



Date: June 14, 2019

To: Mayor and Members of the City Council

From: Patrick H. West, City Manager *T.H.W.*

Subject: **Update on Changes to the City's Advisory Bodies**

In a memorandum dated April 17, 2018, the City Manager provided a report on staff's efforts to clarify the role of the City's Advisory Boards, Commissions, and Committees. On July 10, 2018, the City Council considered an amendment to Long Beach Municipal Code (LBMC) Chapter 2.18 – Advisory Boards, Commissions and Committees - that would exact a series of long-overdue policy and language changes. However, the item was carried over to a future meeting to allow for broader input and an in-depth review of the advisory bodies' status.

In a memorandum dated January 8, 2019, the City Manager announced the formation of an Ad-Hoc Committee to review the status of the City's advisory bodies and report back to the City Council. It was intended the Ad-Hoc Committee would conduct a comprehensive review of the proposed changes to the City's advisory bodies, as well as provide input and recommendations to the City's advisory bodies. The Ad-Hoc Committee has not yet convened.

The City Manager's Office is currently engaged in implementing a multitude of pressing initiatives and programs citywide. As a result, staff resources are currently being diverted away from the comprehensive review of City's advisory bodies to other higher priority projects. However, instead of implementing the full menu of proposed changes to the advisory bodies, staff will move forward with putting into effect select changes that address common administrative enhancements to the City's advisory bodies. To ensure the advisory bodies are operating effectively, and within legal requirements, staff will focus on implementing the following Ordinance and policy changes:

➤ **Compensation of Advisory Body Members**

Staff has reviewed the compensation for the City's 242 commissioners across 35 active advisory bodies appointed by the Mayor and City Council. Currently, 29 members from four City Charter Commissions and 18 from four non-Charter Committees receive stipends of \$100 per meeting, and 11 members from three non-City Charter bodies receive stipends of \$50 per meeting. It has been at least 20 years since any changes to the compensation of advisory bodies has occurred. A list of the City's active advisory bodies is attached (Attachment A). Changes to the compensation of advisory body members will involve updating the compensation consistently across all Commissions and Committees, and establishing maximum monthly compensation amounts. Staff suggest the City Council review this as part of the FY 20 budget process. As part of that process, City staff will make some recommendations about potential modifications to the current compensation amounts for the City Council to consider.

➤ **Attendance Policy and Declaring Vacancies**

Some advisory bodies have experienced issues meeting a quorum at meetings. For instance, the Commission on Youth and Children (CYC) could not meet a quorum for over a year, preventing any action to take place. Staff is recommending the LBMC be amended to allow a vacancy to be automatically declared when a member has had three unexcused absences from meetings within a six-month period or no longer lives in the City. Medical, work, and other excused absences would be accommodated. This change would revise the current requirement for City Council action to declare a seat vacant. Staff also recommends the LBMC be amended to match the City Charter (Section 510), which was adopted by Long Beach voters in 2007, concerning the process for removing members for other reasons.

➤ **Conflicts of Interest**

Additional language pertaining to conflicts of interest should be added to the general regulations of Chapter 2.18 that is consistent with the California Political Reform Act.

These administrative changes are expected to provide an immediate enhancement to the effectiveness and operation of the advisory bodies. Staff expects to bring these items to the City Council for consideration in the coming months. A more comprehensive study and implementation of the full menu of proposed changes will be revisited at a later time.

If you have any questions regarding this matter, please contact Assistant City Manager Tom Modica at (562) 570-5091.

ATTACHMENT

CC: CHARLES PARKIN, CITY ATTORNEY
DOUGLAS P. HAUBERT, CITY PROSECUTOR
LAURA L. DOUD, CITY AUDITOR
TOM MODICA, ASSISTANT CITY MANAGER
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REBECCA GARNER, ADMINISTRATIVE DEPUTY TO THE CITY MANAGER
MONIQUE DE LA GARZA, CITY CLERK (REF. FILE #18-0573)
DEPARTMENT HEADS

City of Long Beach
Active Commissions, Boards, and Committees

As of October 2018

City Charter Committees	Members	Amount Paid
Citizen Police Complaint Commission	10	<i>Not Paid</i>
Civil Service Commission	5	\$100/meeting (\$500/month max)
Harbor Commission	5	\$100/meeting (\$500/month max)
Parks and Recreation Commission	7	\$100/meeting (\$500/month max)
Planning Commission	7	\$100/meeting (\$500/month max)
Water Commission	5	\$100/meeting (\$500/month max)

Non-Charter Committees		Amount Paid
Airport Advisory Commission	7	
Belmont Shore Parking and BIAA Commission	6	
Board of Examiners, Appeals, and Condemnation	6	\$100/meeting (\$500/month max)
Board of Health and Human Services	13	
Citizens Advisory Commission on Disabilities	8	
Commission on Youth & Families	9	
Cultural Heritage Commission	7	
Economic Development Commission	11	
Homeless Services Advisory Committee	12	
Human Relations Commission	11	
Long Beach Transit Board of Directors	7	\$100/meeting (\$500/month max)
Marine Advisory Commission	9	
Pacific Gateway Workforce Investment Board	19	
Pedestrian Safety Advisory Commission	13	
Port of Long Beach Community Grants Advisory Committee	5	
Senior Citizen Advisory Commission	6	
Sustainable City Commission	10	
Technology and Innovation Commission	7	
The Long Beach Community Investment Company	7	
Transactions and Use Tax Citizens Advisory Committee	4	
Veterans Affairs Commission	9	
Successor Agency to the RDA	3	\$100/meeting (\$500/month max)
Disabled Access Appeals Board	2	\$100/meeting (\$500/month max)
Housing Authority of the City of Long Beach	9	\$50/meeting (\$250/month max)
Metropolitan Water District of Southern California	1	\$50/meeting
Vector Control District	1	\$50/meeting