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**DAWN A. MCINTOSH**
City Attorney

**GARY J. ANDERSON**
Assistant City Attorney

June 9, 2026

# 49

Honorable Mayor and City Council
City of Long Beach
California

RECOMMENDATION:

Recommendation to declare an Ordinance amending Title 2 of the Long Beach Municipal Code amending Chapter 2.03 relating to the rules of City Council by adjusting the City Council meeting start time, public comment process, and supplemental agenda timeline, read for the first time and laid over to the next regular meeting of the City Council for a final reading.

DISCUSSION

Pursuant to your request on May 19, 2026, this ordinance has been prepared and submitted for your consideration.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,
Dawn McIntosh, City Attorney

By: Millicent O. Usoro
Deputy City Attorney

A26-01550
Attachments:
City Council Ordinance

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LONG BEACH AMENDING TITLE 2 OF THE LONG BEACH MUNICIPAL CODE BY AMENDING CHAPTER 2.03 RELATING TO THE RULES OF THE CITY COUNCIL BY ADJUSTING THE CITY COUNCIL MEETING START TIME, PUBLIC COMMENT PROCESS, AND SUPPLEMENTAL AGENDA TIME

The City Council of the City of Long Beach ordains as follows:

Section 1. Subsection 2.03.020.B of the Long Beach Municipal Code is amended to read as follows:

B. Regular meetings of the City Council shall be held in the Council Chambers of City Hall at four thirty (4:30) p.m. on Tuesday of each week, except the last Tuesday of each month, on which there will be no regular meeting of the City Council.

If any regular meeting falls on a holiday, such regular meeting shall be held on the next business day thereafter.

Section 2. Subsection 2.03.020.G of the Long Beach Municipal Code is amended to read as follows:

G. The Mayor, or in their absence the Vice Mayor, shall take the chair at the hour appointed for the meeting of the Council and shall immediately call the Council to order. In the absence of both the Mayor and Vice Mayor, the City Clerk, or an assistant City Clerk, shall call the Council to order, and the Chair shall be designated in order of descending seniority

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of the members present in terms of service on the Council.

Section 3. Subsection 2.03.030.A of the Long Beach Municipal Code is amended to read as follows:

A. The Mayor, or other presiding officer, shall preserve order and decorum; may object to points of order in preference to other members; and shall decide questions of order, subject to an appeal to the Council by any member, on which appeal no member shall speak more than once, unless by leave of two-thirds (⅔) of the members present.

The Mayor, or other presiding officer, shall have general direction of the Council Chamber. They shall have a right to name any member to perform the duties of the Chair, but such substitution shall not extend beyond an adjournment. They shall have the power to assign seats to the members of the City Council and may assign places to properly accredited newspaper representatives.

Section 4. Section 2.03.040 of the Long Beach Municipal Code is amended to read as follows:

2.03.040 – Order of business.

A. Except as set forth in this Section, the order of business of the City Council at all regular meetings shall be as follows, unless otherwise waived by consent of the Council:

1. Call to order by Mayor;
2. Roll call of the City Council by City Clerk;
3. Moment of silence;
4. Pledge of Allegiance;
5. Ceremonials and Presentations. Ceremonials and

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presentations shall:

a. Be limited to no more than three (3) ceremonials and/or presentations per City Council meeting; and

b. Not exceed five (5) minutes per ceremonial or presentation.

6. General Public Comment. The opportunity for members of the public to address the City Council on matters of public business which are not listed on the agenda but are within the subject matter jurisdiction of the City Council, which shall be conducted in accordance with the following rules:

a. Each person desiring to address the City Council may, but is not required to, submit their name or an alternative identifier in writing if attending in-person, or submit a request to speak if attending remotely, to the City Clerk no later than four thirty (4:30) p.m. At that time, the speakers list will be closed and speakers will be called to speak at a time deemed appropriate by the Mayor, or presiding officer.

b. Where ten (10) or less members of the public submit their request to the City Clerk to speak under this part, each member of the public shall have three (3) minutes to address the City Council. Where more than ten (10) members of the public submit their request to the City Clerk to speak under this part, the Mayor, or other presiding officer, shall adjust the speaking times based on the total number of speakers.

c. The total amount of time to be devoted to addresses under this part shall not exceed thirty (30) minutes.

d. Any member of the public in need of a translator pursuant to the City's Language Access Policy or accommodation pursuant to the American Disabilities Act shall have twice the allotted time to address City Council under this part.

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7. Agenda Item Public Comment. The opportunity for members of the public to address the City Council on items listed on the agenda, which shall be conducted in accordance with the following rules:

a. Agenda item public comment shall be heard immediately following general public comment.

b. Each person desiring to address the City Council under this part shall submit their name or an alternate identifier in writing if participating in-person, or submit a request to speak if participating remotely, to the City Clerk by five thirty (5:30) p.m. At that time, the speakers list will be closed. Speakers will be called to speak at a time deemed appropriate by the Mayor, or presiding officer.

c. All addresses to the City Council under this part shall not exceed ninety (90) seconds. The Mayor, or other presiding officer may adjust the speaking times based on the total number of speakers; however, such adjusted speaking time shall not exceed three (3) minutes.

d. The total amount of time to be devoted to addresses under this part shall not exceed sixty (60) minutes; however, the Mayor, or presiding officer, shall have the discretion to extend the total amount of time by thirty (30) minute increments.

e. Any member of the public in need of a translator pursuant to the City's Language Access Policy or accommodation pursuant to the American Disabilities Act shall have twice the allotted time to address City Council under this part.

8. Consent calendar:

a. Approval of the minutes of previous meeting(s).

b. The consent calendar shall be heard immediately after agenda item public comment.

c. Any item removed from the consent calendar for

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separate action shall be heard as the first item on the regular agenda.

9. Hearings;

10. Unfinished business;

11. Regular agenda;

12. Ordinance(s);

13. New business:

a. A supplemental agenda item submitted by a Councilmember shall require a separate "Statement of Urgency" explaining why the item is urgent and is required to be added after agenda is posted. If the City Council deems that a supplemental agenda item added onto the posted agenda is not urgent, the item shall be laid over to a future City Council meeting.

14. Announcements;

15. Adjournment. In the event the City Council desires to adjourn to a certain hour on another day, a motion shall be made either prior to or as part of the regular motion to adjourn indicating the hour and date to which the meeting is adjourned.

B. Without objection by the City Council, the Mayor, or other presiding officer, may use their discretion to call for any agenda item out of order for consideration and disposition, as needed, to ensure an efficient flow of the meeting.

C. Public Comment for Hearings.

1. Each person desiring to address the City Council on a hearing may, but is not required to, submit their name in writing or an alternate identifier if participating in-person, or submit a request to speak if participating remotely, to the City Clerk prior to the time that the Mayor, or other presiding officer, calls for the hearing. At that time, the speakers list for said hearing will be closed and speakers will be closed and speakers will

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be called to speak at a time deemed appropriate by the Mayor, or presiding officer.

2. All addresses to the City Council under this part shall not exceed ninety (90) seconds. The Mayor, or other presiding officer may adjust the speaking times based on the total number of speakers; however, such adjusted speaking time shall not exceed three (3) minutes.

3. Any member of the public in need of a translator pursuant to the City's Language Access Policy or accommodation pursuant to the American Disabilities Act shall have twice the allotted time to address City Council under this part.

D. The rules of parliamentary practice contained in "Robert's Rules of Order" shall govern the Council where applicable and not otherwise inconsistent with any provision of this Code or other applicable laws.

1. Limits of debate by the City Council. Unless waived by consent of the City Council, a member of the City Council may speak on any debatable motion for an unlimited number of times for up to five (5) minutes at a time. A Councilmember presenting their own item to the Council shall initially have up to ten (10) minutes. This Section shall apply to the conduct of the City Councilmembers during hearings.

Section 5. Subsection 2.03.050.A of the Long Beach Municipal Code is amended to read as follows:

A. No member of the Council shall be allowed to explain their vote or discuss the question while the roll is being called, and no member shall be allowed to change their vote after the vote is announced by the Mayor; provided, however, that this rule may be suspended by the affirmative votes of two-thirds (⅔) of the members of the Council present;

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however, any member may cast their vote and thereupon file with the City Clerk a written explanation of their vote and ask that such explanation be spread upon the minutes.

Section 6. Section 2.03.060 of the Long Beach Municipal Code is amended to read as follows:

2.03.060 – Committees.

A. All committees shall be established by resolution of the City Council. The Mayor shall appoint the members of all such committees and shall designate which member of each committee shall act as Chair and Vice Chair. The Mayor may act as an ex officio member of all committees of which the Mayor is not an official member.

B. Each such committee established by resolution of the City Council shall hold a meeting upon the call of the Chair thereof, or, in case of their refusal or inability to act, upon the call of the Mayor. All committee meetings shall be public meetings, except in those instances where an executive session may properly be held under the Brown Act or other applicable law.

C. An agenda shall be prepared containing the specific items of business to be transacted, along with a brief general description of each item to be heard at a committee meeting. Items of business shall be placed on the agenda at the direction of the Chair, Vice Chair, or member of such committee.

D. All City Council Committee meetings shall end by the time listed for the next Committee meeting Closed Session, or City Council meeting, as reflected in the published agenda.

Section 7. Subsection 2.03.065.B of the Long Beach Municipal Code is

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amended to read as follows:

B. Upon the City Clerk's receipt of the Mayor's communication to the City Council regarding any such appointment, the Clerk shall immediately transmit said communication to the Chair and members of the City Council Standing Committee responsible for the review of Charter Commission appointments. The City Clerk shall also place a report on the City Council agenda indicating that the Mayor's communication has been received and that it has been transmitted to the committee.

Section 8. Section 2.03.070 of the Long Beach Municipal Code is amended to read as follows:

2.03.070 Reports.

A. All communications, requests and all documents shall be referred by the presiding officer to the proper department of the City, or to the proper Councilmember Committee, or to the Councilmember of the district affected, or to any other proper officer of the City, unless immediate action is taken thereon by the Council. When so referred for a report thereon, the report shall be made to the City Manager without delay; and the City Manager shall thereupon report their findings to the Council when, in their opinion, such action is necessary; otherwise, the City Manager shall act upon all matters so referred and make a return of their actions to the Council at the following regular session for the purpose of clearing the calendar and minute records.

B. Subject to the relevant provisions of the Ralph M. Brown Act, no agenda item shall be heard or considered by the Council unless it is in writing, signed by the Mayor, Councilmember, City Manager, City officer, department director, or presiding officer of the body making the agenda request, and filed with the City Clerk prior to twelve noon (12:00) on the

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Monday the week before the meeting at which the agenda item is to be considered by the Council. Should a holiday occur on a Monday, the agenda item is then due prior to twelve noon (12:00) on the Friday preceding the Monday holiday. The requirement of this Subsection may be waived if a written communication is signed by three (3) Councilmembers and directed to the City Clerk requesting that a particular item be placed on an agenda for consideration and that communication is filed with the City Clerk before twelve noon (12:00) of the Thursday immediately before the Tuesday at which such agenda item is to be considered.

C. If any matter is referred to any officer, board, commission or committee for report without specifying the date upon which such report shall be made, the City Clerk shall call the matter upon report at the first regular meeting of the Council following the expiration of ten (10) days from the date of such reference.

Section 9. Section 2.03.075 of the Long Beach Municipal Code is amended to read as follows:

2.03.075 Fiscal impact analysis for community advisory committees and commissions.

Any proposal to create or form any community advisory committee, commission, board, task force or other such entity shall not be submitted for consideration and final action by the Mayor and/or City Council until a fiscal impact analysis report has been prepared by the City Manager and reviewed by the Economic Development and Opportunity Committee.

The fiscal impact analysis shall consist of a statement of the estimated fiscal impact and potential effect of the proposal on City revenues, and may include a recommended appropriation ceiling to limit the total amount of City resources authorized to be utilized for said entity, and may identify any appropriate public or private revenue

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sources.

The Economic Development and Opportunity Committee shall hold a noticed public meeting to review the fiscal impact analysis report within two (2) weeks from the date said matter is referred to the committee, and shall immediately thereafter submit its comments to the City Council relating to: (a) the feasibility of the cost estimates and recommended appropriation ceiling; and (b) any public or private revenue sources or enhancements that may be available; and (c) the most appropriate City or private sector resources to furnish support for the proposed board, committee, commission or task force.

Section 10. Section 2.03.076 of the Long Beach Municipal Code is amended to read as follows:

2.03.076 Fiscal impact statement for agenda items authored by a Councilmember.

Any agenda item authored and submitted by any Councilmember shall state the fiscal impacts of the requested action, in accordance with the City Council's adopted Fiscal Policies.

Section 11. Subsection 2.03.090.B of the Long Beach Municipal Code is amended to read as follows:

B. No person shall address the Council without first securing the permission of the Mayor so to do; and no person, other than a member of the Council or City officers and staff presenting an item, shall speak more than once during the consideration of any one question, of whatever nature, at the same meeting, except that the person presenting the matter to the Council may speak a second time if time is allocated for rebuttal. Except for testimony at public hearings, all addresses to the Council, other than from members thereof, shall not exceed three (3) minutes. It shall be the duty of the City Clerk to keep the Mayor advised of the time consumed by each

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speaker and upon such advice from the City Clerk, it shall be the duty of the Mayor to strictly enforce this rule. Every person, other than a member of the Council, desiring to speak on any subject shall, standing in the place indicated for such purpose, address the presiding officer of the Council as "Mayor", and when recognized and given permission to proceed by the Mayor, may, but is not required to, first state their name and address in order that the same may be made a record in the minutes of the meeting; provided, however, that this rule, or any part thereof, may be suspended by the affirmative votes of two-thirds (⅔) of the members of the Council present.

Section 12. Section 2.03.100 of the Long Beach Municipal Code is amended to read as follows:

2.03.100 Decorum.

A. Any person desiring to address the Council shall state what they wish to present and obtain permission of the Mayor before proceeding. No person shall be permitted to use any language or engage in any conduct that disrupts the meeting under Section 2.03.140 of this Chapter, and, should they do so, it will be the duty of the Mayor, or other presiding officer, to not permit them to continue to disrupt the meeting.

B. No member of the Council shall leave the Council chamber without permission from the Mayor if it will result in the loss of a quorum.

Section 13. The City Clerk shall certify to the passage of this ordinance by the City Council and cause it to be posted in three (3) conspicuous places in the City of Long Beach, and it shall take effect on the thirty-first (31st) day after it is approved by the Mayor.

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I hereby certify that the foregoing ordinance was adopted by the City Council of the City of Long Beach at its meeting of _____, 2026, by the following vote:

Ayes: Councilmembers: _____

_____

_____

_____

Noes: Councilmembers: _____

_____

Absent: Councilmembers: _____

_____

Recusal(s): Councilmembers: _____

_____

_____

City Clerk

Approved: _____ _____

(Date) Mayor

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