

City Of Long Beach

Office of the City Clerk
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Long Beach, CA 90802
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Council Standing Committee Process Manual

Revised February 21, 2023



Rex Richardson, Mayor

Mary Zendejas, 1st District

Vice Mayor Cindy Allen, 2nd District

Kristina Duggan, 3rd District

Daryl Supernaw, 4th District

Megan Kerr, 5th District

Dr. Suely Saro, 6th District

Roberto Uranga, 7th District

Al Austin, 8th District

Dr. Joni Ricks-Oddie, 9th District

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SECTION 1: INTRODUCTION

Pursuant to Long Beach Municipal Code Section 2.03.060, the City Council may establish committees by Resolution. The City Council of the City of Long Beach has traditionally adopted a new list of City Council Standing Committees, Authorities and Memberships bi-annually.

The Mayor shall appoint each member of the City Council to chair a committee, serve as a vice chair of a second committee, and be a member of a third committee. With this format, each City Councilmember shall have membership on three Standing Committees.

Each Standing Committee shall be assisted by staff members in preparing background information, agendas, distributing materials, and performing other support functions as needed.

If more assistance is required, you may contact the Office of the City Clerk at (562) 570-6101.

SECTION 2: COUNCIL STANDING COMMITTEES

On February 21, 2023, the City Council approved a new list of City Council Standing Committees, for a total of nine (9) Standing Committees; renamed “Council Authorities” to “Council Authorities and Special Committees;” and moved three (3) existing standing committees to Council Authorities and Special Committees.

To promote equity, efficiency, and inclusion, the City Council now desires to resolve to enact these changes to the City Council Standing Committees, Authorities and Memberships.

The Council Standing Committees will consist of the committees listed below. The Standing Committees, as noted below, have specified legislative oversight responsibilities, but do not have power or authority to commit the City or take any binding action on behalf of the whole City Council.

- Arts, Culture, and Tourism Committee
- Budget Oversight Committee
- Climate, Environment, and Coastal Protection Committee
- Economic Development and Opportunity Committee
- Government Operations and Efficiency Committee
- Housing and Public Health Committee
- Intergovernmental Affairs Committee
- Mobility, Pports, and Infrastructure Committee
- Public Safety Committee

The Council Authorities and Special Committees:

- Charter Amendment Committee
- Educational Partnerships Committee
- I-710 Oversight Committee

ARTS, CULTURE, AND TOURISM COMMITTEE

On February 21, 2023, the City Council adopted Resolution No. RES-23-0026 to establish the Arts, Culture, and Tourism Committee, which will explore public policy positions for City Council consideration regarding Long Beach’s arts and culture sector and associated tourism, with the goal of attracting new investment, bolstering public art and entertainment activities, nurturing the local arts community, and uplifting Long Beach’s rich cultural diversity.

Council Membership: Mary Zendejas, Chair
Suely Saro, Vice Chair
Cindy Allen, Member

Meeting Time/Location: “AS-CALLED”/Civic Chambers
Staffing: ***Bo Martinez, Director of Economic Development**
April Walker, Administrative Deputy City Manager (CM support)
City Manager Department (Support Dept)
Library Services (Support Dept)
Convention & Visitors Bureau (Support Dept)
Monique DeLaGarza, City Clerk
Alyssa Campos, City Clerk Specialist (Staff Support)

BUDGET OVERSIGHT COMMITTEE

On February 21, 2023, the City Council adopted Resolution No. RES-23-0026 to re-establish the Budget Oversight Committee, which will explore public policy positions and provide feedback and ideas to the City Council for the purposes of developing budget for the upcoming fiscal year, which will be presented to the full City Council for consideration.

Council Membership: Dr. Joni Ricks-Oddie, Chair
Roberto Uranga, Vice Chair
Kristina Duggan, Member

Meeting Time/Location: “AS-CALLED”/Civic Chambers
Staffing: ***Kevin Ripper, Director of Financial Management**
Grace Yoon, Budget Manager
April Walker, Administrative Deputy City Manager (CM support)
Monique DeLaGarza, City Clerk
Alyssa Campos, City Clerk Specialist (Staff Support)

CLIMATE, ENVIRONMENT, AND COASTAL PROTECTION COMMITTEE

On February 21, 2023, the City Council adopted Resolution No. RES-23-0026 to establish the Climate, Environment, and Coastal Protection Committee, which will explore public policy positions for City Council consideration with respect to climate change adaptation, matters impacting the City's natural environment, air quality, and coastline, and supporting the City's transition towards clean energy and zero-emission standards.

Council Membership: Kristina Duggan, Chair
Daryl Supernaw, Vice Chair
Roberto Uranga, Member

Meeting Time/Location: "AS-CALLED"/Civic Chambers
Staffing: ***Christopher Koontz, Director of Development Services**
Climate Action Office (Support Dept)
Meredith Reynolds, Deputy City Manager (CM Support)
Monique DeLaGarza, City Clerk
Alyssa Campos, City Clerk Specialist (Staff Support)

ECONOMIC DEVELOPMENT AND OPPORTUNITY COMMITTEE

On February 21, 2023, the City Council adopted Resolution No. RES-23-0026 to establish the Economic Development and Opportunity Committee, which will provide policy positions and provide feedback and ideas to the City Council with respect to strengthening the City's tax base, and opportunities to issue bonds, revenues and financing to encourage economic development and expand economic opportunity for Long Beach residents.

Council Membership: Cindy Allen, Chair
Mary Zendejas, Vice Chair
Dr. Suely Saro, Member

Meeting Time/Location: "AS-CALLED"/Civic Chambers
Staffing: ***Bo Martinez, Director of Economic Development Development Services (Support Dept)**
Meredith Reynolds, Deputy City Manager (CM Support)
Monique DeLaGarza, City Clerk
Alyssa Campos, City Clerk Specialist (Staff Support)

GOVERNMENT OPERATIONS AND EFFICIENCY COMMITTEE

On February 21, 2023, the City Council adopted Resolution No. RES-23-0026 to establish the Government Operations and Efficiency Committee, which will provide policy input and review for City Council consideration on key City matters, including recommending the naming of City buildings and infrastructure and reviewing small litigation settlements, as well as City Charter Committee appointments.

Council Membership: Daryl Supernaw, Chair
Dr. Joni Ricks-Oddie, Vice Chair
Mary Zendejas, Member

Meeting Time/Location: "AS-CALLED"/Civic Chambers
Staffing: ***Joe Ambrosini, Director of Human Resources**
Civil Service Department (Support Dept)
April Walker, Administrative Deputy City Manager (CM Support)
Monique DeLaGarza, City Clerk
Alyssa Campos, City Clerk Specialist (Staff Support)

HOUSING AND PUBLIC HEALTH COMMITTEE

On February 21, 2023, the City Council adopted Resolution No. RES-23-0026 to re-establish the Housing and Public Health Committee, which will explore public policy positions for City Council consideration with respect to public health, housing and homelessness.

Council Membership: Megan Kerr, Chair
Al Austin, Vice Chair
Dr. Joni Ricks-Oddie, Member

Meeting Time/Location: "AS-CALLED"/Civic Chambers
Staffing: ***Kelly Colopy, Director of Health & Human Services**
Development Services (Support Dept)
Teresa Chandler, Deputy City Manager (CM Support)
Monique DeLaGarza, City Clerk
Alyssa Campos, City Clerk Specialist (Staff Support)

INTERGOVERNMENTAL AFFAIRS COMMITTEE

On February 21, 2023, the City Council adopted Resolution No. RES-23-0026 to establish the Intergovernmental Affairs Committee, which will provide policy direction annually for City Council consideration with respect to the upcoming year's federal and state legislative agendas and review the City's progress on legislative positions adopted by the City Council.

Council Membership: Roberto Uranga, Chair
Cindy Allen, Vice Chair
Megan Kerr, Member

Meeting Time/Location: "AS-CALLED"/Civic Chambers
Staffing: ***Tyler Curley, Manager of Government Affairs**
Katy Nomura, Deputy City Manager (CM Support)
Monique DeLaGarza, City Clerk
Alyssa Campos, City Clerk Specialist (Staff Support)

MOBILITY, PORTS, AND INFRASTRUCTURE COMMITTEE

On February 21, 2023, the City Council adopted Resolution No. RES-23-0026 to establish the Mobility, Ports, and Infrastructure Committee, which will provide input for City Council consideration into policies impacting operations and projects located in the Tidelands Area, policies applicable to the Port of Long Beach, Long Beach Transit, L.A. Metro, and the Long Beach Airport, and review the City's Capital Improvement Plan (CIP), major street and road improvements, efforts to improve walkability and bikeability in the City, as well as other large infrastructure projects.

Council Membership: Dr. Suely Saro, Chair
Megan Kerr, Vice Chair
Al Austin, Member

Meeting Time/Location: "AS-CALLED"/Civic Chambers
Staffing: ***Eric Lopez, Director of Public Works**
Long Beach Airport (Support Dept)
Harbor Department (Support Dept)
Water Department (Support Dept)
Energy Resources (Support Dept)
Katy Nomura, Deputy City Manager (CM Support)
Monique DeLaGarza, City Clerk
Alyssa Campos, City Clerk Specialist (Staff Support)

PUBLIC SAFETY COMMITTEE

On February 21, 2023, the City Council adopted Resolution No. RES-23-0026 to re-establish the Public Safety Committee, which will explore public policy positions for City Council consideration with respect to public safety matters.

Council Membership: Al Austin, Chair
Kristina Duggan, Vice Chair
Daryl Supernaw, Member

Meeting Time/Location: "AS-CALLED"/Civic Chambers
Staffing: ***Wally Hebeish, Chief of Police**
Fire Department (Support Dept)
Disaster Prep. & Emergency Comms. (Support Dept)
Health & Human Services (Support Dept)
Teresa Chandler, Deputy City Manager (CM Support)
Monique DeLaGarza, City Clerk
Alyssa Campos, City Clerk Specialist (Staff Support)

SECTION 3: COUNCIL AUTHORITIES AND SPECIAL COMMITTEES

CHARTER AMENDMENT COMMITTEE

The Charter Amendment Committee reviews and makes recommendations on potential changes to the City Charter.

Council Membership: Mayor Rex Richardson, Chair
All Members of the City Council

Meeting Time/Location: "AS-CALLED"/Civic Chambers
Staffing: ***Monique DeLaGarza, City Clerk**
City Attorney (Support Dept)
City Manager (Support Dept)
Alyssa Campos, City Clerk Specialist (Staff Support)

EDUCATIONAL PARTNERSHIPS COMMITTEE

On February 21, 2023, the City Council adopted Resolution No. RES-23-0026 to rename the “LBUSD Joint Use Committee” Special Committee as the “Educational Partnerships Committee”, which shall focus on building partnerships like the Long Beach Housing Promise and College Promise, and exploring joint use opportunities with local educational institutions including LBUSD, Long Beach City College, and California State University, Long Beach.

Council Membership: Megan Kerr, Chair
Cindy Allen, Vice Chair
Suely Saro, Member

Meeting Time/Location: “AS-CALLED”/Civic Chambers
Staffing: ***Teresa Chandler, Deputy City Manager**
Monique DeLaGarza, City Clerk
Alyssa Campos, City Clerk Specialist (Staff Support)

I-710 OVERSIGHT COMMITTEE

The I-710 Oversight Committee is comprised of the three City Councilmembers whose districts border the I-710 freeway to focus on key issues that affect their communities including: health, environment and quality of life issues, safety and mobility issues, as well as economic development and land use issues, leading to the development and adoption by the Long Beach City Council of their portion of the Hybrid Strategy for the I-710 Corridor.

Council Membership: Roberto Uranga, Chair
Al Austin, Vice Chair
Dr. Joni Ricks-Oddie, Member

Meeting Time/Location: “AS-CALLED”/Civic Chambers
Staffing: ***Eric Lopez, Director of Public Works**
Monique DeLaGarza, City Clerk
Alyssa Campos, City Clerk Specialist (Staff Support)

***Staff Role.** Lead staff will be proactive in establishing regular communication with Committee Chair by:

- a. Routine meetings with Committee Chair
- b. Review and discuss proposed Committee agenda
- c. Coordinate in advance with appropriate department staff regarding proposed agenda items
- d. Coordinate with the City Clerk or City Attorney, as needed, regarding agenda or noticing requirements
- e. Prepare staff reports to Mayor and City Council on Committee recommendations

SECTION 4: MEETINGS

Each Standing Committee shall be subject to the requirements of California Government Code Section 54950, commonly known as the “Brown Act.” All meetings are open to the public.

QUORUM

A quorum must exist in order to conduct business. In the event a Chair is absent or unavailable within the 15 minutes after the time noticed for commencement of the meeting, the Vice Chair shall act as the Presiding Officer and shall preside and call the meeting to order.

TELECONFERENCE

Teleconference during the meetings shall be permitted in accordance with the procedures set in Government Code Section 54953(b). The teleconference location shall be placed on the agenda and noticed and posted at the site in advance of said meeting. The public is welcome to attend and participate in the meeting at the site.

SECTION 5: ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITIES
COUNCIL DISTRICT CHIEF OF STAFF	<ul style="list-style-type: none"> • Coordinate with City Clerk staff to set up a meeting date, time and location • Confirm if there is a quorum • Provide City Clerk staff with agenda item and staff report
STAFF SUPPORT	<ul style="list-style-type: none"> • Coordinate with Chief of Staff of the Chair to prepare agenda • Confirm date, time and location of meeting • Send meeting notification to City staff • Distribute committee packet to members • Publish meeting agenda & materials to Legistar • Send Zoom link meeting to staff if meeting is virtual

SECTION 6: AGENDA PROCESS

The Chair’s staff (usually Chief of Staff or scheduler) will reach out to staff to set up a meeting. When the Chair’s staff reaches out to set up a meeting, check the Civic Chambers schedule with the City Clerk for availability (placing a hold, if available) and email the Vice Chair and Member of the Committee to confirm a quorum exists for the proposed meeting. Also check the City Manager’s matrix and reach out to the City Manager’s Office to confirm there are no Study Sessions or Closed Sessions scheduled that would conflict with the proposed Committee meeting date/time. If a request is made to use the Civic Chambers on a “Port” day, City Clerk support staff will send a request to the Board of Harbor Commissioner’s Chief of Staff to get approval for Civic Chambers use prior to setting the meeting date.

AGENDA COORDINATOR SHALL (CITY CLERK STAFF)

1. If a quorum has been tentatively established and the Civic Chambers is available, send an email notification stating that the Chair has called a Committee meeting.
2. Check to see if there are any pending items or notes from the previous meeting to forward to the Chair's staff regarding the agenda.
3. If the Chair's staff has not sent the agenda by noon the Wednesday prior (for a Tuesday meeting), email them to check on the status.
4. When the agenda is set, create the file id's and generate the agenda in Legistar.
5. Get the agenda proofed and once the changes are made, email the agenda to the Chair's staff for approval.
6. When the agenda is approved, published the agenda and distribute agenda packet to staff and Councilmembers.

POST-STANDING COMMITTEE MEETING

1. Create and send meeting update (Action Taken) to City Manager's Office.
2. Make any corrections to the minutes, add any amended motions.
3. If any items are forwarded to the City Council or a Commission, create the memo for staff and send the email notification.
4. If the item is forwarded to the City Council, reach out to the Chair's staff to schedule the item for full City Council consideration.
5. Finalize the minutes, get the minutes proofed, and publish the draft minutes after the changes are made.