



Equity and Human Relations Commission

June 7, 2023

Agenda Item 4

Agenda Item #4

Recommendation to discuss City Manger's process to send Equity and Human Relations Commission recommendations to City Council; and, if appropriate, take any necessary related actions regarding the same.

Commission Functions of All City Commissions

Quasi-Judicial

Certain commissions hold the authority to make decisions, which require or restrict the action of individuals. For example, the Planning Commission has the right to approve or deny permits, subject to appeal to the City Council.

Administrative

Some commissions may have the power to appoint, discipline, and dismiss their own employees. For example, the Harbor Commission has the power to hire its own staff.

Advisory to the City Manager

Certain Boards make recommendations to the City Manager when it comes to personnel hiring, discipline, or firing. For example, the Citizens Police Complaint Commission makes recommendations to the City Manager regarding the discipline of police officers.

Advisory to the City Council

All commissions advise the City Council concerning policies and programs upon request of the City Council.

Equity and Human Relations Commission's Relationship to Council

Advisory to the City Council

- The Council relies on the various commissions to have a large number of viewpoints and talents to help solve City problems.
- This means: Council may refer items to the Equity and Human Relations Commission (EHRC) for consideration and a recommendation to Council.
 - The EHRC may make policy recommendations to Council related to any policy matter within its subject matter jurisdiction (i.e., duties) without a request from Council.

Equity and Human Relations Commission Duties

To submit advisory policy recommendations to the City Council regarding policies, systems, and programs:

1. To promote goodwill, better relations, and full acceptance among all people in the community;
2. To foster a more equitable and socially-just Long Beach at the individual, community, and systems level;
3. Related to and affecting human relations, social justice issues, and equity, including racial equity and reconciliation;
4. In the areas of research and education for the purpose of lessening racial, religious, or other prejudice and of fostering attitudes among various groups which lead to civil peace and intergroup understanding; and
5. Which will promote understanding and cooperation between the various departments of the City and community members, including programs relating to human relations training for City employees.

Equity and Human Relations Commission Duties (cont.)

To submit a report to the City Council annually that details the status and progress on equity measures in the City, including, but not limited to, progress on the action items in the City's Racial Equity and Reconciliation plan.

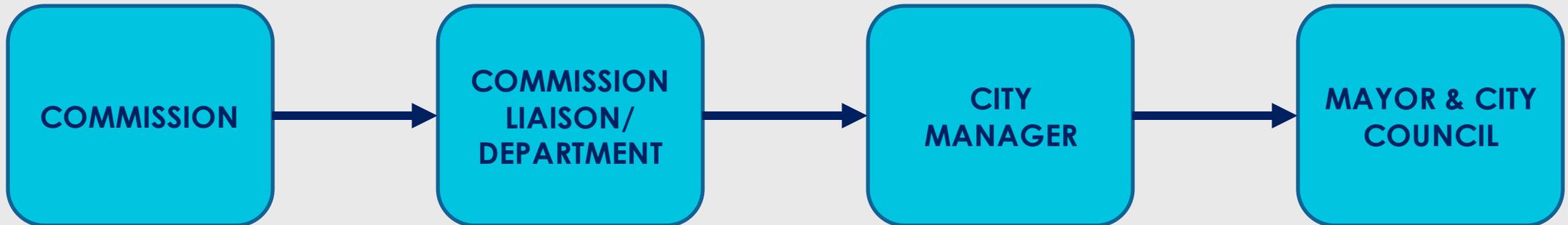
To advise and make recommendations to the Council on any other areas or topics relating to equity, human relations and social justice as directed by the City Council.

To submit an annual report of EHRC activities for the past year, which may include appropriate recommendations. (see LBMC § 2.18.090)

Coordination with Council

Memos

- Due to limited City Council time, it is recommended that commissions send a memorandum with their policy recommendations to the City Council.
- Recommendations, such as letters and reports written and approved by the Commission, are transmitted to the Mayor and City Council as memorandums sent by the City Manager.
- The Mayor or a Councilmember may, in their discretion, add a commission recommendation to the Council agenda for discussion of the full Council.



Memos are posted on the City Manager's website ("Memos to the Mayor and Council") for public and media access.

Coordination with Council

Presentations

- Commission may request an item placed on City Council agenda through their Commission Liaison
- Due to limited time available in City Council meetings, placement of presentation on a Council agenda cannot be guaranteed and is up to the discretion of the City Manager
- If approved, the City Manager places the item on Council's agenda at an appropriate time on behalf of the Commission

Coordination with Council

Advocacy

- After an EHRC recommendation is sent to Council, the Chair/Vice Chair may discuss their recommendation with individual Councilmembers and the Mayor.
- The Chair and Vice Chair may lobby on behalf of the EHRC. If the EHRC would prefer a different Commissioner advocate to the Council/the Mayor regarding an issue, the EHRC should vote to designate a person.
- Only the chair of a commission, or a member who has the prior approval of the commission, should speak on behalf of the commission to the Mayor or a Councilmember.
- Commissioners may speak with Councilmembers/Mayor in their private capacity as a resident of the City about an issue or adding an item to the Council agenda.
- The EHRC must vote and agree on a policy position for the Chair/VC to advocate for a recommendation on behalf of the Commission.

Coordination with Council

Annual Report

Commissions are required by the Long Beach Municipal Code to submit an annual report of its activities for the past year to the Mayor and City Council; it may also make appropriate recommendations. The report shall include the following:

1. The name of the body;
2. Its objectives and functions;
3. A reference to all reports and recommendations presented to the City Council, including the number of subject matters referred by the City Council;
4. The number of meetings held;
5. Attendance records of all members;
6. The number of public hearings conducted;
7. The amount of money, if any, expended in support of that body;
8. A list of City personnel who regularly assist that body; and
9. A recommendation as to whether that body should be abolished, modified or continued.

Coordination with Council

City Council Meetings and Agendas

- Regular City Council meetings are held every Tuesday except the last Tuesday of the month.
- **Commissioners are welcome to attend and participate in the public comment period.**
 - When commissioners address the Council, they should clarify whether they are speaking on their own behalf or on the behalf of the commission, at the beginning of their commentary.
 - Only the chair of a commission, or a member who has the prior approval of the commission, should speak on behalf of the commission.



Thank you

Alanah Grant

Equity Officer

Alanah.Grant@longbeach.gov