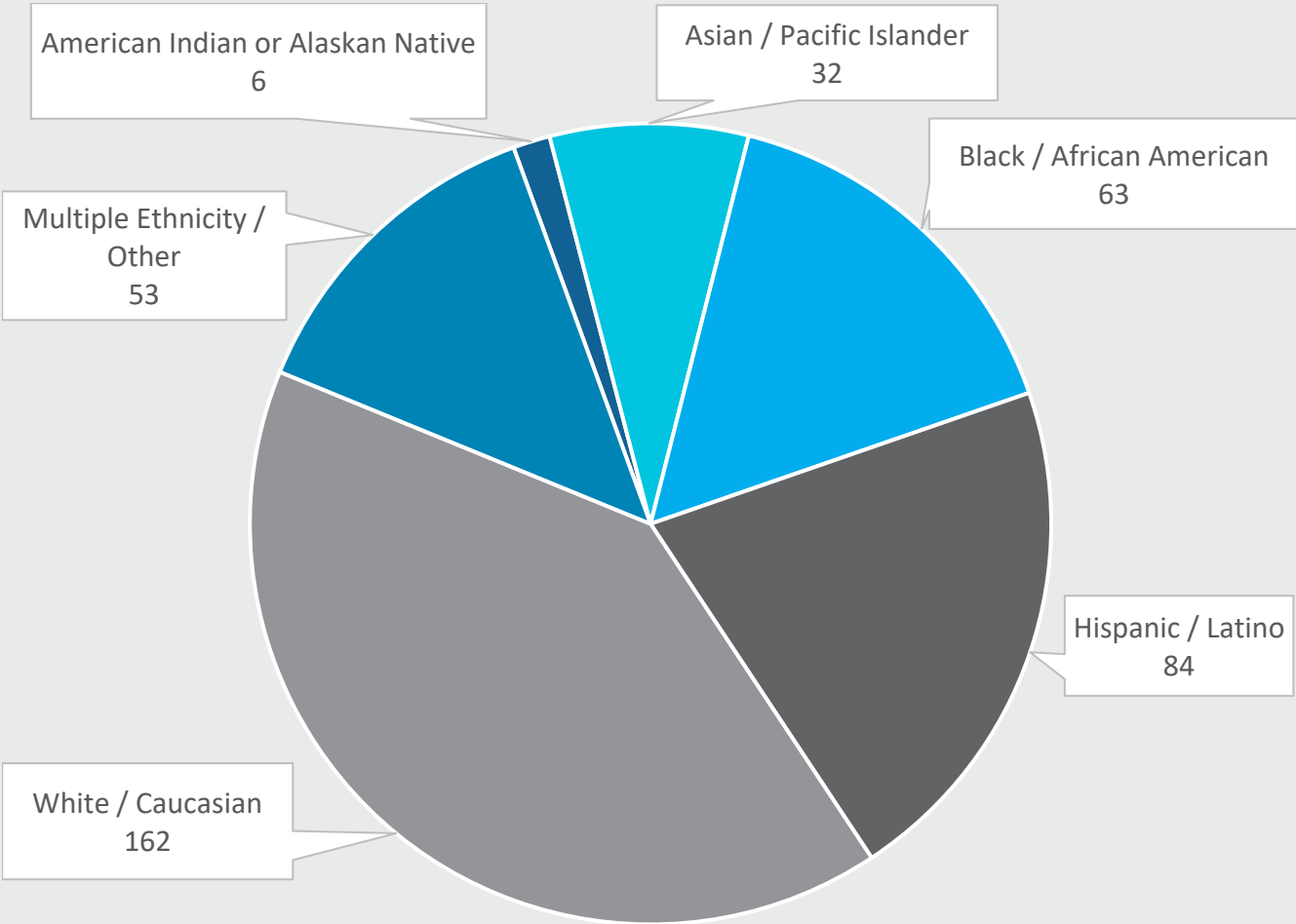
ATTACHMENT B



District 1	32
District 2	51
District 3	65
District 4	34
District 5	57
District 6	38
District 7	37
District 8	44
District 9	37
N/A	5

Applicants by Race / Ethnicity

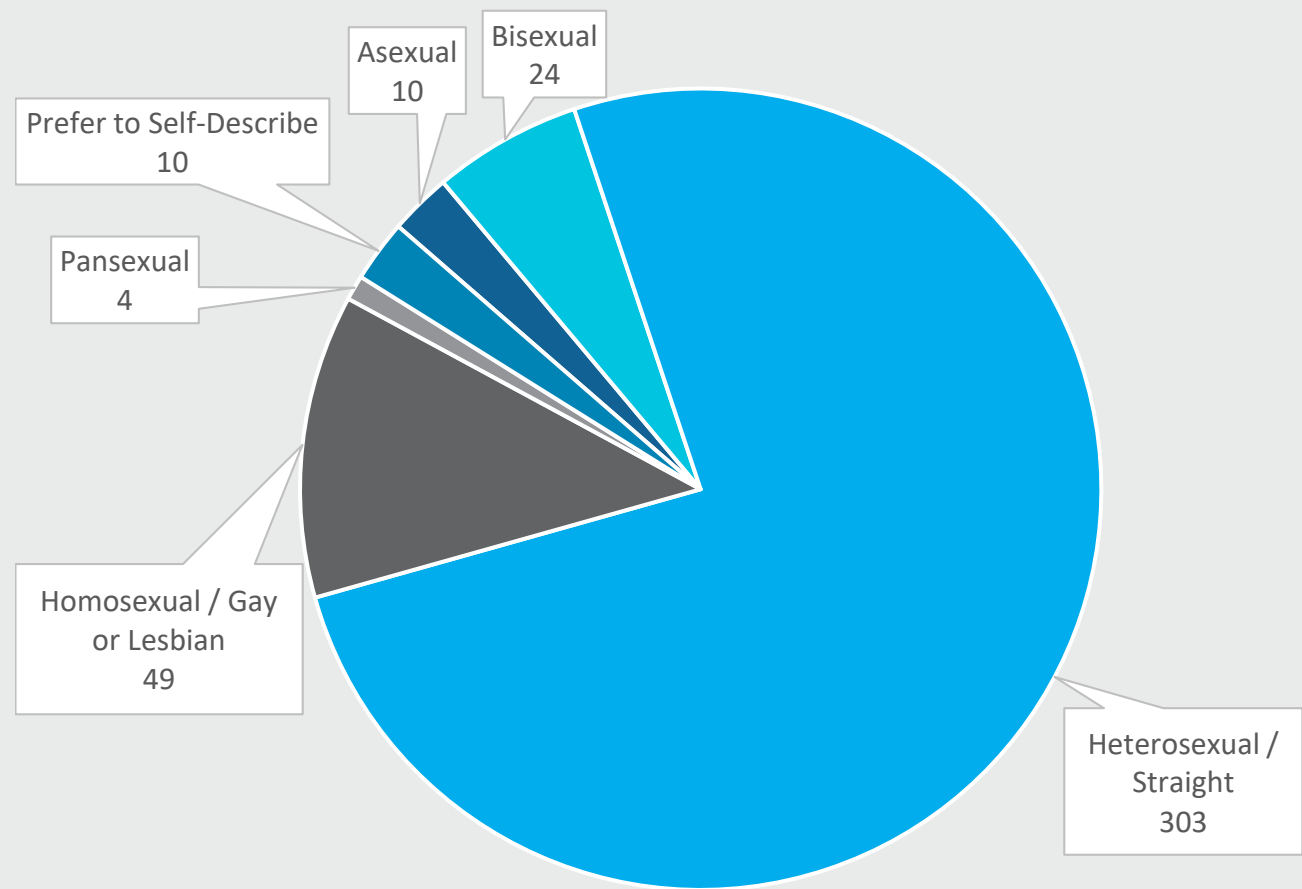
Total Applicants as of June 30, 2020: 400



American Indian or Alaskan Native	6
Asian / Pacific Islander	32
Black / African American	63
Hispanic / Latino	84
White / Caucasian	162
Multiple ethnicity / Other	53

Applicants by Sexual Orientation

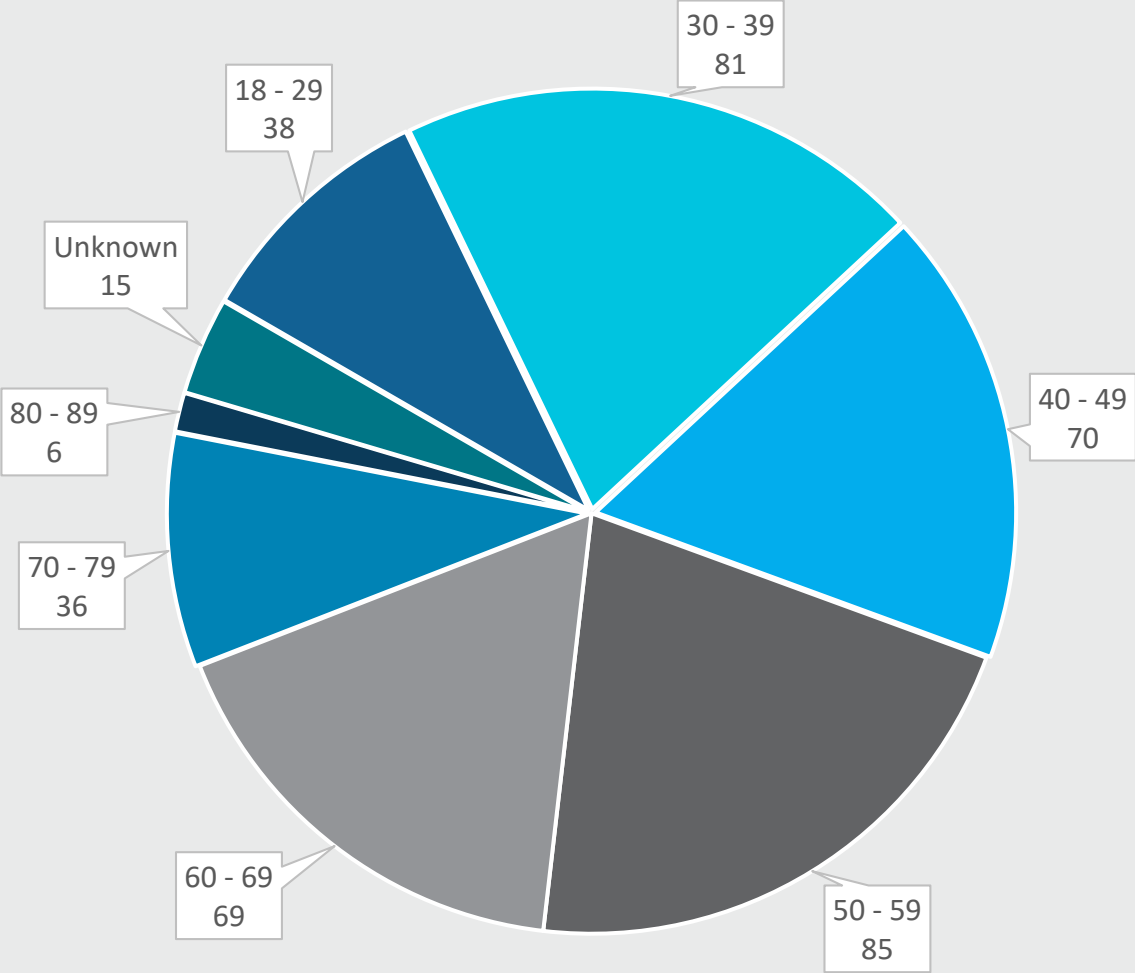
Total Applicants as of June 30, 2020: 400



Asexual	10
Bisexual	24
Heterosexual / Straight	303
Homosexual / Gay or Lesbian	49
Pansexual	4
Prefer to Self-Describe	10

Applicants by Age Range

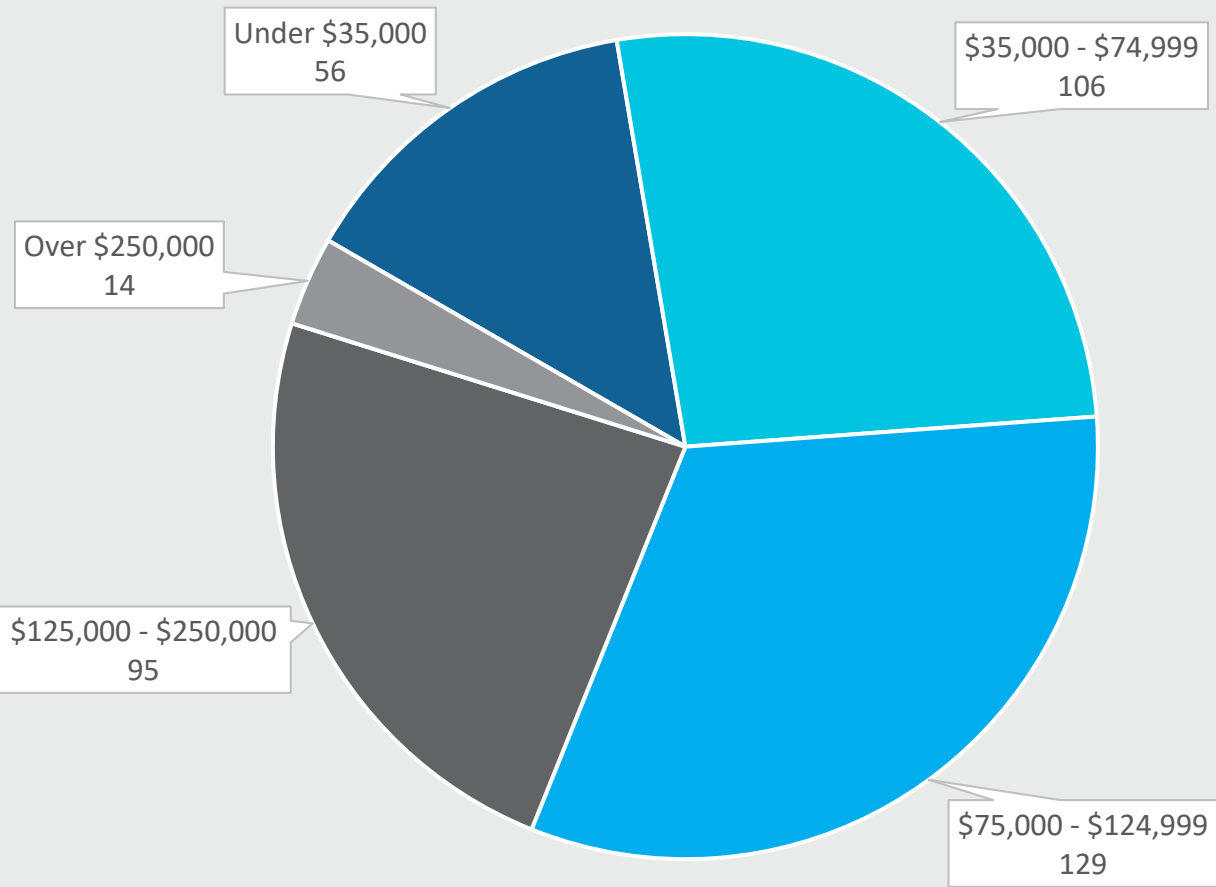
Total Applicants as of June 30, 2020: 400



18 - 29	38
30 - 39	81
40 - 49	70
50 - 59	85
60 - 69	69
70 - 79	36
80 - 89	6
Unknown	15

Applicants by Income

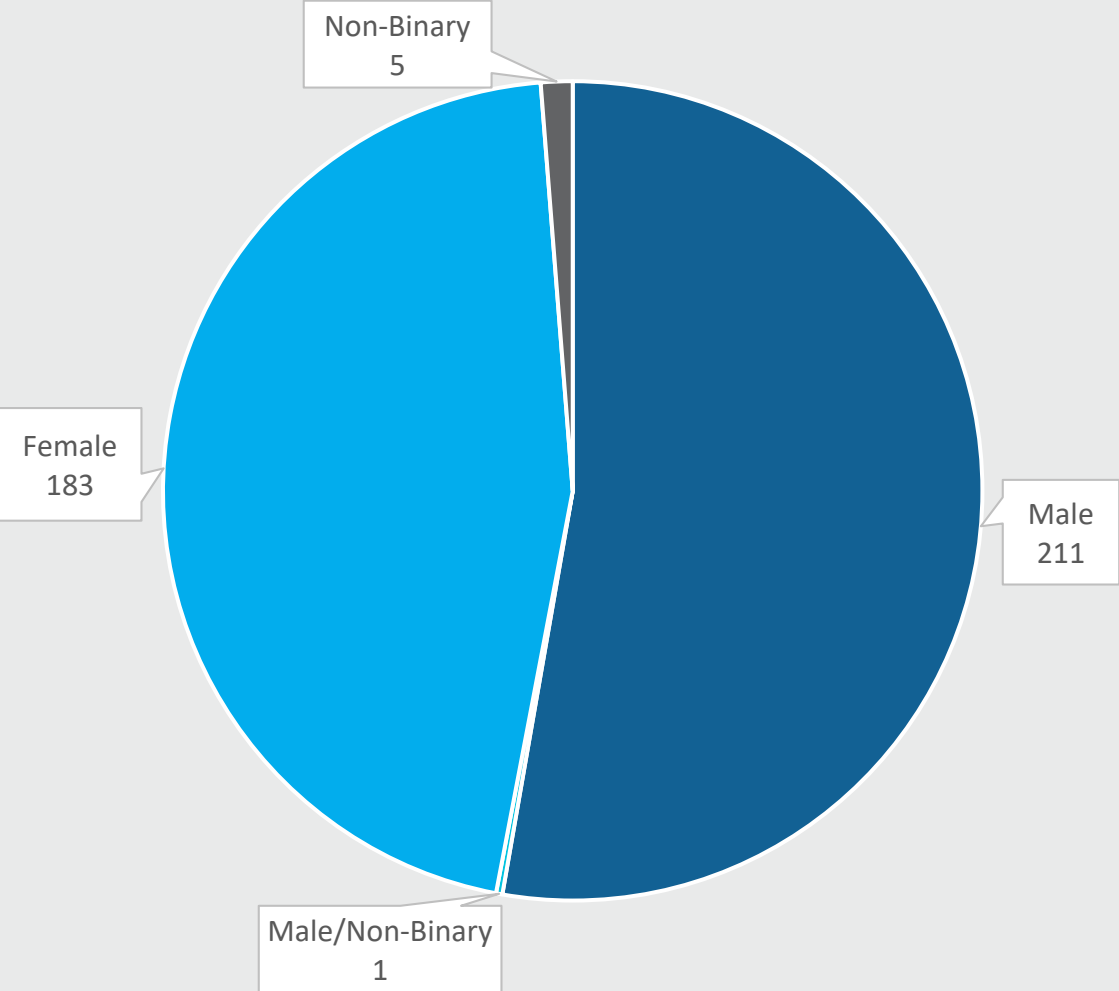
Total Applicants as of June 30, 2020: 400



Under \$35,000	56
\$35,000 - \$74,999	106
\$75,000 - \$124,999	129
\$125,000 - \$250,000	95
Over \$250,000	14

Applicants by Gender

Total Applicants as of June 30, 2020: 400



Male	211
Female	183
Non-Binary	5
Male/Non-Binary	1

**City of Long Beach***Working Together to Serve***Office of the City Attorney****Memorandum**

DATE: January 27, 2020

To: Honorable Members of the Ethics Commission

FROM: Amy R. Webber, Deputy City Attorney *ARW*

SUBJECT: Process for Selection of Remaining Ethics Commission Members
(Revised)

Pursuant to Long Beach City Charter Section XXIV, the four members of the Ethics Commission (Commission) who were initially appointed by the Mayor and City Auditor must select three additional commissioners. To accomplish this expeditiously, fairly, with transparency, and in compliance with the Brown Act, the following process is recommended:

1. Applications received during the submission period will be reviewed by staff to ensure the applicants meet the minimum criteria specified in the City Charter. Staff will review qualifying applications for responses to the open-ended supplemental questions. Only those applicants that meet the minimum criteria and responded to these questions will be presented to the Commission for consideration.

2. Staff will redact names and personal information from the applications and assign each application a number or letter. This procedure will both protect the personal information of the applicants and minimize the possibility of any bias by the Commissioners. The Commission will review the applications forwarded by staff. The numbered applications may be made public on the City website or at Commission meetings with personal information redacted.

3. At the January Study Session, Commissioners will be requested to review and rank numbered applications. Commissioners will discuss the interview process, including location, sample questions, timing, number of candidates, and whether to select by consensus or by average ranking. They will also discuss the candidates and will identify those that best meet the qualifications criteria in the City Charter and established by the Commission, using letters or numbers to protect confidentiality. Following the Study Session, in an open meeting (immediately following the Study Session), the Commission may select a group of candidates for interviews. Staff will notify selected finalists to attend a public interview with the Commission at its February meeting.

Alternatively, the Commission may determine that additional time is required to receive and consider applications. In this event, the process will be extended and

additional meetings may be scheduled for this purpose, consistent with the process outlined above.

4. Finalists will be provided written interview questions in advance of the Commission's February meeting, which will be conducted as a Study Session. We suggest following the Sacramento interview model ([see link here](#)). Commissioners will tentatively select the three best qualified applicants as members of the Commission, subject to successful completion of the City's onboarding requirements for service on Commissions, including completion of City Ethics training, Form 700, oath of office, and background fingerprinting. Both successful and unsuccessful applicants will be informed by formal letter.

5. At the March Commission meeting, the tentatively selected members who have completed the City's onboarding requirements will be confirmed and seated as members of the Commission.

6. Brown Act and Robert's Rules training will be provided for the new Commissioners.

7. April and May Commission meetings will address current and historical City ethics practices and regulations. The May meeting will also include the election of a Chair and Vice-Chair selected by the entire seven-member Commission.

We appreciate your patience in this process, and look forward to continuing our work at the next meeting.