

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, SEPTEMBER 13, 2011,  
18 SEPTEMBER 11, 2012, OCTOBER 3, 2013, AND  
19 SEPTEMBER 9, 2014 RELATING TO DEPARTMENTAL  
20 ORGANIZATION OF THE CITY OF LONG BEACH  
21

22 The City Council of the City of Long Beach ordains as follows:  
23

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

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

28 Departments, Bureaus and Divisions Created.

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

1           There are within the City the following departments of City Government,  
2 and those departments, bureaus and divisions not otherwise created are hereby created  
3 and established; and the City Council consolidates those departments, bureaus and  
4 divisions indicated in this 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; Recruitment and Selection; and  
14                 Special Projects.

15          F.     Development Services Department with the following division:

16                 Communications; and the following bureaus and divisions:

17                     1.     Planning Bureau with the following divisions: Advanced  
18                     Planning; and Current Planning;

19                     2.     Housing and Community Improvement Bureau with the  
20                     following divisions: Housing Services; and Community Improvement;

21                     3.     Neighborhood Services Bureau with the following  
22                     divisions: Neighborhood Improvement; Neighborhood Relations; and Code  
23                     Enforcement;

24                     4.     Administration and Financial Services Bureau with the  
25                     following divisions: Administrative Services; Financial Services; and Grants  
26                     Administration; and

27                     5.     Building and Safety Bureau with the following divisions:  
28                     Engineering Services; Inspection Services; and Permit Center;

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

9                   G.     Disaster Preparedness and Emergency Communications  
10 Department with the following bureaus:

- 11                   1.     Administrative Bureau;
- 12                   2.     Disaster Preparedness Bureau with the following  
13 divisions: Emergency Preparedness; Disaster Management and Recovery;  
14 and Homeland Security Grants; and
- 15                   3.     Emergency Communications Bureau;

16                   H.     Economic and Property Development Department with the  
17 following bureaus and divisions:

- 18                   1.     Business Development Bureau with the following  
19 divisions: Economic Services; and Property Services;
- 20                   2.     Workforce Development Bureau with the following  
21 divisions: Workforce Operations; Workforce Development;  
22 Communications; and Workforce Development Board.

23                   I.     Financial Management Department with the following division:  
24 Administrative Services; and the following bureaus and divisions:

- 25                   1.     City Controller/Accounting Bureau with the following  
26 divisions: Accounting Operations and Tidelands; Grants/Successor Agency  
27 and Payroll; and Accounts Payable/CIP;
- 28                   2.     Business Services Bureau with the following divisions:

- 1 Purchasing; and Special Projects;
- 2 3. Commercial Services Bureau with the following
- 3 divisions: Financial Services; and Utility Services;
- 4 4. Treasury Operations Bureau with the following
- 5 divisions: Debt Management; and Cash and Investment Management;
- 6 5. Budget and Performance Management Bureau with the
- 7 following divisions: Fiscal Impact Analysis; Revenue Management; Budget
- 8 Development; and Budget Operations;
- 9 6. Financial Controls Bureau with the following divisions:
- 10 Controls Operations; and Financial Systems; and
- 11 7. Fleet Services Bureau with the following divisions:
- 12 Fleet Operations; Fleet Acquisitions; Fleet Maintenance; and Towing/Lien
- 13 Sales;
- 14 J. Fire Department with the following bureaus and divisions:
- 15 1. Administration Bureau with the following division:
- 16 Administrative Services;
- 17 2. Fire Prevention Bureau with the following divisions:
- 18 Code Enforcement; and Community Services/Public Education;
- 19 3. Operations Bureau with the following divisions:
- 20 Operations/Facilities; and Marine Safety; and
- 21 4. Support Services Bureau with the following divisions:
- 22 Training/Fleet Management; and Emergency Medical Services;
- 23 K. Health and Human Services Department with the following
- 24 bureaus and divisions:
- 25 1. Physician Services Bureau with the following divisions:
- 26 Clinical Services; and Laboratory Services;
- 27 2. Community Health Bureau with the following divisions:
- 28 Nutrition Services; and Homeless Services;

1                   3.     Environmental Health Bureau with the following  
2     division: Environmental Health Protection and Oversight;

3                   4.     Policy, Planning and Prevention Bureau with the  
4     following division: Nursing Services;

5                   5.     Administration Bureau with the following divisions:  
6     Financial Services; and Administrative Operations; and

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

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

11                   1.     Risk Management Bureau with the following divisions:  
12    Loss Control and Prevention; Workers' Compensation Coordination;  
13    Departmental Safety Support; and Occupational Health Services;

14                   2.     Labor Relations Bureau;

15                   3.     Personnel Operations Bureau with the following  
16    divisions: Equal Employment, Americans with Disabilities Act, and Training;  
17    and Employee Benefits;

18                   M.    Law Department;

19                   N.    Legislative Department;

20                   O.    Library Services Department with the following divisions:  
21    Support Services; Youth Services; and the following bureaus:

22                   1.     Automated Services Bureau;

23                   2.     Branch Library Services Bureau; and

24                   3.     Main Library Services Bureau;

25                   P.    Long Beach Airport Department with the following bureaus  
26    and divisions:

27                   1.     Business Operations Bureau with the following divisions:  
28    Finance and Administration; Leasing and Business Development; Public Affairs;

1 and Noise and Environmental Compliance; and

2 2. Airport Operations Bureau with the following divisions:  
3 Operations; Maintenance and Facilities; Safety and Security; Airport  
4 Engineering; and Building Services;

5 Q. 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; 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; Engineering; and Regulatory Compliance  
14 & Oversight;

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

17 5. Gas and Oil Operations Bureau with the following  
18 divisions: Planning and Unit Operations; Production and Environmental  
19 Safety; and Subsidence and 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 R. 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; Planning and Development; 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 Historic Sites;

7 3. Maintenance Operations Bureau with the following  
8 divisions: Park Facilities Maintenance; Grounds Maintenance;

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

12 5. Animal Care Services Bureau;

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

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

17 2. Patrol Bureau with the following divisions: Patrol -  
18 East; Patrol - North; Patrol - West; and Field Support;

19 3. Administration Bureau with the following divisions:  
20 Records; Community Engagement; and Personnel;

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

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

24 T. Public Works Department with the following bureaus and  
25 divisions:

26 1. Business Operations Bureau with the following  
27 divisions: Budget Services; Personnel Services; and Safety and Disaster  
28 Preparedness;

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2. Engineering Bureau with the following divisions:  
Capital Improvement; Construction Management; Design; Engineering;  
Mobility Programs; Parking Operations; Project Management; Storm  
Water/Environmental Compliance; and Transportation;

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

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

U. Technology and Innovation Department with the following  
division: Administrative Services; and the following bureaus and divisions:

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

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

3. 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.

//  
//



1 I hereby certify that the foregoing ordinance was adopted by the City  
2 Council of the City of Long Beach at its meeting of \_\_\_\_\_, 20\_\_ by the  
3 following vote:

4  
5 Ayes: Councilmembers: \_\_\_\_\_

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

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

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City Clerk

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

18 \_\_\_\_\_  
Mayor

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OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
333 West Ocean Boulevard, 11th Floor  
Lona 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, ~~AND~~ OCTOBER 3, 2013, AND SEPTEMBER 9, 2014 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  
4 Government, and those departments, bureaus and divisions not otherwise  
5 created are hereby created and established; and the City Council  
6 consolidates those departments, bureaus and divisions indicated in this  
7 Section:

- 8 A. City Auditor Department;
- 9 B. City Clerk Department with the following bureaus:
  - 10 1. Legislative Bureau;
  - 11 2. Elections Bureau; and
  - 12 3. Administration Bureau;
- 13 C. City Manager Department;
- 14 D. City Prosecutor Department;
- 15 E. Civil Service Department with the following divisions:

16 Administration and Support Services; Recruitment and Selection; and  
17 Special Projects. ~~and the following bureau and division:~~

18 1. ~~Employment Services Bureau with the following~~  
19 ~~divisions: Employment Services; and Recruitment Services;~~

20 F. Development Services Department with the following division:  
21 Communications; and the following bureaus and divisions:

- 22 1. Planning Bureau with the following divisions: Advanced  
23 Planning; and Current Planning;
- 24 2. Housing and Community Improvement Bureau with the  
25 following divisions: Housing Services; and Community Improvement;
- 26 3. Neighborhood Services Bureau with the following  
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divisions: Neighborhood Improvement; Neighborhood Relations; and Code Enforcement; and Nuisance Abatement;

4. Administration and Financial Services Bureau with the following divisions: Administrative Services; Financial Services; and Grants Administration; 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 bureaus:

1. Administrative Bureau;
2. Disaster Preparedness Bureau with the following divisions: Emergency Preparedness; Disaster Management and Recovery; and Homeland Security Grants; and
3. Emergency Communications Bureau;

H. Economic and Property Development Department with the following Bureaus and divisions:

1. Business Development Bureau with the following divisions: Economic Services; and Property Services;

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2. Workforce Development Bureau with the following divisions: Workforce Operations; Workforce Development; Communications; and Workforce Development Board.

H.I. Financial Management Department with the following divisions: Administrative Services; ~~Financial Systems~~; and the following bureaus and divisions:

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

2. Business Services Bureau with the following divisions: Purchasing; and Special Projects;

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

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

5. Budget and Performance Management Bureau with the following divisions: ~~Budget Management; Fiscal Impact Analysis;~~ Revenue Management; ~~Operations Analysis~~Budget Development; and ~~Revenue Analysis and Special Projects~~Budget Operations;

6. Financial Controls Bureau with the following divisions: Controls Operations; and Financial Systems; and

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

I.J. Fire Department with the following bureaus and divisions:

1. Administration Bureau with the following division:

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Administrative Services;

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

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

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

J.K. Health and Human Services Department with the following  
bureaus and divisions:

1. Planning and Prevention Physician Services Bureau  
with the following divisions: Clinical Services; and Laboratory Services;

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

3. Environmental Health Bureau with the following  
division: Environmental Health Protection and Oversight;

4. Preventive Health Policy, Planning and Prevention  
Bureau with the following division: Nursing Services;

5. Administration Bureau with the following divisions:  
Financial Services; and Administrative Operations; and

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

K.L. Human Resources Department with the following divisions:  
Employee Benefits and Administration; and the following bureaus and  
divisions:

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

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Departmental Safety Support; and Occupational Health Services;

2. Labor Relations Bureau;

3. Personnel Operations Bureau with the following divisions: Equal Employment, Americans with Disabilities Act, and Training; and Employee Benefits;

~~4. Workforce Development Bureau with the following divisions: Workforce Operations; Workforce Development; Communications; and Workforce Development Board;~~

~~L.M. Law Department;~~

~~M.N. Legislative Department;~~

~~N.O. Library Services Department with the following divisions: Support Services; Youth Services; and the following bureaus:~~

~~1. Automated Services Bureau;~~

~~2. Branch Library Services Bureau; and~~

~~3. Main Library Services Bureau;~~

~~O.P. Long Beach Airport Department with the following division: Airport Engineering; and 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; Airport Safety and Security; Airport Engineering; and Building Services;~~

~~P.Q. Long Beach Gas & Oil Department with the following bureaus and divisions:~~

~~1. Business Operations Bureau with the following~~

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divisions: Personnel Services; Financial Services; Safety; Call Center Services; and Energy Services;

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

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

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.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; Finance and Controls; Contract Management and Golf Operations; ~~Accident Prevention and Safety;~~ Planning and Development; 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;~~



1 and Historic Sites;

2 3. Maintenance ~~and Development~~Operations Bureau with  
3 the following divisions: Park Facilities Maintenance; ~~Marine Maintenance;~~  
4 ~~Beach Maintenance/Queensway Bay;~~ Grounds Maintenance ~~and~~  
5 ~~Development;~~

6 4. Marine Bureau with the following divisions:  
7 ~~Administration~~Marina Operations; ~~and~~Beach Maintenance/Queensway  
8 Bay; and Marine Maintenance;

9 5. Animal Care Services Bureau;

10 R.S. Police Department with the following divisions: Chief of Staff;  
11 Internal Affairs; ~~Employee Assistance;~~ and the following bureaus and  
12 divisions:

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

15 2. Patrol Bureau with the following divisions: Patrol -  
16 East; Patrol - North; Patrol - West; and Field Support;

17 3. Administration Bureau with the following divisions:  
18 Records; Community Engagement; and Personnel;

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

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

22 S.T. Public Works Department with the following bureaus and  
23 divisions:

24 1. Business Operations Bureau with the following  
25 divisions: Budget Services; Personnel Services; and Safety and Disaster  
26 Preparedness;

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~~2. Public Services Bureau with the following divisions:  
Traffic Operations; Street Maintenance; Facilities Management;~~

~~3.2. Engineering Bureau with the following divisions:  
Capital Improvement; Construction Management; Design; Engineering;  
Mobility Programs; Storm Water/Environmental Compliance; Parking  
Operations; Project Management; Storm Water/Environmental Compliance;  
and Transportation; Engineering; Mobility Programs; Parking Operations;  
and Capital Improvement;~~

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

~~4. Public Service Bureau with the following divisions:  
Facilities Management; Street Maintenance; and Traffic Operations;~~

~~5. Asset Management Bureau with the following divisions:  
Real Estate Acquisitions; and Real Estate Leasing;~~

~~T.U. Technology and Innovation Department with the following  
division: Administrative Services; and the following bureaus and divisions:~~

~~1. Infrastructure Services Bureau with the following  
divisions: Telecommunications; Wireless Communications; and Operations  
Center;~~

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

~~3. Customer Services Bureau with the following divisions:  
Customer Support; Video Communications; and Office Services.~~

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

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

I hereby certify that the foregoing ordinance was adopted by the City Council of the City of Long Beach at its meeting of \_\_\_\_\_, 20\_\_ by the following vote:

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

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

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

\_\_\_\_\_  
City Clerk

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

\_\_\_\_\_  
Mayor