

ORDINANCE NO.

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, OCTOBER 3, 2013, SEPTEMBER 9, 2014, AND SEPTEMBER 22, 2015, 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:

Departments, Bureaus and Divisions Created.

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

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

- 5 A. City Auditor Department;
- 6 B. City Clerk Department with the following bureaus:
- 7 1. Legislative Bureau;
- 8 2. Elections Bureau; and
- 9 3. Administration Bureau;
- 10 C. City Manager Department;
- 11 D. City Prosecutor Department;
- 12 E. Civil Service Department with the following divisions:

13 Administration and Support Services; Recruitment and Selection; and
14 Special Projects.

15 F. Development Services Department with the following division:
16 Communications; and the following bureaus and divisions:

- 17 1. Planning Bureau with the following divisions: Advance
18 Planning; and Current Planning;
- 19 2. Housing and Neighborhood Services Bureau with the
20 following divisions: Neighborhood Relations; Neighborhood Improvement;
21 Housing Services; and Community Improvement;
- 22 3. Code Enforcement Bureau with the following divisions:
23 Standard Code Enforcement; and Multi-Family Housing Inspection;
- 24 4. Administration and Financial Services Bureau with the
25 following divisions: Administrative Services; Financial Services; and Grants
26 Administration; and
- 27 5. Building and Safety Bureau with the following divisions:
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Engineering Services; Inspection Services; and Permit Center;

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

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

- 1. Administrative Bureau;
- 2. Disaster Preparedness Bureau with the following divisions: Emergency Preparedness; Disaster Management and Recovery; and Homeland Security Grants; and
- 3. Emergency Communications Bureau;

H. Economic and Property Development Department with the following Bureaus and divisions:

- 1. Business Development Bureau with the following divisions: Economic Services; and Property Services;
- 2. Workforce Development Bureau with the following divisions: Workforce Operations; Workforce Development; Communications; and Workforce Development Board.

I. Financial Management Department with the following divisions: Administrative Operations; Administrative Services; Special Projects; and the following bureaus and divisions:

- 1. City Controller/Accounting Bureau with the following

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divisions: Accounting Operations, Tidelands and CIP; Grants/Successor Agency and Payroll; and Accounts Payable;

2. Business Services Bureau with the following divisions: Purchasing; Business Services; and Labor Compliance;

3. Commercial Services Bureau with the following division: Financial Services;

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

5. Budget Management Bureau with the following divisions: Fiscal Impact Analysis; Revenue Management; Budget Development; and Budget Operations;

6. Financial Controls Bureau with the following divisions: Controls Operations; and Financial Systems; and

7. Fleet Services Bureau with the following divisions: Fleet Operations; Fleet Acquisitions; Fleet Maintenance; Fuel and Underground Storage Tanks (UST); and Towing/Lien Sales;

J. Fire Department with the following bureaus and divisions:

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

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 divisions: Training/Fleet Management; and Emergency Medical Services;

K. Health and Human Services Department with the following bureaus and divisions:

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1. Physician Services Bureau with the following divisions:
Clinical Services; and Laboratory Services;

2. Community Health Bureau with the following divisions:
Nutrition Services; and Nursing Services;

3. Environmental Health Bureau with the following
division: Environmental Health Operations;

4. Human Services Bureau with the following division:
Homeless Services;

5. Collective Impact and Operations Bureau with the
following divisions: Financial Services; and Administrative Operations; and

6. Housing Authority Bureau with the following divisions:
Operations; and Administrative;

L. Human Resources Department with the following division:
Administration; and the following bureaus and divisions:

1. Risk Management Bureau with the following divisions:
Loss Control and Prevention; Workers' Compensation Coordination;
Departmental Safety Support; and Occupational Health Services;

2. Labor Relations Bureau;

3. Personnel Operations Bureau with the following
divisions: Personnel Services; and Employee Training & Engagement; and
Employee Benefits;

M. Law Department;

N. Legislative Department with the following divisions:

Mayor's Office; Council District One; Council District Two; Council District
Three; Council District Four; Council District Five; Council District Six; Council District
Seven; Council District Eight; Council District Nine;

O. Library Services Department with the following division:

1 Support Services; and the following bureaus and division:

- 2 1. Automated Services Bureau;
- 3 2. Branch Library Services Bureau; and
- 4 3. Main Library Services Bureau with the following

5 division: Youth Services;

6 P. Long Beach Airport Department with the following bureaus

7 and divisions:

8 1. Business Operations Bureau with the following divisions:

9 Finance and Administration; Leasing and Business Development; Public Affairs;

10 and Noise and Environmental Compliance; and

11 2. Airport Operations Bureau with the following divisions:

12 Operations; Maintenance and Facilities; Safety and Security; Airport

13 Engineering; and Building Services;

14 Q. Long Beach Gas & Oil Department with the following bureaus

15 and divisions:

16 1. Business Operations Bureau with the following

17 divisions: Personnel Services; Financial Services; Safety; Call Center

18 Services; and Energy Services;

19 2. Gas Services Bureau with the following division:

20 Customer Service;

21 3. Engineering and Construction Bureau with the following

22 divisions: Pipeline Maintenance; Engineering; and Regulatory Compliance

23 & Oversight;

24 4. Electric Generation Bureau with the following division:

25 SERRF Operations; and

26 5. Oil Operations Bureau with the following divisions:

27 Planning and Unit Operations; Production and Environmental Safety; and

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Subsidence and Reservoir;

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

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

1. Business Operations Bureau with the following divisions: Personnel and Training; Finance and Controls; Contract Management and Golf Operations;; Planning and Development; 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;; and Historic Sites;

3. Maintenance Operations Bureau with the following divisions: Park Facilities Maintenance; Grounds Maintenance ;

4. Marine Bureau with the following divisions: Marina Operations; Beach Maintenance/Queensway Bay; and Marine Maintenance;

5. Animal Care Services Bureau;

S. Police Department with the following divisions: Chief of Staff; Internal Affairs; 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 -

1 East; Patrol - North; Patrol - West; Patrol – South; and Field Support;

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

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

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

7 T. Public Works Department with the following bureaus and
8 divisions:

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

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

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

19 4. Public Service Bureau with the following divisions:
20 Facilities Management; Street Maintenance; and Traffic Operations;

21 U. Technology and Innovation Department with the following
22 divisions: Administrative Services; Cyber Security; and the following
23 bureaus and divisions:

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

27 2. Business Information Services Bureau with the
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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 Long Beach, and it shall take effect on the thirty-first (31st) day after it is approved by the Mayor.

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
Lona Beach, CA 90802-4664

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

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- 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; Recruitment and Selection; and
16 Special Projects.

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~~Neighborhood
22 Services Bureau with the following divisions: Neighborhood Relations;
23 Neighborhood Improvement; Housing Services; and Community
24 Improvement;

25 3. ~~Neighborhood Services Code Enforcement~~ Bureau with
26 the following divisions: ~~Neighborhood Improvement~~; ~~Neighborhood~~
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1 Relations; and Code Enforcement; Standard Code Enforcement; and Multi-
2 Family Housing Inspection;

3 4. Administration and Financial Services Bureau with the
4 following divisions: Administrative Services; Financial Services; and Grants
5 Administration; and

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

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

16 G. Disaster Preparedness and Emergency Communications
17 Department with the following bureaus:

18 1. Administrative Bureau;
19 2. Disaster Preparedness Bureau with the following
20 divisions: Emergency Preparedness; Disaster Management and Recovery;
21 and Homeland Security Grants; and

22 3. Emergency Communications Bureau;

23 H. Economic and Property Development Department with the
24 following Bureaus and divisions:

25 1. Business Development Bureau with the following
26 divisions: Economic Services; and Property Services;
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2 2. Workforce Development Bureau with the following
3 divisions: Workforce Operations; Workforce Development;
4 Communications; and Workforce Development Board.

5 I. Financial Management Department with the following
6 divisions: Administrative Operations; Administrative Services; Special
7 Projects; and the following bureaus and divisions:

8 1. City Controller/Accounting Bureau with the following
9 divisions: Accounting Operations; ~~and~~ Tidelands and CIP;
10 Grants/Successor Agency and Payroll; and Accounts Payable/CIP;

11 2. Business Services Bureau with the following divisions:
12 Purchasing; Business Services; and Labor Compliance; ~~and~~ Special
13 Projects;

14 3. Commercial Services Bureau with the following
15 divisions: Financial Services; ~~and~~ Utility Services;

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

18 5. Budget ~~and Performance~~ Management Bureau with the
19 following divisions: Fiscal Impact Analysis; Revenue Management; Budget
20 Development; and Budget Operations;

21 6. Financial Controls Bureau with the following divisions:
22 Controls Operations; and Financial Systems; and

23 7. Fleet Services Bureau with the following divisions:
24 Fleet Operations; Fleet Acquisitions; Fleet Maintenance; Fuel and
25 Underground Storage Tanks (UST); and Towing/Lien Sales;

26 J. Fire Department with the following bureaus and divisions:

27 1. Administration Bureau with the following division:
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Administrative Services;

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 divisions:
Training/Fleet Management; and Emergency Medical Services;

K. Health and Human Services Department with the following
bureaus and divisions:

1. Physician Services Bureau with the following divisions:
Clinical Services; and Laboratory Services;

2. Community Health Bureau with the following divisions:
Nutrition Services; and ~~Homeless-Nursing Services~~;

3. Environmental Health Bureau with the following
division: Environmental Health ~~Operations;Protection and Oversight~~;

4. ~~Policy, Planning and Prevention-Human Services~~
Bureau with the following division: ~~Nursing-Homeless~~ Services;

5. ~~Administration-Collective Impact and Operations~~
Bureau with the following divisions: Financial Services; and Administrative
Operations; and

6. Housing Authority Bureau with the following divisions:
~~Housing AssistanceOperations~~; and ~~Special Housing~~
~~ProjectsAdministrative~~;

L. Human Resources Department with the following division:
Administration; and the following bureaus and divisions:

1. Risk Management Bureau with the following divisions:

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Loss Control and Prevention; Workers' Compensation Coordination;
Departmental Safety Support; and Occupational Health Services;

- 2. Labor Relations Bureau;
- 3. Personnel Operations Bureau with the following

divisions: ~~Equal Employment, Americans with Disabilities Act, Personnel~~
~~Services;~~ and ~~Employee Training & Engagement;~~ and Employee Benefits;

M. Law Department;

N. ~~Legislative Department;~~ with the following divisions:

~~N. Mayor's Office; Council District One; Council District Two; Council~~
~~District Three; Council District Four; Council District Five; Council District Six; Council~~
~~District Seven; Council District Eight; Council District Nine;~~

O. Library Services Department with the following divisions:

Support Services; ~~Youth Services;~~ and the following bureaus and division:

- 1. Automated Services Bureau;
- 2. Branch Library Services Bureau; and
- 3. Main Library Services Bureau; with the following

division: Youth Services;

P. Long Beach Airport Department with the following bureaus
and divisions:

- 1. Business Operations Bureau with the following divisions:

Finance and Administration; Leasing and Business Development; Public Affairs;
and Noise and Environmental Compliance; and

- 2. Airport Operations Bureau with the following divisions:

Operations; Maintenance and Facilities; Safety and Security; Airport
Engineering; and Building Services;

Q. Long Beach Gas & Oil Department with the following bureaus

1 and divisions:

2 1. Business Operations Bureau with the following
3 divisions: Personnel Services; Financial Services; Safety; Call Center
4 Services; and Energy Services;

5 2. Gas Services Bureau with the following division:
6 Customer Service;

7 3. Engineering and Construction Bureau with the following
8 divisions: Pipeline Maintenance; Engineering; and Regulatory Compliance
9 & Oversight;

10 4. Electric Generation Bureau with the following division:
11 SERRF Operations; and

12 5. ~~Gas and Oil Operations Bureau~~ Oil Operations Bureau
13 with the following divisions: Planning and Unit Operations; Production and
14 Environmental Safety; and Subsidence and Reservoir;

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

20 R. Parks, Recreation and Marine Department with the following
21 division: Special Projects; and the following bureaus and divisions:

22 1. Business Operations Bureau with the following
23 divisions: Personnel and Training; Finance and Controls; Contract
24 Management and Golf Operations;; Planning and Development; and
25 Community Information and Graphics;

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

3. Maintenance Operations Bureau with the following divisions: Park Facilities Maintenance; Grounds Maintenance ;

4. Marine Bureau with the following divisions: Marina Operations; Beach Maintenance/Queensway Bay; and Marine Maintenance;

5. Animal Care Services Bureau;

S. Police Department with the following divisions: Chief of Staff; Internal Affairs; 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; Patrol - South; and Field Support;

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

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

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

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

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

2. Engineering Bureau with the following divisions:

1 Capital Improvement; Construction Management; Design; Engineering;
2 Mobility Programs; Parking Operations; Project Management; Storm
3 Water/Environmental Compliance; and Transportation;

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

7 4. Public Service Bureau with the following divisions:
8 Facilities Management; Street Maintenance; and Traffic Operations;

9 U. Technology and Innovation Department with the following
10 divisions: Administrative Services; Cyber Security; and the following
11 bureaus and divisions:

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

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

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

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

25 I hereby certify that the foregoing ordinance was adopted by the City
26 Council of the City of Long Beach at its meeting of _____, 20__ by the
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OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Lona Beach, CA 90802-4664

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following vote:

Ayes: Councilmembers:

Noes: Councilmembers:

Absent: Councilmembers:

City Clerk

Approved: _____
(Date)

Mayor