

ORDINANCE NO. ORD-21-

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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, SEPTEMBER 9, 2014, SEPTEMBER 22, 2015, SEPTEMBER 20, 2016, SEPTEMBER 12, 2017, SEPTEMBER 11, 2018, SEPTEMBER 3, 2019, AND SEPTEMBER 8, 2020, 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:

OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
411 W. Ocean Boulevard, 9th Floor  
Long Beach, CA 90802

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

- A. City Auditor Department;
- B. City Clerk Department with the following bureaus:
  - 1. Legislative Bureau;
  - 2. Elections Bureau; and
  - 3. Administration Bureau;
- C. City Manager Department;
- D. City Prosecutor Department;
- E. Civil Service Department with the following divisions: Administration Support Services; Employment Services; and Recruitment Outreach Services;
- F. Development Services Department with the following division: Communications; and the following bureaus and divisions:
  - 1. Planning Bureau with the following divisions: Advance Planning; and Current Planning;
  - 2. Housing and Neighborhood Services Bureau with the following divisions: Grants Administration; Neighborhood Improvement; Housing Services; and Community Improvement;
  - 3. Code Enforcement Bureau with the following divisions: Standard Code Enforcement; and Multi-Family Housing Inspection;

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4. Administration and Financial Services Bureau with the following divisions: Administrative Services; and Financial Services; and
5. Building and Safety Bureau with the following divisions: Engineering Services; Inspection Services; and Permit Center;

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

- G. Disaster Preparedness and Emergency Communications Department with the following divisions: Administration and Grants; Disaster Preparedness; and Emergency Communications;
- H. Economic Development Department with the following bureaus and divisions:
  1. Business Development Bureau with the following division: Business Services;
  2. Workforce Development Bureau with the following division: Operations, Career Services, and Employer Engagement;
  3. Real Estate Development Bureau with the following division: Property Services; and
  4. Business Operations Bureau with the following division: Administrative and Financial Services;
- I. Financial Management Department with the following divisions: Administrative Operations; Administrative Services; Special Projects;

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Business Improvement and Controls; and the following bureaus and divisions:

1. City Controller/Accounting Bureau with the following divisions: General Accounting; Special Accounting; Payroll; Accounts Payable, and Special Projects;
  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 Financial Services;
  4. Treasury Operations Bureau with the following divisions: Debt Management; and Cash Management; and Investment and Analysis Management;
  5. Budget Management Bureau with the following divisions: Fiscal Impact Analysis; Revenue Management; Budget Development; Budget Operations; and Projects and Grants; and
  6. Fleet Services Bureau with the following divisions: Fleet Operations; Fleet Acquisitions; Fleet Maintenance; Fuel and Underground Storage Tanks (UST); and Towing and 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

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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;
3. Environmental Health Bureau with the following division:  
Environmental Health Operations;
4. Homeless Services Bureau with the following divisions:  
Homeless Administrative Operations; Homeless Programs;
5. Administration and Finance Bureau with the following  
divisions: Financial Services; Personnel Services; and Grants  
and Contracts Management
6. Housing Authority Bureau with the following divisions:  
Operations; and Administrative;
7. Communicable Disease and Emergency Response Bureau  
with the following divisions: Public Health Emergency  
Management; and Communicable Disease Surveillance and  
Control; and
8. Collective Impact Bureau: Resource Connections; and  
Community Impact ;

L. Human Resources Department with the following division:  
Administration; and the following bureaus and divisions:

1. Risk and Occupational Health Services Bureau with the

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- following divisions: City Safety; Departmental Loss Prevention; and Occupational Health Services;
- 2. Labor Relations and Benefits Administration Bureau with the following divisions: Labor Relations; HR Compliance Support; and Benefits Administration; and
- 3. Personnel Operations Bureau with the following divisions: Personnel Services; Training and Equal Employment Opportunity;
- 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 divisions:
  - 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; 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;

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- 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; Energy Services; and Utility Services;
  2. Construction and Pipeline Maintenance Bureau with the following division: Operations;
  3. Gas Services Bureau with the following division: Customer Service;
  4. Engineering and Regulatory Compliance Bureau with the following divisions: Engineering; Regulatory Compliance & Oversight; and Training;
  5. Electric Generation Bureau with the following division:  
Southeast Resource Recovery Facility (SERRF) Operations;  
and
  6. 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 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;

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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 Office of Constitutional Policing; and the following bureaus and divisions:
1. Investigations Bureau with the following divisions: Detective; Special Investigations; and Forensic Science Services;
  2. Patrol Bureau with the following divisions: Patrol - East; Patrol - North; Patrol - West; Patrol – South; and Field Support;
  3. Administration Bureau with the following divisions: Information Management; Community Engagement; and Public Records Compliance;
  4. Business Operations Bureau with the following divisions: Finance and Facilities; Personnel; Safety, Training and Wellness; and
  5. Support Bureau with the following divisions: Jail; Training; Port Police; and Security Services;

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- T. Public Works Department with the following bureaus and divisions:
  - 1. Business Operations Bureau with the following divisions:  
Budget Services; Personnel Services; Community Information
  - 2. Engineering Bureau with the following divisions: Construction Support; Local Infrastructure; and Storm Water Management; Complete Streets;
  - 3. Environmental Services Bureau with the following divisions:  
Operations; Recycling and Waste Reduction; Refuse; and Street Sweeping/Clean Long Beach;
  - 4. Project Management Bureau with the following divisions:  
Energy Efficiency and Special Projects; Private Development; and Project Development;
  - 5. Public Service Bureau with the following divisions: Facilities Management; Street Maintenance; and Traffic Operations; and
  - 6. Transportation Mobility Bureau with the following divisions:  
Mobility Programs; and Transportation Development.
  
- U. Technology and Innovation Department with the following divisions:  
Cyber Security; Civic Innovation; and the following bureaus and divisions:
  - 1. Business Operations Bureau with the following divisions:  
Finance; and Personnel;
  - 2. Digital Services Bureau with the following divisions: Digital Partnerships; and Digital Transformation
  - 3. Technology Engagement and Support Bureau with the following divisions: Customer Support; Office Services; and Video Communications;
  - 4. Enterprise Information Services Bureau with the following

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divisions: Enterprise Information Systems; Financial & HR Systems; and

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.

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: \_\_\_\_\_

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Recusal(s): Councilmembers: \_\_\_\_\_

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City Clerk

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

\_\_\_\_\_  
Mayor



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

- A. City Auditor Department;
- B. City Clerk Department with the following bureaus:
  - 1. Legislative Bureau;
  - 2. Elections Bureau; ~~and and~~
  - 3. Administration Bureau;
- C. City Manager Department;
- D. City Prosecutor Department;
- E. Civil Service Department with the following divisions: Administration ~~and~~ Support Services; Employment Services; and Recruitment Outreach Services;
- F. Development Services Department with the following division: Communications; and the following bureaus and divisions:
  - 1. Planning Bureau with the following divisions: Advance Planning; and Current Planning;
  - 2. Housing and Neighborhood Services Bureau with the following divisions: Grants Administration; Neighborhood Improvement; Housing Services; and Community Improvement;
  - 3. Code Enforcement Bureau with the following divisions: Standard Code Enforcement; and Multi-Family Housing

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Inspection;

- 4. Administration and Financial Services Bureau with the following divisions: Administrative Services; and Financial Services; and
- 5. Building and Safety Bureau with the following divisions: Engineering Services; Inspection Services; and Permit Center;

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

- G. Disaster Preparedness and Emergency Communications Department with the following divisions: Administration and Grants; Disaster Preparedness; and Emergency Communications;
- H. Economic Development Department with the following bureaus and divisions:
  - 1. Business Development Bureau with the following division: Business Services;
  - 2. Workforce Development Bureau with the following division: Operations, Career Services, and Employer Engagement;
  - 3. Real Estate Development Bureau with the following division: Property Services; and
  - 4. Business Operations Bureau with the following division: Administrative and Financial Services;
- I. Financial Management Department with the following divisions:

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Administrative Operations; Administrative Services; Special Projects; Business Improvement and Controls; and the following bureaus and divisions:

1. City Controller/Accounting Bureau with the following divisions: General Accounting; Special Accounting; Payroll; Accounts Payable, and Special Projects;
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 Financial Services;
4. Treasury Operations Bureau with the following divisions: Debt Management; and Cash Management; and Investment and Analysis Management; Investment Management;
5. Budget Management Bureau with the following divisions: Fiscal Impact Analysis; Revenue Management; Budget Development; Budget Operations; and Projects and Grants; and
6. Fleet Services Bureau with the following divisions: Fleet Operations; Fleet Acquisitions; Fleet Maintenance; Fuel and Underground Storage Tanks (UST); and Towing **and** 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;

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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; 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;
- 3. Environmental Health Bureau with the following division:  
Environmental Health Operations;
- 4. ~~Human~~ Homeless Services Bureau with the following divisions: Homeless Administrative Operations; Homeless Programs;
- 5. ~~Collective Impact and Operations- Administration and Finance~~ Bureau with the following divisions: Financial Services; Administrative- Personnel Services Operations; and Grants and Contracts Management; ~~and Office of Equity~~;
- 6. Housing Authority Bureau with the following divisions:  
Operations; and Administrative; ~~and~~
- 7. ~~City Health Officer Bureau-Communicable Disease and Emergency Response Bureau~~ with the following divisions:  
Public Health Emergency Management; ~~and~~; Communicable Disease Surveillance and Control; ~~and~~

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8. Collective Impact Bureau: Resource Connections; and  
Community Impact ;

- L. Human Resources Department with the following division:  
Administration; and the following bureaus and divisions:
  - 1. Risk and Occupational Health Services Management Bureau with the following divisions: ~~Loss Control and Prevention;~~ ~~Workers' Compensation Coordination;~~ City Safety; Departmental Loss Prevention Safety Support; and Occupational Health Services;
  - 2. Labor Relations and Benefits Administration Bureau with the following divisions: Labor Relations; HR Compliance Support; and Benefits Administration; 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 divisions:
  - 1. Automated Services Bureau;
  - 2. Branch Library Services Bureau; and
  - 3. Main Library Services Bureau with the following division:  
Youth Services;



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- P. Long Beach Airport Department with the following bureaus and divisions:
  - 1. Business Operations Bureau with the following divisions: Finance; 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; and Utility Services;
  - 2. Construction and Pipeline Maintenance Bureau with the following division: Operations;
  - 3. Gas Services Bureau with the following division: Customer Service;
  - 4. Engineering and Regulatory Compliance Bureau with the following divisions: Engineering; Regulatory Compliance & Oversight; and Training;
  - 5. Electric Generation Bureau with the following division: Southeast Resource Recovery Facility (SERRF) Operations; and
  - 6. 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

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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 Office of Constitutional Policing](#); and the following bureaus and divisions:

1. Investigations Bureau with the following divisions: Detective; Special Investigations; and Forensic Science Services;
2. Patrol Bureau with the following divisions: Patrol - East; Patrol

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- North; Patrol - West; Patrol – South; and Field Support;
- 3. Administration Bureau with the following divisions: Information Management Records; Community Engagement; and Public Records Compliance;
- 4. Business Operations Bureau with the following divisions: Finance and Facilities; ~~and~~ Personnel; ~~and~~ Safety, Training and Wellness; ~~and~~
- 5. Support Bureau with the following divisions: Jail; Training; Port Police; and Security Services;
  
- T. Public Works Department with the following bureaus and divisions:
  - 1. Business Operations Bureau with the following divisions: ~~Budget Services; Personnel Services; Safety and Disaster Preparedness; Budget Services; Personnel Services;~~ Community Information
  - 2. Engineering Bureau with the following divisions: Construction ~~Management Support; Local Infrastructure; Design; and~~ Storm Water Management; Complete Streets; ~~Environmental Compliance;~~
  - 3. Environmental Services Bureau with the following divisions: Operations; Recycling and Waste Reduction; Refuse; and Street Sweeping/Clean Long Beach;
  - 4. Project Management Bureau with the following divisions: Energy Efficiency and Special Projects; Private Development; and Project Development;
  - 5. Public Service Bureau with the following divisions: Facilities Management; Street Maintenance; and Traffic Operations;

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and

6. Transportation Mobility Bureau with the following divisions:  
Mobility Programs; and Transportation Development.

U. Technology and Innovation Department with the following divisions:  
Cyber Security; Civic Innovation; and the following bureaus and  
divisions:

1. Business Operations Bureau with the following divisions:  
~~Finance; and Personnel; Administrative Services; Office  
Services; and Video Communications; Administrative Services;  
Office Services; and Video Communications;~~
2. Business Information Digital Digital Services Bureau with the  
following divisions: Business Information Systems; and  
Business Information Technology; Digital Partnerships; and  
Digital Transformation ~~Business Information Services Bureau  
with the following divisions: Business Information Systems;  
and Business Information Technology;~~
3. Customer Services Technology Engagement and Support  
Bureau with the following divisions: Customer Support; Office  
Services; and Video Communications; ~~Customer Services  
Bureau with the following division: Customer Support;~~
4. Enterprise Information Services Bureau with the following  
divisions: Enterprise Information Systems; Financial & HR  
Systems; and
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

OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
411 West Ocean Boulevard, 9th Floor  
Long Beach, CA 90802-4664

1 City Council and cause it to be posted in three (3) conspicuous places in the City of Long  
2 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  
411 West Ocean Boulevard, 9th 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 \_\_\_\_\_, 2021, by the following vote:

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

Recusal(s): Councilmembers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Clerk

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

\_\_\_\_\_

Mayor