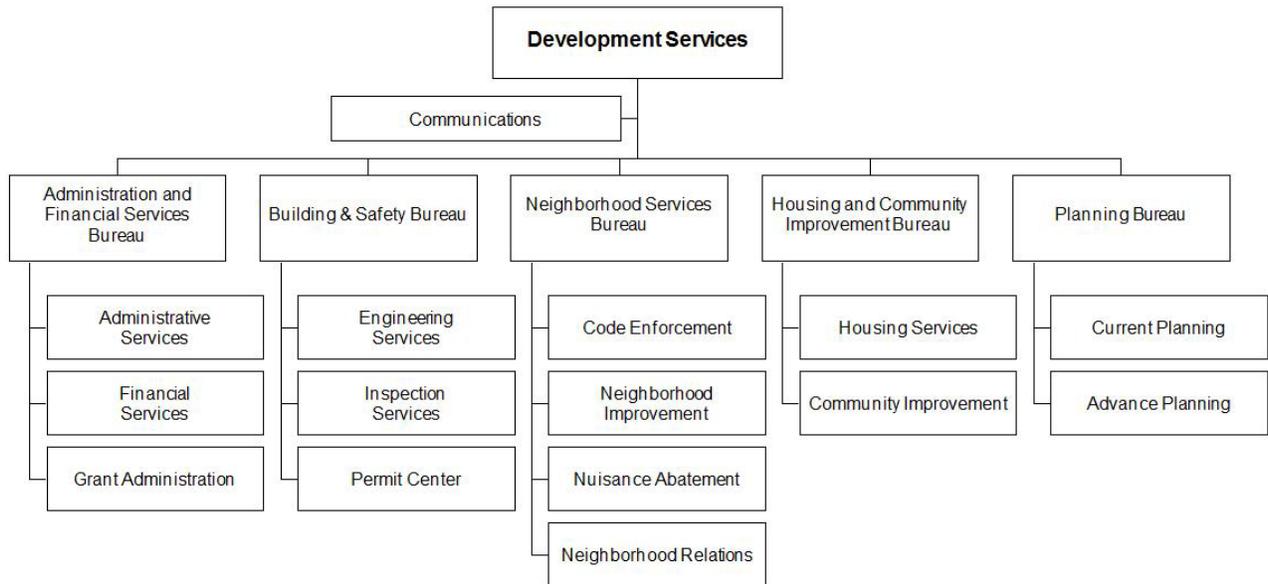


Development Services



Amy Bodek, Director

Angela Reynolds, Deputy Director of Development

Lisa Fall, Administrative and Financial Services Bureau Manager

David Khorram, Building Official

Jeff Winklepleck, Acting Planning Administrator

Department Overview

Mission:

To contribute to a safe and sustainable city that honors its past and embraces the future.

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 15 Focus:

The Department will continue to deliver the core services listed above via ongoing operations in its Administrative & Financial Services, Building & Safety, Neighborhood Services, Housing & Community Improvement, and Planning bureaus. The Department will focus its FY 15 efforts on maximizing special funding streams and implementing initiatives to create innovative ways of improving the livability and sustainability of our City. Two long-range planning endeavors are underway to improve the quality of the environment on the west side: the West Long Beach Livability Implementation Plan and the Terminal Island Freeway Transition Plan. Some of the programs the Department will implement to further these activities include the following:

Permit Center Efficiencies – In FY 15, the Department plans to implement a new personnel classification at the Permit Center. The employees in this classification will be certified as permit technicians by an industry organizations. This certification will ensure that the personnel serving the public has the core knowledge and most up-to-date information about development standards. This proficiency will improve consistency in answers as well as the speed and accuracy of the services provided at the Permit Center.

Team Enforcement – The Code Enforcement Division will hold monthly meetings with representatives from Police, Fire, Business License, Planning, City Attorney, City Prosecutor, Nuisance Abatement, Community Safety and Neighborhood Improvement. These team meetings will focus on properties that are deteriorated and blighted and generate nuisance and criminal activity. The Team will coordinate group inspections and identify available resources to ensure that all violations are addressed and long-term compliance is attained.

Housing Action Plan – The Housing and Community Improvement Bureau will implement and prepare a Housing Action Plan (HAP) in 2015, as described in the recently adopted 2013-2021 City of Long Beach Housing Element. The HAP will cover a range of topics including: a strategy for the use of available funds with a priority for preserving and promoting housing in transit-rich neighborhoods and other target growth areas; a strategy for the development of housing owned by the Long Beach Community Investment Commission (LBCIC); identification of target populations for various programs; and strategies for different neighborhoods.

SEADIP Update – The City continues to use grant funding to update the Southeast Area Development and Improvement Plan (SEADIP), which encompasses approximately 1,500 acres of land in the southeast area of the City, including the Los Cerritos Wetlands. With the assistance of a consulting team, staff began meetings with the Community Advisory Committee and will continue preparing a comprehensive update to the plan in FY 15. This update will continue to have a robust community outreach process and will include a new land use plan, mobility strategies, and policies and programs to preserve and restore wetlands.

Department Performance Measures

Key Measure	FY 13 Actual	FY 14 Target	FY 14 Estimate	FY 15 Projection
Percentage of code enforcement cases with reported violations in compliance within 120 days	91%	91%	91%	91%

Code enforcement activities eliminate blight and improve the quality of the current housing stock. Compliance within 120 days will remain in the low 90-percent range because of chronic cases. Code Enforcement compliance is improved due to increased coordination with Neighborhood Improvement Strategy programs aimed at improving properties. By combining proactive programs with traditional code enforcement activities, the City is better able to sustain the existing housing stock and increase the livability of our neighborhoods.

Key Measure	FY 13 Actual	FY 14 Target	FY 14 Estimate	FY 15 Projection
Number of restricted affordable housing units monitored per federal and state requirements	2,652	3,079	3,292	3,349

The Housing and Community Improvement Bureau offers financial assistance for 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 3,292 restricted units. That number is expected to grow to 3,349 in FY 15.

Key Measure	FY 13 Actual	FY 14 Target	FY 14 Estimate	FY 15 Projection
Percentage of customers served within 30 minutes at the Development Services Planning Counter	92%	90%	91%	91%

Organizational changes throughout the year have made it possible to shift additional staff to the counter function to ensure that staff members are available to provide counter services during peak hours and allowed the Bureau to meet its performance target. Even though staff will be preparing several long range policy documents in FY 15, which will require substantial staff resources, the Bureau will continue to provide a high level of service at the public counter.

Key Measure	FY 13 Actual	FY 14 Target	FY 14 Estimate	FY 15 Projection
Percentage of new single-Family home/addition/alteration applications reviewed by staff that receive comments in four weeks	95%	N/A	90%	95%

In FY 14, approximately 49 percent of building applications reviewed were for single-family residences. After several years of consistently meeting a ten-week target, the Department established a new target: review and issue comments on single-family residential applications within four weeks. The Permit Center achieved this goal 95 percent of the time in the baseline year of FY 13. In FY 14, several factors reduced the ability to meet the four-week target to 90 percent, including a 23-percent increase in the number of applications and the introduction of new State-mandated construction codes the State. The Department anticipates similar conditions for the near future. However, with the anticipated staffing changes at the Permit Center and upcoming technology improvements, the Department is setting an FY 15 goal to achieve a four-week review of single-family residential improvement applications 95 percent of the time.

FY 14 Accomplishments

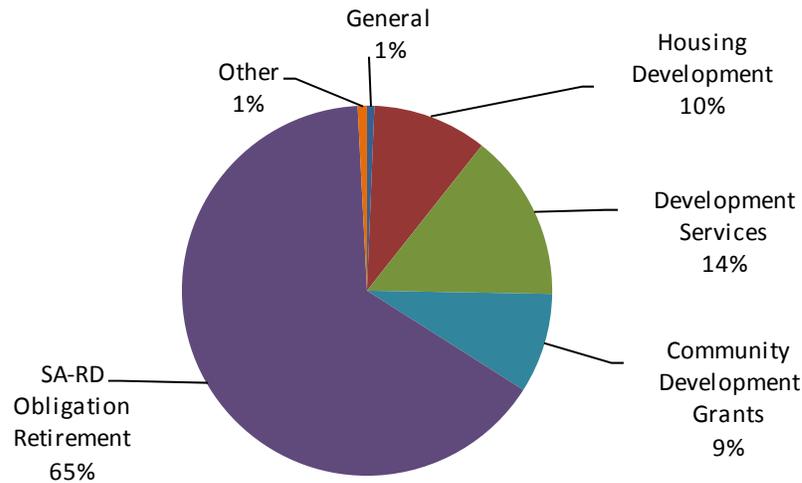
- Investigated approximately 10,000 code enforcement cases, of which 91 percent were closed within 120 days of initiation.
- Inspected 80 properties for possible illegal garage conversions to dwelling units and issued approximately 44 citations.
- Partnered with residents, business owners, non-profit agencies, and neighborhood associations to hold over 227 community meetings and organize nearly 111 neighborhood clean-up activities.
- Assisted 230 residents in making improvements to their homes and businesses through programs such as the Home Improvement Rebate Program, Business Start-up Grants, and Commercial Improvement Rebates.
- Completed 27 mini-infrastructure projects including installing neighborhood markers, creating playgrounds and community gardens, and planting 758 street trees using funding from a Port of Long Beach grant, federal CDBG, City Council infrastructure funds and other sources.
- Administered \$9 million of HUD entitlement grants including CDBG, HOME and the Emergency Solutions Grant (ESG) program and continued to manage the multi-year Neighborhood Stabilization Program (NSP) grants.
- Processed 956 registrations of residential properties in the foreclosure process (issued a notice of default) and collected \$170,000 in registration fees.
- Completed construction of the 11,000-square-foot Fire Station 12 and the 4,600-square-foot Emergency Resource Center. The project received a Gold LEED rating from the U.S. Green Building Council.
- Completed the Long-range Property Management Plan and submitted to the State Department of Finance for its review and approval. The Plan details the Successor Agency's proposed disposition of all property formerly owned by the Redevelopment Agency.
- Completed design of the new North Neighborhood Library, a 20,000-square-foot state-of-the-art facility that will offer areas for children, teens, and adults, as well as a community center and pedestrian plaza. The Public Works Department then solicited bids, awarded the contract, and started construction. The project is estimated to be complete in the second quarter of 2016.
- Completed plans for the Pine Avenue Improvement Project. The Public Works Department then solicited bids, awarded the contract and started construction. The project is estimated to be complete in the second quarter of 2015.
- Completed plan check and issued permits for the construction of Phase I (the west tower) of "The Current," formerly known as Shoreline Gateway. This project is an 18-story residential building with 223 units and 6,750 square feet of retail space.
- Completed the sale of the property located at 255 Locust Avenue (the Promenade) to the Schneider Family Trust for use as parking for Dave Schneider's Fine Jewelry.
- Continued to oversee construction of the American Hotel, located at 228 East Broadway, which will be adaptively reused as a mixed-use structure, including a complete restoration of the existing façade and shell, with 7,000 square feet of new creative office space on the second and third floors and approximately 3,670 square feet of retail space on the ground floor.

FY 14 Accomplishments

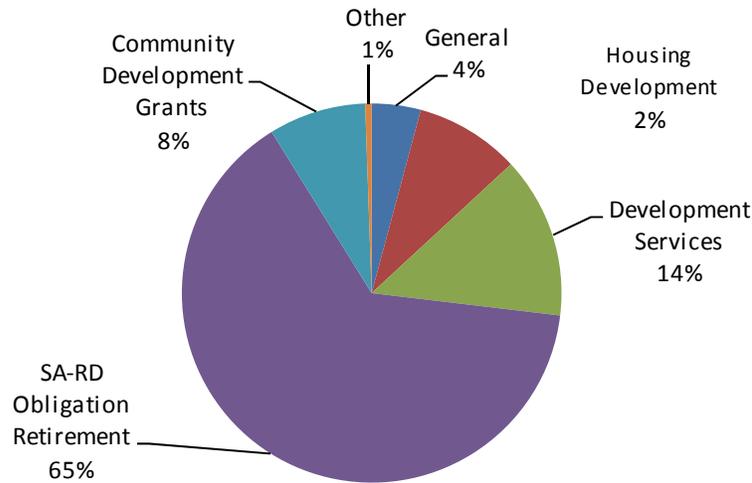
- Provided business advising and training sessions through an agreement with Long Beach City College to deliver consulting services at the Small Business Development Center located at 309 Pine Avenue.
- Provided financial assistance for the rehabilitation of 71 single- and multi-family units through the Rehabilitation Loan and NSP Programs, which improved housing conditions for lower income households.
- Completed construction of the Ramona Park Senior Apartments, a 61-unit affordable rental community for very low- and low-income seniors at 3290 E. Artesia Boulevard. The community provides an array of on-site amenities and social services for residents.
- Completed substantial rehabilitation of the Belwood Apartments, a 34-unit affordable rental community for very low- and low-income families at 6301 Atlantic Avenue. The extensive rehabilitation provides high-quality housing, and is a significant improvement to the neighborhood.
- Began construction of Cabrillo Gateway, which will provide 80 units of permanent supportive housing for very low- and low-income families and individuals at the Villages at Cabrillo. The project also includes a federally qualified health clinic.
- Secured financing for the adaptive reuse of the Immanuel Church, located at 3125 E. Third Street, into a 25-unit apartment building for lower income seniors. Construction will begin in January 2015.
- Continued scanning building plans into Laserfiche, a content management software, for better retrieval and archival capabilities. Since inception in August 2012, approximately 500 plans have been scanned.
- Adopted the 2013 California Building and Energy Codes and further expanded the types of projects that could be submitted for immediate plan review resulting in faster plan checks.
- Reviewed and inspected major development projects including: a 131-unit single-family residential project proposed by Lennar Homes, the 17-story Shoreline Tower Apartment Building, two high-rise buildings on Ocean Boulevard, and the Belmont Pool project.
- Adopted the update of the Mobility Element of the General Plan. Received an Award of Excellence from the Los Angeles Chapter of the American Planning Association.
- Received State certification of the General Plan Housing Element for 2013-2021.
- Began work on several grant-funded planning efforts, including the West Long Beach Livability Implementation Plan, the Downtown Pedestrian Master Plan and the Terminal Island Freeway reconfiguration project.
- Completed final construction review for several Douglas Park projects, including approximately 300,000 square feet of industrial, office, research/development space, a 155-room hotel, and ancillary retail uses. Also completed design review for new medical office buildings.
- Continued progress on the Long Beach Boulevard PD-29 update, the Land Use Element and Urban Design Element and the Southeast Area Development and Improvement Plan.
- Published the *Creative City* art book.

FY 15 Budget

FY 15 Revenues by Fund



FY 15 Expenditures by Fund



Fund Impact

Fund	Revenues	Expenditures	Fund Impact
General	748,657	5,149,220	(4,400,563)
Housing Development	11,598,238	10,506,430	1,091,808
Successor Agency (SA)	75,610,413	75,545,901	64,512
Development Services	16,984,086	16,195,324	788,762
Community Development Grants	10,136,989	9,730,821	406,168
Busines Development	871,838	650,119	221,719
General Grants	75,000	75,000	-
Total	116,025,221	117,852,816	(1,827,595)

Summary of Adopted Changes*

GENERAL FUND	Impact on Fund	Positions
Add an Officer position to Neighborhood Services to oversee grant programs related to the Violence Prevention Program, Long Beach Gang Reduction, Intervention and Prevention Program (LBGRIP), the Human Dignity program and the Language Access Policy. (General Fund portion)	\$ 108,792	0.74
Non-recurring funding for the Language Access Program (LAP)	250,000	-
Subtotal: General Fund	\$358,792	0.74

HOUSING DEVELOPMENT FUND	Impact on Fund	Positions
Convert Redevelopment Administrator position to a Manager of Housing and Community Improvement, which results in a small increase across all funds.	\$ 107,315	0.50
Convert Deputy Director of Development Services to a Manager of Planning in the Planning Bureau, which results in saving across all funds and no FTE impact.	\$ (84,489)	(0.33)
Eliminate 1 vacant FTE to offset the staffing reorganization of the Permit Counter, which will improve customer service and increase efficiency in completing reviews.	\$ (120,453)	(1.00)
Subtotal: Housing Development Fund	(\$97,627)	(0.83)

COMMUNITY DEVELOPMENT GRANTS FUND	Impact on Fund	Positions
Add an Officer position to Neighborhood Services to oversee grant programs related to the Violence Prevention Program, Long Beach Gang Reduction, Intervention and Prevention Program (LBGRIP), the Human Dignity program and the Language Access Policy. (Non-General Fund portion)	\$ 38,224	0.26
Eliminate 3 vacant FTEs to offset the staffing reorganization of the Permit Counter, which will improve customer service and increase efficiency in completing reviews.	\$ (234,117)	(3.00)
Subtotal: Community Development Grants Fund	(\$195,893)	(2.74)

SUCCESSOR AGENCY FUND	Impact on Fund	Positions
Convert Redevelopment Administrator position to a Manager of Housing and Community Improvement, which results in a small increase across all funds.	\$ (78,699)	(0.50)

*For ease of review, all reallocations of resources within departments, offsets, adjustments, and minor changes have not been included

Summary of Adopted Changes*

SUCCESSOR AGENCY FUND (CONTINUED)	Impact on Fund	Positions
Convert Deputy Director of Development Services to a Manager of Planning in the Planning Bureau, which results in saving across all funds and no FTE impact.	\$ (84,489)	(0.33)
Subtotal: Successor Agency Fund	(\$163,188)	(0.88)

DEVELOPMENT SERVICES FUND	Impact on Fund	Positions
Increase revenue for construction inspection services to reflect actual activity.	\$ (768,000)	-
Restructure the Permit Counter to improve customer service by replacing Customer Service Reps and Combination Building Inspector with Permit Technicians I and II. The restructuring will improve customer service and increase efficiency in completing reviews. This is FTE neutral across all funds.	\$ 465,676	4.00
Add new Civil Engineering Associate to assist with increased workload and customer volume at the Plan Check Counter. New FTE will allow senior staff to complete review of larger projects thereby reducing customer review/wait time and increasing workload capacity of Plan Check staff.	\$ 112,948	1.00
Implement various organizational, staffing, and materials budget changes to assist with operational and budget management, including adjusting budget for actual rent at 100 W. Broadway.	\$ 214,044	1.05
Convert Deputy Director of Development Services to a Manager of Planning in the Planning Bureau, which results in saving across all funds.	\$ 115,831	0.66
Non-recurring funding for Computer Monitor Upgrades for use with the Electronic Plan Review System.	\$ 56,308	-
Non-recurring funding for the Long Beach Boulevard Plan for the City's required match towards the completion of this project.	\$ 95,000	-
Non-recurring funding for Land Use and Urban Design elements and the Environmental Impact Reviews related to the General Plan.	\$ 350,000	-
Non-recurring transfer to General Services Fund for the FY 15 Development Services portion of Financial / Human Resources System costs.	\$ 792,321	-
Subtotal: Development Services Fund	\$1,434,128	6.71

*For ease of review, all reallocations of resources within departments, offsets, adjustments, and minor changes have not been included.

Administrative and Financial Services Bureau

Key Services:

1. Administration

- Benefit Administration
- Payroll
- Safety Training & Compliance
- Enforcement of Policies & Procedures
- Development & Interpretation of Policies & Procedures
- Workers Comp Administration
- Leave of Absence Administration
- PRAs & 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 & Collection

3. Grants Administration

- Grant Application Preparation
- Prepare HUD Action Plan
- Ensure Proper Use of Grant Funds
- Manage MOU Partnerships
- Contract Administration
- Grant Reimbursement Processing
- Process and Track Special Use Funds
- Quarterly and Annual Reporting

4. Executive Office

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

FY 15 Funding Sources: Development Services Fund 39%, General Fund 61%

Administrative and Financial Services	Actual FY 13	Adjusted* FY 14	Adopted** FY 15
Revenues	979,505	845,000	845,000
Expenditures	1,688,107	2,186,649	1,365,638
FTEs	22.70	17.70	17.70

* Amounts as published in the FY 15 Proposed Budget released July 2, 2014.

** Amounts exclude all-years carryover.

Narrative:

The Administrative and Financial Services Bureau provides executive leadership, communications and administrative support to the Department of Development Services' 5 bureaus, 8 funds, 212 employees, and 10 boards and commissions. The Bureau provides extensive financial processing, reporting, troubleshooting, and forecasting support within the Department. It also plays a key role in the Department's strategic planning and research efforts, explores new methods to maximize efficiency and reduce cost, and provides the Department with key human resources, payroll, safety and risk management guidance and support.

In FY 14, the Bureau's Executive Office coordinated the activities of the Department's boards and commissions and managed the delivery of the Department's services. The Executive Office also ensured that the Department's activities were communicated in a coordinated and effective manner to all stakeholders through a variety of outlets, including social media. The Bureau's Financial Services Division performed financial analyses to assess the Department's financial condition and ensure its continued health. The Administrative Services Division implemented new initiatives stemming from changes in federal regulations and the resetting of City policies.

Administrative and Financial Services Bureau

In FY 15, the Department's Grants Administration division will move from the Neighborhood Services Bureau to the Administrative and Financial Services Bureau to centralize administrative processes within the Department. The Bureau will focus on developing systems to improve current processes and to ensure the cost-efficient and effective use of available resources throughout the entire Department. For FY 15, the Bureau will continue to be a key component of the Department by providing administrative, fiscal, and executive support and an important communications framework to its bureaus.

Building and Safety Bureau

Key Services:

1. Plan Check

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

2. Inspection

- Customer/Project Facilitation
- Employ Technology for Service Delivery
- Schedule Inspections
- Construction Inspections
- Respond to Unpermitted Work
- Issue Deputy Inspector Licenses
- Deputy Inspection Report Review
- Structural Observation Report Review
- Issue Temporary Certificates of Occupancy
- Issue Certificates of Occupancy
- Manage Administrative Citation Program

3. Permit Center

- Customer/Project Facilitation
- Employ Technology for Service Delivery
- Intake Inspection Requests
- Intake/Process Plans
- Issue Permits
- Collect Fee Revenue/Cashiering
- Provide Permit Application Assistance
- Set up Appointments for Services
- Manage Central Files
- Receive and Respond to Customer Inquiries
- Process Final Documents and Record Retention

4. Administration

- Coordinate Board of Examiners, Appeals and Condemnation
- Administer Construction and Demolition Program
- Review Code Modification and Alternate Material Requests
- Customer/Project Facilitation
- Employ Technology for Service Delivery

FY 15 Funding Source: Development Services Fund 100%

Building and Safety	Actual FY 13	Adjusted* FY 14	Adopted** FY 15
Revenues	11,596,789	10,799,409	11,567,409
Expenditures	7,151,571	7,777,974	8,964,105
FTEs	50.00	51.20	56.20

* Amounts as published in the FY 15 Proposed Budget released July 2, 2014.

** Amounts exclude all-years carryover.

Narrative:

In FY 15, commercial and manufacturing development will continue to increase with ongoing renovations at the Port of Long Beach and continued development at Douglas Park. The residential market appears to be improving with new multi-family residential projects proposed in the Downtown area. If the economy continues its cautious recovery, the Building and Safety Bureau anticipates serving an estimated 60,000 customers, issuing 10,000 construction permits, and reviewing 3,200 construction plans in FY 15.

In order to better serve its customers, the Permit Center plans to adopt a staffing model used by many other cities. This staffing model uses Permit Techs to assist customers through the development process. Permit Techs are certified by the International Code Council as possessing an industry standard of technical expertise and professional accomplishment. This ensured level of expertise will

Building and Safety Bureau

provide the Permit Center's customers with quick and assured answers regarding their developmental needs.

The Building and Safety Bureau will continue to implement process improvements during FY 15 by applying information technology in several key areas. Electronic plan submittal will provide the ability to accept building plans electronically and to use software to track, review, and mark-up those plans for code compliance. This will reduce processing times by allowing parallel plan review, improve accuracy of data contained on the plans, enhance field inspections by having plans available via electronic devices, and assist first responders when they respond to structural disasters.

Housing and Community Improvement Bureau

Key Services:

1. Redevelopment Dissolution

- Complete Development Projects
- Complete Public Improvement Projects
- Due Diligence Review
- Prepare ROPS
- Long-range Property Management Plan
- Housing Asset Transfer
- Manage Properties
- Administer EDA Revolving Loan Fund & Grow America Fund
- Support Successor Agency and Oversight Board
- Public Information and Education

2. Housing Operations

- Rehabilitation Loans
- Homebuyer Assistance
- Developer Assistance
- HSA project completion

- Contract Management and Payments
- Loan & Covenant Monitoring
- Property Management
- LBCIC Administration and Board Support
- Public Information and Education

3. Administration

- Fund Management
- Contract Management and Payments
- Budget Preparation
- Year-end Close
- Annual City Audits
- Granting Agency Audits (HUD)
- PRA Responses
- Legislative Monitoring and Conformance
- Advocacy
- Annual Welfare Exemptions

FY 15 Funding Sources: Successor Agency Fund 88%, Housing Development Fund 12%, Business Assistance Fund 1%

Housing and Community Improvement	Actual FY 13	Adjusted* FY 14	Adopted** FY 15
Revenues	107,028,381	70,251,815	88,080,489
Expenditures	111,966,299	68,503,048	86,702,451
FTEs	27.16	13.70	12.00

* Amounts as published in the FY 15 Proposed Budget released July 2, 2014.

** Amounts exclude all-years carryover.

Narrative:

In June 2011 California’s governor approved AB1x26, also known as the Redevelopment Dissolution Act, which eliminated redevelopment agencies across the state, effective February 1, 2012. The dissolution resulted in the cancellation or postponement of several Redevelopment and Housing projects, as well as the permanent loss of future tax increment funding to carryout the former Redevelopment Agency’s blight removal programs, including the production and preservation of housing affordable for low- to moderate-income families. Follow-up legislation contained in AB 1484 provides for the repayment of certain former Redevelopment Agency debt to the Housing Fund over several years, which will provide the opportunity to develop additional affordable housing units.

Staff continues to complete the former Redevelopment and Housing Bureaus’ projects and programs underway at the time of the dissolution. These projects include: the construction of the North Library; the Pine Avenue streetscape improvements from Seaside Way to Anaheim; the rehabilitation of the Belwood Apartments available to low-income families and the construction of the Ramona Park Apartments available to low-income seniors in North Long Beach; and in partnership with Habitat for Humanity, the construction/rehabilitation of three single-family homes in Central Long Beach for sale to low-income households. As new funding sources are secured, the Bureau anticipates moving forward with additional blight removal projects and programs, as well as the production of additional affordable

Housing and Community Improvement Bureau

housing. State and federally funded programs aimed at improving the existing housing stock—Neighborhood Stabilization, Single- and Multi-Family Housing Rehabilitation, and Second Mortgage Assistance Programs—continue to be implemented. The City Council created the Long Beach Community Investment Company (LBCIC) to administer the City’s affordable housing assets and programs. Of the Bureau’s FY 15 budget, \$9.2 million has been budgeted for LBCIC activities.

The Bureau’s FY 15 programs will be funded primarily through property tax funds (formerly tax increment), carryover funds from prior years, Housing Fund loan repayments, as well as federal HOME (budgeted with the Department’s other federal grants in the Neighborhood Services Bureau), and CalHome Grant funds. The County Auditor-Controller will bi-annually allocate property tax revenues to the City based on funds required to complete projects in progress at the time of the dissolution, until all projects have been completed; carryover balances will continue to fund projects and programs for which they were earmarked. Successor Agency loan repayments to the Housing Fund will be placed in the Housing Trust Fund.

Neighborhood Services Bureau

Key Services:

1. Neighborhood Improvement

- Neighborhood Partners Grant Program
- Tree Planting
- Neighborhood Cleanups
- Residential Exterior Rehab
- Commercial Façade Rehab
- Neighborhood Resource Center
- Neighborhood Business Startup Grants
- Neighborhood Leadership Program
- Translation Services
- Neighborhood Organization Workshops

2. Code Enforcement

- Respond to Referrals to Ensure LBMC Compliance
- Collaborate with Fire, PD, Business License, City Attorney, City Prosecutor
- Issue Citations
- Employ Technology for Service Delivery
- Collect and Process Revenue
- Administer BEAC
- Implement Programs Targeted to Specific Problems

- Implement Multi-Family Housing Inspection Programs

3. Nuisance Abatement

- Referral Intake and Status Reporting
- Referral Investigations
- Resolution, Identification and Implementation of Corrections
- Collaboration with PD, CE, Prosecutor and City Attorney
- Progress Monitoring

4. Neighborhood Relations

- Language Access Policy Implementation
- Gang Reduction, Intervention and Prevention
- Implementation of Violence Prevention Plan
- Human Relations Commission Administration

FY 15 Funding Sources: Community Development Grants 62%, General Fund 26%, Development Services Fund 12%

Neighborhood Services	Actual FY 13	Adjusted* FY 14	Adopted** FY 15
Revenues	19,275,408	12,981,864	12,635,006
Expenditures	20,974,249	16,031,755	15,863,491
FTEs	80.22	87.80	85.80

* Amounts as published in the FY 15 Proposed Budget released July 2, 2014.

** Amounts exclude all-years carryover.

Narrative:

The Neighborhood Services Bureau implements various activities to engage the community, arrest deterioration, and improve the quality, environmental condition and character of the neighborhoods of the City of Long Beach. By combining code enforcement, neighborhood improvement activities and community safety programs, the Bureau partners with other City departments, residents, businesses and non-profit organizations to deliver services that ensure compliance with the Long Beach Municipal Code, eliminate blight in qualified low-income areas, improve neighborhood appearances and safety, and encourage community participation. After the successful adoption of the City's Violence Prevention Plan by the City Council, the Bureau is seeking additional federal and State grants that are expected to further strengthen neighborhoods through coordination of existing neighborhood improvement programs and new community safety programs.

In FY 15, Bureau also added a Neighborhood Specialist Officer position to oversee grant programs related to the Violence Prevention Program, Long Beach Gang Reduction, Intervention and Prevention

Neighborhood Services Bureau

Program (LBGRIP), and the Human Dignity program. The position will prepare a violence prevention strategy, collect community input, ensure training occurs, receive and respond to complaints, and serve as liaison to the Human Relations Commission. In addition to these duties, this position will be also be responsible for coordinating and ensuring implementation of activities identified in the recently adopted Language Access Policy.

In FY 15, Code Enforcement will continue to provide multi-family housing inspections and utilize a team approach to arrest blight on private property along the City's business corridors and in residential neighborhoods. Area team meetings will be held on a monthly basis to coordinate the enforcement activity of Code Enforcement personnel, Police, Fire, Neighborhood Improvement Coordinators, Prosecutor, City Attorney, Business License, Community Safety and Nuisance Abatement. The team will implement the City's Violence Prevention Plan recommendations to combine efforts and to create strategies that will deter crime through environmental design in order to further improve quality of life in the City's neighborhoods.

Neighborhood Improvement programs will bolster Code Enforcement efforts by encouraging community involvement through programs such as the Neighborhood Leadership Program, the Home Improvement Rebate Program, and the Commercial Improvement Rebate Program. The Bureau will seek other community development funding sources in order to continue services aimed toward maintaining neighborhood housing and infrastructure and preserving quality of life. For the past several years, the Bureau has been engaged in efforts to reduce gang violence through the use of State and private grants.

Planning Bureau

Key Services:

1. Long Range Policy Planning

- General Plan Development
- Area Plan Development
- Zoning Code Updates

2. Discretionary Project Review (Entitlements)

- Planning Commission
- Cultural Heritage Commission
- Site Plan Review Committee
- Zoning Administrator
- Staff Level

3. Plan Check Review and Permitting

- Staff Permit Counter
- Review Plans
- Issue Permits

4. Communication and Process Administration

- Establish/Maintain Internal Processes
- Support Policy/Decision-makers
- Respond to Citizen Inquiries
- Report Project Status/Accomplishments
- Maintain Website
- Staff Phone Information Line

FY 15 Funding Source: Development Services Fund 100%

Planning	Actual FY 13	Adjusted* FY 14	Adopted** FY 15
Revenues	3,530,501	3,037,317	2,897,317
Expenditures	4,609,742	4,948,337	4,957,132
FTEs	19.00	20.18	21.89

* Amounts as published in the FY 15 Proposed Budget released July 2, 2014.

** Amounts exclude all-years carryover.

Narrative:

In FY 14, Planning staff continued updating the City’s land use policies in anticipation of future growth. These efforts continue into FY 15, including revisions to the Long Beach Boulevard Planned Development (PD-29)/Long Beach Boulevard Midtown Specific Plan and the Southeast Area Development and Improvement Plan (SEADIP). In addition, the FY 15 budget includes one-time appropriations to complete the update to the General Plan land use and urban design elements, which affect development in the City for the next 20 years, and to prepare the associated environmental reviews. Planning staff anticipates starting a comprehensive update to the Zoning Code that addresses these and other development standard changes. The Planning Bureau will focus FY 15 efforts on advancing initiatives on the west side including the West Long Beach Livability Implementation Plan and the Caltrans-funded Terminal Island Freeway Transition Plan.

Beginning in FY 15, a Planner III will be dedicated to historic preservation activities. Updates to historic preservation programs will include creating historic district guidelines and reinstating the local landmark designation and Mills Act programs.

To improve efficiency, the Planning Bureau will be led by a Planning Bureau Manager and organized into two divisions, each led by a Planning Officer. The Advance Planning Division will focus on long range planning policy functions whereas the Current Planning Division will concentrate on the immediate development needs of the community.

Financial Summary by Category

	Actual FY 13	Adopted* FY 14	Adjusted** FY14	Adopted* FY15
Revenues:				
Property Taxes	40,293,813	33,470,147	33,470,147	44,228,805
Other Taxes	13,667	-	-	-
Licenses and Permits	15,737,015	15,503,269	15,503,269	16,451,606
Fines and Forfeitures	105,739	131,213	131,213	102,000
Use of Money & Property	3,461,022	1,505,695	1,505,695	1,481,031
Revenue from Other Agencies	15,415,724	8,792,477	9,607,477	8,509,638
Charges for Services	2,003,756	855,381	855,381	1,034,594
Other Revenues	6,171,327	6,311,649	6,311,649	2,606,969
Interfund Services - Charges	298,530	363,669	363,669	363,669
Intrafund Services - GP Charges	101,173	63,711	63,711	63,711
Harbor P/R Revenue Transfers	-	-	-	-
Other Financing Sources	5,240,062	-	-	-
Operating Transfers	53,568,755	30,088,050	30,103,194	41,183,198
Total Revenues	142,410,584	97,085,261	97,915,405	116,025,221
Expenditures:				
Salaries, Wages and Benefits	18,244,313	19,708,215	18,678,553	21,666,770
Overtime	122,558	24,863	24,863	24,863
Materials, Supplies and Services	42,265,175	10,046,339	916,809	19,489,997
Internal Support	4,625,142	5,020,308	5,207,270	4,960,675
Capital Purchases	16,071	360,000	434,738	56,308
Debt Service	30,960,789	31,834,325	31,834,325	30,162,040
Transfers to Other Funds	50,155,920	30,397,016	42,351,207	41,492,163
Total Expenditures	146,389,968	97,391,065	99,447,764	117,852,816
Personnel (Full-time Equivalents)	199.08	190.58	190.58	193.59

* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

** Amounts as published in the FY 15 Proposed Budget released July 2, 2104.

Personnel Summary

Classification	FY 13 Adopt FTE	FY 14 Adopt FTE	FY 15 Adopt FTE	FY 14 Adopted Budget	FY 15 Adopted Budget
Director of Development Services	1.00	1.00	1.00	176,872	218,474
Accounting Clerk III	3.00	2.00	2.00	101,951	102,997
Administrative Analyst I	-	-	1.00	-	63,822
Administrative Analyst II	3.00	2.00	2.00	153,056	154,099
Administrative Analyst III	6.00	6.00	5.00	496,591	409,425
Administrative Analyst I-NC	2.00	2.00	2.00	119,711	119,688
Administrative Intern-NC/H36	3.70	3.70	3.70	129,799	129,800
Administrative Intern-NC/H38	0.38	0.38	0.38	14,818	14,817
Administrative Officer-Planning & Building	1.00	1.00	1.00	93,824	108,311
Advance Planning Officer	1.00	1.00	2.00	106,711	247,473
Assistant Administrative Analyst I	1.00	-	-	-	-
Assistant Administrative Analyst II	3.00	3.00	3.00	191,943	177,659
Building Inspection Officer	1.00	1.00	1.00	109,430	114,448
Chief Building Inspector	1.00	-	-	-	-
Civil Engineering Associate	-	-	1.00	-	78,361
Civil Engineer	2.00	2.00	2.00	197,980	228,548
Clerk Typist II	6.00	5.00	5.00	217,335	218,533
Clerk Typist III	11.00	11.00	12.00	520,887	565,039
Clerk Typist IV	2.00	2.00	1.00	89,476	44,737
Code Enforcement Officer	1.00	1.00	1.00	105,043	121,262
Combination Building Inspector	21.00	21.00	22.00	1,430,357	1,742,115
Combination Building Inspector Aide I	3.00	1.50	1.50	70,783	76,886
Combination Building Inspector Aide II	16.00	16.00	13.00	750,413	693,317
Communications Officer	1.00	1.00	1.00	77,281	80,372
Community Development Analyst I	6.00	4.00	4.00	290,096	290,096
Community Development Analyst II	3.00	3.00	2.00	252,617	169,454
Community Development Analyst III	2.00	1.00	1.00	83,059	83,060
Community Development Specialist III	1.00	-	-	-	-
Community Development Specialist V	1.00	1.00	1.00	87,617	92,105
Community Worker-NC	6.00	6.00	5.00	206,432	172,030
Customer Service Representative II	4.00	4.00	1.00	168,328	47,619
Customer Service Representative III	3.00	3.00	2.00	149,277	96,214
Deputy Director-Development Services	2.00	2.00	1.00	322,631	180,160
Development Project Manager I	1.00	1.00	1.00	76,200	76,200
Development Project Manager II	6.00	6.00	4.00	558,159	381,043
Development Project Manager III	2.00	2.00	3.01	207,942	311,185
Environmental Health Specialist III	2.00	2.00	2.00	155,207	155,209
Environmental Health Specialist IV	1.00	1.00	1.00	82,062	82,063
Executive Assistant	1.00	1.00	1.00	56,702	65,456
Executive Secretary of the Board	1.00	1.00	-	49,110	-
Financial Services Officer	1.00	1.00	1.00	90,037	103,938
General Superintendent-Development Services	2.00	2.00	1.00	238,940	134,050
Housing Development Officer	-	-	1.00	-	114,826
Subtotal Page 1	135.08	124.58	115.59	8,228,678	8,264,893

Personnel Summary

Classification	FY 13 Adopt FTE	FY 14 Adopt FTE	FY 15 Adopt FTE	FY 14 Adopted Budget	FY 15 Adopted Budget
Subtotal Page 1	135.08	124.58	115.59	8,228,678	8,264,893
Housing Operations Officer	1.00	1.00	-	99,468	-
Housing Rehabilitation Counselor	3.00	3.00	2.00	208,472	132,741
Manager-Administrative & Financial Services	1.00	1.00	1.00	114,047	131,655
Manager-Housing Services	-	-	1.00	-	135,000
Manager-Planning Bureau	-	-	1.00	-	148,800
Members - Boards and Commissioners	-	-	-	43,600	43,600
Neighborhood Improvement Officer	1.00	1.00	1.00	96,539	111,445
Neighborhood Services	1.00	1.00	1.00	101,040	116,641
Neighborhood Services Specialist I	1.00	1.00	1.00	52,437	52,438
Neighborhood Services Specialist III	3.00	6.00	6.00	355,137	355,103
Payroll/Personnel Assistant II	-	-	1.00	-	48,573
Permit Technician I	-	-	5.00	-	283,624
Permit Technician II	-	-	6.00	-	385,186
Plan Checker - Fire I	1.00	1.00	1.00	97,242	91,230
Plan Checker - Fire II	3.00	3.00	3.00	250,852	299,707
Plan Checker-Electrical II	1.00	1.00	1.00	89,675	108,598
Plan Checker-Mechanical II	1.00	1.00	1.00	96,720	111,330
Plan Checker-Plumbing II	1.00	1.00	1.00	83,205	100,746
Planner I	1.00	-	-	-	-
Planner II	1.00	2.00	2.00	160,135	164,094
Planner III	3.00	3.00	4.00	281,262	357,420
Planner IV	5.00	5.00	5.00	482,548	473,934
Planner V	5.00	5.00	5.00	532,887	532,891
Principal Building Inspector	7.00	8.00	8.00	705,306	810,741
Public Health Professional II	1.00	1.00	-	82,062	-
Redevelopment Administrator	1.00	1.00	-	97,040	-
Redevelopment Project Officer	1.00	1.00	1.00	102,043	117,798
Secretary	3.00	3.00	3.00	156,741	156,744
Senior Civil Engineer	3.00	3.00	3.00	318,377	368,580
Senior Combination Building Inspector	8.00	7.00	7.00	526,715	605,831
Senior Electrical Inspector	2.00	2.00	2.00	153,455	176,666
Senior Mechanical Inspector	1.00	1.00	1.00	77,250	88,855
Senior Plumbing Inspector	1.00	1.00	1.00	78,294	89,899
Senior Structural Engineer	1.00	1.00	1.00	114,901	133,684
Special Projects Officer	1.00	-	1.00	-	103,938
Superintendent - Building and Safety	1.00	1.00	1.00	141,784	163,674
Subtotal Salaries	199.08	190.58	193.59	13,927,910	15,266,058
Overtime	---	---	---	24,863	24,863
Fringe Benefits	---	---	---	5,466,416	6,054,334
Administrative Overhead	---	---	---	313,889	346,378
Attrition/Salary Savings	---	---	---	---	---
To Be Negotiated Savings	---	---	---	---	---
Mayoral Veto	---	---	---	---	---
Total	199.08	190.58	193.59	19,733,078	21,691,633