CITY OF LONG BEACH

Memorandum

Date: January 10, 2024

From: Thomas B. Modica, City Manager

For: Mayor and Members of the City Council

Subject: **City Manager's Office Organizational and Service Area Updates**

With the objective of maintaining transparency and fostering effective communication with the Mayor, City Council, community members, and City employees, the attached presentation provides an overview of recent staffing updates and information on service areas within the City Manager's Office.

Organizational Updates

The presentation outlines recent changes in the City Manager's executive team, comprising the City Manager, Assistant City Manager, Chief Public Affairs Officer, and the Deputy City Managers. With the recent appointment of April Walker as the Assistant City Manager, a vacancy was created in the Deputy City Manager position previously held by Ms. Walker. To ensure continuity in support of Mayor and City Council communications and facilitate a seamless transfer of responsibilities, Dr. Tyler Bonanno-Curley will transition into the Deputy City Manager position. Dr. Bonanno-Curley has been acting as a Deputy City Manager for the past six months and has demonstrated a strong track record of collaboration throughout all levels of the organization and successful execution of City goals. This transition aims to ensure an effective, timely, and smooth transition of staff roles and uninterrupted delivery of critical services.

Focus Area Themes and Services

The presentation also articulates the roles and responsibilities of each member of the executive team and their respective staff.

- **Executive Management (Tom Modica / April Walker)** - plans and directs the implementation of City programs and initiatives in accordance with City Council policies, the City Charter the Municipal Code, and provide leadership for the effective delivery of municipal serves for the community.
- **City Communications (Kevin Lee)** - provides communications strategy, guidance, training, and tools to support Executive communications and Citywide efforts, while managing the City's primary communication assets

The services under the Deputy City Managers' purview are organized around focus area themes that are designed to align with key community priorities outlined in the City's 2030 Strategic Vision, and structured to support a strong, robust, and well-managed organization. These focus area themes are implemented in collaboration with City departments and are as follows:

- **Equity, Wellness, and Prevention (Teresa Chandler)** - supports human services and efforts that elevate well-being, health, and opportunity for all residents;

- **Growth and Resilience (Meredith Reynolds)** - supports initiatives that promote and expand the City's long-term sustainability, capacity, modernization, and resiliency;
- **Strategic Governance and Policy (Grace H. Yoon)** - supports the strategic execution of citywide priorities through the alignment of goals and resources, effective internal policies, and collaborative external partnerships; and,
- **Transparency, Civic Management, and Partnerships (Tyler Bonanno-Curley)** - supports civic engagement and strong municipal decision making that is accountable to the community through information, communications, and transparency

The City Manager's Office remains dedicated to providing clarity and adapting to align its organizational structure and services with the evolving priorities, values, and needs of our community.

If you have any questions, please contact Grace H. Yoon, Deputy City Manager, at (562) 570-5028 or Grace.Yoon@longbeach.gov.

ATTACHMENT: OFFICE OF THE CITY MANAGER ORGANIZATIONAL AND SERVICE AREA UPDATES

CC: DAWN MCINTOSH, CITY ATTORNEY
DOUGLAS P. HAUBERT, CITY PROSECUTOR
LAURA L. DOUD, CITY AUDITOR
APRIL WALKER, ASSISTANT CITY MANAGER
TERESA CHANDLER, DEPUTY CITY MANAGER
MEREDITH REYNOLDS, DEPUTY CITY MANAGER
GRACE YOON, DEPUTY CITY MANAGER
TYLER BONANNO-CURLEY, DEPUTY CITY MANAGER
KEVIN LEE, CHIEF PUBLIC AFFAIRS OFFICER
MONIQUE DE LA GARZA, CITY CLERK
DEPARTMENT HEADS

Office of the City Manager

Organizational & Service Area Updates

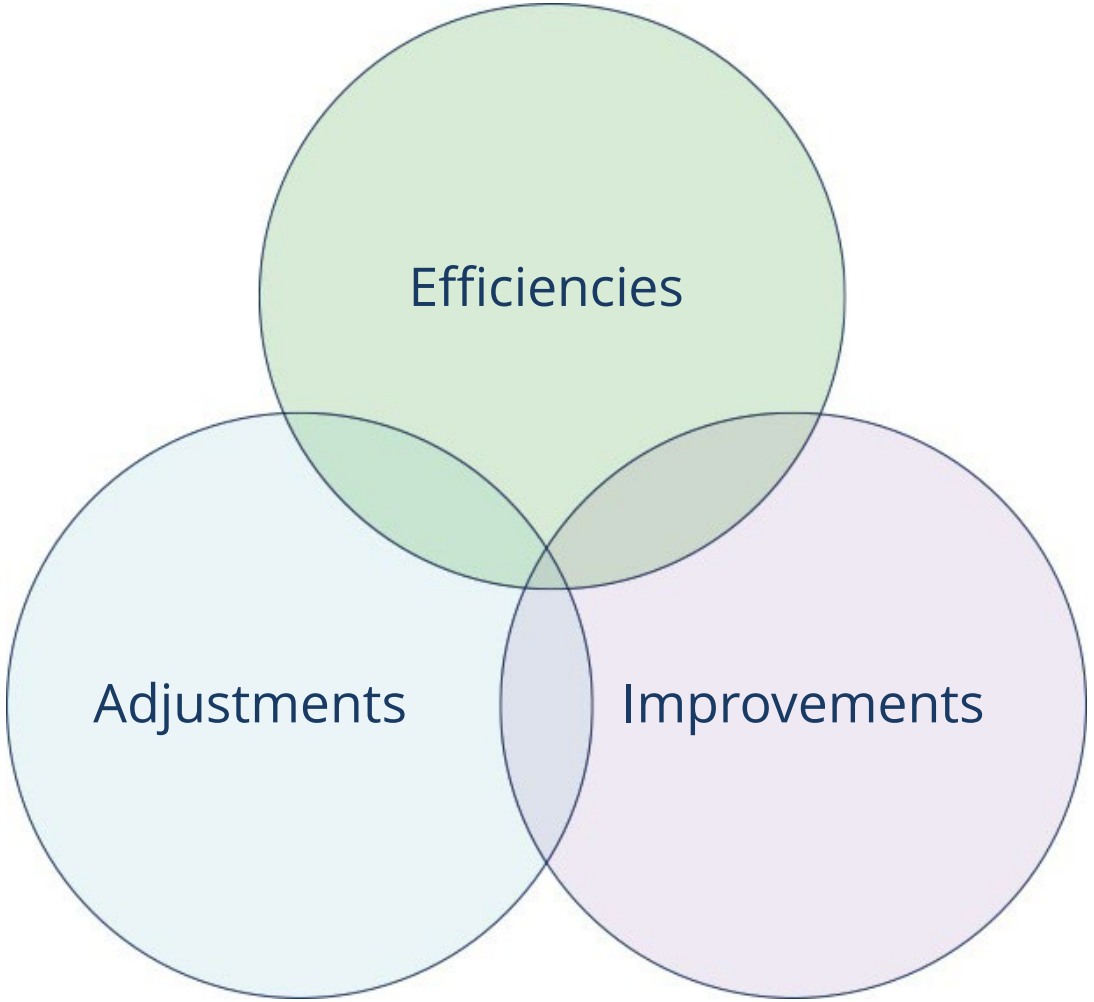
January 2024

CITY OF LONG BEACH



Time of Transition = Opportunities

CITY OF LONG BEACH



City Manager Executive Team

CITY OF LONG BEACH



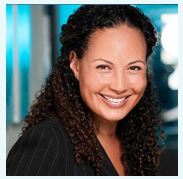
Tom Modica
City Manager



Kevin Lee
Chief Public Affairs Officer



April Walker
Assistant City Manager



Teresa Chandler
Deputy City Manager



Meredith Reynolds
Deputy City Manager



Grace H. Yoon
Deputy City Manager



Tyler Bonanno-Curley
Deputy City Manager

Executive Management

CITY OF LONG BEACH

Tom Modica
City Manager

April Walker
Assistant City Manager

Mission: To plan and direct the implementation of City programs and initiatives in accordance with City Council policies, the City Charter the Municipal Code, and provide leadership for the effective delivery of municipal services for the community.

- Implement policy set by City Council and citywide strategic vision (CM/ACM)
- Provide high-level leadership, oversight and support to City Departments (CM/ACM)
- City Manager Departments Direct Reporting (CM/ACM)
- City Manager's Office management (under ACM)
- Office of Special Events and Filming (under ACM)

Executive Management

Plan and direct the implementation of City programs and initiatives in accordance with City Council policies, the City Charter and Municipal Code, and provide leadership for the effective delivery of municipal services for the community.

CITY OF LONG BEACH

Snapshot of Service Areas

CM/ACM Joint Coordination

- City Manager Departments
- Mayor and City Council
- Non City Manager Depts: Harbor, Civil Service, City Attorney, City Auditor City Prosecutor, Utilities
- Stakeholders: LB Transit, Chamber of Commerce, CVB, DLBA, Aquarium of the Pacific, Queen Mary
- Memo Transmittals

City Manager Oversight / Support

- Direct and supervise CM Departments
- Enforce laws, Ordinances, Resolutions, contracts
- Submit Annual Budget
- Chief Labor Negotiator
- Citywide oversight of: Homelessness and Housing, Economic Development, and Public Safety
- Oversight of Elevate 28 Infrastructure Plan
- Citywide Communications

Assistant CM Oversight

- Office of the City Manager: personnel, budget, administration
- Special Events and Filming
- Deputy City Managers and associated programs including but not limited to: Framework for Reconciliation, Strategic Vision 2030, Citywide Infrastructure, and Government Affairs

Assistant CM Oversight, cont'd

- Personnel: hiring challenges, Grievance Hearings, hiring requisitions
- Citywide administration: contracts, Arts Programs, Grants, Free Use days, Election Process Coordination, fleet purchasing

City Communications

CITY OF LONG BEACH

Kevin Lee
Chief Public Affairs Officer

Purpose: Through the Office of Public Affairs and Communications, provides communications strategy, guidance, training and tools to support Executive communications and Citywide efforts, while managing the City's primary communications assets.

- Develops and implements strategic communications related to City programs, projects and initiatives
- Provides crisis communications guidance and strategy to the City Manager Executive Team and Department Directors
- Develops communications policy, guidance documents and tools for use Citywide
- Provides communications training to Citywide communications staff
- Leads coordinated communication efforts related to key Citywide priorities
- Leads Citywide emergency communications during proclaimed/declared emergencies
- Oversees the City's brand
- Manages the City's primary social media pages and media relations activities
- Liaises with the Office of the Mayor regarding communications activities

Deputy City Manager Focus Areas | Themes

CITY OF LONG BEACH

The Team is organized around Focus Areas Themes based on key community priorities reflected in our Strategic Vision 2030, and structured to support a strong, robust and well managed organization for effective goal implementation.



Equity, Wellness and Prevention



Growth and Resilience



Strategic Governance and Policy



Transparency, Civic Management and Partnerships



Partnership Role with Departments

Many of these focus areas are implemented by operating departments. The intent is to provide clearer, initial identification of the lead liaison in the Office of the City Manager who can help **facilitate, support, reduce/remove barriers, or advocate for capacity, resources and clarity** as needed. It is **not to replace or erode the role of departments.**

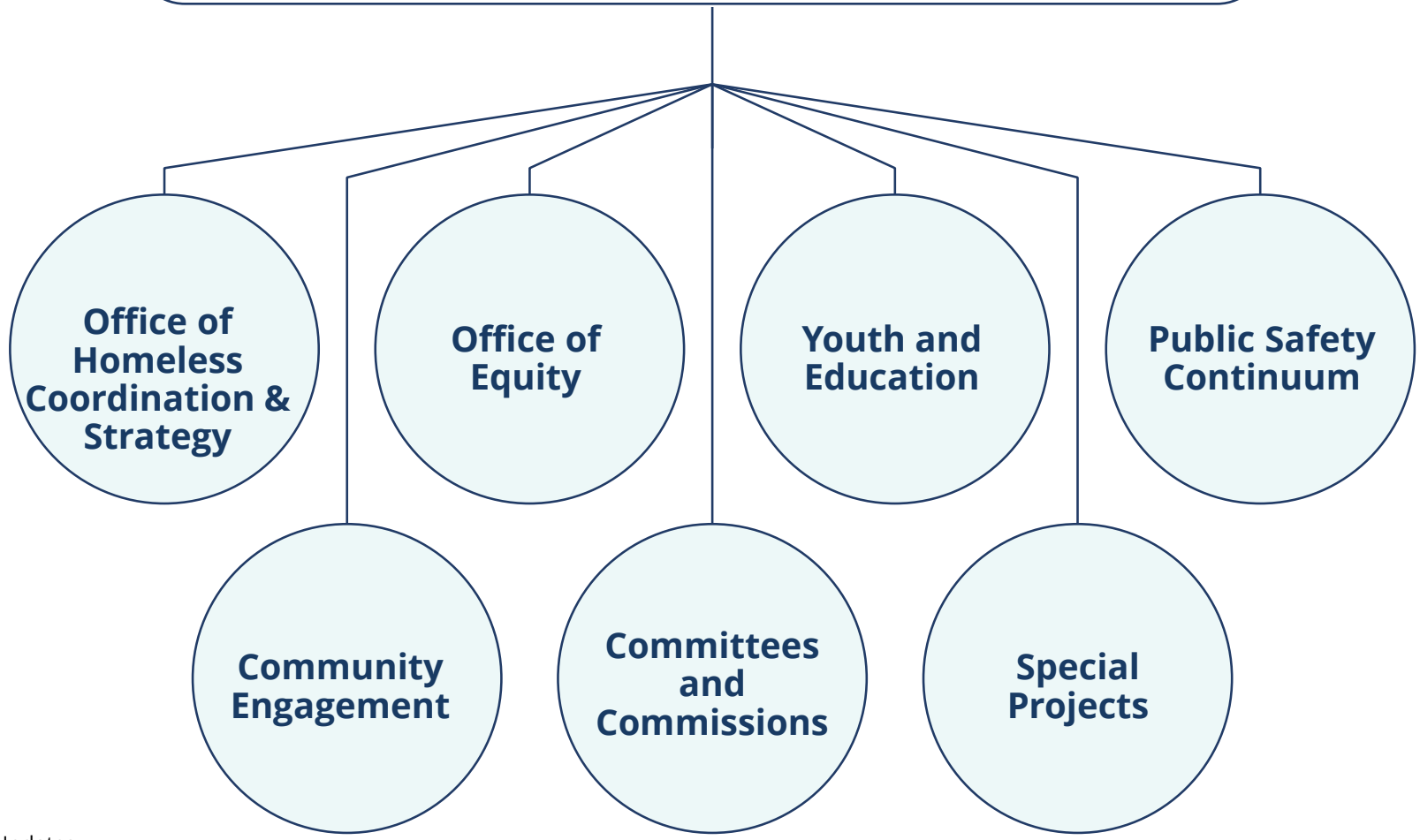
Equity, Wellness and Prevention

Supports human services and efforts that elevate the well-being, health and opportunity for all residents

CITY OF LONG BEACH

Teresa Chandler
Deputy City Manager

Focus Area Services - Overview



Equity, Wellness and Prevention

Supports human services and efforts that elevate the well-being, health and opportunity for all residents

CITY OF LONG BEACH

Focus Area Services - Details

Office of Homeless Coordination & Strategy

- Facilitates Citywide Homeless Response, strategy, and planning
- Coordinates cross departmental homeless funding
- Supports encampment outreach and clean-up efforts
- Manages affordable Housing Workgroup

Office of Equity

- Implements the Racial Equity and Reconciliation Framework
- Manages Language Access Services
- Oversees the Justice Fund
- Coordinates Americans with Disabilities (ADA) efforts
- Provides equity-related consulting, training, and capacity building

Youth and Education

- Liaison to Measure US/Youth Programs
- Youth Climate Corp Coordination/liaison
- Manages College Promise Coordination
- Acts as a liaison to LBUSD/LBCC/CSULB

Public Safety Continuum

- Coordinates violence prevention efforts across Departments
- Supports Community Crisis Response
- Promotes Trauma Informed Care and Support

Equity, Wellness and Prevention

Supports human services and efforts that elevate the well-being, health and opportunity for all residents

CITY OF LONG BEACH

Focus Area Services – Details Cont'd

Community Engagement

- Provides education and engagement on service areas
- Offers departmental support/guidance on community engagement best practices

Committees & Commissions

- Citizens' Advisory Commission on Disability (CACOD)
- Commission for Women and Girls
- Equity and Human Relations Commission

Special Projects

- African American Cultural Center

Equity, Wellness and Prevention

Supports human services and efforts that elevate the well-being, health and opportunity for all residents

CITY OF LONG BEACH

Associated Strategic Vision 2030 Themes

Education

People have access to quality education across their life span to learn and grow.

Housing and Homelessness

Housing is available, safe, inviting, and affordable.

Health and Behavioral Wellness

People and communities are healthy and well.

Public Safety

People are safe and secure in their homes and neighborhoods.

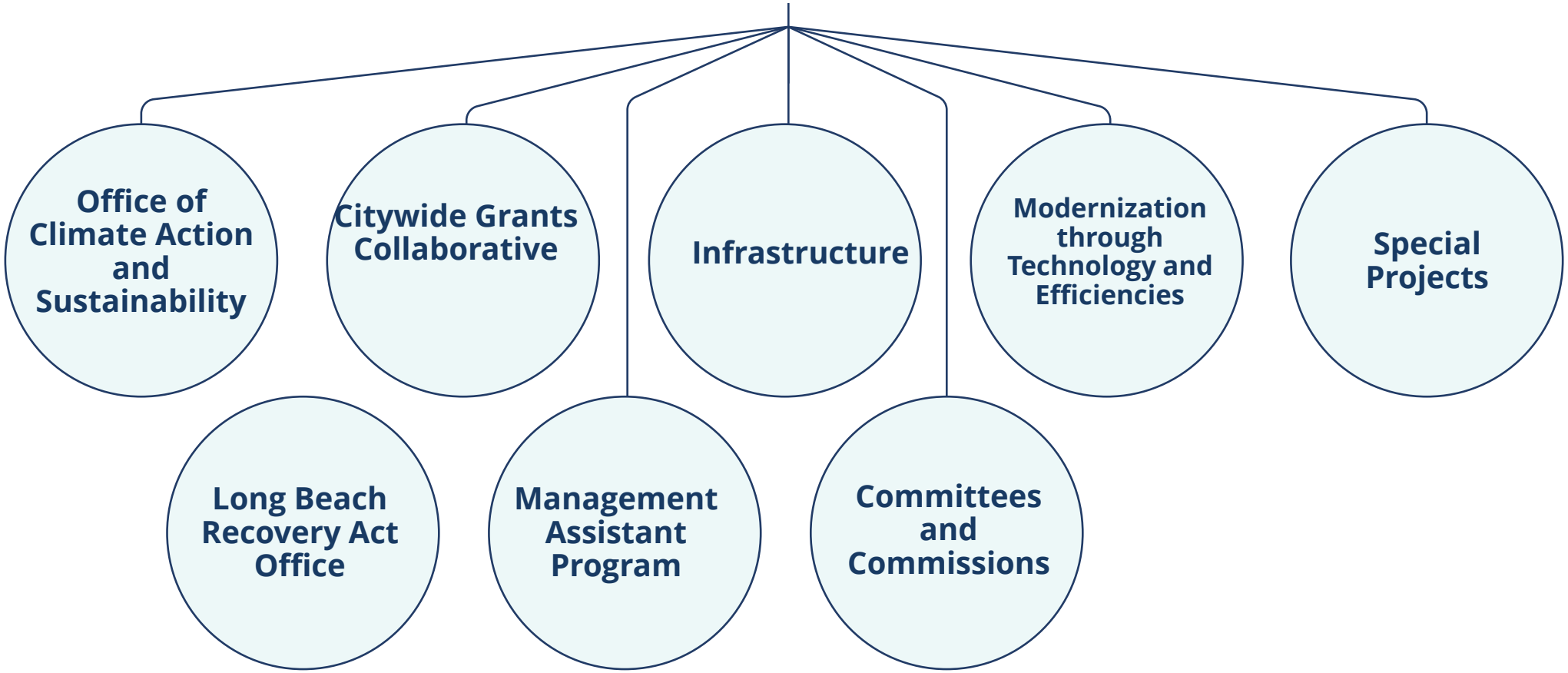
Growth and Resilience

Supports initiatives that promote/expand the City's long-term sustainability, capacity, modernization and resiliency

CITY OF LONG BEACH

Meredith Reynolds
Deputy City Manager

Focus Area Services - Overview



Growth and Resilience

Supports initiatives that promote/expand the City's long-term sustainability, capacity, modernization and resiliency

CITY OF LONG BEACH

Focus Area Services - Details

Office of Climate Action and Sustainability

- Leads interdepartmental coordination, monitoring, and reporting of programs in the Climate Action Plan
- Supports local sustainability practices through direct services
- Manages the Livability Collaborative, including the annual Livability Summit and citywide working group

Citywide Grants Collaborative

- Facilitate the citywide strategy, coordination and review of grant requests

Infrastructure

- Interdepartmental coordination for long-term infrastructure planning

Modernization through Technology and Efficiencies

- Support efforts that enhance operational and administrative productivity and user-centered design through technology or other efficiencies

Growth and Resilience

Supports initiatives that promote/expand the City's long-term sustainability, capacity, modernization and resiliency

CITY OF LONG BEACH

Focus Area Services – Details Cont'd

Long Beach Recovery Act Office

- Implements, monitors, and evaluates 80+ Recovery programs.
- Provides reports on program data, collective impact, and equity outcomes.
- Seeks additional funding and prepares for equitable close-out of programs.

Management Assistant Program

- Management the recruitment, onboarding, and program implementation in partnership with Human Resources Department

Committees and Commissions

- Environment & Climate Council Committee
- Business & Economic Development Council Committee
- Climate Resilient & Sustainable City Commission

Special Projects

- LGBTQ+ Cultural District
- Long Beach Builds

Growth and Resilience

Supports initiatives that promote/expand the City's long-term sustainability, capacity, modernization and resiliency

CITY OF LONG BEACH

Associated Strategic Vision 2030 Themes

Climate and Environmental Sustainability

Long Beach is environmentally sustainable and resilient

Mobility, Equity Placemaking, and Reimagining the Public Right of Way

Mobility and infrastructure needs are met for all individuals and communities in Long Beach

Economic Opportunity, Equity and Resiliency

Long Beach provides economic opportunity for all

Digital Inclusion

People have access to technology to learn, communicate, engage and thrive in our City

Technology (Our Government)

We are technology and data informed

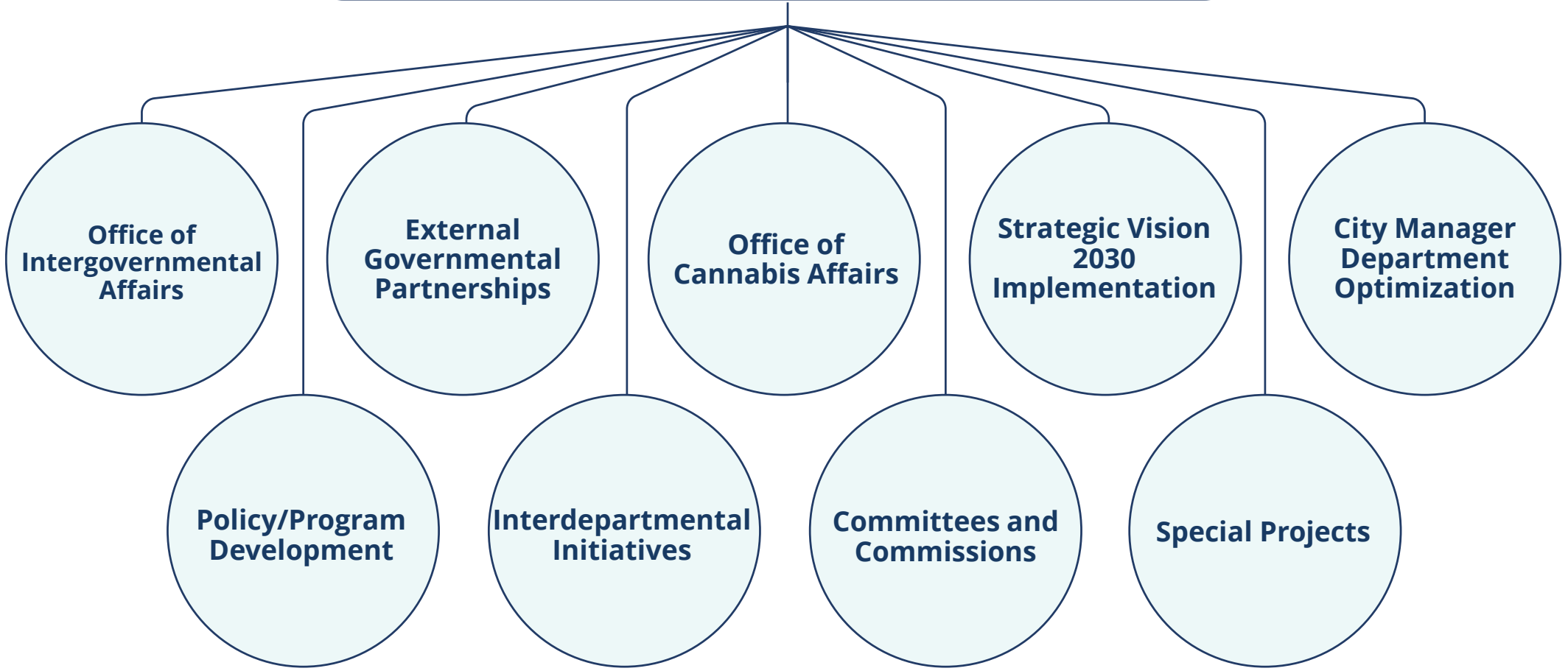
Strategic Governance and Policy

Supports the strategic execution of citywide priorities through the alignment of goals and resources, effective internal policies, and collaborative external partnerships

CITY OF LONG BEACH

Grace H. Yoon
Deputy City Manager

Focus Area Services - Overview



Strategic Governance and Policy

Supports the strategic execution of citywide priorities through the alignment of goals and resources, effective internal policies, and collaborative external partnerships

CITY OF LONG BEACH

Focus Area Services - Details

Office of Intergovernmental Affairs

- Monitors and advances City legislative priorities at the county, State, and federal levels
- Liaison with Mayor, City Council, Committees for City delegation legislative trips and meetings
- Secures resources to support citywide critical priorities

External Governmental Partnerships

- Cultivate relationships with government officials/agencies, including Gateway COG Groups, etc.

Office of Cannabis Affairs

- Provides oversight on cannabis regulation
- Develops and implements cannabis-related policies
- Supports cannabis equity programs
- Manage grants and technical support to equity businesses

Strategic Vision 2030 Implementation

- Leads the development and execution of the implementation plan, coordination with other strategic initiatives
- Coordinates intersection with the budget process and resources.
- Manages public reports.

Strategic Governance and Policy

Supports the strategic execution of citywide priorities through the alignment of goals and resources, effective internal policies, and collaborative external partnerships

CITY OF LONG BEACH

Focus Area Services – Details Cont'd

City Manager Department Optimizations

- Internal process improvements
- Intranet/Internet updates
- CM Staff communications
- Budget support

Policy/Program Development

- Supports development of citywide policies, programs, Admin Regulations, and pilot initiatives (e.g. City Council District Priority Funds, City donation policy, etc)

Interdepartmental Initiatives

- City Manager liaison as needed for projects that involve cross-departmental interests or tasks forces not covered by other Theme Areas or in support of other Themes

Committees and Commissions

- Intergovernmental Affairs Committee

Special Projects

- Cambodian Cultural Center
- Annual Managers' Retreat

Strategic Governance and Policy

Supports the strategic execution of citywide priorities through the alignment of goals and resources, effective internal policies, and collaborative external partnerships

CITY OF LONG BEACH

Associated Strategic Vision 2030 Themes

Expectation Aligned with Resources and Priorities

Expectations and resources are aligned

Financial Wellbeing

City government is fiscally resilient, equitable, transparent, and performance based

Learning Organization

Our City is a learning organization that utilizes innovation, experimentation, and data to continuously learn and grow

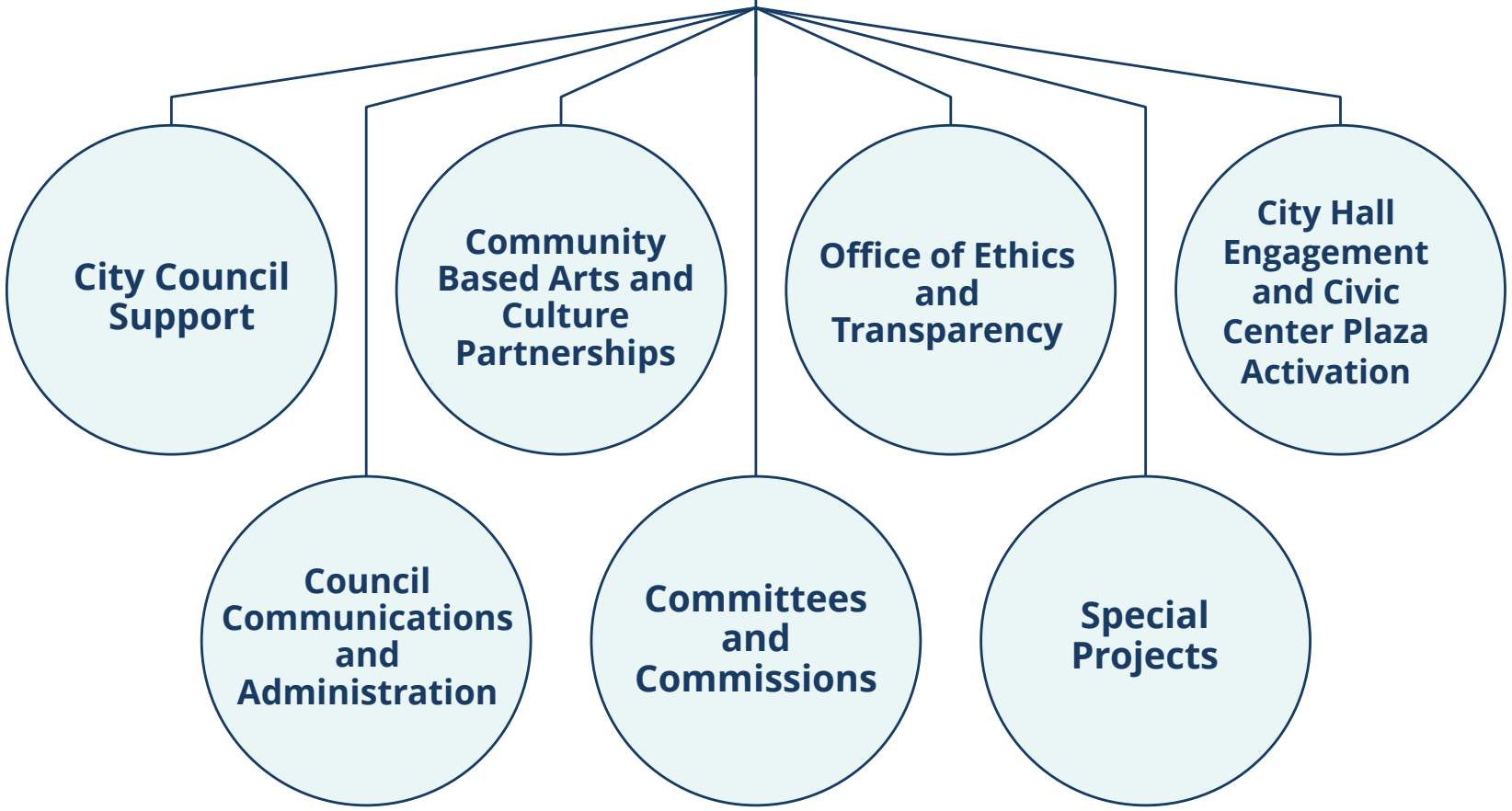
Transparency, Civic Management and Partnerships

Supports civic engagement and strong municipal decision making that is accountable to the community through information, communications, and transparency

CITY OF LONG BEACH

Tyler Bonanno-Curley
Deputy City Manager

Focus Area Services - Overview



Transparency, Civic Management and Partnerships

Supports civic engagement and strong municipal decision making that is accountable to the community through information, communications, and transparency

CITY OF LONG BEACH

Focus Area Services - Details

City Council Support

- Coordinates City Manager Department Council Letter Processes
- Facilitates City Council Briefings and inquiries
- Manages City Council Agendas and programming
- Supports priority setting processes
- Acts as City Council and Chief of Staff liaison, including orientation and trainings

Council Communications and Administration

- Leads the transmittal of accurate information, analysis, and recommendations to the City Council.
- Manages the To-From-For (TFF) review process.
- Manages the Report of Reports that documents City Council requests to staff.
- Oversees Administrative Regulations

Community Based Arts and Culture Partnerships

- Engages and fosters external partnerships and initiatives, including liaison with the Arts community, Housing Promise and Institutional Partnership, Education Institution Partnerships, Centro CHA, etc.

Office of Ethics and Transparency

- Manages the interdepartmental coordination of the Public Records Act Program
- Manages the training, oversight, and compliance of citywide code of ethics.
- Manages the City's Ethics Hotline.

Transparency, Civic Management and Partnerships

Supports civic engagement and strong municipal decision making that is accountable to the community through information, communications, and transparency

CITY OF LONG BEACH

Focus Area Services – Details Cont'd

City Hall Engagement and Civic Center Plaza Activation

- Facilitates and coordinates various engagement activities and events in City Hall and plaza activations

Committees and Commissions

- Ethics Commission
- Arts, Culture and Tourism Committee

Special Projects

- Latino Cultural Center
- Olympics 2028 Coordination and Oversight

Transparency, Civic Management and Partnerships

Supports civic engagement and strong municipal decision making that is accountable to the community through information, communications, and transparency

CITY OF LONG BEACH

Associated Strategic Vision 2030 Themes

City Employees

Employees are energized, thriving, engaged and reflect the diversity of communities in our City

For the Community

Our City acknowledges and values the expertise of its community members and organizations and ensures pathways to involve them in policy and program decisions-making and implementation that impacts them

Economic Opportunity, Equity and Resiliency

Goals related to investments into culture and arts (2.6, 2.7, 2.8)



CITY OF LONG BEACH

Shared Services across ALL DCM Focus Areas

- A project resource/support for City Departments as they carry out priority services and programs
- Interdepartmental coordination/collaboration
- Organizational Culture and Development
- Leadership Development and Mentoring
- Employee Engagement
- Support equity as a Citywide value
- Executive Director and other leadership onboarding Panels

This is a "living" plan and will be updated/adjusted as needed.

Thank You!

CITY OF LONG BEACH

