



# CITY OF LONG BEACH

# BH-1

DEPARTMENT OF FINANCIAL MANAGEMENT

411 West Ocean Boulevard 6<sup>th</sup> Floor • Long Beach, CA 90802 • (562) 570-6425 • Fax (562) 570-5836

September 3, 2019

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Receive and discuss an overview of the Proposed Fiscal Year 2020 budgets for the following Departments: Technology and Innovation and Civil Service; and,

Receive supporting documentation into the record, conclude the public hearing, and take the actions necessary to adopt the Fiscal Year 2020 budget as listed in Attachment A. (Citywide)

## DISCUSSION

On July 31, 2019, the City Manager's Proposed Budget for Fiscal Year 2020 (FY 20) was delivered by Mayor Garcia to the City Council and community for consideration. Budget meetings were held on December 18, 2018, August 6, August 13, August 20, and September 3, 2019, along with Budget Oversight Committee (BOC) meetings, and community meetings throughout August at which the Proposed FY 20 Budget was discussed. As a result of these meetings, there were 22 scheduled opportunities for public feedback, deliberation, and input. Additionally, input was solicited through the Long Beach Budget Priority Survey to obtain feedback on what the City's priorities should be. The survey was promoted on the City's website, along with OpenLB, which shows the budget visually, through Twitter and Facebook, and at the community meetings.

At the conclusion of the hearing, the City Council will amend the proposed budget as it deems appropriate, and adopt the proposed budget as amended. Since the publication of the Proposed FY 20 Budget, updated estimates of FY 20 revenues and expenses, which primarily address technical corrections, are listed by fund group and department in Attachments B, C, and D. The reasons for the adjustments are discussed at the end of this letter.

There are three Ordinances to be considered for approval in Attachment A. The first amends the Departmental Organization of the City (A-6). The second is the Resolution No. WD-1413 (A-10), which establishes the rates and charges for the water and sewer service. The third Ordinance is the Appropriations Ordinance (A-16), which officially appropriates the funding for the Adopted Budget (approved in A-3) and authorizes expenditures in conformance with the Adopted Budget. For the second and third Ordinances to become effective on October 1, 2019, the City Council must first declare an emergency to exist before adopting each Ordinance (A-9 and A-15).

There are also five Resolutions that provide for approval for the Master Fees and Charges Schedule (A-4), amend the Salary Resolution (A-7), approve the budget for the Harbor Department (A-8), the budget for the Water Department (A-11), and establish the Gann Appropriations Limit (A-14). There are also motions that request approvals for the following: the Mayor's Recommendations (A-1); the BOC Recommendations (A-2); a motion amending the Proposed FY 20 Budget (A-3); the FY 20 One-Year Capital Improvement Program (A-5); the FY 20 Budget for the Long Beach Community Investment Company (A-12); and, the Harbor Revenue Fund Transfer (A-13).

This matter was reviewed by Deputy City Attorney Amy R. Webber on August 15, 2019 and by Budget Manager Grace H. Yoon on August 15, 2019.

### TIMING CONSIDERATIONS

In accordance with the City Charter, the FY 20 budget must be adopted by September 15, 2019. Should the City Council fail to adopt the budget by that date, the City Manager's Proposed FY 20 Budget will be deemed the budget for the 2020 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, 2019, to override veto action by the Mayor with a two-thirds supermajority vote (six Councilmembers).

### FISCAL IMPACT

The City Charter requires that the Appropriations Ordinance 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 Proposed FY 20 budget for all departments and fund groups is \$3,218,767,141, which comprises of \$2,799,187,891 in new appropriation and \$419,579,250 in estimated carry-over from FY 19 for multi-year grants and projects. Attachments B, C, and D provide the financial overview by Fund Group, by Department, and Citywide revenue by Fund Group, respectively.

The Appropriations Ordinance, included as Attachment A-16, totals \$2,385,050,997 for all fund groups except Harbor, Sewer, and Water, and \$2,389,190,470 for all departments except Harbor and Water. The \$4,139,473 difference between fund groups and departments is due to general City indirect costs budgeted in the Financial Management Department, but charged to the Harbor, Water and Sewer Funds, which are not included in the Appropriations Ordinance by fund groups.

The proposed Harbor, Water and Sewer Fund Group budgets are in separate City Council Resolutions included as Attachment A-8 and A-11, respectively, and total \$833,716,144. The Board of Harbor Commissioners adopted the budget for the Harbor Department by minute order on May 28, 2019. The Board of Water Commissioners adopted the budget for the Water Department by Resolution on June 13, 2019.

User fees and charges in the Master Fees and Charges Schedule, included as Attachment A-4, have been adjusted due to changes in service and other factors, including the City Cost Index (CCI) adjustment unless there are exceptions. For more

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details regarding the CCI adjustment, please see Exhibit D to the Master Fees and Charges Schedule. For details regarding these proposed new fees, deletions and adjustments, please see the List of Proposed Fees Adjustments for FY 20 that has been incorporated as Exhibits B and C to the Master Fees and Charges Resolution.

Other requested City Council actions include:

- Approving the FY 20 One-Year Capital Improvement Program (CIP) budget, included as Attachment A-5, which is contained in the Appropriations Ordinance. The Planning Commission, at its meeting of August 1, 2019, approved the CIP for FY 20 as conforming to the General Plan.
- Amending the Departmental Organization Ordinance, included as Attachment A-6. This amendment incorporates changes to departments, bureaus, and divisions for FY 20. These organizational changes are necessary to implement changes reflected in the Proposed FY 20 budget. A redline version of the changes is also provided.
- Adopting the Salary Resolution, which creates and establishes positions of employment while fixing and prescribing the compensation for officers and employees, is included as Attachment A-7.
- Adopting the FY 20 Long Beach Community Investment Company (LBCIC) budget, included as Attachment A-12. The LBCIC budget is prepared annually for City Council approval and is a subset of the Housing Development Fund. The LBCIC oversees the delivery of housing and neighborhood revitalization services. The LBCIC approved its FY 20 budget on April 17, 2019.
- Adopting a Resolution, included as Attachment A-14, establishing the Gann Appropriations Limit (Limit) for general purpose expenditures. In November 1979, the voters of the State of California (State) 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 prevents overspending proceeds of taxes. Only those revenues that 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 45.18 percent of the 2019-2020 Appropriations Limit and, therefore, do not exceed the Limit. This calculation is reviewed by the City Auditor for conformance to the law.

After the City Manager delivered the Proposed FY 20 Budget to the Mayor, technical adjustments were made to the budget. These changes are generally not substantive and are shown in Attachments B, C, and D. Changes include the following:

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1. An appropriation increase in the Public Works Department and revenue budget increase in the Citywide Allocations Department, both in the Civic Center Fund Group by \$461,000 to reflect additional operations and maintenance costs and lifecycle costs that were requested as a second amendment to the Plenary Properties Long Beach, LLC, contract and approved by the City Council on July 16, 2019. The \$461,000 increase will be funded through the Civic Center MOU.
2. A revenue budget increase in the Refuse/Recycling Fund Group in the Public Works Department by \$1,500,000, to more accurately align budget with revenue anticipated from rate increases approved by the City Council on February 5, 2019.
3. An addition of an Assistant Chief of Police in the General Fund Group in the Police Department, offset by an elimination of a Police Commander and reduction of the Department's Financial Bureau's overtime budget for a net zero fund impact, to provide additional management and policy oversight of the Department.

The remaining changes were minor, technical adjustments made to various funds and departments to align budget with grants and/or revenues.

SUGGESTED ACTION:

Approve recommendation

Respectfully submitted,



JOHN GROSS  
DIRECTOR OF FINANCIAL MANAGEMENT

JG:GY:RAG:ads:jt  
K:\FM-ADMIN\CITY COUNCIL LETTERS\BUDGET\2018\PROPOSED FY 19 BUDGET FOR HARBOR AND WATER AND ADOPTION OF FY19 BUDGET.DOCX

ATTACHMENTS

APPROVED:



PATRICK H. WEST  
CITY MANAGER

**List of Requested Fiscal Year 2020 Budget Adoption Actions**

1. Adopt the Mayor's proposed budget recommendations, as amended, to the Proposed FY 20 Budget. (A-1)
2. Adopt the Budget Oversight Committee's proposed funding recommendations, as amended, to the Proposed FY 20 Budget. (A-2)
3. Adopt the expenditures and revenues as identified in the Proposed FY 20 Budget Book, as amended. (A-3)
4. Adopt the Resolution amending the Master Fees and Charges Schedule for specified City services for Citywide fees and charges for the City of Long Beach. (A-4)
5. Approve the FY 20 One-Year Capital Improvement Program. (A-5)
6. 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-6)
7. Adopt the amended Salary Resolution for FY 20. (A-7)
8. Adopt the Resolution approving the FY 20 budget for the Long Beach Harbor Department as adopted by the Board of Harbor Commissioners on May 28, 2019. (A-8)
9. Declare an emergency to exist. (A-9)
10. Declare the Ordinance approving the Resolution No. WD-1413 establishing the rates and charges for water and sewer service to all customers, as adopted by the Board of Water Commissioners on June 13, 2019, 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-10)
11. Adopt the Resolution approving the FY 20 budget of the Long Beach Water Department as adopted by the Board of Water Commissioners on June 13, 2019. (A-11)
12. Adopt a motion approving the FY 20 budget for the Long Beach Community Investment Company in the amount of \$2,724,263. (A-12)
13. Adopt a motion approving the estimated transfer of \$20,135,600 from the Harbor Revenue Fund to the Tidelands Operations Fund. (A-13)
14. Adopt the Resolution establishing the Gann Appropriations Limit (Limit) for FY 20 pursuant to Article XIII (B) of the California Constitution. (A-14)
15. Declare an emergency to exist. (A-15)
16. Declare the Appropriations Ordinance for FY 20, creating and establishing the fund groups 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 2020 APPROPRIATIONS ORDINANCE BY FUND GROUP**  
 (Does not include Harbor, Water and Sewer Fund Groups)

<u>FUND GROUP</u>	<u>FY 20 PROPOSED EXPENDITURES</u>	<u>CHANGES*</u>	<u>FY 19 ESTIMATED CARRYOVER**</u>	<u>FY 20 APPROPRIATIONS</u>
GENERAL FUND	553,699,963	-	-	553,699,963
UPLAND OIL FUND	12,046,161	-	-	12,046,161
GENERAL GRANTS FUND	8,270,350	-	16,340,320	24,610,670
POLICE & FIRE PUBLIC SAFETY OIL PROD ACT FUND	3,154,508	-	-	3,154,508
HEALTH FUND	55,694,692	-	40,672,444	96,367,137
CUPA FUND	2,257,390	-	-	2,257,390
SPECIAL ADVERTISING & PROMOTION FUND	12,522,340	-	-	12,522,340
HOUSING DEVELOPMENT FUND	4,340,782	-	10,260,857	14,601,638
BELMONT SHORE PARKING METER FUND	783,243	-	-	783,243
BUSINESS ASSISTANCE FUND	728,199	-	1,672,760	2,400,958
COMMUNITY DEVELOPMENT GRANTS FUND	21,557,862	-	20,292,446	41,850,308
HOUSING AUTHORITY FUND	93,816,773	-	(845,540)	92,971,233
GASOLINE TAX STREET IMPROVEMENT FUND	10,139,365	-	9,726,672	19,866,037
CAPITAL PROJECTS FUND	124,512,022	-	186,885,916	311,397,938
SUCCESSOR AGENCY OPERATIONS	4,177,861	-	(6,713,207)	(2,535,346)
CIVIC CENTER FUND	20,968,122	461,000	2,730,457	24,159,579
GENERAL SERVICES FUND	58,999,828	-	12,044,736	71,044,563
FLEET SERVICES FUND	45,115,340	-	2,523,598	47,638,937
INSURANCE FUND	49,375,529	-	1,445,419	50,820,948
EMPLOYEE BENEFITS FUND	328,018,493	-	-	328,018,493
TIDELANDS OPERATIONS FUND	92,592,947	-	83,802,331	176,395,278
TIDELANDS AREA FUNDS	25,910,746	-	8,156,469	34,067,215
TIDELANDS OIL REVENUE FUND	88,789,241	-	-	88,789,241
RESERVE FOR SUBSIDENCE	-	-	-	-
DEVELOPMENT SERVICES FUND	27,969,984	-	2,246,095	30,216,079
GAS FUND	133,322,074	-	6,615,311	139,937,385
AIRPORT FUND	50,810,689	-	21,542,589	72,353,277
REFUSE/RECYCLING FUND	51,670,749	-	179,579	51,850,328
SERRF FUND	42,895,016	-	-	42,895,016
SERRF JPA FUND	-	-	-	-
TOWING FUND	6,341,727	-	-	6,341,727
DEBT SERVICE FUND	8,159,695	-	-	8,159,695
SUCCESSOR AGENCY - DEBT SERVICE	26,369,058	-	-	26,369,058
<b>TOTAL</b>	<b>1,965,010,747</b>	<b>461,000</b>	<b>419,579,250</b>	<b>2,385,050,997</b>

\*Please refer to the Fiscal Impact section of the City Council Letter for a description of notable changes.

\*\*Carryover of unexpended appropriations for multi-year grants and CIP fund groups.

**FISCAL YEAR 2020 APPROPRIATIONS ORDINANCE BY DEPARTMENT**  
**(Does not include Harbor and Water Departments)**

<u>DEPARTMENT</u>	<u>FY 20 PROPOSED EXPENDITURES</u>	<u>CHANGES*</u>	<u>FY 19 ESTIMATED CARRYOVER**</u>	<u>FY 20 APPROPRIATIONS</u>
MAYOR AND COUNCIL	5,813,629	-	-	5,813,629
CITY ATTORNEY	11,783,573	-	-	11,783,573
CITY AUDITOR	3,298,864	-	-	3,298,864
CITY CLERK	3,894,851	-	-	3,894,851
CITY MANAGER	16,573,968	-	1,967,164	18,541,132
CITY PROSECUTOR	6,104,872	-	667,961	6,772,833
CIVIL SERVICE	3,094,635	-	-	3,094,635
AIRPORT	50,082,631	-	21,542,589	71,625,220
DISASTER PREPAREDNESS & EMERGENCY COMMUNICATIONS	12,739,724	-	2,250,258	14,989,982
DEVELOPMENT SERVICES	76,017,157	-	14,321,801	90,338,958
ECONOMIC DEVELOPMENT	22,809,791	-	13,150,722	35,960,513
FINANCIAL MANAGEMENT***	588,363,104	-	3,300,469	591,663,573
FIRE	130,790,192	-	1,934,360	132,724,551
HEALTH AND HUMAN SERVICES	152,679,513	-	40,092,252	192,771,764
HUMAN RESOURCES	12,301,295	-	-	12,301,295
LIBRARY SERVICES	15,125,558	-	1,922,708	17,048,266
ENERGY RESOURCES	233,785,093	-	6,615,311	240,400,404
PARKS, RECREATION AND MARINE	60,028,321	-	14,934,475	74,962,796
POLICE	264,582,442	-	6,599,307	271,181,749
PUBLIC WORKS	242,114,403	461,000	277,942,994	520,518,397
TECHNOLOGY & INNOVATION	57,166,605	-	12,336,881	69,503,486
<b>TOTAL</b>	<b>1,969,150,220</b>	<b>461,000</b>	<b>419,579,250</b>	<b>2,389,190,470</b>

\*Please refer to the Fiscal Impact section of the City Council Letter for a description of notable changes.

\*\*Carryover of unexpended appropriations for multi-year grants and CIP fund groups.

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

**FISCAL YEAR 2020 REVENUES BY FUND GROUP**  
(Does not include Harbor, Water and Sewer Fund Groups)

<u>FUND GROUP</u>	<u>FY 20 PROPOSED REVENUES</u>	<u>CHANGES*</u>	<u>FY 20 PROPOSED BUDGETED REVENUES</u>
GENERAL FUND	551,569,449	-	551,569,449
UPLAND OIL FUND	12,239,561	-	12,239,561
GENERAL GRANTS FUND	8,270,350	-	8,270,350
POLICE & FIRE PUBLIC SAFETY OIL PROD ACT FUND	3,154,508	-	3,154,508
HEALTH FUND	55,818,966	-	55,818,966
SPECIAL ADVERTISING & PROMOTION FUND	11,822,139	-	11,822,139
HOUSING DEVELOPMENT FUND	4,199,212	-	4,199,212
BELMONT SHORE PARKING METER FUND	783,243	-	783,243
BUSINESS ASSISTANCE FUND	728,199	-	728,199
COMMUNITY DEVELOPMENT GRANTS FUND	20,868,489	-	20,868,489
GASOLINE TAX STREET IMPROVEMENT FUND	12,406,345	-	12,406,345
CAPITAL PROJECTS FUND	124,400,477	-	124,400,477
CIVIC CENTER FUND	20,820,180	461,000	21,281,180
GENERAL SERVICES FUND	55,356,557	-	55,356,557
FLEET SERVICES FUND	46,139,112	-	46,139,112
INSURANCE FUND	49,527,973	-	49,527,973
EMPLOYEE BENEFITS FUND	328,470,018	-	328,470,018
TIDELANDS OPERATIONS FUND	92,156,849	-	92,156,849
TIDELANDS AREA FUNDS	24,882,139	-	24,882,139
TIDELANDS OIL REVENUE FUND	89,209,421	-	89,209,421
RESERVE FOR SUBSIDENCE	1,480,000	-	1,480,000
DEVELOPMENT SERVICES FUND	26,263,271	-	26,263,271
GAS FUND	126,257,629	-	126,257,629
GAS PREPAY FUND	5,898,597	-	5,898,597
AIRPORT FUND	55,650,394	-	55,650,394
REFUSE/RECYCLING FUND	48,484,236	1,500,000	49,984,236
SERRF FUND	35,950,000	-	35,950,000
SERRF JPA FUND	-	-	-
TOWING FUND	6,210,000	-	6,210,000
HOUSING AUTHORITY FUND	92,215,718	-	92,215,718
SUCCESSOR AGENCY OPERATIONS	4,219,567	-	4,219,567
CUPA FUND	1,840,440	-	1,840,440
DEBT SERVICE FUND	6,900,861	-	6,900,861
SUCCESSOR AGENCY DEBT SERVICE	30,162,041	-	30,162,041
<b>TOTAL</b>	<b>1,954,355,940</b>	<b>1,961,000</b>	<b>1,956,316,940</b>

\*Please refer to the Fiscal Impact section of the City Council Letter for a description of notable changes.



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, AND SEPTEMBER 9, 2014, SEPTEMBER 22, 2015, SEPTEMBER 20, 2016, SEPTEMBER 12, 2017, AND SEPTEMBER 11, 2018, 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

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 hereby adopted to read as follows:

2 Departments, Bureaus and Divisions Created.

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

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

24 3. Code Enforcement Bureau with the following divisions:  
25 Standard Code Enforcement; and Multi-Family Housing Inspection;

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:

1 Engineering Services; Inspection Services; and Permit Center;

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

10 G. Disaster Preparedness and Emergency Communications  
11 Department with the following divisions: Administration and Grants; Disaster  
12 Preparedness; and Emergency Communications;

13 H. Economic Development Department with the following  
14 division: Administrative/Financial Services; and the following bureaus and  
15 divisions:

16 1. Business Development Bureau with the following  
17 division: Business Services;

18 2. Workforce Development Bureau with the following  
19 division: Operations, Career Services, and Employer Engagement; and

20 3. Real Estate Development Bureau with the following  
21 division: Property Services;

22 I. Financial Management Department with the following  
23 divisions: Administrative Operations; Administrative Services; Special  
24 Projects; Business Improvement and Controls; and the following bureaus  
25 and divisions:

26 1. City Controller/Accounting Bureau with the following  
27 divisions: General Accounting; Special Accounting; Payroll; Accounts  
28 Payable, and Special Projects;

- 1                                   2.     Business Services Bureau with the following divisions:  
2                                   Procurement Services; Business Services; and Labor Compliance;
- 3                                   3.     Commercial Services Bureau with the following  
4                                   divisions: Billing and Collections; and Central Cashiering;
- 5                                   4.     Treasury Operations Bureau with the following  
6                                   divisions: Debt Management; and Cash and Investment Management;
- 7                                   5.     Budget Management Bureau with the following  
8                                   divisions: Fiscal Impact Analysis; Revenue Management; Budget  
9                                   Development; Budget Operations; and Projects and Grants;
- 10                                  6.     Fleet Services Bureau with the following divisions:  
11                                  Fleet Operations; Fleet Acquisitions; Fleet Maintenance; Fuel and  
12                                  Underground Storage Tanks (UST); and Towing/Lien Sales;
- 13                                  J.     Fire Department with the following bureaus and divisions:  
14                                  1.     Administration Bureau with the following division:  
15                                  Administrative Services;
- 16                                  2.     Fire Prevention Bureau with the following divisions:  
17                                  Code Enforcement; and Community Services;
- 18                                  3.     Operations Bureau with the following divisions:  
19                                  Operations/Facilities; and Marine Safety; and
- 20                                  4.     Support Services Bureau with the following divisions:  
21                                  Training/Fleet Management; and Emergency Medical Services;
- 22                                  K.     Health and Human Services Department with the following  
23                                  bureaus and divisions:  
24                                  1.     Physician Services Bureau with the following divisions:  
25                                  Clinical Services; and Laboratory Services;
- 26                                  2.     Community Health Bureau with the following divisions:  
27                                  Nutrition Services; Nursing Services; and Chronic Disease and Injury  
28                                  Prevention;

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- 3. Environmental Health Bureau with the following division: Environmental Health Operations;
- 4. Human Services Bureau with the following divisions: Homeless Services; and Community Impact;
- 5. Collective Impact and Operations Bureau with the following divisions: Financial Services; Administrative Operations; and Office of Equity;
- 6. Housing Authority Bureau with the following divisions: Operations; and Administrative; and
- 7. City Health Officer Bureau with the following division: Public Health Emergency Management;
- 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 with the following division: Labor Relations; and
  - 3. Personnel Operations Bureau with the following divisions: Personnel Services; HR Compliance Support; Training and Equal Employment Opportunity; 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; and Council District Nine;
- O. Library Services Department with the following division: Support Services; and the following bureaus and division:

- 1                           1.     Automated Services Bureau;
- 2                           2.     Branch Library Services Bureau; and
- 3                           3.     Main Library Services Bureau with the following
- 4                   division: Youth Services;
- 5                           P.     Long Beach Airport Department with the following bureaus
- 6                   and divisions:
- 7                           1.     Business Operations Bureau with the following divisions:
- 8                   Finance; Administration; Leasing and Business Development; Public Affairs; and
- 9                   Noise and Environmental Compliance; and
- 10                          2.     Airport Operations Bureau with the following divisions:
- 11                   Operations; Maintenance and Facilities; Safety and Security; Airport
- 12                   Engineering; and Building Services;
- 13                          Q.     Energy Resources Department with the following bureaus and
- 14                   divisions:
- 15                          1.     Business Operations Bureau with the following
- 16                   divisions: Personnel Services; Financial Services; Safety; Call Center
- 17                   Services; and Energy Services;
- 18                          2.     Construction and Pipeline Maintenance Bureau with
- 19                   the following division: Operations;
- 20                          3.     Gas Services Bureau with the following division:
- 21                   Customer Service;
- 22                          4.     Engineering and Regulatory Compliance Bureau with
- 23                   the following divisions: Engineering; and Regulatory Compliance &
- 24                   Oversight;
- 25                          5.     Electric Generation Bureau with the following division:
- 26                   SERRF Operations; and
- 27                          6.     Oil Operations Bureau with the following divisions:
- 28                   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 Energy Resources 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; Financial Services; 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; and Grounds Maintenance;

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

5. Animal Care Services Bureau; and

6. Park Planning and Partnership Bureau with the following divisions: Planning and Development; and Partnership;

S. Police Department with the following divisions: Chief of Staff; and 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; Personnel; and Public Records  
4 Compliance;

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

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

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

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

13 2. Engineering Bureau with the following divisions:  
14 Construction Management; Design; and Storm Water/Environmental  
15 Compliance;

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

19 4. Project Management Bureau with the following  
20 divisions: Private Development; and Project Development;

21 5. Public Service Bureau with the following divisions:  
22 Facilities Management; Street Maintenance; and Traffic Operations; and

23 6. Transportation Mobility Bureau with the following  
24 divisions: Mobility Programs; Transportation Development; and  
25 Transportation Engineering;

26 U. Technology and Innovation Department with the following  
27 division: Cyber Security; and the following bureaus and divisions:

28 1. Business Operations Bureau with the following



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divisions: Administrative Services; Office Services; and Video Communications;

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

3. Customer Services Bureau with the following division: Customer Support;

4. Enterprise Information Services Bureau with the following divisions: Enterprise Information Systems; Financial & HR Systems;

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

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.

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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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
Noes: Councilmembers: \_\_\_\_\_  
\_\_\_\_\_  
Absent: Councilmembers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City Clerk

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

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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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, AND SEPTEMBER 9, 2014, SEPTEMBER 22, 2015, SEPTEMBER 20, 2016, ~~AND SEPTEMBER 12, 2017, AND SEPTEMBER 11, 2018,~~ 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

1 hereby adopted to read as follows:

2 Departments, Bureaus and Divisions Created.

3 There are within the City the following departments of City Government, and those  
4 departments, bureaus and divisions not otherwise created are hereby created and  
5 established; and the City Council consolidates those departments, bureaus and  
6 divisions indicated in this 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 ~~Commission Support; Administration~~ and Support Services; Recruitment  
16 and Selection; and 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 Neighborhood Services Bureau with the  
22 following divisions: Grants Administration; Neighborhood Improvement;  
23 Housing Services; and Community Improvement;

24 3. Code Enforcement Bureau with the following divisions:  
25 Standard Code Enforcement; and Multi-Family Housing Inspection;

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:

1 Engineering Services; Inspection Services; and Permit Center;

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

10 G. Disaster Preparedness and Emergency Communications  
11 Department with the following divisions: Administration and Grants; Disaster  
12 Preparedness; and Emergency Communications;

13 H. Economic Development Department with the following  
14 division: Administrative/Financial Services; and the following bureaus and  
15 divisions:

16 1. Business Development Bureau with the following  
17 division: Business Services;

18 2. Workforce Development Bureau with the following  
19 division: Operations, Career Services, and Employer Engagement; and

20 3. Real Estate Development Bureau with the following  
21 division: Property Services;

22 I. Financial Management Department with the following  
23 divisions: Administrative Operations; Administrative Services; Special  
24 Projects; Business Improvement and Controls; and the following bureaus  
25 and divisions:

26 1. City Controller/Accounting Bureau with the following  
27 divisions: General Accounting; Special Accounting; Payroll; Accounts  
28 Payable, ~~Vendor Maintenance~~ and Special Projects;

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- 2. Business Services Bureau with the following divisions:  
Procurement Services; Business Services; and Labor Compliance;
- 3. Commercial Services Bureau with the following  
divisions: Billing and Collections; and Central Cashiering;
- 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; and Projects and Grants;
- 6. 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;
  - 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; Nursing Services; and Chronic Disease and Injury  
Prevention;

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

4. Human Services Bureau with the following divisions: Homeless Services; and Community Impact;

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

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

7. City Health Officer Bureau with the following division: Public Health Emergency Management;

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 with the following division: ~~Labor Negotiations~~ Relations; and

3. Personnel Operations Bureau with the following divisions: Personnel Services; ~~Systems Support~~ HR Compliance Support; Training and Equal Employment Opportunity; 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; and Council District Nine;

O. Library Services Department with the following division: Support Services; and the following bureaus and division:

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- 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. Energy Resources 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;

~~4.2.~~ Construction and Pipeline Maintenance Bureau with the following division: Operations;

~~2.3.~~ Gas Services Bureau with the following division: Customer Service;

~~3.4.~~ Engineering and Construction-Regulatory Compliance Bureau with the following divisions: Pipeline Maintenance; Engineering; and Regulatory Compliance & Oversight;

~~4.5.~~ Electric Generation Bureau with the following division: SERRF Operations; and

~~5.6.~~ Oil Operations Bureau with the following divisions: Planning and Unit Operations; Production and Environmental Safety; and



1 Subsidence and Reservoir;

2 Whenever the Charter or ordinances of the City or other applicable  
3 laws provide that certain duties and functions shall be performed either by  
4 the Oil Properties Department or the head of the Oil Properties Department,  
5 such duties and functions shall be performed by the head of the Energy  
6 Resources Department or his or her designee;

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

9 1. Business Operations Bureau with the following  
10 divisions: Personnel and Training; Financial Services; ~~Contract~~  
11 ~~Management and Golf Operations; Planning and Development; and~~  
12 Community Information and Graphics;

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

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

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

22 5. Animal Care Services Bureau; and

23 6. ~~Community Engagement and~~ Park Planning and  
24 Partnership Bureau with the following divisions: ~~Partnership; Planning and~~  
25 Development; and Partnership;

26 S. Police Department with the following divisions: Chief of Staff;  
27 and Internal Affairs; and the following bureaus and divisions:

28 1. Investigations Bureau with the following divisions:

1 Detective; ~~Gang/Violent Crimes; Special Investigations;~~ and Forensic  
2 Science Services;

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

5 3. Administration Bureau with the following divisions:  
6 Records; Community Engagement; ~~and Personnel;~~ and Public Records  
7 Compliance;

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

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

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

13 1. Business Operations Bureau with the following  
14 divisions: Budget Services; Personnel Services; Safety and Disaster  
15 Preparedness; and Special Projects;

16 ~~2.1. Project Management Bureau with the following~~  
17 ~~divisions: Private Development; and Project Development;~~

18 ~~3.2. Engineering Bureau with the following divisions:~~  
19 ~~Capital Improvement; Construction Management; Design; Engineering; and~~  
20 ~~Storm Water/Environmental Compliance;~~

21 ~~4.3. Environmental Services Bureau with the following~~  
22 ~~divisions: Operations; Recycling and Waste Reduction; Refuse; and Street~~  
23 ~~Sweeping/Clean Long Beach;~~

24 ~~Project Management Bureau with the following~~  
25 ~~divisions: Private Development; and Project Development;~~

26 ~~Project Management Bureau with the following divisions: Private Development;~~  
27 ~~and Project Development;~~

28 ~~5.4.~~

1                    ~~6.5.~~ Public Service Bureau with the following divisions:  
2 Facilities Management; Street Maintenance; and Traffic Operations; and

3                    ~~7.6.~~ Transportation Mobility Bureau with the following  
4 divisions: Mobility Programs; Transportation Development; and  
5 Transportation Engineering;

6                    U. Technology and Innovation Department with the following  
7 divisions: ~~Administrative Services; and Cyber Security;~~ and the following  
8 bureaus and divisions:

9                    1. Business Operations Bureau with the following  
10 divisions: Administrative Services; Office Services; and Video  
11 Communications;

12                    ~~2.1. Infrastructure Services Bureau with the following~~  
13 ~~divisions: Telecommunications; Wireless Communications; and Operations~~  
14 ~~Center;~~

15                    ~~3.2.~~ 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~~

20                    4. Enterprise Information Services Bureau with the  
21 following divisions: Enterprise Information Systems; Financial & HR  
22 Systems;

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

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

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

- 1 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: \_\_\_\_\_  
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Noes: Councilmembers: \_\_\_\_\_  
\_\_\_\_\_  
Absent: Councilmembers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City Clerk

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

Mayor

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