



CITY OF LONG BEACH

BH-1

DEPARTMENT OF FINANCIAL MANAGEMENT

333 West Ocean Boulevard 6th Floor • Long Beach, CA 90802 • (562) 570-6425 • Fax (562) 570-5836

September 2, 2014

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Receive and discuss proposed Fiscal Year 2015 budgets for the following departments: Harbor Department and Financial Management Department; and

Receive supporting documentation into the record, conclude the public hearing and take the actions necessary to adopt the Fiscal Year 2015 budget as listed in Attachment A of this letter. (Citywide)

DISCUSSION

On July 22, 2014, the City Manager's Proposed Budget for Fiscal Year 2015 (FY 15) was delivered by Mayor Garcia to the City Council and community with recommended amendments for consideration. Budget meetings were set for March 11, July 22, August 5, August 12, August 19, September 2, September 9, along with six Budget Oversight Committee (BOC) meetings, and ten community meetings at which the FY 15 Proposed Budget was discussed. We are pleased to report that through the scheduled hearings, BOC and community meetings, presentations have been made by multiple City departments resulting in 23 separate opportunities for public feedback, deliberation and input.

At the conclusion of the hearings, the City Council will amend the proposed budget as it deems appropriate, and adopt the proposed budget as amended. Since the publication of the FY 15 Proposed Budget, updated estimates of revenue and expense, which primarily address technical corrections, are listed by fund and department in Attachments B and C to this letter, respectively.

The Appropriations Ordinance officially adopts the FY 15 budget and authorizes expenditures in conformance with the adopted budget. To become effective October 1, 2014, this Ordinance must include a finding of emergency. Specific resolutions provide for approval of the budgets for the Harbor, Sewer, and Water funds, which are not in the Appropriations Ordinance and certain fee adjustments. There will be motions that request approvals for the following: the FY 15 Capital Improvement Program; the Mayor's Recommendations; the Budget Oversight Committee's Recommendations; the Departmental Organization Ordinance; and the Salary Resolution for the FY 15 Proposed Budget.

This matter was reviewed by City Attorney Charles Parkin on August 19, 2014.

TIMING CONSIDERATIONS

In accordance with the Long Beach City Charter, the FY 15 budget must be adopted by September 15, 2014. Should the City Council fail to adopt the budget by that date, the City Manager's FY 15 Proposed Budget shall be deemed the budget for the 2015 fiscal year. The Mayor has five calendar days from City Council adoption of the budget to use his veto authority. The City Council would then have until September 30, 2014, to override veto action by the Mayor with a two-thirds supermajority vote.

FISCAL IMPACT

The City Charter requires that the Appropriations Ordinance shall govern and control the expenditure and commitment amounts stated therein relating to the City's departments, offices and agencies during each fiscal year. The total FY 15 budget for all departments and funds is \$3,322,069,507, which comprises \$3,006,466,116 in new appropriation and \$315,603,391 in estimated carry-over from FY 14 for multi-year grants and projects.

The Appropriations Ordinance, included as Attachment A-16 to this letter, totals \$2,340,204,053 for all funds except Harbor, Sewer, and Water, and \$2,345,806,321 for all departments except Harbor and Water. The \$5,602,268 difference between funds and departments in the Appropriations Ordinance is due to general City indirect costs budgeted in the Department of Financial Management but charged to the Harbor, Water and Sewer funds, which are not included in the Appropriations Ordinance by fund.

The proposed Harbor, Water and Sewer fund budgets are in separate City Council resolutions included as Attachment A-1 and A-4 to this letter, respectively, and total \$981,789,527. The Board of Harbor Commissioners adopted the budget for the Harbor Department by minute order on July 14, 2014. The Board of Water Commissioners adopted the budget for the Water Department by resolution on June 19, 2014.

User fees and charges in the Master Fee and Charges Schedule Attachment A-5 have been adjusted due to changes in service and other factors. For details regarding these proposed new fees, deletions and adjustments, please see the List of Proposed Fee Adjustments for FY 15 that has been incorporated as Exhibit C to the Master Fee and Charges Resolution.

Other requested City Council actions include approval of the FY 15 One-Year Capital Improvement Program (CIP) budget, included in Attachment A-6, which is contained in the Appropriations Ordinance. The Planning Commission, at its meeting of August 21, 2014, approved the CIP for FY 15 for conformance with the General Plan.

The City Council is also requested to adopt the Resolution, included as Attachment A-9, establishing the "Gann Appropriations Limit" (Limit) for general purpose expenditures. In November 1979, the voters of the State of California approved Proposition 4, also known as the "Gann Initiative" (Initiative). The Initiative places certain limits on the amount of tax revenue that can be appropriated each fiscal year. The Limit is based on actual appropriations during FY 79 and guards against overspending proceeds of taxes. Only those revenues which are considered as "proceeds of taxes" are subject to the Limit. The Limit is recalculated each fiscal year based on certain inflation and population factors provided by the State. The Proposed Budget includes tax revenue estimates that are at 42.13 percent of the 2014-2015 Appropriations Limit and, therefore, does not exceed the Limit. This calculation is reviewed by the City Auditor for conformance to the law.

A motion to amend the Departmental Organization Ordinance, included as Attachment A-12, is also being requested. This amendment incorporates changes to departments, bureaus, and divisions for FY 15. These organizational changes are necessary to implement changes reflected in the Proposed FY 15 budget. (A redline version is also provided). The Salary Resolution, included as Attachment A-13, is also included for adoption.

After the City Manager delivered the FY 15 Proposed Budget to the Mayor, technical adjustments in nature were made to the budget. These changes are generally not substantial and are disclosed in Attachment B and C of this letter. Since the release of the FY 15 Proposed Budget, a few noteworthy changes have occurred. The Police Department and the Harbor Department finalized the Port Security Unit MOU for FY 15 and it increased the sworn staffing by one Sergeant position. Along with the two Sworn positions added through the Long Beach Transit contract earlier in the process, this results in a total sworn staffing increase of three FTEs, from 803 FTEs in FY 14 to 806 FTEs in FY 15. The second change relates to the non-structural appropriation in the General Fund in the Citywide Activities Department representing the transfer of one-time GEMT funds to Fleet for the replacement of five fire engines/pumpers. On July 1, 2014, the City Council redirected \$517,000 of these funds to the Capital Projects Fund for sidewalks. The original one-time transfer of \$2.8 million was reduced to \$2.3 million, which will now fund four fire engine/pumpers. In FY 15, the Human Resources Department is proposing several organizational changes to better reflect the structure and functions of its operation. The changes are detailed in the FY 15 Organizational Ordinance. The remaining changes were minor technical adjustments made to various funds and departments.

HONORABLE MAYOR AND CITY COUNCIL
September 2, 2014
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SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



JOHN GROSS
DIRECTOR OF FINANCIAL MANAGEMENT

JG/LE/RAG
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ATTACHMENTS

APPROVED:



PATRICK H. WEST
CITY MANAGER

List of Requested Fiscal Year 2015 Budget Adoption Actions

1. Adopt the Resolution approving the FY 15 budget for the Long Beach Harbor Department as adopted by the Board of Harbor Commissioners on July 14, 2014. (A-1)
2. Declare an emergency to exist. (A-2)
3. Declare the Ordinance approving the Resolution No. WD-1326 establishing the rates and charges for water and sewer service to all customers, as adopted by the Board of Water Commissioners on June 19, 2014, as an Emergency Ordinance, read, and adopted as read and laid over to the next regular meeting of the City Council for final reading. (A-3)
4. Adopt the Resolution approving the FY 15 budget of the Long Beach Water Department as adopted by the Board of Water Commissioners on June 19, 2014. (A-4)
5. Adopt the Resolution amending the Master Fee and Charges Schedule for specified City services for Citywide fees and charges for the City of Long Beach. (A-5)
6. Approve the FY 15 One-Year Capital Improvement Program. (A-6)
7. Adopt a motion approving the FY 15 budget for the Long Beach Community Investment Company (formerly known as the Long Beach Housing Development Company) in the amount of \$9,290,777. (A-7)
8. Adopt a motion approving the estimated transfer of \$17,300,000 from the Harbor Revenue Fund to the Tidelands Operating Fund. (A-8)
9. Adopt the Resolution establishing the "Gann Appropriations Limit" (Limit) for FY 15 pursuant to Article XIII (B) of the California Constitution. (A-9)
10. Adopt the Mayor's proposed budget recommendations, as amended, to the FY 15 Proposed Budget. (A-10)
11. Adopt the Budget Oversight Committee's proposed funding recommendations, as amended, to the FY 15 Proposed Budget. (A-11)
12. Declare the 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. (A-12)
13. Adopt the amended Salary Resolution for FY 15. (A-13)
14. Adopt a motion amending the proposed FY 15 budget. (A-14)
15. Declare an emergency to exist. (A-15)
16. Declare the Appropriations Ordinance for FY 15, creating and establishing the funds of the Municipal Government and appropriating money to and authorizing expenditures from said funds and for said fiscal year as an Emergency Ordinance, read, and adopted as read and laid over to the next regular meeting of the City Council for final reading. (A-16)

FISCAL YEAR 2015 APPROPRIATIONS ORDINANCE BY FUND
(Does not include Harbor, Water and Sewer Funds)

<u>FUND</u>	<u>FY 15 PROPOSED EXPENDITURES</u>	<u>CHANGES</u>	<u>FY 14 ESTIMATED CARRYOVER*</u>	<u>FY 15 APPROPRIATIONS</u>
GENERAL FUND	417,836,232	(551,475)	-	417,284,757
UPLAND OIL FUND	36,015,702	164,174	-	36,179,876
GENERAL GRANTS FUND	8,812,460	(13,437)	8,759,078	17,558,100
POLICE & FIRE PUBLIC SAFETY OIL PROD ACT FUND	4,433,161	-	-	4,433,161
HEALTH FUND	39,482,210	-	30,266,730	69,748,940
PARKING & BUSINESS AREA IMPROVEMENT FUND	7,142,408	-	-	7,142,408
SPECIAL ADVERTISING & PROMOTION FUND	6,062,804	-	-	6,062,804
HOUSING DEVELOPMENT FUND	10,713,202	-	9,717,315	20,430,517
BELMONT SHORE PARKING METER FUND	656,145	-	-	656,145
BUSINESS ASSISTANCE FUND	650,119	-	1,609,518	2,259,637
COMMUNITY DEVELOPMENT GRANTS FUND	21,051,815	-	18,617,913	39,669,727
GASOLINE TAX STREET IMPROVEMENT FUND	15,605,973	-	29,736,462	45,342,435
TRANSPORTATION FUND	20,851,962	-	10,856,163	31,708,125
CAPITAL PROJECTS FUND	12,478,624	-	51,229,329	63,707,952
CIVIC CENTER FUND	10,195,588	-	1,454,735	11,650,323
GENERAL SERVICES FUND	51,318,524	-	13,401,723	64,720,248
FLEET SERVICES FUND	34,483,667	-	1,931,667	36,415,334
INSURANCE FUND	42,042,245	-	139,683	42,181,927
EMPLOYEE BENEFITS FUND	232,706,625	-	-	232,706,625
TIDELANDS FUNDS	148,678,871	(6,244)	76,380,468	225,053,096
TIDELAND OIL REVENUE FUND	417,816,112	-	-	417,816,112
RESERVE FOR SUBSIDENCE	-	-	-	-
DEVELOPMENT SERVICES FUND	18,153,507	-	1,323,586	19,477,093
GAS FUND	106,368,549	-	8,692,923	115,061,472
GAS PREPAY FUND	39,128,641	-	-	39,128,641
AIRPORT FUND	43,017,760	-	22,092,203	65,109,962
REFUSE/RECYCLING FUND	45,361,815	-	494,261	45,856,075
SERRF FUND	51,224,403	-	-	51,224,403
SERRF JPA FUND	11,218,558	-	-	11,218,558
TOWING FUND	7,160,349	-	-	7,160,349
HOUSING AUTHORITY FUND	77,074,605	-	-	77,074,605
SUCCESSOR AGENCY	75,610,411	-	28,891,812	104,502,223
CUPA FUND	1,692,365	-	7,822	1,700,187
DEBT SERVICE FUND	9,962,233	-	-	9,962,233
TOTAL	2,025,007,644	(406,982)	315,603,391	2,340,204,053

*Carryover of multi-year grants and CIP funds.

FISCAL YEAR 2015 APPROPRIATIONS ORDINANCE BY DEPARTMENT
(Does not include Harbor and Water)

<u>DEPARTMENT</u>	<u>FY 15 PROPOSED EXPENDITURES</u>	<u>CHANGES</u>	<u>FY 14 ESTIMATED CARRYOVER*</u>	<u>FY 15 APPROPRIATIONS</u>
MAYOR AND COUNCIL	4,747,735	-	-	4,747,735
CITY ATTORNEY	9,463,005	-	-	9,463,005
CITY AUDITOR	2,970,581	-	-	2,970,581
CITY CLERK	2,620,378	-	-	2,620,378
CITY MANAGER	59,883,349	22,324	61,195,866	121,101,539
CITY PROSECUTOR	4,779,147	-	60,507	4,839,654
CIVIL SERVICE	2,174,093	-	-	2,174,093
AIRPORT	42,122,257	-	22,092,203	64,214,459
DISASTER PREPAREDNESS & EMERGENCY COMMUNICATIONS	1,441,814	-	533,158	1,974,973
DEVELOPMENT SERVICES	117,602,816	-	54,156,195	171,759,011
FINANCIAL MANAGEMENT**/**	476,302,341	(1,884,101)	1,170,499	475,588,739
FIRE	97,542,076	-	910,949	98,453,025
HEALTH AND HUMAN SERVICES	117,233,226	-	30,855,537	148,088,763
HUMAN RESOURCES	20,973,051	-	4,909,004	25,882,055
LIBRARY SERVICES	14,392,795	-	-	14,392,795
LONG BEACH GAS AND OIL	600,189,937	164,174	8,697,375	609,051,486
PARKS, RECREATION AND MARINE	54,122,709	-	10,671,911	64,794,620
POLICE	208,935,992	(432,068)	3,376,417	211,880,341
PUBLIC WORKS	145,519,936	346,274	103,572,045	249,438,255
TECHNOLOGY SERVICES	48,969,089	-	13,401,725	62,370,814
TOTAL	2,031,986,327	(1,783,397)	315,603,391	2,345,806,321

*Carryover of multi-year grants and CIP funds.

**Department of Financial Management includes internal service charges that are contained in the resolutions of the Harbor, Water, and Sewer funds for accounting, budgeting and treasury functions, and other citywide activities such as debt service.

***Part of the Changes column includes the shifting of the ERP system budget from the Citywide Allocations Department (XI) to the Water Department, whose numbers are not included in Attachment C.

Exhibit A

as of 1:28 PM

FISCAL YEAR 2015 APPROPRIATIONS ORDINANCE BY FUND

FUND	FY 15 NEW ALLOCATION	FY 14 ESTIMATED CARRYOVER*	FY 15 APPROPRIATION
GENERAL FUND	417,284,757	-	417,284,757
UPLAND OIL FUND	36,179,876	-	36,179,876
GENERAL GRANTS FUND	8,799,023	8,759,078	17,558,100
POLICE & FIRE PUBLIC SAFETY OIL PROD ACT FUND	4,433,161	-	4,433,161
HEALTH FUND	39,482,210	30,266,730	69,748,940
PARKING & BUSINESS AREA IMPROVEMENT FUND	7,142,408	-	7,142,408
SPECIAL ADVERTISING & PROMOTION FUND	6,062,804	-	6,062,804
HOUSING DEVELOPMENT FUND	10,713,202	9,717,315	20,430,517
BELMONT SHORE PARKING METER FUND	656,145	-	656,145
BUSINESS ASSISTANCE FUND	650,119	1,609,518	2,259,637
COMMUNITY DEVELOPMENT GRANTS FUND	21,051,815	18,617,913	39,669,727
GASOLINE TAX STREET IMPROVEMENT FUND	15,605,973	29,736,462	45,342,435
TRANSPORTATION FUND	20,851,962	10,856,163	31,708,125
CAPITAL PROJECTS FUND	12,478,624	51,229,329	63,707,952
CIVIC CENTER FUND	10,195,588	1,454,735	11,650,323
GENERAL SERVICES FUND	51,318,524	13,401,723	64,720,248
FLEET SERVICES FUND	34,483,667	1,931,667	36,415,334
INSURANCE FUND	42,042,245	139,683	42,181,927
EMPLOYEE BENEFITS FUND	232,706,625	-	232,706,625
TIDELANDS FUNDS	148,672,627	76,380,468	225,053,096
TIDELAND OIL REVENUE FUND	417,816,112	-	417,816,112
RESERVE FOR SUBSIDENCE	-	-	-
DEVELOPMENT SERVICES FUND	18,153,507	1,323,586	19,477,093
GAS FUND	106,368,549	8,692,923	115,061,472
GAS PREPAY FUND	39,128,641	-	39,128,641
AIRPORT FUND	43,017,760	22,092,203	65,109,962
REFUSE/RECYCLING FUND	45,361,815	494,261	45,856,075
SERRF FUND	51,224,403	-	51,224,403
SERRF JPA FUND	11,218,558	-	11,218,558
TOWING FUND	7,160,349	-	7,160,349
HOUSING AUTHORITY FUND	77,074,605	-	77,074,605
SUCCESSOR AGENCY	75,610,411	28,891,812	104,502,223
CUPA FUND	1,692,365	7,822	1,700,187
DEBT SERVICE FUND	9,962,233	-	9,962,233
TOTAL	2,024,600,662	315,603,391	2,340,204,053

*Carryover of multi-year grants and CIP funds.

FISCAL YEAR 2015 APPROPRIATIONS ORDINANCE BY DEPARTMENT

DEPARTMENT	FY 15 NEW ALLOCATION	FY 14 ESTIMATED CARRYOVER*	FY 15 APPROPRIATION
MAYOR AND COUNCIL	4,747,735	-	4,747,735
CITY ATTORNEY	9,463,005	-	9,463,005
CITY AUDITOR	2,970,581	-	2,970,581
CITY CLERK	2,620,378	-	2,620,378
CITY MANAGER	59,905,673	61,195,866	121,101,539
CITY PROSECUTOR	4,779,147	60,507	4,839,654
CIVIL SERVICE	2,174,093	-	2,174,093
AIRPORT	42,122,257	22,092,203	64,214,459
DISASTER PREPAREDNESS & EMERGENCY COMMUNICATIONS	1,441,814	533,158	1,974,973
DEVELOPMENT SERVICES	117,602,816	54,156,195	171,759,011
FINANCIAL MANAGEMENT**	474,418,240	1,170,499	475,588,739
FIRE	97,542,076	910,949	98,453,025
HEALTH AND HUMAN SERVICES	117,233,226	30,855,537	148,088,763
HUMAN RESOURCES	20,973,051	4,909,004	25,882,055
LIBRARY SERVICES	14,392,795	-	14,392,795
LONG BEACH GAS AND OIL	600,354,111	8,697,375	609,051,486
PARKS, RECREATION AND MARINE	54,122,709	10,671,911	64,794,620
POLICE	145,866,210	103,572,045	249,438,255
PUBLIC WORKS	208,503,924	3,376,417	211,880,341
TECHNOLOGY SERVICES	48,969,089	13,401,725	62,370,814
TOTAL	2,030,202,930	315,603,391	2,345,806,321

*Carryover of multi-year grants and CIP funds.

**Department of Financial Management includes internal service charges that are contained in the resolutions of the Water, Sewer and Harbor funds for accounting, budgeting and treasury functions, and other citywide activities such as debt service.

ORDINANCE NO.

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AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LONG BEACH RELATING TO ADOPTING AN AMENDMENT TO ORDINANCE NO. C-6496, ADOPTED JULY 5, 1988, AND AMENDED ON JANUARY 24, 1989, JULY 11, 1989, DECEMBER 5, 1989, MARCH 20, 1990, JULY 3, 1990, SEPTEMBER 18, 1990, JULY 2, 1991, JULY 7, 1992, JANUARY 26, 1993, AUGUST 24, 1993, JUNE 28, 1994, JULY 18, 1995, NOVEMBER 28, 1995, OCTOBER 1, 1996, MARCH 25, 1997, OCTOBER 7, 1997, OCTOBER 27, 1998, APRIL 20, 1999, OCTOBER 19, 1999, OCTOBER 17, 2000, OCTOBER 30, 2001, MARCH 19, 2002, NOVEMBER 26, 2002, JANUARY 6, 2004, FEBRUARY 8, 2005, NOVEMBER 1, 2005, DECEMBER 5, 2006, MARCH 20, 2007, MAY 22, 2007, DECEMBER 18, 2007, JULY 15, 2008, SEPTEMBER 21, 2010, SEPTEMBER 13, 2011, SEPTEMBER 11, 2012, AND OCTOBER 3, 2013, RELATING TO DEPARTMENTAL ORGANIZATION OF THE CITY OF LONG BEACH

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

Section 1. Section 2 of Ordinance No. C-6496, adopted July 5, 1988, as amended, is amended to read as follows:

Section 2. The Departmental Organization of the City of Long Beach is hereby adopted to read as follows:

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

1 Departments, Bureaus and Divisions Created.

2 There are within the City the following departments of City
3 Government, and those departments, bureaus and divisions not otherwise
4 created are hereby created and established; and the City Council
5 consolidates those departments, bureaus and divisions indicated in this
6 Section:

7 A. City Auditor Department;

8 B. City Clerk Department with the following bureaus:

9 1. Legislative Bureau;

10 2. Elections Bureau; and

11 3. Administration Bureau;

12 C. City Manager Department;

13 D. City Prosecutor Department;

14 E. Civil Service Department with the following divisions:

15 Administration and Support Services; and the following bureau and division:

16 1. Employment Services Bureau with the following
17 divisions: Employment Services; and Recruitment Services;

18 F. Development Services Department with the following division:

19 Communications; and the following bureaus and divisions:

20 1. Planning Bureau with the following divisions: Advanced
21 Planning; and Current Planning;

22 2. Housing and Community Improvement Bureau with the
23 following divisions: Housing Services; and Community Improvement;

24 3. Neighborhood Services Bureau with the following
25 divisions: Neighborhood Improvement; Neighborhood Relations; Code
26 Enforcement; and Nuisance Abatement;

27 4. Administration and Financial Services Bureau with the
28

1 following divisions: Administrative Services; Financial Services; and Grants
2 Administration; and

3 5. Building and Safety Bureau with the following divisions:
4 Engineering Services; Inspection Services; and Permit Center;

5 Whenever the Charter or ordinances of the City or other applicable
6 laws provide that certain duties and functions shall be performed either by
7 the Planning Department or the head of the Planning Department, by the
8 Department of Building and Safety or the Superintendent of Building and
9 Safety, or the Community Development Department or the head of the
10 Community Development Department, such duties and functions shall be
11 performed by the head of the Development Services Department or his or
12 her designee;

13 G. Disaster Preparedness and Emergency Communications
14 Department with the following bureaus:

15 1. Administrative Bureau;
16 2. Disaster Preparedness Bureau with the following
17 divisions: Emergency Preparedness; Disaster Management and Recovery;
18 and Homeland Security Grants; and

19 3. Emergency Communications Bureau;

20 H. Financial Management Department with the following
21 divisions: Administrative Services; Financial Systems; and the following
22 bureaus and divisions:

23 1. City Controller/Accounting Bureau with the following
24 divisions: Accounting Operations and Tidelands; Grants/Successor Agency
25 and Payroll; and Accounts Payable/CIP;

26 2. Business Services Bureau with the following division:
27 Purchasing; and Special Projects;

28 3. Commercial Services Bureau with the following

- 1 divisions: Financial Services; and Utility Services;
- 2 4. Treasury Operations Bureau with the following
- 3 divisions: Debt Management; and Cash and Investment Management;
- 4 5. Budget and Performance Management Bureau with the
- 5 following divisions: Budget Management; Revenue Management;
- 6 Operations Analysis; and Revenue Analysis and Special Projects;
- 7 6. Financial Controls Bureau with the following division:
- 8 Controls Operations; and
- 9 7. Fleet Services Bureau with the following divisions:
- 10 Fleet Operations; Fleet Acquisitions; Fleet Maintenance; and Towing/Lien
- 11 Sales;
- 12 I. Fire Department with the following bureaus and divisions:
- 13 1. Administration Bureau;
- 14 2. Fire Prevention Bureau with the following divisions:
- 15 Code Enforcement; and Community Services/Public Education;
- 16 3. Operations Bureau with the following divisions:
- 17 Operations/Facilities; and Marine Safety; and
- 18 4. Support Services Bureau with the following division:
- 19 Training/Fleet Management; and Emergency Medical Services;
- 20 J. Health and Human Services Department with the following
- 21 bureaus and divisions:
- 22 1. Planning and Prevention Bureau with the following
- 23 divisions: Clinical Services; and Laboratory Services;
- 24 2. Community Health Bureau with the following divisions:
- 25 Nutrition Services; and Homeless Services;
- 26 3. Environmental Health Bureau;
- 27 4. Preventive Health Bureau with the following division:
- 28 Nursing Services;

- 1 5. Administration Bureau with the following divisions:
2 Financial Services; and Administrative Operations; and
- 3 6. Housing Authority Bureau with the following divisions:
4 Housing Assistance, and Special Housing Projects;
- 5 K. Human Resources Department with the following divisions:
6 Employee Benefits and Administration; and the following bureaus and
7 divisions:
 - 8 1. Risk Management Bureau with the following divisions:
9 Loss Control and Prevention; Workers' Compensation Coordination; and
10 Occupational Health Services;
 - 11 2. Labor Relations Bureau;
 - 12 3. Personnel Operations Bureau with the following
13 division: Equal Employment, Americans with Disabilities Act, and Training;
14 and
 - 15 4. Workforce Development Bureau with the following
16 divisions: Workforce Operations; Workforce Development;
17 Communications; and Workforce Development Board;
- 18 L. Law Department;
- 19 M. Legislative Department;
- 20 N. Library Services Department with the following divisions:
21 Support Services; Youth Services; and the following bureaus:
 - 22 1. Automated Services Bureau;
 - 23 2. Branch Library Services Bureau; and
 - 24 3. Main Library Services Bureau;
- 25 O. Long Beach Airport Department with the following division:
26 Airport Engineering; and the following bureaus and divisions:
 - 27 1. Business Operations Bureau with the following divisions:
28 Finance and Administration; Leasing and Business Development; Public Affairs;

1 and Noise and Environmental Compliance; and

2 2. Airport Operations Bureau with the following divisions:
3 Operations; Maintenance and Facilities; Airport Security; and Building
4 Services;

5 P. Long Beach Gas & Oil Department with the following bureaus
6 and divisions:

7 1. Business Operations Bureau with the following
8 divisions: Personnel Services; Financial Services; Safety; Call Center
9 Services; and Energy Services;

10 2. Gas Services Bureau with the following division:
11 Customer Service;

12 3. Engineering and Construction Bureau with the following
13 divisions: Pipeline Maintenance; and Engineering;

14 4. Electric Generation Bureau with the following division:
15 SERRF Operations; and

16 5. Gas and Oil Operations Bureau with the following
17 divisions: Planning and Unit Operations; Production and Environmental
18 Safety; and Subsidence and Reservoir;

19 Whenever the Charter or ordinances of the City or other applicable
20 laws provide that certain duties and functions shall be performed either by
21 the Oil Properties Department or the head of the Oil Properties Department,
22 such duties and functions shall be performed by the head of the Long
23 Beach Gas and Oil Department or his or her designee;

24 Q. Parks, Recreation and Marine Department with the following
25 division: Special Projects; and the following bureaus and divisions:

26 1. Business Operations Bureau with the following
27 divisions: Personnel and Training; Finance and Controls; Contract
28

1 Management and Golf Operations; Accident Prevention and Safety; and
2 Community Information and Graphics;

3 2. Community Recreation Services Bureau with the
4 following divisions: Citywide Administration; Community Services; Area I;
5 Area II; Area III; Citywide Programs; Citywide Services; Aquatics; Rangers;
6 and Historic Sites;

7 3. Maintenance and Development Bureau with the
8 following divisions: Park Facilities Maintenance; Marine Maintenance;
9 Beach Maintenance/Queensway Bay; Grounds Maintenance and
10 Development;

11 4. Marine Bureau with the following division:
12 Administration; and

13 5. Animal Care Services Bureau;

14 R. Police Department with the following divisions: Chief of Staff;
15 Internal Affairs; Employee Assistance; and the following bureaus and
16 divisions:

17 1. Investigations Bureau with the following divisions:
18 Detective; Gang/Violent Crimes; and Forensic Science Services;

19 2. Patrol Bureau with the following divisions: Patrol -
20 East; Patrol - North; Patrol - West; and Field Support;

21 3. Administration Bureau with the following divisions:
22 Records; and Personnel;

23 4. Fiscal Bureau with the following division: Fiscal; and

24 5. Support Bureau with the following divisions: Jail; Training;
25 Port Police; and Security Services;

26 S. Public Works Department with the following bureaus and
27 divisions:

28 1. Business Operations Bureau with the following

1 divisions: Budget Services; Personnel Services; and Safety and Disaster
2 Preparedness;

3 2. Public Services Bureau with the following divisions:
4 Traffic Operations; Street Maintenance; Facilities Management;

5 3. Engineering Bureau with the following divisions:
6 Construction Management; Design; Storm Water/Environmental
7 Compliance; Project Management; Transportation Engineering; Mobility
8 Programs; Parking Operations; and Capital Improvement;

9 4. Environmental Services Bureau with the following
10 divisions: Recycling and Waste Reduction; Operations; Refuse; and Street
11 Sweeping/Clean Long Beach; and

12 5. Asset Management Bureau with the following divisions:
13 Real Estate Acquisitions; and Real Estate Leasing;

14 T. Technology Services Department with the following division:
15 Administrative Services; and the following bureaus and divisions:

16 1. Infrastructure Services Bureau with the following
17 divisions: Telecommunications; Wireless Communications; and Operations
18 Center;

19 2. Business Information Services Bureau with the
20 following divisions: Business Information Systems; and Business
21 Information Technology; and

22 3. Customer Services Bureau with the following divisions:
23 Customer Support; Video Communications; and Office Services.

24
25 Section 3. The City Clerk shall certify to the passage of this ordinance by
26 the City Council and cause it to be posted in three (3) conspicuous places in the City of
27 Long Beach, and it shall take effect on the thirty-first (31st) day after it is approved by the
28 Mayor.

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

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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 _____, 20__ by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

Approved: _____
(Date)

Mayor

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
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1 ORDINANCE NO.

2
3 AN ORDINANCE OF THE CITY COUNCIL OF THE
4 CITY OF LONG BEACH RELATING TO ADOPTING AN
5 AMENDMENT TO ORDINANCE NO. C-6496, ADOPTED
6 JULY 5, 1988, AND AMENDED ON JANUARY 24, 1989,
7 JULY 11, 1989, DECEMBER 5, 1989, MARCH 20, 1990,
8 JULY 3, 1990, SEPTEMBER 18, 1990, JULY 2, 1991, JULY
9 7, 1992, JANUARY 26, 1993, AUGUST 24, 1993, JUNE 28,
10 1994, JULY 18, 1995, NOVEMBER 28, 1995, OCTOBER 1,
11 1996, MARCH 25, 1997, OCTOBER 7, 1997, OCTOBER 27,
12 1998, APRIL 20, 1999, OCTOBER 19, 1999, OCTOBER 17,
13 2000, OCTOBER 30, 2001, MARCH 19, 2002, NOVEMBER
14 26, 2002, JANUARY 6, 2004, FEBRUARY 8, 2005,
15 NOVEMBER 1, 2005, DECEMBER 5, 2006, MARCH 20,
16 2007, MAY 22, 2007, DECEMBER 18, 2007, JULY 15, 2008,
17 SEPTEMBER 21, 2010, SEPTEMBER 13, 2011, AND
18 SEPTEMBER 11, 2012, AND OCTOBER 3, 2013 RELATING
19 TO DEPARTMENTAL ORGANIZATION OF THE CITY OF
20 LONG BEACH

21
22 The City Council of the City of Long Beach ordains as follows:

23
24 Section 1. Section 2 of Ordinance No. C-6496, adopted July 5, 1988, as
25 amended, is amended to read as follows:

26 Section 2. The Departmental Organization of the City of Long Beach is
27 hereby adopted to read as follows:

28 Departments, Bureaus and Divisions Created.

1 There are within the City the following departments of City
2 Government, and those departments, bureaus and divisions not otherwise
3 created are hereby created and established; and the City Council
4 consolidates those departments, bureaus and divisions indicated in this
5 Section:

6 A. City Auditor Department;

7 B. City Clerk Department with the following bureaus:

8 1. Legislative Bureau;

9 2. Elections Bureau; and

10 3. Administration Bureau;

11 C. City Manager Department;

12 D. City Prosecutor Department;

13 E. Civil Service Department with the following divisions:

14 Administration and Support Services; and the following bureau and division:

15 1. Employment Services Bureau with the following
16 divisions: Employment Services; and Recruitment Services;

17 F. Development Services Department with the following division:

18 Communications; and the following bureaus and divisions:

19 1. Planning Bureau with the following divisions: Advanced
20 Planning; and Current Planning

21 2. Housing and Community Improvement Bureau with the
22 following divisions: Housing Services; and Community Improvement; and
23 Operations;

24 3. Neighborhood Services Bureau with the following
25 divisions: Neighborhood Improvement; Grant-AdministrationNeighborhood
26 Relations; Code Enforcement; and Nuisance Abatement;

27 4. Administration and Financial Services Bureau with the
28 following divisions: Administrative Services; and Financial Services; and

1 Grants Administration; and

2 5. Building and Safety Bureau with the following divisions:
3 Engineering Services; Inspection Services; and Permit Center;

4 Whenever the Charter or ordinances of the City or other applicable
5 laws provide that certain duties and functions shall be performed either by
6 the Planning Department or the head of the Planning Department, by the
7 Department of Building and Safety or the Superintendent of Building and
8 Safety, or the Community Development Department or the head of the
9 Community Development Department, such duties and functions shall be
10 performed by the head of the Development Services Department or his or
11 her designee;

12 G. Disaster Preparedness and Emergency Communications
13 Department with the following bureaus:

14 1. Administrative Bureau;

15 4.2. Disaster Preparedness Bureau with the following
16 divisions: Emergency Preparedness; Disaster Management and Recovery;
17 and Homeland Security Grants; and

18 23. Emergency Communications and Dispatch Bureau;

19 H. Financial Management Department with the following
20 divisions: Administrative Services; Financial Systems; and the following
21 bureaus and divisions:

22 1. City Controller/Accounting Bureau with the following
23 divisions: Accounting Operations and Tidelands; Grants/Successor Agency
24 and Payroll; and Accounts Payable/CIP;

25 2. Business Services Bureau with the following division:
26 Purchasing; and Special Projects;

27 3. Commercial Services Bureau with the following
28 division: Financial Services; and Utility Services;

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- 4. Treasury Operations Bureau with the following divisions: Debt Management; and Cash and Investment Management;
- 5. Budget and Performance Management Bureau with the following divisions: Budget Management; Revenue Management; Operations Analysis; and Revenue Analysis and Special Projects;
- 6. Financial Controls Bureau with the following division: Controls Operations; and
- 7. Fleet Services Bureau with the following divisions: Fleet Operations; Fleet Acquisitions; Fleet Maintenance; and Towing/Lien Sales;
 - I. Fire Department with the following bureaus and divisions:
 - 1. Administration Bureau;
 - 2. Fire Prevention Bureau with the following divisions: Code Enforcement; and Community Services/Public Education;
 - 3. Operations Bureau with the following divisions: Operations/Facilities; and Marine Safety; and
 - 4. Support Services Bureau with the following division: Training/Fleet Management; and Emergency Medical Services;
 - J. Health and Human Services Department with the following bureaus and divisions:
 - 1. ~~Physician Services~~Planning and Prevention Bureau with the following divisions: Clinical Services; and Laboratory Services;
 - 2. Community Health Bureau with the following divisions: Nutrition Services; and Homeless Services;
 - 3. Environmental Health Bureau;
 - 4. Preventive Health Bureau with the following division: Nursing Services;
 - 5. ~~Support Services~~Administration Bureau with the

1 following divisions: Financial Services; and ~~Personnel~~
2 ~~Services~~Administrative Operations; and

3 6. Housing Authority Bureau with the following divisions:
4 Housing Assistance, and Special Housing Projects;

5 K. Human Resources Department with the following divisions:
6 Employee Benefits and ServicesAdministration; and Equal Employment and
7 Americans with Disabilities Act; and the following bureaus and divisions:

8 1. Risk Management Bureau with the following divisions:
9 Loss Control and Prevention; Workers' Compensation Coordination; and
10 Occupational Health Services;

11 2. Leadership and Organizational DevelopmentLabor
12 Relations Bureau ~~with the following divisions: Administration; and~~
13 Leadership and Organizational Development;

14 3. Personnel Operations Bureau with the following
15 division: Equal Employment, Americans with Disabilities Act, and Training;
16 and

17 4. Workforce Development Bureau with the following
18 divisions: Workforce Operations; Workforce Development;
19 Communications; and Workforce Development Board;

20 L. Law Department;

21 M. Legislative Department;

22 N. Library Services Department with the following divisions:

23 ~~Administrative and Facility Management~~Support Services; Youth Services;
24 and the following bureaus:

25 1. Automated Services Bureau;

26 2. Branch Library Services Bureau; and

27 3. Main Library Services Bureau;

28 O. Long Beach Airport Department with the following division:

1 Airport Engineering; and the following bureaus and divisions:

2 1. Business Operations Bureau with the following divisions:
3 Finance and Administration; Leasing and Business Development; Public Affairs;
4 and Noise and Environmental Compliance; and

5 2. Airport Operations Bureau with the following divisions:
6 Operations; Maintenance and Facilities; Airport Security; and Building
7 Services;

8 P. Long Beach Gas & Oil Department with the following bureaus
9 and divisions:

10 1. Business Operations Bureau with the following
11 divisions: Personnel Services; Financial Services; Safety; Call Center
12 Services; and Energy Services;

13 2. Gas Services Bureau with the following division:
14 Customer Service;

15 3. Engineering and Construction Bureau with the following
16 divisions: Pipeline Maintenance; and Engineering;

17 4. Electric Generation Bureau with the following division:
18 SERRF Operations; and

19 5. Gas and Oil Operations Bureau with the following
20 divisions: Planning and Unit Operations; Production and Environmental
21 Safety; and Subsidence and Reservoir;

22 Whenever the Charter or ordinances of the City or other applicable
23 laws provide that certain duties and functions shall be performed either by
24 the Oil Properties Department or the head of the Oil Properties Department,
25 such duties and functions shall be performed by the head of the Long
26 Beach Gas and Oil Department or his or her designee;

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

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1. Business Operations Bureau with the following divisions: Personnel and Training; Finance and Controls; Contract Management and Golf Operations; Accident Prevention and Safety; and Community Information and Graphics;

2. Community Recreation Services Bureau with the following divisions: Citywide Administration; Community Services; Area I; Area II; Area III; Citywide Programs; Citywide Services; Aquatics; Rangers; and Historic Sites;

3. Maintenance and Development Bureau with the following divisions: Park Facilities Maintenance; Marine Maintenance; Beach Maintenance/Queensway Bay; Grounds Maintenance and Development;

4. Marine Bureau with the following division: Administration; and

5. Animal Care Services Bureau;

R. 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 Forensic Science Services;

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

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

4. Fiscal Bureau with the following division: Fiscal; and

5. Support Bureau with the following divisions: Jail; Training; Port Police; and Security Services;

S. Public Works Department with the following bureaus and

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divisions:

1. Business Operations Bureau with the following divisions: Budget Services; Personnel Services; and Safety and Disaster Preparedness;

2. Public Services Bureau with the following divisions: Traffic Operations; Street Maintenance; Facilities Management;

3. Engineering Bureau with the following divisions: Construction Management; Design; Storm Water/Environmental Compliance; Project Management; Transportation Engineering; Mobility Programs; Parking Operations; and Capital Improvement;

4. Environmental Services Bureau with the following divisions: Recycling and Waste Reduction; Operations; Refuse; and Street Sweeping/Clean Long Beach; and

5. Asset Management Bureau with the following divisions: Real Estate Acquisitions; and Real Estate Leasing;

T. Technology Services Department with the following division: Administrative Services; and the following bureaus and divisions:

1. Infrastructure Services Bureau with the following divisions: Telecommunications; Wireless Communications; and Operations Center;

2. Business Information Services Bureau with the following divisions: Business Information Systems; and Business Information Technology; and

3. Customer Services Bureau with the following divisions: Customer Support; Video Communications; and Office Services.

Section 3. 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

OFFICE OF THE CITY ATTORNEY
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1 Long Beach, and it shall take effect on the thirty-first (31st) day after it is approved by the
2 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 _____, 20__ by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

Approved: _____
(Date)

Mayor