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~~BH-22.9~~
ORD-17

ORDINANCE NO.

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2
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,
18 RELATING TO DEPARTMENTAL ORGANIZATION OF THE
19 CITY OF LONG BEACH

20
21 The City Council of the City of Long Beach ordains as follows:

22
23 Section 1. Section 2 of Ordinance No. C-6496, adopted July 5, 1988, as
24 amended, is amended to read as follows:

25 Section 2. The Departmental Organization of the City of Long Beach is
26 hereby adopted to read as follows:

27 Departments, Bureaus and Divisions Created.

28 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 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:

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 bureaus:

- 12 1. Disaster Preparedness Bureau; and
- 13 2. Communication and Dispatch Bureau;

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

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

20 2. Business Relations Bureau with the following division:
21 Purchasing; and Special Projects;

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

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

26 5. Budget and Performance Management Bureau with the
27 following divisions: Budget Management; Revenue Management;
28 Operations Analysis; and Revenue Analysis and Special Projects; and

- 1 6. Financial Controls Bureau with the following division: Controls
2 Operations;
- 3 I. Fire Department with the following bureaus and divisions:
- 4 1. Administration Bureau;
- 5 2. Fire Prevention Bureau with the following divisions:
6 Code Enforcement; and Community Services/Public Education;
- 7 3. Operations Bureau with the following divisions:
8 Operations/Facilities; Marine Safety; and Emergency Medical Services;
- 9 4. Support Services Bureau with the following division:
10 Training/Fleet Management;
- 11 J. Health and Human Services Department with the following
12 bureaus and divisions:
- 13 1. Physician Services Bureau;
- 14 2. Community Health Bureau with the following divisions:
15 Nutrition Services; and Homeless Services;
- 16 3. Environmental Health Bureau;
- 17 4. Preventive Health Bureau with the following divisions:
18 Preventive Services; Nursing Services; and Laboratory Services;
- 19 5. Support Services Bureau with the following divisions:
20 Financial Services; and Personnel Services; and
- 21 6. Housing Authority Bureau with the following divisions:
22 Housing Assistance, and Special Housing Projects;
- 23 K. Human Resources Department with the following divisions:
24 Employee Benefits and Services; and Equal Employment and Americans
25 with Disabilities Act; and the following bureaus and divisions:
- 26 1. Risk Management Bureau with the following divisions:
27 Loss Control and Prevention; Workers' Compensation Coordination; and
28 Occupational Health Services;

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

4 3. Personnel Operations Bureau; and

5 4. Workforce Development Bureau with the following
6 divisions: Workforce Operations; Workforce Development;
7 Communications; and Workforce Development Board;

8 L. Law Department;

9 M. Legislative Department;

10 N. Library Services Department with the following divisions:
11 Administrative and Facility Management; Youth Services; and the following
12 bureaus:

13 1. Automated Services Bureau;

14 2. Branch Library Services Bureau; and

15 3. Main Library Services Bureau;

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

18 1. Business Operations Bureau with the following divisions:
19 Finance and Administration; Leasing and Business Development; Public Affairs;
20 and Noise and Environmental Compliance; and

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

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

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

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2. Gas Services Bureau with the following division:
Customer Service;
3. Engineering and Construction Bureau with the following divisions: Pipeline Maintenance; and Engineering;
4. Electric Generation Bureau with the following division:
SERRF Operations; and
5. Gas and Oil Operations Bureau with the following divisions: Planning and Unit Operations; Production and Environmental Safety; and 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 Long Beach Gas and Oil Department or his or her designee;

Q. 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; Finance and Controls; Contract Management and Golf Operations; Accident Prevention and Safety; 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; Rangers; and Historic Sites;
3. Maintenance and Development Bureau with the following divisions: Park Facilities Maintenance; Marine Maintenance; Beach Maintenance/Queensway Bay; Grounds Maintenance and Development;

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- 4. Marine Bureau with the following division:
Administration; and
- 5. Animal Care Services Bureau;
- R. Police Department with the following divisions: Chief of Staff;
Internal Affairs; Employee Assistance; 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 -
East; Patrol - North; Patrol - South; Patrol - West; and Field Support;
 - 3. Administration Bureau with the following divisions:
Fiscal; Records; and Personnel; and
 - 4. Support Bureau with the following divisions: Jail;
Training; and Emergency Operations;
- S. Public Works Department with the following bureaus and
divisions:
 - 1. Business Operations Bureau with the following
divisions: Budget Services; and Personnel Services;
 - 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;

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

6. 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. 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; Video Communications; and Office Services.

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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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

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

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 ~~division~~:

7 ~~Administrative; and the following bureaus:~~

8 1. Legislative Bureau; and

9 2. Elections Bureau; and

10 3. Administration Bureau;

11 C. City Manager Department;

12 D. City Prosecutor Department;

13 E. Civil Service Department with the following divisions:

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

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

17 F. Development Services Department with the following division:

18 ~~Administration~~Communications; and the following bureaus and divisions:

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

21 ~~2. Redevelopment Bureau with the following divisions: West~~
22 ~~Long Beach Industrial; North Long Beach; Downtown and West Beach;~~
23 ~~Central and Poly High; Redevelopment Administration; and Special~~
24 ~~Projects;~~

25 ~~3.2. Housing Services and Community Improvement~~
26 Bureau with the following divisions: Housing Development Services; and
27 ~~Housing Communications~~Community Improvement; and Operations;

28 ~~4.3. Neighborhood Services Bureau with the following~~

1 divisions: Neighborhood Improvement; Grant Administration; Code
2 Enforcement; ~~Housing Rehabilitation Services~~; and Nuisance Abatement;

3 5.4. Administration and Financial Services Bureau with the
4 following divisions: Administrative Services; and Financial Services; and

5 56. Building and Safety Bureau with the following divisions:
6 Engineering Services; Inspection Services; and ~~Special Projects~~ Permit Center;

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

15 G. Disaster Preparedness and Emergency Communications
16 Department with the following bureaus:

17 1. Disaster Preparedness Bureau; and

18 2. Communication and Dispatch Bureau;

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

22 1. City Controller/Accounting Bureau with the following
23 divisions: Accounting Operations and Tidelands; Grants/Redevelopment
24 Successor Agency and Payroll; and Accounts Payable/CIP;

25 2. Business Relations Bureau with the following division:
26 Purchasing; and Special Projects;

27 3. Commercial Services Bureau with the following
28 division: Financial Services;

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

3 5. Budget and Performance Management Bureau with the
4 following divisions: Budget Management; and Revenue Management;
5 Operations Analysis; and Revenue Analysis and Special Projects; and

6 6. Financial Controls Bureau with the following division: Controls
7 Operations;

8 H.I. Fire Department with the following bureaus and divisions:

9 1. Administration Bureau;

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

12 3. Operations Bureau with the following divisions:
13 Operations/Facilities; Marine Safety; and Emergency Medical Services;

14 4. Support Services Bureau with the following division:
15 Training/Fleet Management;

16 ~~5.4.~~ ~~Disaster Management Bureau with the following~~
17 ~~division: Emergency Preparedness; and~~

18 I.J. Health and Human Services Department with the following
19 bureaus and divisions:

20 1. Physician Services Bureau;

21 2. Community Health Bureau with the following divisions:
22 Nutrition Services; and Homeless Services;

23 3. Environmental Health Bureau;

24 4. Preventive Health Bureau with the following divisions:
25 Preventive Services; Nursing Services; and Laboratory Services;

26 5. Support Services Bureau with the following divisions:
27 Financial Services; and Personnel Services; and

28 6. Housing Authority Bureau with the following divisions:

1 Housing Assistance, and Special Housing Projects;

2 J.K. Human Resources Department with the following divisions:

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

5 1. Risk Management Bureau with the following divisions:

6 Loss Control and Prevention; Workers' Compensation Coordination; and
7 Occupational Health Services;

8 2. Leadership and Organizational Development Bureau

9 with the following divisions: Administration; and Leadership and
10 Organizational Development;

11 3. Personnel Operations Bureau; and

12 4. Workforce Development Bureau with the following

13 divisions: Workforce Operations; Workforce Development;

14 Communications; and Workforce Development Board; and ~~Enterprise Zone;~~

15 K.L. Law Department;

16 L.M. Legislative Department;

17 M.N. Library Services Department with the following divisions:

18 Administrative and Facility Management; Youth Services; and the following
19 bureaus:

20 1. Automated Services Bureau;

21 2. Branch Library Services Bureau; and

22 3. Main Library Services Bureau;

23 N.O. Long Beach Airport Department with the following division:

24 ~~Planning and Development~~ Airport Engineering; and the following bureaus
25 and divisions:

26 1. Business Operations Bureau with the following divisions:

27 Finance and Administration; ~~and Leasing~~ and Business Development; Public
28 Affairs; and Noise and Environmental Compliance; and

1 2. Airport Operations Bureau with the following divisions:
2 Operations-1; ~~Operations-2~~Maintenance and Facilities; ~~Operations-3~~;
3 ~~Operations-4~~; Airport Security; ~~Public Affairs~~; and ~~Noise Compliance~~and
4 Building Services;

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

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

10 2. Gas Services Bureau with the following division:
11 Customer Service;

12 3. Engineering and Construction Bureau with the following
13 divisions: Pipeline Maintenance; and Engineering;

14 4. Electric Generation Bureau with the following division:
15 SERRF Operations; and

16 5. Gas and Oil Operations Bureau with the following
17 divisions: ~~Energy Services~~; Planning and Unit Operations; Reservoir
18 Operations; Production and Environmental Safety Operations; and
19 Subsidence and ~~Geology~~Reservoir;

20 Whenever the Charter or ordinances of the City or other applicable
21 laws provide that certain duties and functions shall be performed either by
22 the Oil Properties Department or the head of the Oil Properties Department,
23 such duties and functions shall be performed by the head of the Long
24 Beach Gas and Oil Department or his or her designee;

25 P.Q. Parks, Recreation and Marine Department with the following
26 division: Special Projects; and the following bureaus and divisions:

27 1. Business Operations Bureau with the following
28 divisions: Personnel and Training; Finance and Controls; Contract

1 Management and Golf Operations; Accident Prevention and Safety; and
2 Community Information and Graphics;

3 2. Community Recreation Services Bureau with the
4 following divisions: Citywide Administration; Community Services; Area I;
5 Area II; Area III; Citywide Programs; Citywide Services; Aquatics; and
6 Rangers; and Historic Sites;

7 3. Maintenance Operations and Development Bureau with
8 the following divisions: Park Facilities Maintenance; Marine Maintenance;
9 Beach Maintenance/Queensway Bay; and Grounds Maintenance and
10 Development; and

11 ~~4. Planning and Development Bureau with the following~~
12 ~~divisions: Development; Historic Sites; and Tidelands Development; and~~

13 5.4. Marine Bureau with the following division:
14 Administration; and

15 56. Animal Care Services Bureau;

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

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

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

23 3. Administration Bureau with the following divisions:
24 Fiscal; ~~Records and Technology~~; and Personnel; and

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

27 R.S. Public Works Department with the following bureaus and
28 divisions:

1 4. Business Operations Bureau with the following
2 divisions: Budget Services; and Personnel Services;

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

6 3. Engineering Bureau with the following divisions:
7 Construction ~~Services~~Management; Design; Storm Water/Environmental
8 Compliance; Project Management; ~~Traffic and Transportation Program~~;
9 Transportation Engineering; ~~Transportation~~ Mobility Programs; and Parking
10 Operations; and Capital Improvement;

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

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

17 6. Asset Management Bureau with the following divisions:
18 Real Estate Acquisitions; and Real Estate Leasing;

19 S.T. Technology Services Department with the following division:
20 Administrative Services; and the following bureaus and divisions:

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

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

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

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

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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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

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