**CITY OF LONG BEACH**

DEPARTMENT OF HUMAN RESOURCES

333 West Ocean Boulevard 13<sup>th</sup> Floor • Long Beach, CA 90802

November 21, 2006

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**RECOMMENDATION:**

Declare ordinance amending the Departmental Organization Ordinance read the first time and laid over to the next regular meeting of the City Council for final reading. (Citywide)

**DISCUSSION**

The attached amendment to Ordinance C-6496, relating to the departmental organization of the City of Long Beach, incorporates changes to departments, bureaus, and divisions as listed on the attached summary for Fiscal Year 2007 (FY 07). These organizational changes are necessary to implement changes reflected in the FY 07 Budget.

This item was reviewed by Deputy City Attorney Christina L. Checel, on November 9, 2006 and by Budget Management Officer David Wodynski, on November 8, 2006.

**TIMING CONSIDERATIONS**

City Council approval of the amended Departmental Organization Ordinance is requested on November 21, 2006, to ensure implementation of operational changes approved with the Adopted FY 07 Budget.

**FISCAL IMPACT**

There is no fiscal impact associated with the requested action.

HONORABLE MAYOR AND CITY COUNCIL

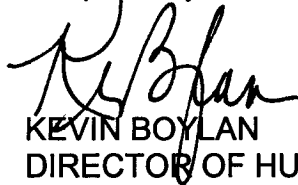
November 21, 2006

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SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



KEVIN BOYLAN  
DIRECTOR OF HUMAN RESOURCES

KB:KW:PH

Council Letter FY 2007 Org Ord.doc

APPROVED:



GERALD R. MILLER  
CITY MANAGER

Attachments:

Summary of Changes to Departmental Organization Ordinance FY 2007  
Amendment to the Departmental Organizational Ordinance

# SUMMARY OF CHANGES TO FY 2007 DEPARTMENTAL ORGANIZATION ORDINANCE

## COMMUNITY DEVELOPMENT DEPARTMENT

- Move Parking Operations Division from Administrative and Financial Services Bureau to Redevelopment Bureau
- Move Urban Design Division from Redevelopment Bureau to Planning Bureau in Planning and Building Department
- Add Communications Division to Redevelopment Bureau
- Delete Special Projects Division from Economic Development Bureau
- Delete Business Assistance Division from Economic Development Bureau
- Change the following division title in Workforce Development Bureau:  

<u>From</u>	<u>To</u>
Operations	Workforce Operations
- Add the Workforce Development Division to Workforce Development Bureau
- Add Development Division to Project Development Bureau;
- Move Rehabilitation Services in Housing Services Bureau to Neighborhood Services Bureau
- Change the following division title in Housing Authority Bureau and move to Housing Services Bureau:  

<u>From</u>	<u>To</u>
Community Services	Housing Communications

## FINANCIAL MANAGEMENT DEPARTMENT

- Move Financial Systems Division from Budget and Accounting/City Controller Bureau to directly under the Department Head
- Change the following bureau title:  

<u>From</u>	<u>To</u>
Budget and Accounting/City Controller	City Controller/ Accounting
- Add Performance Management and Budget Bureau
- Move the Budget Management Division from Accounting/City Controller Bureau (title changed) to Performance Management and Budget Bureau (new bureau)
- Add Performance Management Division to Performance Management and Budget Bureau (new bureau)

# SUMMARY OF CHANGES TO FY 2007 DEPARTMENTAL ORGANIZATION ORDINANCE

## FIRE DEPARTMENT

- Delete Administration Division from the Administration Bureau
- Move Community Services Division from Support Services Bureau to Administration Bureau
- Add Code Enforcement Division to Fire Prevention Bureau
- Move Emergency Medical Services Division from Operations Bureau to Support Services Bureau

## HEALTH & HUMAN SERVICES DEPARTMENT

- Change the following division title in Preventive Health Bureau:  

<u>From</u>	<u>To</u>
Preventive Health Clinical Services	Preventive Services

## HUMAN RESOURCES DEPARTMENT

- Add Workers Compensation Coordination Division directly under the Department Head

## LIBRARY SERVICES DEPARTMENT

- Delete Neighborhood Library Services Bureau with the Youth Services Division
- Add the North and East Neighborhood Library Services Bureau
- Add the Central and West Neighborhood Library Services Bureau
- Add the Youth Library Services Bureau

## PARKS RECREATION & MARINE DEPARTMENT

- Change the following division title in the Business Operations Bureau:  

<u>From</u>	<u>To</u>
Contract Management & Revenue Development	Contract Management
- Change the following division titles in the Community Recreation Programs Bureau and move to the Community Recreation Programs Bureau:  

<u>From</u>	<u>To</u>
Community Parks - Area 1	Southeast
Community Parks - Area 2	Southwest
Community Parks - Area 3	Northeast
Youth Services	Citywide Services

## **SUMMARY OF CHANGES TO FY 2007 DEPARTMENTAL ORGANIZATION ORDINANCE**

- Change the following bureau title:  

<u>From</u>	<u>To</u>
Community Recreation Programs	Community Recreation Programs & Services
- Add the following divisions in the Community Recreation Programs & Services Bureau:
  - North
  - South
  - Citywide Programs
- Change the following division titles and move from the Community Enrichment Programs Bureau to the Community Recreation Programs & Services Bureau:  

<u>From</u>	<u>To</u>
Cultural & Community Services	Northwest
Ranger & Regional Programs	Rangers
- Move Historic Sites Division from the Community Enrichment Programs Bureau to Planning & Development Bureau
- Delete the Community Enrichment Programs Bureau

### **PLANNING AND BUILDING DEPARTMENT**

- Move Urban Design Division from Redevelopment Bureau in Community Development Department to Planning Bureau
- Change the following division titles in the Planning Bureau:  

<u>From</u>	<u>To</u>
Advance/Community/Environmental Planning	Comprehensive Planning
Zoning and Development	Community Design and Development
Neighborhood and Historic Preservation Office	Historic Preservation
- Change the following division titles in the Building and Safety Bureau:  

<u>From</u>	<u>To</u>
Engineering and Operations	Engineering and Development Services
Inspection	Inspection Services

### **PUBLIC WORKS DEPARTMENT**

- Add Operations - 4 Division to the Airport Bureau
- Add Noise Division to Airport Bureau

### **TECHNOLOGY SERVICES DEPARTMENT**

- Change the following division title in the Infrastructure Services Bureau  

<u>From</u>	<u>To</u>
Operations Center/Technical Support	Operations Center



- 1                   A.     City Auditor Department;
- 2                   B.     City Clerk Department with the following division: Administrative;
- 3                   and the following bureaus:
- 4                   1.     Legislative Bureau; and
- 5                   2.     Elections Bureau;
- 6                   C.     City Manager Department;
- 7                   D.     City Prosecutor Department;
- 8                   E.     Civil Service Department with the following divisions:
- 9                   Administration/Support Services; Employment Services; and Recruitment
- 10                  Services;
- 11                  F.     Community Development Department with the following
- 12                  bureaus and divisions:
- 13                  1.     Administrative and Financial Services Bureau with the
- 14                  following divisions: Administrative Services; Financial Services; and
- 15                  Diversity and Economic Opportunity;
- 16                  2.     Redevelopment Bureau with the following divisions:
- 17                  West Long Beach Industrial; North Long Beach; Downtown and West
- 18                  Beach; Central and Poly High; Redevelopment Administration; Parking
- 19                  Operations; and Communications;
- 20                  3.     Neighborhood Services Bureau with the following
- 21                  divisions: Neighborhood Improvement; Neighborhood Resources; Code
- 22                  Enforcement; and Rehabilitation Services;
- 23                  4.     Economic Development Bureau with the following
- 24                  divisions: Business Development; and Commercial and Retail
- 25                  Development;
- 26                  5.     Workforce Development Bureau with the following
- 27                  divisions: Workforce Operations; and Workforce Development;
- 28                  6.     Property Services Bureau with the following division:

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Real Estate;

7. Housing Services Bureau with the following divisions:

Housing Operations; Housing Development; and Housing Communications;

8. Housing Authority Bureau with the following divisions:

Housing Assistance; and Special Housing Projects; and

9. Project Development Bureau with the following division:

Development;

G. Financial Management Department with the following divisions: Purchasing; Administrative Services; Financial Systems; and the following bureaus and divisions:

1. City Controller/Accounting Bureau with the following divisions: Accounting Operations; Grants/Redevelopment Agency; and Capital Projects;

2. Business Relations Bureau;

3. Commercial Services Bureau with the following divisions: Utility Customer Services; Financial Services; and Business Services;

4. Treasury Operations Bureau with the following divisions: Cash Management; and Investment Management; and

5. Performance Management and Budget Bureau with the following divisions: Budget Management; and Performance Management;

H. Fire Department with the following bureaus and divisions:

1. Administration Bureau with the following division: Community Services;

2. Fire Prevention Bureau with the following division: Code Enforcement;

3. Operations Bureau with the following divisions:



1 Operations/Facilities; and Marine Safety; and

2 4. Support Services Bureau with the following divisions:  
3 Training/Fleet Management; Disaster Management; and Emergency Medical  
4 Services;

5 I. Health and Human Services Department with the following  
6 division: Animal Control; and the following bureaus and divisions:

7 1. Physician Services Bureau with the following division:  
8 Occupational Health Services;

9 2. Public Health Bureau with the following divisions:  
10 Nursing Services; Laboratory Services; and Nutrition Services;

11 3. Environmental Health Bureau with the following  
12 division: Hazardous Materials;

13 4. Human/Social Services Bureau with the following  
14 division: Homeless Services; and Rehabilitation Services;

15 5. Preventive Health Bureau with the following division:  
16 Preventive Services; and

17 6. Support Services Bureau with the following division:  
18 Financial Services;

19 J. Human Resources Department with the following divisions:  
20 Employee Benefits and Services; Equal Employment and Americans with  
21 Disabilities Act; Workers' Compensation Coordination; and the following  
22 bureaus and divisions:

23 1. Administration and Risk Management Bureau with the  
24 following division: Loss Control and Prevention; and

25 2. Personnel Services Bureau;

26 K. Law Department;

27 L. Legislative Department;

28 M. Library Services Department with the following division:

1 Administrative and Facility Management; and the following bureaus and  
2 divisions:

- 3 1. Automated Services Bureau;
- 4 2. North and East Neighborhood Library Services  
5 Bureau;
- 6 3. Central and West Neighborhood Library Services  
7 Bureau;
- 8 4. Youth Library Services Bureau; and
- 9 5. Main Library Services Bureau.

10 N. Long Beach Gas & Oil Department with the following  
11 bureaus and divisions:

- 12 1. Business Operations Bureau with the following  
13 divisions: Energy Services; Financial Services; and Safety;
- 14 2. Gas Services Bureau with the following divisions:  
15 Customer Services; and Meters and Regulators;
- 16 3. Engineering and Construction Bureau with the  
17 following divisions: Pipeline Construction and Maintenance; Engineering;  
18 and
- 19 4. Electric Generation Bureau with the following division:  
20 SERRF Operations;
- 21 5. Oil Operations Bureau with the following divisions:  
22 Administration; and Planning/Unit Operations; and
- 23 6. Oil Production/Subsidence Bureau with the following  
24 divisions: Wilmington East; Wilmington West; and Subsidence and  
25 Geology;

26 O. Parks, Recreation and Marine Department with the following  
27 division: Special Projects; and the following bureaus and divisions:

- 28 1. Business Operations Bureau with the following

1 divisions: Personnel and Training; Finance and Controls; Contract  
2 Management; Accident Prevention and Safety; Community Information  
3 and Graphics;

4 2. Special Events and Filming Bureau;

5 3. Community Recreation Programs and Services

6 Bureau with the following divisions: North; Northeast; Northwest; South;  
7 Southeast; Southwest; Citywide Programs; Citywide Services; and  
8 Rangers;

9 4. Maintenance Operations Bureau with the following divisions:

10 Golf Operations; Park Facilities Maintenance; Marine Maintenance; Beach  
11 Maintenance/Queensway Bay; and Grounds Maintenance;

12 5. Planning and Development Bureau with the following

13 divisions: Development; and Historic Sites; and

14 6. Marine Bureau with the following division:

15 Administration;

16 P. Planning and Building Department with the following

17 division: Administration; and the following bureaus and divisions:

18 1. Planning Bureau with the following divisions:

19 Comprehensive Planning; Community Design and Development Services;  
20 Historic Preservation; and Urban Design;

21 2. Building and Safety Bureau with the following

22 divisions: Engineering and Development Services; and Inspection  
23 Services;

24 Whenever the Charter or ordinances of the City or other applicable  
25 laws provide that certain duties and functions shall be performed either by  
26 the Planning Department or the head of the Planning Department or by  
27 the Department of Building and Safety or the Superintendent of Building  
28 and Safety, such duties and functions shall be performed by the head of

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the Planning and Building Department or his or her designee;

Q. Police Department with the following divisions: Chief of Staff; Internal Affairs; Employee Assistance; and the following bureaus and divisions:

1. Investigations Bureau with the following divisions: Detective; Gang/Violent Crimes; and Youth Services;

2. Patrol Bureau with the following divisions: Patrol - East; Patrol - North; Patrol - South; Patrol - West; Field Support; and Nuisance Abatement;

3. Administration Bureau with the following divisions: Fiscal; Records; Community Relations; and Personnel; and

4. Support Bureau with the following divisions: Planning and Research; Jail; Communications; Training; and Information and Technology;

R. Public Works Department with the following bureaus and divisions:

1. Administration, Planning and Facilities Bureau with the following divisions: Safety and Disaster Preparedness; Project Management; Budget Services; Personnel Services; and Facilities Management;

2. Airport Bureau with the following divisions: Administration; Operations Administration; Operations - 1; Operations - 2; Operations - 3; Operations - 4; Airport Security; Public Affairs; Noise; Leasing and Business Development; and Special Projects;

3. Engineering Bureau with the following divisions: Construction Services; Project Development; Storm Water Program; and Street Maintenance;

4. Traffic and Transportation Bureau with the following

1 divisions: Traffic Engineering; Transportation Programming; and Traffic  
2 Operations;

3 5. Environmental Services Bureau with the following  
4 divisions: Administration/Recycling/Special Projects; Operations; Refuse;  
5 and Street Sweeping/Clean Long Beach; and

6 6. Fleet Services Bureau with the following divisions: Fleet  
7 Operations; Fleet Acquisitions; Fleet Maintenance; and Towing/Lien Sales;

8 S. Technology Services Department with the following bureaus  
9 and divisions:

10 1. Operations Support Bureau with the following  
11 divisions: Finance; and Office Services;

12 2. Infrastructure Services Bureau with the following  
13 divisions: Telecommunications; Wireless Communications; and  
14 Operations Center;

15 3. Business Information Services Bureau with the  
16 following divisions: Business Information Systems; and Business  
17 Information Technology; and

18 4. Customer Services Bureau with the following  
19 divisions: Customer Support; and Video Communications.

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21 Sec. 2. The City Clerk shall certify to the passage of this ordinance by the  
22 City Council and cause it to be posted in three conspicuous places in the City of Long  
23 Beach, and it shall take effect on the thirty-first day after it is approved by the Mayor.

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Robert E. Shannon  
City Attorney of Long Beach  
333 West Ocean Boulevard  
Long Beach, California 90802-4664  
Telephone (562) 570-2200

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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 \_\_\_\_\_, 2006, by the following vote:

Ayes: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Noes: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

Absent: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
City Clerk

Approved: \_\_\_\_\_

\_\_\_\_\_  
Mayor