



# CITY OF LONG BEACH **ORD-41**

DEPARTMENT OF HUMAN RESOURCES

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

May 15, 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 some additional changes to City departments, bureaus, and divisions as listed on the attached summary for Fiscal Year 2007 (FY 07). These organizational changes are necessary to implement emergent operational needs that have arisen since the adoption of the FY 07 Budget.

This item was reviewed by Deputy City Attorney Christina L. Checél, and by Budget and Performance Management Bureau Manager David Wodynski, on May 8, 2007.

## TIMING CONSIDERATIONS

City Council approval of the amended Departmental Organization Ordinance is requested on May 15, 2007, to ensure timely implementation of requested organizational changes.

## FISCAL IMPACT

Staffing associated with the requested organizational changes will be requested as part of the FY 08 Budget.

HONORABLE MAYOR AND CITY COUNCIL  
May 15, 2007  
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SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



SUZANNE R. MASON  
DIRECTOR OF HUMAN RESOURCES

KW:PH  
Council Letter FY 2007 Org Ord  
- 3<sup>rd</sup> Amendment.doc

APPROVED:

  
for Christine J. Shippy  
GERALD R. MILLER  
CITY MANAGER

Attachments:

Summary of Changes to Departmental Organization Ordinance FY 2007-3<sup>rd</sup> Amendment  
Amendment to the Departmental Organizational Ordinance

**SUMMARY OF CHANGES TO DEPARTMENTAL ORGANIZATION ORDINANCE  
FY 2007 – 3<sup>rd</sup> Amendment, May 15, 2007**

FINANCE DEPARTMENT

- Change the following bureau title:  

<u>From</u> Performance Management and Budget	<u>To</u> Budget and Performance Management
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HUMAN RESOURCES DEPARTMENT

- Add Employee Benefits and Equal Employment Bureau
- Move Employee Benefits and Services Division from directly under Human Resources Department to Employee Benefits and Equal Employment Bureau
- Move the Equal Employment and Americans with Disabilities Act Division from directly under Human Resources Department to Employee Benefits and Equal Employment Bureau
- Change the following bureau title:  

<u>From</u> Administration and Risk Management	<u>To</u> Risk Management
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- Move Workers' Compensation Coordination Division from directly under Human Resources Department to Risk Management Bureau
- Add Leadership and Organizational Development Bureau
- Add Administration Division to Leadership and Organizational Development Bureau
- Add Leadership and Organizational Development Division to Leadership and Organizational Development Bureau
- Change the following bureau title:  

<u>From</u> Personnel Services	<u>To</u> Personnel Operations
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PUBLIC WORKS DEPARTMENT

- Add Facilities Bureau
- Move Project Management Division from the Administration, Planning, and Facilities Bureau to Facilities Bureau
- Move Facilities Management Division from Administration, Planning, and Facilities Bureau to Facilities Bureau

**SUMMARY OF CHANGES TO DEPARTMENTAL ORGANIZATION ORDINANCE  
FY 2007 – 3<sup>rd</sup> Amendment, May 15, 2007**

- Change the following bureau title:  

<u>From</u>	<u>To</u>
Administration, Planning, and Facilities Bureau	Business Operations Bureau
  
- Add Communications/Community Information Division to Business Operations Bureau

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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, AND MARCH 20, 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:

Sec. 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. Redevelopment Bureau with the following divisions:  
19 West Long Beach Industrial; North Long Beach; Downtown and West  
20 Beach; Central and Poly High; Redevelopment Administration; Parking  
21 Operations; and Communications;

22 3. Neighborhood Services Bureau with the following  
23 divisions: Neighborhood Improvement; Neighborhood Resources; Code  
24 Enforcement; and Rehabilitation Services;

25 4. Economic Development Bureau with the following  
26 divisions: Business Development; and Commercial and Retail  
27 Development;

28 5. Workforce Development Bureau with the following

1 divisions: Workforce Operations; and Workforce Development;

2 6. Property Services Bureau with the following division:  
3 Real Estate;

4 7. Housing Services Bureau with the following divisions:  
5 Housing Operations; Housing Development; and Housing Communications;

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

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

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

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

16 2. Business Relations Bureau;

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

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

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

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

25 1. Administration Bureau with the following division:  
26 Community Services;

27 2. Fire Prevention Bureau with the following division:  
28 Code Enforcement;

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3. Operations Bureau with the following divisions:  
Operations/Facilities; and Marine Safety; and

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

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



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- Organizational Development; and
  - 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 Services; 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;

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

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

7 2. Special Events and Filming Bureau;

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

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

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

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

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

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

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

26 Whenever the Charter or ordinances of the City or other applicable  
27 laws provide that certain duties and functions shall be performed either by  
28 the Planning Department or the head of the Planning Department or by the

1 Department of Building and Safety or the Superintendent of Building and  
2 Safety, such duties and functions shall be performed by the head of the  
3 Planning and Building Department or his or her designee;

4 Q. Police Department with the following divisions: Chief of Staff;  
5 Internal Affairs; Employee Assistance; and the following bureaus and  
6 divisions:

7 1. Investigations Bureau with the following divisions:  
8 Detective; Gang/Violent Crimes; Youth Services; and Forensic Science  
9 Services;

10 2. Patrol Bureau with the following divisions: Patrol -  
11 East; Patrol - North; Patrol - South; Patrol - West; Field Support; and  
12 Nuisance Abatement;

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

15 4. Support Bureau with the following divisions: Planning  
16 and Research; Jail; Communications; Training; and Information and  
17 Technology;

18 R. Public Works Department with the following bureaus and  
19 divisions:

20 1. Business Operations Bureau with the following  
21 divisions: Safety and Disaster Preparedness; Budget Services; Personnel  
22 Services; and Communications/Community Information;

23 2. Facilities Bureau with the following divisions; Project  
24 Management; and Facilities Management;

25 3. Airport Bureau with the following divisions:  
26 Administration; Operations Administration; Operations - 1; Operations - 2;  
27 Operations - 3; Operations - 4; Airport Security; Public Affairs; Noise;  
28 Leasing and Business Development; and Special Projects;

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

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

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

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

S. 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 2. 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

OFFICE OF THE CITY ATTORNEY  
ROBERT E. SHANNON, City Attorney  
333 West Ocean Boulevard, 11th Floor  
Long Beach, CA 90802-4664

1 Mayor.

2 I hereby certify that the foregoing ordinance was adopted by the City  
3 Council of the City of Long Beach at its meeting of \_\_\_\_\_, 2007, by the  
4 following vote:

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6 Ayes: Councilmembers: \_\_\_\_\_

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10 Noes: Councilmembers: \_\_\_\_\_

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12 Absent: Councilmembers: \_\_\_\_\_

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City Clerk

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19 Approved: \_\_\_\_\_  
(Date) Mayor

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