

Administrative & Financial Services

Our Administrative and Financial Services Bureau provides the essential human resources and fiscal services that support the operational teams delivering programs and services. The Bureau's Human Resource professionals provide key services to facilitate hiring, ensure accurate compensation and benefit administration and design strategies that empower our workforce and aid in employee retention. The Finance team ensures our fiscal activities are handled responsibly and transparently across many areas, including accounting, budget management, contract administration and vendor management, financial reporting and procurement services.



Administrative & Financial Services staff

BUREAU METRICS

January – December 2024

53 Employees hired

31 Staff promoted

9 Department transfers facilitated

5 Request for Proposals (RFPs) managed

51 Vendor agreements (20% with Long Beach businesses) managed

345 Purchase Orders issued

3,207 Payments (totaling nearly \$35 million) processed

\$80M Loan portfolio managed

Building & Safety

The Building and Safety Bureau ensures the safety and integrity of Long Beach buildings by enforcing regulations on fire prevention, electrical, plumbing and mechanical systems. They promote sustainability through energy efficiency standards and review construction plans in proximity to oil and gas wells. The Bureau also staffs the Development Permit Center at City Hall, assisting thousands with permits and regulations to support orderly urban development.

BUREAU METRICS

January - December 2024

3,682

Plan checks conducted

12,035

Permits issued

31,420

Customers assisted on the Permit Center help line

\$591M

Construction valuation (retail and commercial)

56,047

Inspections conducted



Plan review during an on-site inspection

Code Enforcement

The Code Enforcement Bureau upholds state and local regulations by addressing code violations affecting safety and community well-being. They investigate non-compliant buildings, enforces zoning and land-use regulations and manages issues like abandoned vehicles and graffiti. With support from the Board of Examiners, Appeals and Condemnation, the Bureau ensures Long Beach remains safe, functional and visually appealing.

BOARD OF EXAMINERS, APPEALS & CONDEMNATION

The Board of Examiners, Appeals and Condemnation (BEAC) evaluates alternative construction methods, reviews substandard building corrections, addresses nuisances and hears appeals related to state regulations on disability access to public accommodations.

- Janet Lipson, Chair
- Steve Askin, Vice Chair
- Ismar Enriquez
- Ethel Powers
- Erin Hoops



BUREAU METRICS

January – December 2024

8,071 Complaints received

3,973 Cases opened

4,295 Cases closed

184,593 Fine and fees billed

58,524 Fine and fees collected

CODE VIOLATIONS BY TYPE IDENTIFIED

January – December 2024

199 Abandoned vehicle 3,342 Property maintenance

5,340 Building code 907 Weed abatement

2 Business license 839 Zoning (signs, fences, unpermitted uses)

4 Garage conversion **10,666 Total code violations**

33 Miscellaneous

Housing & Neighborhood Services

The Housing and Neighborhood Services Bureau advances Long Beach’s goals of creating and preserving affordable housing while fostering inclusive, thriving communities. They work with the Long Beach Community Investment Company (LBCIC) to address housing availability and affordability, ensuring long-term accessibility through housing covenants. The Bureau supports first-time homebuyers, low-income renters and neighborhood revitalization, enhancing residents' quality of life and contributing to the City's commitment to sustainable, equitable communities.

THE LONG BEACH COMMUNITY INVESTMENT COMPANY

The LBCIC and Housing and Neighborhood Services Bureau — in partnership with the City, developers and community groups — work to improve housing availability, affordability, sustainability and neighborhood revitalization in Long Beach.

- Alejandra Ramirez, Chair
- Eva Melgarejo, Vice Chair
- Hakim Chambers, Director
- Hilda Delgado, Director
- Jasmine Esparza, Director
- Ruben Minjarez, Director
- Woody Sides, Director



Community Development staff meeting

BUREAU METRICS

January – December 2024

67 Home and commercial improvement applications received

71 Home and commercial improvement projects completed

31 Neighborhood grants provided

28 Neighborhood projects completed

108 Neighborhood clean-up events

927 Tons of trash and debris collected

429 Volunteers at clean-up events

\$90,949 Dollar value of neighborhood grants

128 First-Time Homebuyer Assistance Program applications received

20 First-Time Homebuyer Program grants awarded

Planning

The Planning Bureau plays a key role in shaping Long Beach's future development by working closely with the Mayor, City Council, developers, engineers, residents and business owners. Their mission is to balance the City's growth with the preservation of its unique character while ensuring development aligns with community values. Through collaboration and inclusive dialogue, the Planning Bureau fosters a safe, innovative and sustainable urban landscape that reflects the evolving needs of the community.

PLANNING COMMISSION

The seven-member Planning Commission, appointed by the Mayor and confirmed by the City Council, provides leadership on land-use matters in Long Beach. They collaborate with Community Development staff, neighborhood groups and other stakeholders to support the community's interests and guide development.

- Richard Lewis, Chair
- Jane Templin, Vice Chair
- Alvaro Castillo
- Josh LaFarga
- Michael Clemson
- Michele Ware
- Susana Gonzalez-Edmond

BUREAU METRICS

January - December 2024

36 Community outreach activities and events

701 Historic preservation cases completed

268 Project applications received

183 Project reviews completed

7,749 Permit Center customers helped

8,410 Zoning Info Line customers supported



Planning staff meeting