



CITY OF LONG BEACH ORD-22

DEPARTMENT OF HUMAN RESOURCES

333 West Ocean Boulevard 13th Floor • Long Beach, CA 90802

DEBORAH R. MILLS
DIRECTOR

October 22, 2013

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 ORD-12-0015, relating to the departmental organization of the City of Long Beach, incorporates changes to departments, bureaus, and divisions for Fiscal Year 2014 (FY 14). These organizational changes are necessary to implement changes reflected in the FY 14 Budget.

This matter was reviewed by Senior Deputy City Attorney Christina L. Checel on October 3, 2013, and by Budget Management Officer Victoria Bell on October 2, 2013.

TIMING CONSIDERATIONS

City Council approval for the first reading of the amended Departmental Organization Ordinance is requested on October 22, 2013, 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
October 22, 2013
Page 2

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



DEBORAH R. MILLS
DIRECTOR OF HUMAN RESOURCES

DRM:KW:slrk:mm
R:\Administration\CITY COUNCIL LETTERS\2013\10-22-13 ccl - Organization Ordinance.doc
Attachment - Amendment to the Departmental Organizational Ordinance

APPROVED:



PATRICK H. WEST
CITY MANAGER

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

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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, AND SEPTEMBER 4, 2012, 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

1 Government, and those departments, bureaus and divisions not otherwise
2 created are hereby created and established; and the City Council
3 consolidates those departments, bureaus and divisions indicated in this

4 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; and the following bureau and division:

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

16 F. Development Services Department with the following division:

17 Communications; and the following bureaus and divisions:

18 1. Planning Bureau with the following division: Planning;

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

22 3. Neighborhood Services Bureau with the following
23 divisions: Neighborhood Improvement; Grant Administration; Code
24 Enforcement; and Nuisance Abatement;

25 4. Administration and Financial Services Bureau with the
26 following divisions: Administrative Services; and Financial Services; and

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

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

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

11 1. Disaster Preparedness Bureau with the following
12 divisions: Emergency Preparedness; Disaster Management and Recovery;
13 and Homeland Security Grants; and

14 2. Communication and Dispatch Bureau;

15 H. Financial Management Department with the following
16 divisions: Administrative Services; Financial Systems; and the following
17 bureaus and divisions:

18 1. City Controller/Accounting Bureau with the following
19 divisions: Accounting Operations and Tidelands; Grants/Successor Agency
20 and Payroll; and Accounts Payable/CIP;

21 2. Business Services Bureau with the following division:
22 Purchasing; and Special Projects;

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

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

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

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

1 Employee Benefits and Services; and Equal Employment and Americans
2 with Disabilities Act; and the following bureaus and divisions:

3 1. Risk Management Bureau with the following divisions:
4 Loss Control and Prevention; Workers' Compensation Coordination; and
5 Occupational Health Services;

6 2. Leadership and Organizational Development Bureau
7 with the following divisions: Administration; and Leadership and
8 Organizational Development;

9 3. Personnel Operations Bureau; and

10 4. Workforce Development Bureau with the following
11 divisions: Workforce Operations; Workforce Development;
12 Communications; and Workforce Development Board;

13 L. Law Department;

14 M. Legislative Department;

15 N. Library Services Department with the following divisions:
16 Administrative and Facility Management; Youth Services; and the following
17 bureaus:

18 1. Automated Services Bureau;

19 2. Branch Library Services Bureau; and

20 3. Main Library Services Bureau;

21 O. Long Beach Airport Department with the following division:
22 Airport Engineering; and the following bureaus and divisions:

23 1. Business Operations Bureau with the following divisions:
24 Finance and Administration; Leasing and Business Development; Public Affairs;
25 and Noise and Environmental Compliance; and

26 2. Airport Operations Bureau with the following divisions:
27 Operations; Maintenance and Facilities; Airport Security; and Building
28 Services;

1 P. Long Beach Gas & Oil Department with the following bureaus
2 and divisions:

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

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

8 3. Engineering and Construction Bureau with the following
9 divisions: Pipeline Maintenance; and Engineering;

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

12 5. Gas and Oil Operations Bureau with the following
13 divisions: Planning and Unit Operations; Production and Environmental
14 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 Q. 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; Accident Prevention and Safety; and
25 Community Information and Graphics;

26 2. Community Recreation Services Bureau with the
27 following divisions: Citywide Administration; Community Services; Area I;
28 Area II; Area III; Citywide Programs; Citywide Services; Aquatics; Rangers;

1 and Historic Sites;

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

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

8 5. Animal Care Services Bureau;

9 R. Police Department with the following divisions: Chief of Staff;
10 Internal Affairs; Employee Assistance; and the following bureaus and
11 divisions:

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

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

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

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

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

21 S. Public Works Department with the following bureaus and
22 divisions:

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

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

28 3. Engineering Bureau with the following divisions:

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

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

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

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

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

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

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

19
20 Section 3. The City Clerk shall certify to the passage of this ordinance by
21 the City Council and cause it to be posted in three (3) conspicuous places in the City of
22 Long Beach, and it shall take effect on the thirty-first (31st) day after it is approved by the
23 Mayor.

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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

1 ORDINANCE NO.

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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, AND SEPTEMBER 13, 2011, AND
18 SEPTEMBER 4, 2012, RELATING TO DEPARTMENTAL
19 ORGANIZATION OF THE CITY OF LONG BEACH

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21 The City Council of the City of Long Beach ordains as follows:
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10 C. City Manager Department;

11 D. City Prosecutor Department;

12 E. Civil Service Department with the following divisions:

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

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

16 F. Development Services Department with the following division:

17 Communications; and the following bureaus and divisions:

18 1. Planning Bureau with the following divisions: Planning;
19 and Historic Preservation;

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

23 3. Neighborhood Services Bureau with the following
24 divisions: Neighborhood Improvement; Grant Administration; Code
25 Enforcement; and Nuisance Abatement;

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

28 5. Building and Safety Bureau with the following divisions:

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

22 2. ~~Business Relations~~ Services Bureau with the following
23 division:

24 Purchasing; and Special Projects;

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

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

- 1 Management; and
- 2 5. Budget and Performance Management Bureau with the
- 3 following divisions: Budget Management; Revenue Management;
- 4 Operations Analysis; and Revenue Analysis and Special Projects; and
- 5 ~~6.~~ 6. Financial Controls Bureau with the following
- 6 division: Controls Operations; and
- 7 7. Fleet Services Bureau with the following divisions:
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- 9 Sales; and
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- 15 Operations/Facilities; and Marine Safety; and ~~Emergency Medical Services;~~
- 16 4. Support Services Bureau with the following division:
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- 18 J. Health and Human Services Department with the following
- 19 bureaus and divisions:
- 20 1. Physician Services Bureau with the following divisions:
- 21 Clinical Services; and Laboratory Services;
- 22 2. Community Health Bureau with the following divisions:
- 23 Nutrition Services; and Homeless Services;
- 24 3. Environmental Health Bureau;
- 25 4. Preventive Health Bureau with the following divisions:
- 26 ~~Preventive Services;~~ ~~Nursing Services;~~ and ~~Laboratory Services;~~
- 27 5. Support Services Bureau with the following divisions:
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- 1 6. Housing Authority Bureau with the following divisions:
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7 Loss Control and Prevention; Workers' Compensation Coordination; and
8 Occupational Health Services;
- 9 2. Leadership and Organizational Development Bureau
10 with the following divisions: Administration; and Leadership and
11 Organizational Development;
- 12 3. Personnel Operations Bureau; and
- 13 4. Workforce Development Bureau with the following
14 divisions: Workforce Operations; Workforce Development;
15 Communications; and Workforce Development Board;
- 16 L. Law Department;
- 17 M. Legislative Department;
- 18 N. Library Services Department with the following divisions:
19 Administrative and Facility Management; Youth Services; and the following
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28 and Noise and Environmental Compliance; and

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

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

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

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Customer Service;

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divisions: Pipeline Maintenance; and Engineering;

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SERRF Operations; and

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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,
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Beach Gas and Oil Department or his or her designee;

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divisions: Personnel and Training; Finance and Controls; Contract
Management and Golf Operations; Accident Prevention and Safety; and
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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 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;

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

~~6.5. 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. Operations Support Bureau with the following divisions:
Finance; and Office Services;~~

~~2.1. Infrastructure Services Bureau with the following
divisions: Telecommunications; Wireless Communications; and Operations
Center;~~

~~3.2. Business Information Services Bureau with the
following divisions: Business Information Systems; and Business
Information Technology; and~~

~~4.3. Customer Services Bureau with the following divisions:
Customer Support; Video Communications; and Office Services.~~

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
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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