

CITY OF LONG BEACH **ORD-30**

DEPARTMENT OF HUMAN RESOURCES

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

December 11, 2007

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 implement changes reflected in the adopted FY 08 Budget and additional changes that are necessary to implement emergent operational needs that have arisen since the adoption of the FY 08 Budget.

This item was reviewed by Deputy City Attorney Christina L. Checel on December 4, 2007 and by Budget and Performance Management Bureau Manager David Wodynski on December 3, 2007.

TIMING CONSIDERATIONS

City Council approval of the amended Departmental Organization Ordinance is requested on December 11, 2007, to ensure timely implementation of requested organizational changes.

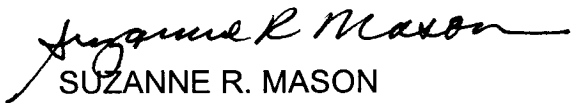
FISCAL IMPACT

There is no fiscal impact associated with the requested action.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,


SUZANNE R. MASON
DIRECTOR OF HUMAN RESOURCES

KW:PH
Council Letter FY 2008 Org Ord
- Amendment 12-11-07.doc

APPROVED:



PATRICK H. WEST
CITY MANAGER

Attachments:

Summary of Changes to Departmental Organization Ordinance FY 2008-Amendment
12-11-07
Amendment to the Departmental Organizational Ordinance

**SUMMARY OF CHANGES TO DEPARTMENTAL ORGANIZATION ORDINANCE
FY 2008 – Amendment, December 11, 2007**

COMMUNITY DEVELOPMENT DEPARTMENT

- Delete the Redevelopment Bureau with the following divisions and move to Planning and Building Department:
West Long Beach Industrial
North Long Beach
Downtown and West Beach
Central and Poly High
Redevelopment Administration
Parking Operations
Communications
- Change the following division title in Property Services Bureau:

<u>From</u>	<u>To</u>
Real Estate	Real Estate-Acquisitions
- Add Real Estate-Leasing Division to Property Services Bureau
- Change the following division title in Housing Services Bureau:

<u>From</u>	<u>To</u>
Housing Communications	Communications
- Add Communications Division to Workforce Development Bureau

FINANCE DEPARTMENT

- Move Purchasing Division from a stand-alone division to Business Relations Bureau
- Add CIP/Tidelands Division to City Controller/Accounting Bureau
- Add Revenue Management Division to Budget and Performance Management Bureau

FIRE DEPARTMENT

- Delete Community Services Division from Administration Bureau
- Add Community Services/Public Education Division to Fire Prevention Bureau
- Delete Disaster Management Division from Support Services Bureau
- Add Disaster Management Bureau
- Add Emergency Preparedness Division to Disaster Management Bureau (new bureau)

**SUMMARY OF CHANGES TO DEPARTMENTAL ORGANIZATION ORDINANCE
FY 2008 – Amendment, December 11, 2007**

PARKS, RECREATION AND MARINE DEPARTMENT

- Change the following bureau title:

<u>From</u>		<u>To</u>
Community Recreation Programs & Services		Community Recreation Services
- Add Tidelands Development Division to Planning and Development Bureau

PLANNING AND BUILDING DEPARTMENT

- Add the Redevelopment Bureau with the following divisions (moved from Community Development Department):
 - West Long Beach Industrial
 - North Long Beach
 - Downtown and West Beach
 - Central and Poly High
 - Redevelopment Administration
 - Parking Operations
 - Communications

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

1 consolidates those departments, bureaus and divisions indicated in this
2 Section:

3 A. City Auditor Department;

4 B. City Clerk Department with the following division:

5 Administrative; and the following bureaus:

6 1. Legislative Bureau; and

7 2. Elections Bureau;

8 C. City Manager Department;

9 D. City Prosecutor Department;

10 E. Civil Service Department with the following divisions:

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

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

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

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

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

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

27 5. Property Services Bureau with the following divisions:
28 Real Estate-Acquisitions; and Real Estate-Leasing;

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

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

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

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

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

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

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

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

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

H. 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

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

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

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

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

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

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

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

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

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

J. Human Resources Department with the following bureaus and
divisions:

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

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

3. Leadership and Organizational Development Bureau
with the following divisions: Administration; and Leadership and
Organizational Development; and

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- 4. Personnel Operations Bureau;
- K. Law Department;
- L. Legislative Department;
- M. Library Services Department with the following division:
Administrative and Facility Management; and the following bureaus and divisions:
 - 1. Automated Services Bureau;
 - 2. North and East Neighborhood Library Services Bureau;
 - 3. Central and West Neighborhood Library Services Bureau;
 - 4. Youth Library Services Bureau; and
 - 5. Main Library Services Bureau.
- N. Long Beach Gas & Oil Department with the following bureaus and divisions:
 - 1. Business Operations Bureau with the following divisions: Energy Services; Financial Services; and Safety;
 - 2. Gas Services Bureau with the following divisions: Customer Service; and Meters and Regulators;
 - 3. Engineering and Construction Bureau with the following divisions: Pipeline Construction and Maintenance; Engineering; and
 - 4. Electric Generation Bureau with the following division: SERRF Operations;
 - 5. Oil Operations Bureau with the following divisions: Administration; and Planning/Unit Operations; and
 - 6. Oil Production/Subsidence Bureau with the following divisions: Wilmington East; Wilmington West; and Subsidence and Geology;
- O. Parks, Recreation and Marine Department with the following

1 division: Special Projects; and the following bureaus and divisions:

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

6 2. Special Events and Filming Bureau;

7 3. Community Recreation Services Bureau with the
8 following divisions: North; Northeast; Northwest; South; Southeast;
9 Southwest; Citywide Programs; Citywide Services; and Rangers;

10 4. Maintenance Operations Bureau with the following
11 divisions: Golf Operations; Park Facilities Maintenance; Marine
12 Maintenance; Beach Maintenance/Queensway Bay; and Grounds
13 Maintenance;

14 5. Planning and Development Bureau with the following
15 divisions: Development; Historic Sites; and Tidelands Development; and

16 6. Marine Bureau with the following division:
17 Administration;

18 P. Planning and Building Department with the following division:
19 Administration; and the following bureaus and divisions:

20 1. Planning Bureau with the following divisions:
21 Comprehensive Planning; Community Design and Development Services;
22 Historic Preservation; and Urban Design;

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

25 3. Redevelopment Bureau with the following divisions:
26 West Long Beach Industrial; North Long Beach; Downtown and West
27 Beach; Central and Poly High; Redevelopment Administration; Parking
28 Operations; and Communications;

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 or by the
4 Department of Building and Safety or the Superintendent of Building and
5 Safety, such duties and functions shall be performed by the head of the
6 Planning and Building Department or his or her designee;

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

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

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

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

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

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

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

26 2. Facilities Bureau with the following divisions; Project
27 Management; and Facilities Management;

28 3. Airport Bureau with the following divisions:

1 Administration; Operations Administration; Operations - 1; Operations - 2;
2 Operations - 3; Operations - 4; Airport Security; Public Affairs; Noise;
3 Leasing and Business Development; and Special Projects;

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

7 5. Traffic and Transportation Bureau with the following
8 divisions: Traffic Engineering; Transportation Programming; and
9 Traffic Operations;

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

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

16 S. Technology Services Department with the following bureaus
17 and divisions:

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

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

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

26 4. Customer Services Bureau with the following divisions:
27 Customer Support; and Video Communications.

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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