

Transactions and Use Tax Citizens' Advisory Committee Duties and Proposed 2025 Meetings & Scheduled Topics





Introduction to Role of Advisory Committees



- The City of Long Beach's boards and commissions system provides the opportunity for Commissioners to interact creatively with people of all ages, interests, and backgrounds.
- It is important that Commissions ensure that a wide variety of viewpoints from the rest of the community are considered when commissions make recommendations to the City Council.
- Commissioners should treat these widely varying viewpoints of other commissioners and members of the public with respect so that all residents are encouraged to participate in government.
- Advisory Commissions provide recommendations for the City Council to consider, and thereafter, at their discretion, make formal adoptions.



Purpose

[Resolution No. T.U. 01-2017 Adopting CAC Bylaws:](#)

The Transactions and Use Tax Citizens' Advisory Committee of the City of Long Beach ("CAC" or "Committee") is established by the Long Beach City Council Resolution No. RES-16-0033, adopted April 5, 2016.

1.5. It is the responsibility of the CAC to periodically review the City's use of TUT revenue and advise the City Council regarding the use of TUT revenue. All actions of the CAC shall be advisory only, except for those matters where final authority has been assigned by action of the City Council.



Duties

[Resolution No. T.U. 01-2017 Adopting CAC Bylaws:](#)

*City Attorney Powers and Duties of the Measure A Committee Memorandum**

2.1. The duties of the CAC shall be to **periodically review the City's use of TUT revenue and advise the City Council** regarding the use of TUT revenue.

2.2. The CAC shall **advise the City Council on the use of TUT revenue as conforming with the intent of Resolution No. RES-16-0018 prioritizing spending and with the language contained in the ballot measure expressed in Resolution No. RES-16-0017.**

**Attached to this presentation*



Duties, continued

Resolution No. T.U. 01-2017 Adopting CAC Bylaws

2.3. The CAC will present reports on the results of its activities. At minimum, **an annual written report of its activities for the previous year to the Mayor and City Council will be presented.** The report will be available to the public. The requirements of the report are outlined in Chapter 2.18 of the Long Beach Municipal Code and include:

- A. The name of the body;
- B. Its objectives and functions;
- C. A reference to all reports and recommendations presented to the City Council, including the number of subject matters referred by the City Council;
- D. The number of meetings held;
- E. Attendance records of all members;
- F. The number of public hearings conducted;
- G. The amount of money, if any, expended in support of that body;
- H. A list of City personnel who regularly assist that body;
- I. A recommendation as to whether that body should be abolished, modified, or continued.

Duties, continued

2.4. To achieve its purpose, the CAC may engage in any of the following activities:

- A. **Receive and review periodic reports prepared by Financial Management** through the City Manager, in connection with the analysis of the use of the TUT revenues.
- B. Receive and review copies of the City's **annual financial reports** and any associated audits.
- C. Review **projects funded with TUT revenue, and receive periodic updates from City staff on the status of those projects.**
- D. Provide **periodic reports to the City Council** on the City's use of TUT revenues.



Presenting Recommendations to Council

- When a commission/committee wishes to transmit a **recommendation** to the Mayor and City Council, they work with their Department Staff Liaisons to submit **a memorandum to the City Manager for the Mayor and City Council**.
- The recommendation should be **formally approved by the body of the commission/committee**.
- The memorandum to the City Manager will be placed online once transmitted. This ensures transparency as the **recommendation is made publicly available**.
- Councilmembers and the Mayor may then add the recommendation from a commission/committee to a Council agenda if they so choose. The City Manager can also sponsor the item at his discretion.



2025 Meetings & Scheduled Topics (Tentative)

Dates	Committee Topics
May 28, 2025 3-4:30 p.m. Civic Chambers	<ul style="list-style-type: none"> • Annual Committee Activity Report • LBPD Presentation • LBFD Presentation (tentative) • Infrastructure Updates
August 27, 2025 3-4:30 p.m. Civic Chambers	<ul style="list-style-type: none"> • Update on FY 25 Expenditure and Revenue Projections • Review Proposed Fiscal Year 2026 Budget • Infrastructure Updates • Officer Elections
October 29, 2025 3-4:30 p.m. Civic Chambers	<ul style="list-style-type: none"> • Review of Adopted Fiscal Year 2026 Budget • Meeting Dates for 2026 • Infrastructure Update (tentative)

Bold items denote requirements as a part of bylaw duties.

