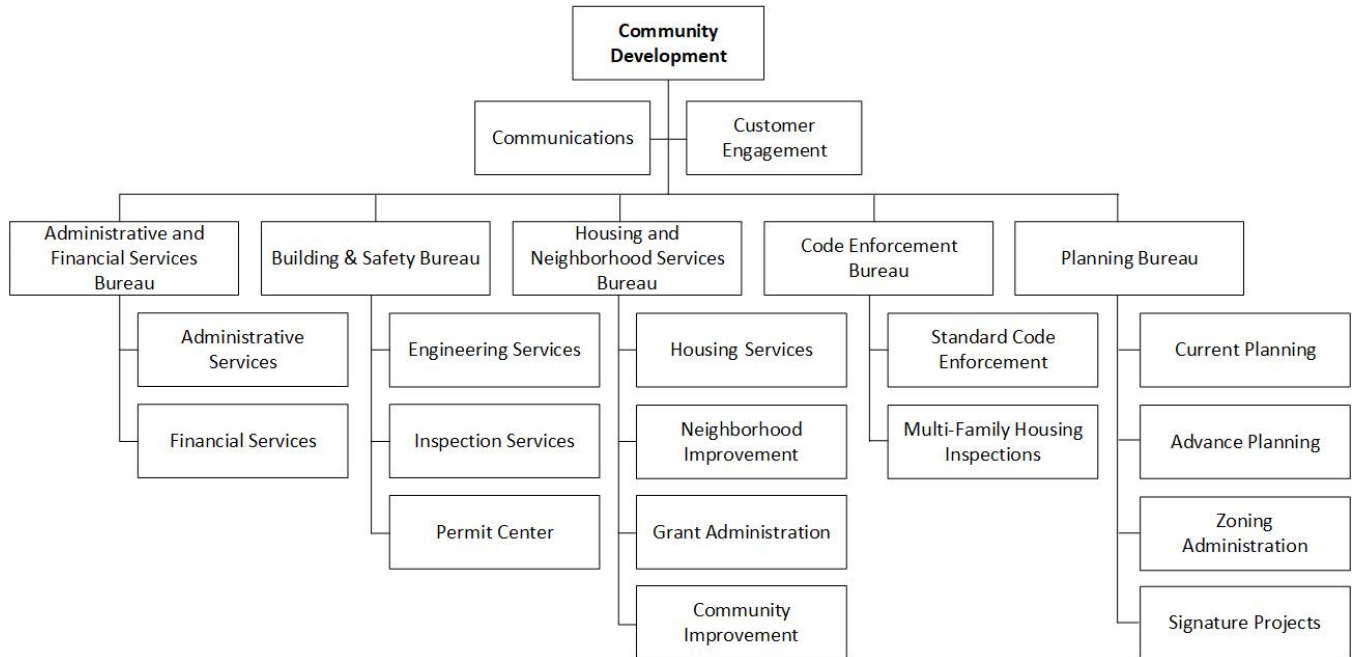


# Community Development



Christopher Koontz, Director

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Meggan Sorensen, Housing and Neighborhood Services Bureau Manager

Karl Wiegelman, Code Enforcement Bureau Manager

# Department Overview

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## **Mission:**

A team of dedicated experts who work with our community to build and sustain a safe, resilient, and equitable Long Beach.

## **Core Services:**

- Oversee the physical development and revitalization of the City
- Improve the quality of life in Long Beach through:
  - Comprehensive code enforcement
  - Provision and improvement of affordable housing
  - Neighborhood beautification and improvement, including community involvement and leadership programs
- Assist residents and businesses through the development process, while continuing to evaluate ways to streamline it
- Continue dissolution of the former Redevelopment Agency

## **FY 25 Focus:**

The Community Development Department (Department) is a complex team that provides a wide array of core services to encourage physical development and strengthen connections in our neighborhoods. In pursuit of its mission, the Department will focus on maximizing special funding streams and implementing initiatives to improve the livability and sustainability of the City in FY 25. Consistent with the City's Long Beach 2030 Strategic Vision and the Department's Strategic Plan, the programs implemented in FY 25 will include:

Building and Safety Bureau – Building and Safety staff continue to prioritize enhancing the customer experience through streamlined processes and increased efficiency. Initiatives to this effect include implementing virtual meetings and paperless processes to expedite and reduce the costs of permit issuance. The customer experience is further improved by the automation of inspection requests and daily posting of inspections online on the City's website. Also, increasing staff will enhance responsiveness to customer needs and address regulatory changes and mandates, including the addition of contractor and subcontractor verification. The Permit Center will provide a “one-stop shop” approach integrating services from various City departments and offering multiple access options such as in-person appointments, walk-in and online options. A focus on online services is expected to continue for frequently requested permits including residential solar projects, storage batteries, and electric vehicle charging stations. The department will continue with its efforts to evaluate and implement a robust Enterprise Land Management (ELM) system to further enhance customer service into the future.

Code Enforcement – Code Enforcement will focus efforts on training analytical and administrative staff, empowering them to furnish enhanced program data and metrics for program improvement and evaluation. The Bureau will continue to provide services including standard code inspections, multi-family housing inspections, monitoring of vacant buildings and lots, short-term rental registration, monitoring corridor surveys, as well as implementing other specialized programs such as the Foreclosure Registry, and Garage Resale inspection program. Staffing will be added to tackle nuisance abatement cases more effectively. The Bureau will focus on vacant storefronts, building monitoring, and partnering with other City entities to promote new businesses occupying these spaces, thus revitalizing blighted areas, and preventing unauthorized occupancy. The bureau will continue the Proactive Rental Housing Inspections Program (PRHIP) to maintain livability standards of multi-unit housing stocks within the City.

Housing and Neighborhood Services – In 2024, numerous affordable housing developments were successfully completed with several more expected to begin construction in 2025. As funding streams become available for future housing initiatives, the Department is committed to launching new projects through a competitive process held biannually in January and July. Additionally, the

## Department Overview

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Housing Division will launch a pilot loan program aimed at assisting property owners in the construction of new Accessory Dwelling Units (ADUs). The Division will continue to administer grants tailored for first-time homebuyers, as well as roof repairs and replacements for lower income homeowners. The Neighborhood Services Division will continue its commitment to community enrichment by overseeing a neighborhood grant program. This initiative empowers neighborhood associations to organize and host community events and projects, fostering a sense of cohesion and belonging. In alignment with the City's comprehensive housing and homelessness strategy, the Bureau remains dedicated to collaborative efforts with the Department of Health and Human Services to oversee pre-development management of projects geared towards permanent supportive housing and other facilities serving the homeless population. This holistic approach underscores the Bureau's unwavering commitment to addressing housing needs and combating homelessness citywide.

Planning – The Planning Bureau continues to deliver high-quality long-range, environmental, and historic preservation planning and entitlement review services with an emphasis on development and implementation of policies and procedures that support the production and preservation of housing, particularly affordable housing. Although there are many potential causal factors related to homelessness, data shows that the cost of housing and housing insecurity are the primary driving forces behind the crisis. Planning will concentrate its policy efforts on the rezoning program, facilitating the establishment of new housing citywide, including mixed-income and affordable housing and on removing barriers to the entitlement process for all housing typologies. Policy development will focus on providing housing opportunity along traditional commercial corridors throughout the city and near the highest quality transit. Planning will continue to support policy efforts to preserve existing housing affordability and stability, to mitigate displacement risks for existing residents.

In FY 24, the Department added the Zoning Administration Division to enhance entitlement processing and Zoning Regulations administration. In FY 25, the Department will integrate a new Signature Projects Division to help streamline major City development projects. The Current Planning Division will focus on entitlement reviews, project management, and environmental compliance for private and public projects, while the Zoning Division will manage increased administrator-level proceedings to fulfill the City's strategy for implementing its recent General Plan update and ongoing zoning code overhaul to modernize development review processes. As part of the Zoning Administration team, enforcement programs will be expanded related to inspection programs for use permits and compliance inspections that include the Alcohol Nuisance Abatement Ordinance.

Planning efforts will prioritize affordable housing in Long Beach, aligning with fair housing goals, and supporting downtown plans for housing production and economic development. The Bureau will also support departmental efforts to preserve the affordability of existing housing and ensure stability for residents, particularly renters, who make up approximately 60 percent of the City's population. Data collection and analysis capabilities will be expanded to identify efficiencies and inform data-driven policies around housing, climate and environmental justice, and key priorities including through efforts to replace the City's Enterprise Land Management (ELM) system.

Administrative and Financial Services – This Bureau provides the internal, supportive services to provide accounting, personnel, purchasing, and other administrative assistance to the operational teams delivering programs and services. Most significantly, the Bureau has helped the Department achieve significant targets in reducing the vacancy rate and anticipates continued focus on these efforts related to empowering the workforce and employee retention. The Bureau will continue to work with citywide partners to effectively address staffing needs. The Bureau, in conjunction with the Executive Office, will continue implementing key focus areas of the Department's Strategic Plan, including emphases on empowering our workforce, demystifying services, and institutionalizing equity. To that end, the FY 25 focus includes increased staffing to focus on improving communications, increasing capacity to collect and analyze data for decision-making, and dedicated support for diversity, equity, and inclusion.

## Department Performance Measures

Key Measure	FY 23 Actual	FY 24 Target	FY 24 Estimate	FY 25 Projection
Percentage of code enforcement cases with reported violations in compliance within 120 days	78%	80%	80%	80%

Code enforcement activities eliminate blight and improve the quality of the City's physical environment. Compliance within 120 days decreased during FY 23 due to vacancies. In FY 24, Code Enforcement staff have been reassigned to meet the needs of the community. Staff anticipates 80 percent of cases will achieve compliance within 120 days in FY 25 if the Department and City are successful in filling vacancies.

Key Measure	FY 23 Actual	FY 24 Target	FY 24 Estimate	FY 25 Projection
Number of restricted affordable housing units monitored per federal and State requirements	3,800	4,039	4,039	4,231

The Housing and Neighborhood Services Bureau offers financial assistance for the development and preservation of affordable housing. A variety of mid- to long-term affordability covenants are recorded in conjunction with this financial assistance. Currently, the Bureau monitors covenants for 4,039 restricted units. That number is expected to grow to 4,231 in FY 25. The number of affordable housing units monitor represents 100 per cent of units requiring monitoring.

Key Measure	FY 23 Actual	FY 24 Target	FY 24 Estimate	FY 25 Projection
Percentage of customers served within 30 minutes at the Planning counter	95.67%	95%	97.39%	95%

The Department is exceeding its target for timely customer service at the Planning counter, with over 97 percent of its customers served within 30 minutes. This includes service wait time both for appointments and walk-ins. With the implementation of anticipated operational changes currently under development, the Department anticipates the ability to continue providing timely customer service while also enhancing virtual methods of providing services and information to its customers to reduce the need for in-person and/or live consultations.

Key Measure	FY 23 Actual	FY 24 Target	FY 24 Estimate	FY 25 Projection
Percentage of entitlement applications completed	79%	77%	77%	77%

Obtaining an entitlement is the starting point for many new development projects or businesses. The processing time of each entitlement depends on a variety of factors including project complexity, environmental review requirements, and community input. In FY 24, the Planning Bureau anticipates taking in 415 new entitlements and completing 320. In FY 25, completion of entitlement applications is expected to remain at 77 percent annually.

Key Measure	FY 23 Actual	FY 24 Target	FY 24 Estimate	FY 25 Projection
Percentage of new single-family home/addition/alteration applications reviewed by staff that receive comments within four weeks	75%	85%	75%	85%

Improvements, including updates to the website, enhancements to the electronic submittal process, and reopening the Permit Center for walk-ins and by appointment have enabled staff to review plans and begin meeting the pre-pandemic four-week benchmark during FY 24. The impacts of these changes coupled with additional staff are expected to continue improving performance in FY 25.

## FY 24 Accomplishments

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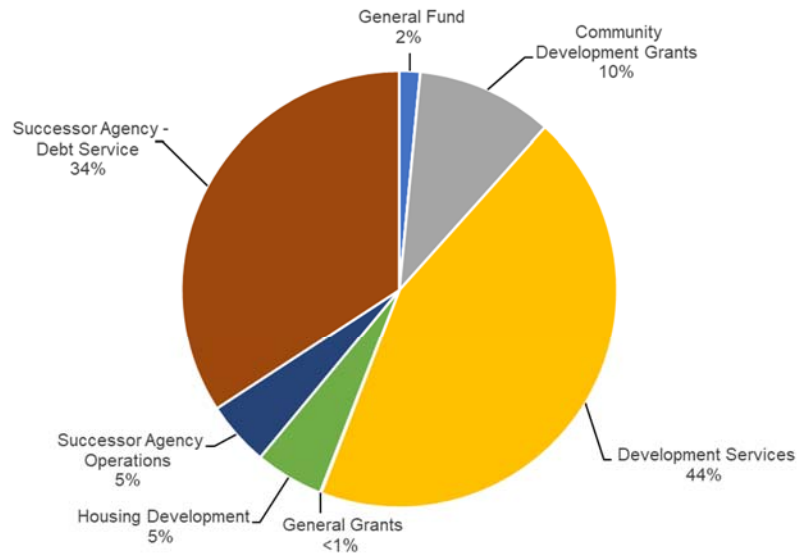
- Planning entitled 3,039 housing units, more than triple the average from the previous three years. Of those units, 645 units were affordable, which was more than were entitled in the previous two years combined.
- Facilitated a successful year for new housing starts by permitting 1,011 new housing units, including 671 Accessory Dwelling Units (ADUs).
- Secured entitlement approvals for the initial three major mixed-use, mixed-income housing developments totaling 1,271 units, under the Southeast Area Specific Plan (SEASP). This marks the first covenanted affordable housing units in the high-resource southeastern area of the city. This initiative aligns with the City's housing and equity goals for addressing fair housing disparities.
- Building and Safety staff demonstrated efficiency responding to 30,300 permit-related calls: issuing 10,700 permits totaling roughly \$500 million in valuation, conducting 4,000 plan checks, and inspecting 44,000 commercial and residential building projects.
- Conducted over 15,400 code enforcement inspections, opened 5,590 cases, and closed 83 percent within 120 days of initiation.
- Celebrated Community Development Week, hosting workshops related to affordable housing, fair housing and community development programs funded by the U.S. Housing and Urban Development through the CDBG, HOME and ESG grants.
- Began coordination for the West Side Promise Program to highlight programs, initiatives, and events in West Long Beach to secure future funding for projects focused on housing, climate resilience and community development opportunities.
- Received numerous accolades and awards including the American Planning Association (APA) Los Angeles Chapter, Awards of Excellence for Planning Agency of the Year (Department of Community Development) and for Victory and Santa Cruz Parks Design Guidelines; the Long Beach Heritage Award for the recently adopted Race & Suburbanization Historic Context Statement; and formally designated by the State Housing and Community Development Department (HCD) as a "Pro-Housing City."
- Recruited neighborhood associations and community groups to participate in the City's Spring-Cleaning initiative - resulting in 31 neighborhood hosted clean-up events, with volunteers removing over 64 tons of trash and dumped items from their neighborhoods.
- The Neighborhood Clean-Up Assistance Program is coordinated 97 clean-up events facilitating efforts of 2,202 volunteers to remove more than 800 tons of debris from City streets and neighborhoods.
- Trained and graduated 33 Long Beach residents as part of the Neighborhood Leadership Program Class of 2024. Implemented effective outreach strategies to engage residents from Racially & Ethnically Concentrated Areas of Poverty (R/ECAP) neighborhoods, ensuring diverse participation in the five-month leadership development program.
- Expanded the Neighborhood Micro Grant Program to provide up to \$5,000 grants to neighborhood associations citywide to host events and projects. The program funded grants for 34 neighborhood projects and events.

## FY 24 Accomplishments

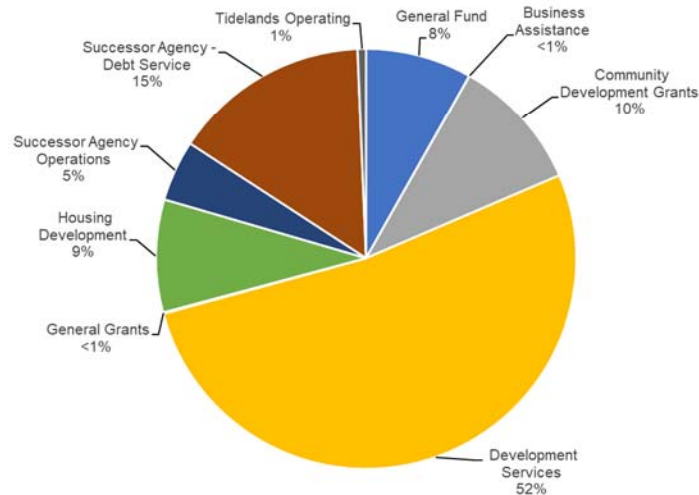
- The Neighborhood Resource Center is expected to host a series of community workshops in West Long Beach to train 120 neighborhood and community leaders. Topics include Digital Inclusion, Financial Skills Training, Nonprofits and Fiscal Agents, and Planning 101.
- Assisted Belmont Heights Community Association, El Dorado Park Estates Neighborhood Association, and Naples Improvement Association to win national recognition from Neighborhoods, USA's Best Neighborhood Newsletter awards competition.
- Assisted 39 lower income homeowners to replace deteriorated roofs through the Home Improvement Roof Grant Program.
- Approved a \$5.9 million loan to Linc Housing for the future development of a new affordable rental project creating 72 homes available to lower income households at 4151 E Fountain Street.
- Secured exclusive negotiation agreements with West Hollywood Community Housing Corporation and Century Affordable Development, Inc. for the construction of affordable rental housing units. The project at 1131 E Wardlow Road will provide up to 76 units serving lower income families in a High Resource Area, while the development at 1401 Long Beach Boulevard aims to deliver 153 units, catering to families in need of affordable housing.
- Successfully developed and fully leased four affordable housing projects improving housing inventory: 87 homes for lower-income households; 76 homes for lower-income households previously experiencing homelessness; 67 affordable homes for lower-income seniors; and 89 affordable homes for lower-income veterans and veterans previously experiencing homelessness.
- Registered 238 residential properties in the City's Foreclosure Registry (issued a notice of default) and 232 vacant lots in the City's Vacant Lot Registry Program.
- Implemented the Short-Term Rental (STR) Program updates in order to improve enforcement and management of the program for 830 active primary and non-primary STR registrations.
- Completed Cycle 1 for the Proactive Rental Housing Inspection Program (PRHIP) which inspected over 8,238 properties.
- Collaborated with various organizations including Civil Service, Long Beach City College, International Code Council, California Association of Code Enforcement Officers, and multiple community colleges throughout LA and OC. Job fairs and presentations promote our Building and Code Enforcement training program aimed at attracting talented individuals to fill vacancies including building inspector, administrative analyst, clerical permit technician, and others.
- Continued to implement plan review and inspection of major projects, noteworthy examples include: 67 affordable units for seniors, valued at \$25 million; "Airway" at Douglas Park, a condo office building with a valuation of \$4.25 million; "Broadstone Promenade," an eight-story mixed-use commercial and apartment building with three basement levels, valued at \$55 million; a 129,300-square-foot concrete tilt-up building with a valuation of \$13 million; and a three-story, eight-unit townhome complex with attached garages, valued at approximately \$1 million. Improved customer satisfaction at Permit Center by implementing virtual appointments, embracing paperless procedures, and automating inspection requests.
- Celebrated Building and Safety Month in May 2024, engaged with the community by delivering presentations to students from local technical high schools and colleges in Long Beach, promoting awareness and education about the vital services the Bureau provides to the community.

# FY 25 Budget

**FY 25 Revenues by Fund Group**



**FY 25 Expenditures by Fund Group**



## Fund Impact

Fund Group	Revenues	Expenditures	Fund Impact
General Fund	1,359,043	7,034,567	(5,675,523)
Business Assistance	-	13,976	(13,976)
Community Development Grants	8,924,320	8,926,267	(1,947)
Development Services	38,970,203	44,939,537	(5,969,334)
General Grants	75,000	75,000	-
Housing Development	4,486,609	7,472,446	(2,985,837)
Successor Agency Operations	4,219,567	4,040,128	179,439
Successor Agency - Debt Service	30,162,041	13,046,198	17,115,843
Tidelands Operating	-	562,500	(562,500)
<b>Total</b>	<b>88,196,784</b>	<b>86,110,619</b>	<b>2,086,165</b>

## Summary of Changes\*

GENERAL FUND GROUP	IMPACT	POSITIONS
Upgrade a Clerk Typist II to a Clerk Typist III in the Code Enforcement Bureau to align with duties, offset by non-personnel reductions.	-	-
Add a Combination Building Inspector in the Code Enforcement Bureau dedicated to Short Term Rentals (STR) inspections required annually as part of the STR ordinance, fully offset by \$131,053 in anticipated revenue from a proposed STR registration fee increase in FY 25.	-	1.00
One-time funding to continue support of the StayHoused Los Angeles Tenant Assistance Program. The county-wide program provides legal services and counseling to Long Beach renters, including those who need legal representation when facing evictions.	375,000	-
One-time funding to provide 30 small grants to community members and organizations to support local projects that enhance neighborhood development and cohesion. (Adoption Night Change)	150,000	-

COMMUNITY DEVELOPMENT GRANTS FUND GROUP	IMPACT	POSITIONS
Upgrade a Payroll/Personnel Assistant II to a Payroll/Personnel Assistant III in the Administrative and Financial Services Bureau to increase administrative capacity. Funding for the position will be allocated to the Development Services, Housing Development, and Community Development Grants Fund Groups to align with duties.	1,385	(0.01)
Upgrade an Administrative Intern-Non-Career position to an Assistant Administrative Analyst II-Non-Career position to support personnel management data collection and tracking models in the Administrative and Financial Services Bureau. Funding for this position will be allocated to the Development Services, Housing Development and Community Development Grants Fund Groups to align with duties.	5,162	(0.05)
Add an Assistant Administrative Analyst II to serve as the Community Development Department City Council liaison in the Executive Office. Funding for this position will be allocated to the Development Services, Housing Development and Community Development Grants Fund Groups to align with duties.	18,123	0.15



## Summary of Changes\*

<b>COMMUNITY DEVELOPMENT GRANTS FUND GROUP (CONT.)</b>	<b>IMPACT</b>	<b>POSITIONS</b>
Add an Administrative Analyst III to support Racial Equity initiatives, including the development, design and implementation of racial equity initiatives and strategies to institutionalize equity across the Department. Funding for this position will be allocated to the Development Services, Housing Development and Community Development Grants Fund Groups to align with duties.	22,796	0.15

<b>DEVELOPMENT SERVICES FUND GROUP</b>	<b>IMPACT</b>	<b>POSITIONS</b>
Upgrade a Payroll/Personnel Assistant II to a Payroll/Personnel Assistant III in the Administrative and Financial Services Bureau to increase administrative capacity. Funding for the position will be allocated to the Development Services, Housing Development, and Community Development Grants Fund Groups to align with duties.	7,472	0.02
Upgrade an Administrative Intern-Non-Career position to an Assistant Administrative Analyst II-Non-Career position to support personnel management data collection and tracking models in the Administrative and Financial Services Bureau. Funding for this position will be allocated to the Development Services, Housing Development, and Community Development Grants Fund Groups to align with duties.	28,549	0.18
Add an Assistant Administrative Analyst II to serve as the Community Development Department City Council liaison in the Executive Office. Funding for this position will be allocated to the Development Services, Housing Development, and Community Development Grants Fund Groups to align with duties.	90,615	0.75
Add an Administrative Analyst III to support Racial Equity initiatives, including the development, design and implementation of racial equity initiatives and strategies to institutionalize equity across the Department. Funding for this position will be allocated to the Development Services, Housing Development, and Community Development Grants Fund Groups to align with duties.	113,978	0.75
Upgrade a Permit Technician II to a Permit Center Supervisor in the Building and Safety Bureau to manage the increased staff and permit volume.	21,053	-
Convert an Environmental Health Specialist to a Combination Building Inspector in the Code Enforcement Bureau to align the budgeted position with actual duties.	(15,065)	-
Add a Planner III in the Planning Bureau to serve as a housing policy analyst to provide Citywide housing policy and regulation expertise.	155,495	1.00

## Summary of Changes\*

DEVELOPMENT SERVICES FUND GROUP (CONT.)	IMPACT	POSITIONS
Upgrade a Clerk Typist II to a Clerk Typist III in the Planning Bureau to increase clerical support to the new Zoning Administrator Division.	5,314	-
Increase budget for consultant services to provide subject-matter expertise needed to guide and streamline CEQA reviews, offset by \$150,000 in fee revenue received for these services.	-	-
One-time funding to support various implementation projects towards the City's Climate Action Plan, offset by an increase of \$375,000 in Construction & Demolition (C&D) revenue.	-	-
Increase revenue in the Development Services Fund Group to align with actual fee revenues realized from rate adjustments as identified through a cost-of-service study. Additional revenue will offset various resources enhancements for operational improvements.	(540,000)	-
One-time funding for transfer to the Public Works Department for eligible projects, offset by an increase of \$1,000,000 in Construction & Demolition (C&D) revenue.	-	-
One-time funding as a technical appropriation to transfer Construction and Demolition Recycling Program (C&D) revenue to various departments and funds for eligible projects. (Adoption Night Change)	7,185,000	-
Establish a new Signature Projects Division in the Community Development Department and add one Advance Planning Officer and four Planner V positions to help streamline major city development projects, such as the redevelopment of Queen Mary Island and Pier H, the Long Beach Convention Center and Elephant Lot, Shoreline Drive, and Alamitos Bay, among others. (Adoption Night Change)	1,105,000	5.00
Add one Administrative Analyst III, three Permit Technicians II, and program materials and supplies to support contractor and subcontractor verification for additional wage protection and labor standards, as directed by City Council (Adoption Night Change)	500,000	4.00

## Summary of Changes\*

<b>HOUSING DEVELOPMENT FUND GROUP</b>		
	<b>IMPACT</b>	<b>POSITIONS</b>
Upgrade a Payroll/Personnel Assistant II to a Payroll/Personnel Assistant III in the Administrative and Financial Services Bureau to increase administrative capacity. Funding for the position will be allocated to the Development Services, Housing Development, and Community Development Grants Fund Groups to align with duties.	174	(0.01)
Upgrade an Administrative Intern-Non-Career position to an Assistant Administrative Analyst II-Non-Career position to support personnel management data collection and tracking models in the Administrative and Financial Services Bureau. Funding for this position will be allocated to the Development Services, Housing Development and Community Development Grants Fund Groups to align with duties.	3,876	(0.13)
Add an Assistant Administrative Analyst II to serve as the Community Development Department City Council liaison in the Executive Office. Funding for this position will be allocated to the Development Services, Housing Development and Community Development Grants Fund Groups to align with duties.	12,082	0.10
Add an Administrative Analyst III to support Racial Equity initiatives, including the development, design and implementation of racial equity initiatives and strategies to institutionalize equity across the Department. Funding for this position will be allocated to the Development Services, Housing Development and Community Development Grants Fund Groups to align with duties.	15,197	0.10
<b>TIDELANDS OPERATING FUND GROUP</b>		
	<b>IMPACT</b>	<b>POSITIONS</b>
One-time funding for Planning consulting costs needed to complete a visioning study for the Downtown Shoreline Plan.	562,500	-

\* For ease of review, reallocations of resources within departments, offsets, adjustments, and minor changes have not been included. As figures reflect the net impact to a fund, an increase in expense is shown as a positive number (cost/hit to fund) and a decrease in expense is shown as a negative number (savings/benefit to fund). Accordingly, a decrease in revenue is shown as a positive number (cost/hit to fund), and an increase in revenue is shown as a negative number (savings/benefit to fund).

# Administrative and Financial Services Bureau

## Key Services:

### 1. Administration

- Benefit Administration
- Payroll
- Safety Training and Compliance
- Enforcement of Policies & Procedures
- Development and Interpretation of Policies and Procedures
- Workers Compensation Administration
- Leave of Absence Administration
- PRAs and Subpoenas
- Facilities Management

### 2. Financial Services

- Budget Preparation, Monitoring & Adjustment

- Procurement
- Payment Processing
- Risk Management
- Financial Analysis and Reporting
- TSR Processing
- Accounting (JVs, GLs, Year-End)
- Revenue and Collection

### 3. Executive Office

- Department Administration
- Interdepartmental Communications
- Communications - Public Relations
- City Council, Boards & Commissions Administration

<b>Administrative and Financial Services</b>	<b>Actuals FY 23</b>	<b>Adjusted* FY 24</b>	<b>Adopted** FY 25</b>
Revenues	1,156,608	932,056	1,216,504
Expenditures	3,112,151	5,925,647	4,319,456
Budgeted FTEs	16.70	21.40	23.40

\*Adjusted Budget as of March 31, 2024.

\*\*Amounts exclude all-years carryover.

Note: The City is currently maintaining two different financial systems and until a new budget development software is established, the financial information displayed in the future may have further adjustments.

# Building and Safety Bureau

## Key Services:

### 1. Plan Check

- Provide Customer/Project Facilitation
- Employ Technology for Service Delivery
- Conduct Preliminary Plan Checks
- Check Plans for Building, Fire, Electrical, Plumbing, Health, and Mechanical Safety
- Provide Permit Application Assistance
- Service Appointments

### 2. Inspection

- Provide Customer/Project Facilitation
- Employ Technology for Service Delivery
- Schedule Inspections
- Provide Construction Inspections
- Respond to Unpermitted Work
- Manage Deputy Inspection Program
- Review Structural Observation Reports
- Issue Temporary and Final Certificates of Occupancy
- Manage Administrative Citation Program
- Administer Construction and Demolition Program

### 3. Permit Center

- Provide Customer/Project Facilitation
- Employ Technology for Service Delivery
- Intake Inspection Requests
- Intake/Process Plans
- Issue Permits
- Collect Fee Revenue/Cashiering
- Provide Permit Application Assistance
- Manage Appointments
- Manage Central Files
- Respond to Customer Inquiries
- Process Final Documents and Retain Records
- Process Temporary and Final Certificates of Occupancy

### 4. Administration

- Manage day-to-day activities of Bureau
- Provide Customer/Project Facilitation
- Coordinate Board of Examiners, Appeals and Condemnation
- Conduct training and outreach programs
- Review Code Modification and Alternate Material Request

<b>Building and Safety</b>	<b>Actuals FY 23</b>	<b>Adjusted* FY 24</b>	<b>Adopted** FY 25</b>
Revenues	22,202,220	24,506,019	24,756,019
Expenditures	15,666,637	18,301,327	19,449,337
Budgeted FTEs	82.40	94.45	97.45

\*Adjusted Budget as of March 31, 2024.

\*\*Amounts exclude all-years carryover.

Note: The City is currently maintaining two different financial systems and until a new budget development software is established, the financial information displayed in the future may have further adjustments.

## Code Enforcement Bureau

### Key Services:

#### 1. Code Enforcement

- Respond to Referrals to Ensure LBMC Compliance
- Collaborate with Fire, Police, Business License, City Attorney, City Prosecutor
- Issue Citations
- Employ Technology for Service Delivery
- Collect and Process Revenue
- Administer Board of Examiners, Appeals and Condemnation
- Implement Programs Targeted to Specific Problems
- Implement Proactive Rental Housing Inspection Program (PRHIP)
- Implement Vacant Lot Registry
- Implement STR Ordinance
- Nuisance Abatement Referral Intake and Status Reporting
- Referral Investigations
- Identify, Resolve and Implement Corrections
- Inspect Illegal Medical Cannabis facilities and Coordinate with Business License on the Medical Cannabis Initiative
- Progress Monitoring

Code Enforcement	Actuals FY 23	Adjusted* FY 24	Adopted** FY 25
Revenues	2,915,175	3,318,072	3,452,330
Expenditures	6,051,785	7,830,605	8,077,771
Budgeted FTEs	50.70	51.70	52.70

\*Adjusted Budget as of March 31, 2024.

\*\*Amounts exclude all-years carryover.

Note: The City is currently maintaining two different financial systems and until a new budget development software is established, the financial information displayed in the future may have further adjustments.

# Housing and Neighborhood Services Bureau

## Key Services:

### 1. Community Improvement

#### (Redevelopment Dissolution)

- Complete Development Projects
- Prepare ROPS
- Manage Properties
- Support Successor Agency and Oversight Board
- Public Information and Education

### 2. Housing Operations

- Housing Site Disposition
- Developer Assistance/Development Loans
- Affordable Housing Preservation
- Single and Multi-Family Rehab Loans
- Homebuyer Second Mortgage Assistance Loans
- Loan and Covenant Monitoring
- Property Management
- Long Beach Community Investment Company (LBCIC) Administration and Board Support
- Public Information and Education

### 3. Neighborhood Improvement

- Place-Based NIS Projects
- Tree Planting
- Neighborhood Cleanups

- Residential Exterior Rehab
- Commercial Façade Rehab
- Neighborhood Resource Center
- Neighborhood Leadership Program
- Community Workshops and Trainings

### 4. Administration

- Fund Management
- Contract Management and Payments
- Annual City Audits and Reporting
- Grant Reporting
- Legislative Monitoring and Conformance
- Annual Property Tax Exemptions

### 5. Grants Administration

- Grant Application Preparation
- HUD Action Plan Preparation
- Grant Fund Monitoring
- MOU Partnership Management
- Contract Administration
- Grant Reimbursement Processing
- Special Use Fund Monitoring
- Place-Based NIS implementation
- Housing and Related Policy Development and Implementation
- Quarterly and Annual Reporting

Housing & Neighborhood Services	Actuals FY 23	Adjusted* FY 24	Adopted** FY 25
Revenues	53,013,086	56,748,781	47,792,537
Expenditures	60,087,867	53,828,678	33,079,358
Budgeted FTEs	35.16	35.16	35.16

\*Adjusted Budget as of March 31, 2024.

\*\*Amounts exclude all-years carryover.

Note: The City is currently maintaining two different financial systems and until a new budget development software is established, the financial information displayed in the future may have further adjustments.

# Planning Bureau

## Key Services:

### 1. Long Range Policy Planning

- General Plan Development
- Specific/Area Plan Development
- Zoning Code Updates
- Compliance with State Mandates
- Implementation of General Plan/Policy Programs

### 2. Discretionary Project Review (Entitlements)

- City Council
- Planning Commission
- Cultural Heritage Commission
- Site Plan Review Committee
- Zoning Administrator
- CEQA Compliance
- Staff Level permits

### 3. Plan Check Review and Permit Center Services

- Staff Permit Counter
- Review Plans
- Issue Permits

- Review Business License Applications

### 4. Communication and Process Administration

- Establish/Maintain Internal Processes
- Support Policy/Decision-makers
- Respond to Citizen Inquiries
- Notice Public Hearings
- Report Project Status/Accomplishments
- Maintain Website
- Staff Zoning Phone Information Line
- Prepare Zoning Confirmation Letters
- Report on the General Plan and Its Implementation Annually
- Conduct community outreach and engagement
- Support Code Enforcement
- Support Capital Improvement Projects and Initiatives of Various Departments

Planning	Actuals FY 23	Adjusted* FY 24	Adopted** FY 25
Revenues	9,359,012	9,448,841	10,979,393
Expenditures	10,318,563	11,834,662	21,184,697
Budgeted FTEs	35.82	39.87	46.87

\*Adjusted Budget as of March 31, 2024.

\*\*Amounts exclude all-years carryover.

Note: The City is currently maintaining two different financial systems and until a new budget development software is established, the financial information displayed in the future may have further adjustments.



## Financial Summary by Category

	Actual	Adopted*	Adjusted**	Adopted*
	FY 23	FY 24	FY 24	FY 25
<b>Revenues:</b>				
Property Taxes	16,219,863	33,162,041	33,162,041	33,162,041
Sales and Use Taxes	-	-	-	-
Other Taxes	117,970	172,000	172,000	172,000
Utility Users Tax	-	-	-	-
Franchise Fees	-	-	-	-
Licenses, Permits and Fees	30,202,487	34,681,410	34,681,410	35,098,285
Fines and Forfeitures	122,450	109,785	109,785	117,991
Use of Money & Property	4,529,268	2,491,547	2,491,547	2,509,740
Revenue from Other Agencies	27,491,829	19,246,961	19,246,961	9,873,429
Charges for Services	2,806,457	2,462,668	2,462,668	2,738,721
Other Revenues	4,519,275	2,627,356	2,627,356	4,524,576
Intrafund Services	-	-	-	-
Intrafund Transfers	415	-	-	-
Interfund Services	-	-	-	-
Interfund Transfers	2,636,089	-	-	-
Other Financing Sources	-	-	-	-
<b>Total Revenues</b>	<b>88,646,101</b>	<b>94,953,769</b>	<b>94,953,769</b>	<b>88,196,784</b>
<b>Expenditures:</b>				
Salaries and Wages	13,508,924	15,308,165	17,602,115	17,983,658
Employee Benefits	9,087,456	12,797,349	13,505,683	15,361,269
Overtime	648,162	66,930	66,930	66,930
Materials, Supplies and Services	34,009,237	28,490,131	34,817,940	22,891,138
Interfund Support	6,967,528	7,360,289	7,360,289	8,200,427
Intrafund Support	-	-	-	-
Capital Purchases	-	126,000	126,000	126,000
Insurance Premiums and Losses	-	-	-	-
Other Non-Operational Expenditures	26,714,422	23,991,962	23,991,962	13,046,198
Operating Transfers	4,300,858	250,000	250,000	8,435,000
Intrafund Transfers Out	415	-	-	-
Purchase of Gas & Water	-	-	-	-
Depreciation and Non Cash Expenditures	-	-	-	-
<b>Total Expenditures</b>	<b>95,237,002</b>	<b>88,390,826</b>	<b>97,720,919</b>	<b>86,110,619</b>
<b>Budgeted FTEs</b>	<b>220.78</b>	<b>242.58</b>	<b>242.58</b>	<b>255.58</b>

\* Amounts exclude all-years carryover.

\*\*Adjusted Budget as of March 31, 2024.

Note: The City is currently maintaining two different financial systems and until a new budget development software is established, the financial information displayed in the future may have further adjustments.

## Personnel Summary

Classification	FY 23 Adopt FTE	FY 24 Adopt FTE	FY 25 Adopt FTE	FY 24 Adopted Budget	FY 25 Adopted Budget
Director of Community Development	1.00	1.00	1.00	239,800	254,454
Accounting Clerk III	2.00	2.00	2.00	101,399	123,604
Accounting Technician	1.00	1.00	1.00	58,783	68,013
Administrative Analyst I	3.00	2.00	2.00	168,831	181,779
Administrative Analyst II	9.00	9.00	9.00	822,444	903,081
Administrative Analyst III	7.00	10.00	12.00	956,532	1,255,795
Administrative Analyst I-NC	1.00	1.00	1.00	76,934	84,757
Administrative Intern - NC	4.78	7.58	6.88	299,386	299,095
Administrative Officer-Planning & Building	1.00	1.00	1.00	123,863	128,854
Advance Planning Officer	1.00	1.00	1.00	148,882	148,618
Assistant Administrative Analyst II	5.00	5.00	6.00	341,008	471,485
Assistant Administrative Analyst II-NC	-	-	0.70	-	53,661
Building Inspections Officer	1.00	1.00	1.00	183,436	148,618
Civil Engineer	3.00	5.00	5.00	620,504	750,268
Civil Engineering Assistant	1.00	2.00	2.00	145,519	182,329
Civil Engineering Associate	2.00	2.00	2.00	206,028	258,772
Clerk Typist II	4.00	4.00	2.00	189,333	104,285
Clerk Typist III	12.00	12.00	14.00	633,962	833,048
Code Enforcement Officer	1.00	1.00	1.00	119,646	124,468
Combination Building Inspector	30.00	30.00	32.00	2,471,997	2,934,512
Combinations Building Inspector Aide II	10.00	10.00	10.00	557,434	684,693
Community Information Officer	1.00	1.00	1.00	110,441	114,891
Community Program Specialist III	-	1.00	1.00	74,226	81,769
Community Program Specialist IV	1.00	-	-	-	-
Community Program Specialist V	1.00	2.00	2.00	194,646	214,794
Community Program Technician II	1.00	1.00	1.00	61,792	53,139
Community Worker-NC	2.00	2.00	2.00	84,061	93,383
Current Planning Officer	1.00	1.00	1.00	148,882	154,882
Customer Service Representative II	2.00	2.00	2.00	90,823	123,135
Customer Service Representative III	2.00	2.00	2.00	104,471	135,839
Customer Services Officer	-	1.00	1.00	117,000	121,715
Deputy Director-Community Development	1.00	1.00	1.00	160,141	221,863
Development Project Manager I	1.00	-	-	-	-
Development Project Manager II	3.00	3.00	3.00	279,301	328,566
Development Project Manager III	2.00	3.00	3.00	340,598	371,937
Environmental Health Specialist IV	1.00	1.00	-	78,124	-
Executive Assistant	1.00	1.00	1.00	72,546	78,056
Financial Services Officer	1.00	1.00	1.00	124,519	142,488
General Superintendent-Community Development	1.00	1.00	1.00	170,903	177,790
Housing Development Officer	1.00	1.00	1.00	132,543	146,288
Housing Operations Officer	1.00	1.00	1.00	140,669	147,784
Housing Rehabilitation Counselor	1.00	-	-	-	-
Manager-Administrative & Financial Services	1.00	1.00	1.00	161,193	176,074
Manager-Code Enforcement	1.00	1.00	1.00	159,645	166,078
Manager-Housing & Neighborhood Services	1.00	1.00	1.00	160,141	175,153

## Personnel Summary

Classification	FY 23 Adopt FTE	FY 24 Adopt FTE	FY 25 Adopt FTE	FY 24 Adopted Budget	FY 25 Adopted Budget
Manager-Planning Bureau	1.00	1.00	1.00	163,625	176,924
Neighborhood Improvement Officer	1.00	1.00	1.00	128,001	133,159
Neighborhood Services Specialist I	1.00	1.00	1.00	61,792	66,628
Neighborhood Services Specialist III	2.00	2.00	2.00	113,004	121,035
Payroll/Personnel Assistant II	1.00	1.00	-	45,917	-
Payroll/Personnel Assistant III	-	-	1.00	-	68,577
Permit Center Supervisor	1.00	1.00	2.00	73,762	181,268
Permit Technician I	5.00	7.00	7.00	397,326	471,308
Permit Technician II	10.00	11.00	13.00	790,923	1,046,498
Plan Checker-Electrical II	2.00	4.00	4.00	463,393	503,855
Plan Checker-Fire I	3.00	3.00	3.00	356,986	351,374
Plan Checker-Fire II	1.00	2.00	2.00	206,814	224,995
Plan Checker-Mechanical II	1.00	2.00	2.00	230,130	250,361
Plan Checker-Plumbing II	2.00	2.00	2.00	257,623	279,904
Planner I	2.00	2.00	2.00	144,166	159,212
Planner II	3.00	4.00	4.00	330,782	368,668
Planner III	7.00	8.00	9.00	766,827	966,935
Planner IV	4.00	4.00	4.00	468,083	515,655
Planner V	7.00	7.00	11.00	882,886	1,529,389
Planning Aide	1.00	1.00	1.00	53,692	72,063
Principal Building Inspector	8.00	8.00	8.00	832,441	920,205
Public Affairs Assistant	-	1.00	1.00	68,875	89,199
Real Estate Project Coordinator III	1.00	1.00	1.00	120,071	128,600
Secretary	5.00	5.00	5.00	293,953	334,706
Senior Civil Engineer	4.00	5.00	5.00	720,671	814,378
Senior Combination Building Inspector	12.00	13.00	13.00	1,211,170	1,268,586
Senior Electrical Inspector	2.00	2.00	2.00	184,495	201,386
Senior Mechanical Inspector	1.00	1.00	1.00	102,218	111,512
Senior Plumbing Inspector	1.00	1.00	1.00	102,218	111,512
Senior Structural Engineer	2.00	2.00	2.00	310,864	319,322
Signature Projects Officer	-	-	1.00	-	148,618
Special Projects Officer	1.00	1.00	1.00	108,275	114,481
Superintendent - Building and Safety	1.00	1.00	1.00	183,436	190,830
Zoning Administrator Officer	-	1.00	1.00	148,882	154,882
<b>Subtotal Salaries</b>	<b>220.78</b>	<b>242.58</b>	<b>255.58</b>	<b>21,755,682</b>	<b>25,615,842</b>
<b>Overtime</b>	-	-	-	66,930	66,930
<b>Fringe Benefits</b>	-	-	-	12,326,937	14,783,758
<b>Administrative Overhead</b>	-	-	-	506,462	613,560
<b>Attrition/Salary Savings</b>	-	-	-	(510,861)	(520,901)
<b>Expenditure Transfer</b>	-	-	-	(5,972,706)	(7,147,332)
<b>Total</b>	<b>220.78</b>	<b>242.58</b>	<b>255.58</b>	<b>28,172,444</b>	<b>33,411,857</b>

