



# CITY OF LONG BEACH **ORD-35**

DEPARTMENT OF HUMAN RESOURCES

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

July 8, 2008

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 2008 (FY 08). These organizational changes are necessary to address emergent operational needs that have arisen since the adoption of the FY 08 Budget. These changes include changing the Planning and Building Department to the Development Services Department, reorganizing the Public Works Department and creating a separate department for the Long Beach Airport.

This item was reviewed by Deputy City Attorney Christina L. Checél on June 20, 2008, and by Budget Management Officer Victoria Bell on June 18, 2008.

## TIMING CONSIDERATIONS

City Council approval of the amended Departmental Organization Ordinance is requested on July 8, 2008, to ensure timely implementation of requested organizational changes.

## FISCAL IMPACT

There is no fiscal impact associated with the requested action.

HONORABLE MAYOR AND CITY COUNCIL  
July 8, 2008  
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SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



SUZANNE R. MASON  
DIRECTOR OF HUMAN RESOURCES

SRM:KW:PH  
Council Letter FY 2008 Org Ord  
- 2<sup>nd</sup> Amendment.doc

APPROVED:

  
PATRICK H. WEST  
CITY MANAGER

Attachments:

Summary of Changes to Departmental Organization Ordinance – July 8, 2008  
Amendment to the Departmental Organizational Ordinance

**SUMMARY OF CHANGES TO DEPARTMENTAL ORGANIZATION ORDINANCE**  
**July 8, 2008**

**HEALTH AND HUMAN SERVICES DEPARTMENT**

- Change division to bureau and change title:  

<u>From</u>	<u>To</u>
Animal Control Division	Animal Care Services Bureau
- Change division title in Human/Social Services Bureau:  

<u>From</u>	<u>To</u>
Rehabilitation Services	Human Services

**PLANNING AND BUILDING DEPARTMENT**

- Change department title:  

<u>From</u>	<u>To</u>
Planning and Building	Development Services
- Change division title in Planning Bureau:  

<u>From</u>	<u>To</u>
Community Design and Development Services	Community Design and Development

**POLICE DEPARTMENT**

- Change division title in Administration Bureau  

<u>From</u>	<u>To</u>
Records	Records and Technology
- Add Emergency Operations Division to Support Bureau
- Delete the following divisions from Support Bureau:  
Planning and Research  
Communications  
Information and Technology

**PUBLIC WORKS DEPARTMENT**

- Move Project Management Division from Facilities Bureau to Engineering Bureau
- Change bureau title:  

<u>From</u>	<u>To</u>
Facilities Bureau	Public Service Bureau
- Move Safety and Disaster Preparedness Division from Business Operations Bureau to Public Service Bureau

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

## **July 8, 2008**

- Move Traffic Operations Division from the Traffic and Transportation Bureau to Public Service Bureau
- Move Street Maintenance Division from Engineering Bureau to Public Service Bureau
- Change division titles in Engineering Bureau:

<u>From</u>	<u>To</u>
Project Development	Design
Storm Water	Storm Water/Environmental Compliance
- Change division titles and move from the Traffic and Transportation Bureau to the Engineering Bureau:

<u>From</u>	<u>To</u>
Traffic Engineering	Transportation Engineering
Transportation Programming	Transportation Programs
- Delete Traffic and Transportation Bureau
- Move Airport Bureau from Public Works Department and change to a department:

<u>From</u>	<u>To</u>
Airport Bureau	Long Beach Airport Department
- Move the following divisions from Airport Bureau to directly under Long Beach Airport Department:
  - Administration
  - Special Projects
  - Public Affairs
  - Noise
  - Leasing and Business Development
- Move the following division from Airport Bureau to Long Beach Airport Department and change to bureaus:

<u>From</u>	<u>To</u>
Operations Administration Division	Airport Operations Bureau
- Move the following divisions from Airport Bureau to Airport Operations Bureau in Long Beach Airport Department:
  - Operations 1
  - Operations 2
  - Operations 3
  - Operations 4
  - Airport Security

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, AND FEBRUARY 8, 2005,  
NOVEMBER 1, 2005, DECEMBER 5, 2006, MARCH 20,  
2007, MAY 22, 2007, AND DECEMBER 18, 2007, 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.

There are within the City the following departments of City Government, and those departments, bureaus and divisions not otherwise

created are hereby created and established; and the City Council  
consolidates those departments, bureaus and divisions indicated in this  
Section:

A. City Auditor Department;

B. City Clerk Department with the following division:

Administrative; and the following bureaus:

1. Legislative Bureau; and

2. Elections Bureau;

C. City Manager Department;

D. City Prosecutor Department;

E. Civil Service Department with the following divisions:

Administration/Support Services; Employment Services; and Recruitment  
Services;

F. Community Development Department with the following  
bureaus and divisions:

1. Administrative and Financial Services Bureau with the  
following divisions: Administrative Services; Financial Services; and  
Diversity and Economic Opportunity;

2. Neighborhood Services Bureau with the following  
divisions: Neighborhood Improvement; Neighborhood Resources; Code  
Enforcement; and Rehabilitation Services;

3. Economic Development Bureau with the following  
divisions: Business Development; and Commercial and Retail  
Development;

4. Workforce Development Bureau with the following  
divisions: Workforce Operations; Workforce Development; and  
Communications;

5. Property Services Bureau with the following divisions:

1 Real Estate-Acquisitions; and Real Estate-Leasing;

2 6. Housing Services Bureau with the following divisions:  
3 Housing Operations; Housing Development; and Communications;

4 7. Housing Authority Bureau with the following divisions:  
5 Housing Assistance; and Special Housing Projects; and

6 8. Project Development Bureau with the following division:  
7 Development;

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

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

14 2. Business Relations Bureau with the following division:  
15 Purchasing;

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

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

21 5. Budget and Performance Management Bureau with the  
22 following divisions: Budget Management; Performance Management; and  
23 Revenue Management;

24 H. Fire Department with the following bureaus and divisions:

25 1. Administration Bureau;

26 2. Fire Prevention Bureau with the following divisions:  
27 Code Enforcement; and Community Services/Public Education;

28 3. Operations Bureau with the following divisions:

1 Operations/Facilities; and Marine Safety;

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

4 5. Disaster Management Bureau with the following  
5 division: Emergency Preparedness; and

6 I. Health and Human Services Department with the following  
7 bureaus and divisions:

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

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

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

14 4. Human/Social Services Bureau with the following  
15 divisions: Homeless Services; and Human Services;

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

18 6. Support Services Bureau with the following divisions:  
19 Financial Services; and Personnel Services; and

20 7. Animal Care Services Bureau;

21 J. Human Resources Department with the following bureau and  
22 divisions:

23 1. Employee Benefits and Equal Employment Bureau with  
24 the following divisions: Employee Benefits and Services; and Equal  
25 Employment and Americans with Disabilities Act;

26 2. Risk Management Bureau with the following divisions:  
27 Loss Control and Prevention; and Workers' Compensation Coordination;

28 3. Leadership and Organizational Development Bureau



1 with the following divisions: Administration; and Leadership and  
2 Organizational Development; and

3 4. Personnel Operations Bureau;  
4 K. Law Department;  
5 L. Legislative Department;  
6 M. Library Services Department with the following division:  
7 Administrative and Facility Management; and the following bureaus and  
8 divisions:

9 1. Automated Services Bureau;  
10 2. North and East Neighborhood Library Services Bureau;  
11 3. Central and West Neighborhood Library Services  
12 Bureau;  
13 4. Youth Library Services Bureau; and  
14 5. Main Library Services Bureau;

15 N. Long Beach Airport Department with the following divisions:  
16 Administration; Public Affairs; Noise; Leasing and Business Development;  
17 Special Projects; and the following bureau and divisions:

18 1. Airport Operations Bureau with the following divisions:  
19 Operations-1; Operations-2; Operations-3; Operations-4; and Airport  
20 Security;

21 O. Long Beach Gas & Oil Department with the following bureaus  
22 and divisions:

23 1. Business Operations Bureau with the following  
24 divisions: Energy Services; Financial Services; and Safety;  
25 Gas Services Bureau with the following divisions: Customer Service; and  
26 Meters and Regulators;

27 2. Engineering and Construction Bureau with the following  
28 divisions: Pipeline Construction and Maintenance; Engineering; and

1                   3.     Electric Generation Bureau with the following division:  
2     SERRF Operations;

3                   4.     Oil Operations Bureau with the following divisions:  
4     Administration; and Planning/Unit Operations; and

5                   5.     Oil Production/Subsidence Bureau with the following  
6     divisions: Wilmington East; Wilmington West; and Subsidence and  
7     Geology;

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

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

14                  2.     Special Events and Filming Bureau;

15                  3.     Community Recreation Services Bureau with the  
16     following divisions: North; Northeast; Northwest; South; Southeast;  
17     Southwest; Citywide Programs; Citywide Services; and Rangers;

18                  4.     Maintenance Operations Bureau with the following  
19     divisions: Golf Operations; Park Facilities Maintenance; Marine  
20     Maintenance; Beach Maintenance/Queensway Bay; and Grounds  
21     Maintenance;

22                  5.     Planning and Development Bureau with the following  
23     divisions: Development; Historic Sites; and Tidelands Development; and

24                  6.     Marine Bureau with the following division:  
25     Administration;

26                  Q.     Development Services Department with the following division:  
27     Administration; and the following bureaus and divisions:

28                  1.     Planning Bureau with the following divisions:

1 Comprehensive Planning; Community Design and Development; Historic  
2 Preservation; and Urban Design;

3 2. Building and Safety Bureau with the following divisions:  
4 Engineering and Development Services; and Inspection Services; and

5 3. Redevelopment Bureau with the following divisions:  
6 West Long Beach Industrial; North Long Beach; Downtown and West  
7 Beach; Central and Poly High; Redevelopment Administration; and Parking  
8 Operations;

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

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

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

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

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

26 4. Support Bureau with the following divisions: Jail;  
27 Training; and Emergency Operations;

28 S. Public Works Department with the following bureaus and

divisions:

1. Business Operations Bureau with the following divisions: Budget Services; Personnel Services; and Communications/Community Information;

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

3. Engineering Bureau with the following divisions: Construction Services; Design; Storm Water/Environmental Compliance; Project Management; Transportation Engineering; and Transportation Programs;

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

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

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

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

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

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

4. Customer Services Bureau with the following divisions:

Customer Support; and Video Communications.

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:

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Noes: Councilmembers:

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Absent: Councilmembers:

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City Clerk

Approved: \_\_\_\_\_  
(Date)

Mayor