



Date: April 17, 2018  
To: Patrick H. West, City Manager *PHW*  
From: Tom Modica, Assistant City Manager *T-Modica*  
For: Mayor and Members of the City Council  
Subject: **City's Advisory Boards, Commissions and Committees**

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Community engagement through the City's various Advisory Boards, Commissions and Committees (hereinafter referred to as "bodies") is an important part of the City's engagement efforts. The bodies afford the City Council and staff various sounding boards to gather valuable community input, provide a formal structure for reviewing various policies, and allow the City to benefit from engaged individuals who bring ideas, experience, and creativity to the City's policy-making process.

However, both the bodies and the City Council have recently expressed some confusion about bodies' roles and responsibilities, and how bodies are supposed to operate, transmit ideas, and set agendas. In response, my office has collaborated with the Mayor and the City Attorney to bring forward to the City Council in May 2018 changes to Long Beach Municipal Code (LBMC) Chapter 2.18 – Advisory Boards, Commissions and Committees to clarify these uncertainties. Some of the proposed LBMC changes include:

- Defining the duties and functions of bodies.
- Identifying who is responsible for setting bodies' agendas.
- Clarifying the permissible uses of City staff resources.
- Clarifying authority over City officers and employees.

The proposed changes will enable members of the bodies to understand their roles and responsibilities more clearly. The changes will also allow City staff to better support the bodies through defined operating procedures, and provide guidelines for communicating input from the bodies to City staff, the Mayor, and the City Council. Our goal is to ensure that these changes provide clarity to both the bodies and City staff, and make the work of the bodies more productive and effective.

If you have any questions, please contact me at (562) 570-5091.

PHW:TM:RG  
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CC: CHARLES PARKIN, CITY ATTORNEY  
LAURA L. DOUD, CITY AUDITOR  
KEVIN JACKSON, DEPUTY CITY MANAGER  
REBECCA GARNER, ASSISTANT TO THE CITY MANAGER