Board Binder

As of December 3, 2021

Dear Board Member,

This “Notebook” is meant to be a living document, interchangeable as our government process change. Please use it as you see fit; rearrange it to fit your needs. It is designed to help guide you and get you up and running, but by no means is it definitive.

From Aritcle IX, which established the Neighborhood Council system in the City, to the last section, Further References, the Notebook is designed to help you find solutions to the questions your stakeholders may ask, and participate with the Board when those answers are hard to discern.

Welcome to Hollywood Hills West Neighborhood Council. I am sure the Board is looking forward to your contributions in making the quality of life for our stakeholders the best we can.

HHWNC Board Binder

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Recommended Further Reference

League of Women Voter's "Structure of a City"

League of California Cities' "The People's Business: A Guide to the California Public Record's Act"

SECTION I

City of Los Angeles Charter and Administrative Code

Article IX

DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

ARTICLE IX
DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

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Sec. 900. Purpose.

To promote more citizen participation in government and make government more responsive to local needs, a citywide system of neighborhood councils, and a Department of Neighborhood Empowerment is created. Neighborhood councils shall include representatives of the many diverse interests in communities and shall have an advisory role on issues of concern to the neighborhood.

Sec. 901. Department of Neighborhood Empowerment.

The Department of Neighborhood Empowerment shall have the duties and responsibilities set forth in this Article and elsewhere in the Charter to implement and oversee the ordinances and regulations creating the system of neighborhood councils enacted pursuant to Section 905. Duties and responsibilities shall include:

(a) prepare a plan for the creation of a system of neighborhood councils to ensure that every part of the City is within the boundary of a neighborhood council, and has an opportunity to form a neighborhood council (Plan);

(b) assist neighborhoods in preparing petitions for recognition or certification, identifying boundaries that do not divide communities, and organizing themselves, in accordance with the Plan;

(c) arrange Congress of Neighborhood meetings if requested to do so by recognized neighborhood councils;

(d) assist neighborhood councils with the election or selection of their officers;

(e) arrange training for neighborhood councils officers and staff;

(f) assist neighborhood councils to share resources, including offices, equipment, and other forms of support for them to communicate with constituents, other neighborhood councils and with government officials; and

(g) perform other duties as provided by ordinance.

Sec. 902. Board of Neighborhood Commissioners.

(a) There shall be a board of seven commissioners to be known as the Board of Neighborhood Commissioners (board). Commissioners shall be appointed by the Mayor, and shall be from diverse geographic areas, as further specified by ordinance. Appointment and removal of commissioners shall otherwise be in accordance with Section 502.

(b) The board shall be responsible for policy setting and policy oversight, including the approval of contracts and leases and the promulgation of rules and regulations, but shall not be responsible for day-to-day management.

(c) The board shall operate in accordance with Sections 503 through 508 and 510 of the Charter.

Sec. 903. General Manager.

(a) There shall be a general manager of the Department of Neighborhood Empowerment who shall be appointed by the Mayor, subject to confirmation by the Council, and may be removed as provided in Section 508.

(b) The general manager shall have those powers and duties set forth in Section 510.

(c) The general manager shall appoint, discharge and prescribe the duties of staff, consistent with the civil service provisions of the Charter.

Sec. 904. Development of the Neighborhood Council Plan.

The Department of Neighborhood Empowerment shall develop a Plan for a citywide system of neighborhood councils, in conformance with the following:

(a) The Department of Neighborhood Empowerment shall seek public input in the formulation of the Plan.

(b) The Plan shall contain a statement of goals, policies and objectives of the Neighborhood Council system, and shall contain specific regulations, in draft ordinance format (Regulations) which, if adopted by ordinance, would be sufficient to implement the Plan.

(c) The Regulations shall establish the method by which boundaries of neighborhood councils will be determined. The system for determining boundaries shall maintain neighborhood boundaries to the maximum extent feasible, and may consider community planning district boundaries where appropriate.

(d) The Regulations must ensure that all areas of the City are given an equal opportunity to form neighborhood councils.

(e) The Regulations shall establish the procedure and criteria for recognition or certification of neighborhood councils.

(f) The Regulations shall not restrict the method by which the members of a neighborhood council are chosen, if the process otherwise satisfies the requirements of this Article.

(g) The Regulations shall require that neighborhood councils adopt fair and open procedures for the conduct of their business.

(h) The Mayor and Council shall provide for the creation of the Department of Neighborhood Empowerment and appointment of the general manager within 120 days of the effective date of this Article.

Sec. 905. Implementation of the Plan.

The Department of Neighborhood Empowerment shall complete development of the Plan and present the Plan and all necessary Regulations for a system of neighborhood councils to the Council and Mayor within one year of the establishment of the department and commission. The Council shall consider the Regulations, and within six months after presentation of the Plan to Council may adopt ordinances to implement the Regulations as proposed, or as modified by the Council consistent with the requirements of the Plan set forth in Section 904. If implementing ordinances are not adopted within this time period, the Regulations shall become effective, and to the extent not inconsistent with law shall be binding upon all City departments and offices.

Sec. 906. Certification of Neighborhood Councils.

(a) **By-laws.** Each neighborhood council seeking official certification or recognition from the City shall submit an organization plan and by-laws to the Department of Neighborhood Empowerment showing, at a minimum:

(1) the method by which their officers are chosen;

(2) neighborhood council membership will be open to everyone who lives, works or owns property in the area (stakeholders);

(3) assurances that the members of the neighborhood council will reflect the diverse interests within their area;

(4) a system through which the neighborhood council will communicate with stakeholders on a regular basis;

(5) a system for financial accountability of its funds; and

(6) guarantees that all meetings will be open and public, and permit, to the extent feasible, every stakeholder to participate in the conduct of business, deliberation and decision-making.

(b) **Petitioning for Certification and Approval.** Neighborhood councils may petition for certification or recognition in accordance with rules and procedures set forth in the Plan.

Sec. 907. Early Warning System.

The Regulations shall establish procedures for receiving input from neighborhood councils prior to decisions by the City Council, City Council Committees and boards and commissions. The procedures shall include, but need not be limited to, notice to neighborhood councils as soon as practical, and a reasonable opportunity to provide input before decisions are made. Notices to be provided include matters to be considered by the City Council, City Council Committees, and City boards or commissions.

Sec. 908. Powers of Neighborhood Councils.

Subject to applicable law, the City Council may delegate its authority to neighborhood councils to hold public hearings prior to the City Council making a decision on a matter of local concern.

Sec. 909. Annual City Budget Priorities.

Each neighborhood council may present to the Mayor and Council an annual list of priorities for the City budget. The Mayor shall inform certified neighborhood councils of the deadline for submission so that the input may be considered in a timely fashion.

Sec. 910. Monitoring of City Services.

Neighborhood councils shall monitor the delivery of City services in their respective areas and have periodic meetings with responsible officials of City departments, subject to their reasonable availability.

Sec. 911. Appropriation.

The Mayor and Council shall appropriate funds for the Department of Neighborhood Empowerment and for the startup and functioning of neighborhood councils for the first two years after the effective date of this Article. Funds shall be appropriated into a special fund to be established by ordinance. The Mayor and Council shall thereafter appropriate funds for the department and neighborhood councils at least one year in advance of each subsequent fiscal year.

Sec. 912. Review.

The Mayor and Council shall appoint a commission as prescribed by ordinance to evaluate the provisions of this Article, the Regulations adopted pursuant to this Article, and the efficacy of the system of neighborhood councils no later than seven years after the adoption of the Charter. The commission shall make recommendations to the Council regarding changes to the Charter or the Regulations, as it deems appropriate.

Sec. 913. Transfer of Powers.

Notwithstanding any other provision of the Charter, the Mayor and Council shall not transfer powers, duties or functions of the Department of Neighborhood Empowerment to

any other department, office or agency pursuant to Section 514 during the first five years after implementation of the Plan pursuant to Section 905.

Sec. 914. Effect of Ordinances.

The Council may adopt ordinances concerning neighborhood councils consistent with requirements for the Plan set forth in Section 904 at any time, which ordinances shall supersede any inconsistent Regulations that have become effective pursuant to Section 905.

HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL BYLAWS

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ARTICLE I NAME

The name of this organization shall be the Hollywood Hills West Neighborhood Council (HHWNC).

ARTICLE II PURPOSE

The purpose of the HHWNC is to:

- Create a more livable community and City by establishing open lines of communication between the HHWNC and the government including other Neighboring Councils.
- Develop in the stakeholders a sense of personal pride and responsibility for their neighborhood and their City.
- Promote stakeholder participation in the government's decision making process.
- Assist the City and other neighborhoods in finding solutions to common problems.
- Provide an open process by which all stakeholders of the HHWNC may involve themselves in the affairs of the community.
- Educate stakeholders so they can make informed decisions about the quality and condition of their communities.
- Promote the well-being of each and every neighborhood within the HHWNC boundaries.

ARTICLE III BOUNDARIES

Section 1: Boundary Description - The HHWNC will include the geographic area described as follows:

A. **Northern Boundary**: From property on eastern end of Forest Lawn Drive (APN 168B193-133) follow Los Angeles boundary between City of Burbank and City of Los Angeles line to northeast corner of Universal City boundary line. Continue on northern Universal City boundary line to 4048 N Lankershim. Continue on northern property line of 4048 N Lankershim to Lankershim Blvd. Continue to the western side of Lankershim to circumnavigate properties 4029 N. Lankershim Boulevard, 10619 and 10635 Valleyheart Drive Continue southwest behind parcels on Bluffside Dr to 101 Freeway. Continue south on the border of the 101 Freeway to Lankershim. Continue on Lankershim to its southern end. Continue south on the property line dividing 3600 and 3602 N. Lankershim intersecting with the backside of 10801 W Alta View Dr. Continue east tracing around the property line of 10800 W Alta View Drive onto the backside of parcel 10802 W Alta View Drive. Continue southwest on the backsides of 10806 to 10860 W Alta View Drive until it meets the dividing line between W 10900 Alta View Drive and 10946 Alta View Drive. Continue southeast on the dividing line connecting with eastern boundary of 10948 W. Alta View Drive. Continue around 10948 W. Alta View Drive to dividing line between 7803 and 7813 Mullholland Drive. Continue dividing line to Mulholland Drive. Continue Mulholland Drive West to Laurel Canyon

B. **Western Boundary**: Western Boundary: East side of Laurel Canyon Blvd. from Mulholland Drive south to Selma Avenue. Continue onto east side of Crescent Heights at Selma. Continue South to Sunset. Continue west to City of West Hollywood Boundary. Continue south on City boundary line to southern boundary of 1475 N. Havenhurst.

C. **Southern Boundary**: Southside of parcel 1475 Havenhurst continuing east on line between City of Los Angeles and West Hollywood until City boundary meets 8142 Sunset. Continue on City boundary east to 1842 N. Fairfax Avenue. Continue South on City boundary to Fountain Avenue. Continue east on City boundary to La Brea Ave. Continue La Brea Ave. north to Hollywood Blvd. Continue Hollywood Blvd east to Cahuenga Blvd.

D. **Eastern Boundary**: From intersection of Hollywood Blvd and Cahuenga Blvd, continue north on Cahuenga to Cahuenga Terrace. Continue Cahuenga Terrace to Cahuenga. Continue Cahuenga north to Southern boundary of John Anson Ford Theatre. Continue East around John Anson Ford Theatre property line to the Northeast corner of the property. Continue north in a straight line, crossing Lake Hollywood to the dividing line between 6457 Tahoe Drive and DWP Parcel C. Continue up dividing line until the northeast corner of DWP Parcel C. Continue Northwest in straight line to Burbank Peak. Continue east on Aileen Getty Ridge Trail to Mt. Lee Drive. Continue Mount Lee drive east to Mt. Chapel Trail. Continue Mt. Chapel Trail to Mt. Chapel Peak. Continue north to intersection of southern and eastern boundaries of Forest Lawn Memorial Park, Hollywood Hills and Mt. Sinai Memorial Park. Continue north along eastern Boundary of memorial parks to the 101 Freeway exit at Forest Lawn Drive

Shared Asset: Universal City Metro Rail Stations is shared with Studio City NC.

Section 2: Internal Boundaries – There are nine (9) areas within the HHWNC boundaries:

Area 1: Hollywood Knolls/Manor/Lake Hollywood/Forest Lawn:
Northern Boundary: From property on eastern end of Forest Lawn Drive (APN 168B193-133) follow Los Angeles boundary between City of Burbank and City of Los Angeles line to northeast corner of Universal City boundary line.

Western Boundary:
Follow south City of Los Angeles boundary line to 101 Hollywood Freeway. Continue south to northwest corner of Ford Amphitheater property line.

Southern Boundary: From 101 Freeway to northeastern side of Ford Amphitheater property line.

Eastern Boundary: From Northeastern corner of Ford Amphitheatre property, continue north in a straight line, crossing Lake Hollywood to the dividing line between 6457 Tahoe Drive and DWP Parcel C. Continue up dividing line until the northeast corner of DWP Parcel C. Continue Northwest in straight line to Burbank Peak. Continue east on Aileen Getty Ridge Trail to Mt.

Lee Drive. Continue Mount Lee drive east to Mt. Chapel Trail. Continue Mt. Chapel Trail to Mt. Chapel Peak. Continue north to intersection of southern and eastern boundaries of Forest Lawn Memorial Park, Hollywood Hills and Mt. Sinai Memorial Park. Continue north along eastern Boundary of memorial parks to the 101 Freeway exit at Forest Lawn Drive.

Area 2: Cahuenga Pass/Universal
Northern Boundary: Northeast corner of Universal City boundary at Los Angeles City boundary. Follow northern boundary of Universal City west to 4048 N Lankershim. Continue on northern property line of 4048 N Lankershim to Lankershim Blvd Continue cross Lankershim Boulevard to western side of 10635 Valleyheart Drive.

Western Boundary: Western side of 10635 Valleyheart Drive Continue southwest behind parcels on Bluffside Dr to 101 Freeway. Continue south on the border of the 101 Freeway to Lankershim. Continue on Lankershim to its southern end. Continue south on the property line dividing 3600 and 3602 N. Lankershim intersecting with the backside of 10801 W Alta View Dr. Continue east tracing around the property line of 10800 W Alta View Drive onto the backside of parcel 10802 W Alta View Drive. Continue southwest on the backsides of 10806 to 10860 W Alta View Drive until it meets the dividing line between W 10900 Alta View Drive and 10946 Alta View Drive. Continue southeast on the dividing line connecting with eastern boundary of 10948 W. Alta View Drive. Continue around 10948 W. Alta View Drive to dividing line between 7803 and 7813 Mullholland Drive. Continue dividing line to Mulholland Drive.

Southern Boundary: Mulholland Dr. to Macapa Drive. Continue on southern border of Sunny Dell tract to Mullholland Drive. Continue on Mullholland to Cahuenga Blvd. East.

Eastern Boundary: From northeast corner of Universal City boundary line, follow Los Angeles City Boundary south to 101 Hollywood Freeway. Continue south to northwest corner of Ford Amphitheater property line.

Internal Boundary: The Universal City Metro Station and associated parking lot whose oversight is shared with the Studio City Neighborhood Council, including Campo de Cahuenga. Parcels within Universal City owned by the City of Los Angeles: 4048 N. Lankershim, 3838 – 3848 N. Lankershim, 111 Universal Drive, 333 E. Universal Drive, 555 E. Universal Drive, APN 2424045034, APN 2424045035.

City Northern Boundary: North side of 4048 Lankershim Boulevard to Western side of 10635 Valleyheart Drive.

Area 3: Yucca Corridor/Whitley Heights/Cahuenga East
Northern Boundary: From northeast corner of John Anson Ford Theatre, to 101 Freeway

Western Boundary: 101 Freeway south to Highland Avenue offramp, to Hollywood Boulevard.

Southern Boundary: Hollywood Boulevard between Highland Ave and Cahuenga Avenue intersections.

Eastern Boundary: Cahuenga Avenue North from Hollywood Boulevard to Cahuenga Terrace, north to Cahuenga Blvd to northeast corner John Anson Ford Theatre.

Area 4: Hollywood Heights/Hollywood Blvd
Northern Boundary: From Intersection of Highland Avenue Pilgrim Bridge continue around the northern and western borders of the Hollywood Bowl, continue north side of Broadview parcels.

Western Boundary: From the intersection of the northern most Broadview parcel, straight line southwest to 7098 W LaPresa Drive, continue south to North Sycamore. Continue south to Hollywood Boulevard.

Southern Boundary: Hollywood Boulevard between the intersections of Sycamore and Highland Avenue.

Eastern Boundary: Highland Avenue at Hollywood Boulevard, north to Pilgrim Bridge.

Area 5: Outpost/ Cahuenga West
Northern Boundary: Mulholland at Runyon Canyon entrance easterly to Macapa Drive, then continuing on southern border of Sunny Dell tract until connects again with Mullholland Drive Continue on Mullholland to Cahuenga Blvd. East.

Western Boundary: Mulholland Boulevard to Runyon Canyon entrance. Continue south on western Border of Runyon Canyon to La Brea Terrace. Continue East on La Brea Terrace to La Brea. Continue south to Hollywood Boulevard

Southern Boundary: Hollywood Boulevard between the intersections of Sycamore and La Brea Boulevard.

Eastern Boundary: From Intersection of Highland Avenue Pilgrim Bridge continuing around the northern and western borders of the Hollywood Bowl, Continue north side of Broadview parcels. Continue straight line southwest to 7098 W LaPresa Drive, continue south to North Sycamore. Continue south to Hollywood Boulevard.

Area 6: Nichols Canyon/Runyon Canyon/Wattles Park
Northern Boundary: Mullholland Drive between 7256 West Mulholland Drive to the east and 7710 Mulholland to the west.

Western Boundary: From 7701 Mulholland, continue alongside eastern border 7711 W. Flynn Ranch Road to eastern boundary of 3100 and 3101 N. Torreyson Place to northern boundary of Briar Summit Open Space Preserve. Continue around the perimeter of Briar Summit Open

Space Preserve straight to 2870 N. Seattle Drive. Continue South on Seattle Drive to Woodrow Wilson. Continue east on Woodrow Wilson to eastern property line of 7620 W Woodrow Wilson Dr. Continue northern boundary of 2715 N Jalmia Drive. Continue East on southern boundary of 2715 N. Jalmia Drive. Follow perimeter of 2715 N. Jalmia Drive to Continue south on the dividing property line between 2715 N. Jalmia Drive and 2608 N. Zorada Drive. Continue south on Jalmia Place to 7506 W Willow Glen Road. Continue due south to north border of APN 5569019006. Continue east around boundary of APN 5569019006. Continue west on southern side of APN 5569019006 to 1827 N. Nichols Canyon western border. Continue south behind parcels to APN 5551006026. Continue south on western side of APN5551006026 following western boundary of 1800 N. Binkley Drive and 7809 W. Hillside Ave until Ogden Drive. Continue south to Hollywood Boulevard

Southern Boundary: Hollywood Boulevard between Nichols Canyon on the West to La Brea Avenue on the East.

Eastern Boundary: 7256 W. Continue south on eastern border of Runyon Canyon to La Brea Terrace. Continue East on La Brea Terrace to La Brea Avenue. Continue south to Hollywood Boulevard.

Area 7: Spaulding Square/Hollywood-Sunset Flats
Area 7 is bounded by the City of West Hollywood to the west and south borders, Hollywood Blvd to the north and La Brea Ave to the east.

Northern Boundary: Hollywood Blvd (south side) between La Brea and Laurel Canyon / Crescent Heights Blvd.

Western Boundary: South side of Sunset Blvd to City of West Hollywood border (just west of Havenhurst - 8212 Sunset Bl)

Southern Boundary: Sunset Blvd (south side) running along City of West Hollywood border, including residential and commercial parcels on Havenhurst south of Sunset Blvd. and west side of Fairfax Ave parcels (south of Sunset Bl-7900 Sunset). Fountain Ave (north side) between Fairfax Ave and La Brea Ave.

Eastern Boundary: West side of La Brea Ave between Fountain Ave and Hollywood Blvd.

Area 8: Mt. Olympus/Laurel Canyon Road
Northern Boundary: Willow Glen at Laurel Canyon continuing east to end of property line of 2374 N Laurel Canyon Road. Follow 2374 N Laurel Canyon Road's northeastern property line to intersection of 2425 N Mount Olympus. Follow to the east perimeter of 2425 N. Mount Olympus to Leicester Drive. Continue north on Leicester Drive to 2506 Thames Street (lot extends between Thames St and Leicester Drive). Continue northwest on dividing line between properties 2513 N Leicester Drive and 2506 N Thames Street. Continue northeast behind properties 2513 and 2543 N Leicester Drive. Follow property line of 2543 N Leicester

Drive to 2506 Thames Street. Follow property line southeast where it meets Leicester Drive. Follow dividing line between 2548 N Thames Street and 2557 N. Leicester Drive to northeast corner of 2557 N Leicester Derive. Follow dividing line between parcels 2558 to 2598 N Thames Place and 2557 to 2597 Leicester Drive. Continue east on northern boundary of 2579 N Woodstock Road to Willow Glen Road. Continue east on Willow Glen Road to 7506 W. Willow Glen Road.

Western Boundary: Eastern side of Laurel Canyon from Hollywood Boulevard continuing north to Willow Glen Road.

Southern Boundary: Northern side of Hollywood Boulevard between Nichols Canyon to the east and Crescent Heights to the west.

Eastern Boundary: 7506 W Willow Glen Road. Continue due south to north border of APN 5569019006. Continue east around boundary of APN 5569019006. Continue west on southern side of APN 5569019006 to 1827 N. Nichols Canyon western border. Continue south behind parcels to APN 5551006026. Continue south on western side of APN5551006026 following western boundary of 1800 N. Binkley Drive and 7809 W. Hillside Ave until Ogden Drive. Continue south to Hollywood Boulevard

Area 9: Briar Summit/Woodrow Wilson/Mulholland Drive
Northern Boundary: South side of Mulholland Drive from 7710 Mulholland continue west to Laurel Canyon.

Western Boundary: Laurel Canyon from Mulholland Drive continue south to Willow Glen Road.

Southern Boundary: Willow Glen at Laurel Canyon continuing east to end of property line of 2374 N Laurel Canyon Road. Follow 2374 N Laurel Canyon Road's northeastern property line to intersection of 2425 N Mount Olympus. Follow to the east perimeter of 2425 N. Mount Olympus to Leicester Drive. Continue north on Leicester Drive to 2506 Thames Street (lot extends between Thames St and Leicester Drive). Continue northwest on dividing line between properties 2513 N Leicester Drive and 2506 N Thames Street. Continue northeast behind properties 2513 and 2543 N Leicester Drive. Follow property line of 2543 N Leicester Drive to 2506 Thames Street. Follow property line southeast where it meets Leicester Drive. Follow dividing line between 2548 N Thames Street and 2557 N. Leicester Drive to northeast corner of 2557 N Leicester Derive. Follow dividing line between parcels 2558 to 2598 N Thames Place and 2557 to 2597 Leicester Drive. Continue east on northern boundary of 2579 N Woodstock Road to Willow Glen Road. Continue east on Willow Glen Road to 7506 W. Willow Glen Road.

Eastern Boundary: From 7701 Mulholland, continue alongside eastern border 7711 W. Flynn Ranch Road to eastern boundary of 3100 and 3101 N. Torreyson Place to northern boundary of Briar Summit Open Space Preserve. Continue around the perimeter of Briar Summit Open

Space Preserve straight to 2870 N. Seattle Drive. Continue South on Seattle Drive to Woodrow Wilson. Continue east on Woodrow Wilson to eastern property line of 7620 W Woodrow Wilson Dr. Continue northern boundary of 2715 N Jalmia Drive. Continue East on southern boundary of 2715 N. Jalmia Drive. Follow perimeter of 2715 N. Jalmia Drive to Continue south on the dividing property line between 2715 N. Jalmia Drive and 2608 N. Zorada Drive. Continue south on Jalmia Place to 7506 W Willow Glen Road.

The boundaries of the HHWNC are set forth in Attachment A - Map of the Hollywood Hills West Neighborhood Council.

ARTICLE IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. A "Stakeholder" shall be defined as any individual who:

(1) Lives, works, or owns real property within the boundaries of the neighborhood council; orhttp://nwsanpedro.org/wp-content/uploads/2020/11/HANC-motion-on-DONE-staff-misbehavior.pdf

(2) Is a Community Interest Stakeholder, defined as an individual who is a member of or participates in a Community Organization within the boundaries of the neighborhood council.

A "Community Organization" is an entity that has continuously maintained a physical street address within the boundaries of the neighborhood council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the neighborhood council. A for-profit entity shall not qualify as a Community Organization. Examples of Community Organizations may include Chambers of Commerce, houses of worship or other faith-based organizations, educational institutions, or non-profit organizations.

[The definition of "Stakeholder" and its related terms are defined by City Ordinance and cannot be changed without City Council action. See Los Angeles Administrative Code Section 22.801.1]

ARTICLE V GOVERNING BOARD

The Board of Directors (hereinafter "the Board") shall be the Governing Body of the HHWNC within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils ("Plan").

Section 1: Composition - The Board will consist of twenty-three (23) Board members: five (5) Officers elected by the general membership, nine (9) Issue Committee Chairs elected by the general membership, and nine (9) Area Committee Chairs elected by stakeholders in each area. No

stakeholder can occupy more than one (1) seat on the Board. To the extent possible, the Board will reflect the diversity of the HHWNC's community stakeholders.

Section 2: Quorum - A quorum for a Board is twelve (12) Board members.

Section 3: Official Actions - In order for the HHWNC to take an official action, a majority vote by board members present, not including abstentions, is required. A majority shall be one half (1/2) of those present plus one (1) for the purpose of voting. Any abstaining member shall not reduce the number of votes required to establish a majority.

Section 4: Terms and Term Limits - Board members shall serve a two (2) year term. There are no term limits.

Section 5: Duties and Powers - The primary duties of the Board shall be to govern the HHWNC and to carry out its purposes as stated in Article II.
No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing HHWNC position previously adopted by the Board or a statement that the HHWNC has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board.

Section 6: Vacancies - A vacancy on the Board shall be filled by the following procedure:

A. Any Stakeholder interested in filling a vacant seat on the Board shall submit a written application(s) to the President.
B. The President shall then ensure that the matter is placed on the agenda for the next regular meeting of the Board.
C. If one (1) or More Stakeholders apply for a vacant seat (within the minimum of (30) days' notice), then a vote of the Board shall be taken at the next publicly noticed meeting, and the candidate elected by majority vote of the Board shall therefore be installed immediately. When a vacant seat is filled by the aforementioned process, that seat shall be filled only until the next election is held to fill all seats on the Board.
D. When a vacant seat is filled by the aforementioned process, that seat shall be filed only until the next election is held to fill all seats on the Board.

If a HHWNC Board member or Officer is elected to any Los Angeles City political office, such action shall be considered a vacancy.

Section 7: Absences - Absences are addressed in the HHWNC Standing Rules.

Section 8: Censure - The purpose of the censure process is to place a Board member on notice of misconduct and to provide the Board member with an opportunity to correct the misconduct. The Neighborhood Council ("Neighborhood Council") may censure any Board member at a regular or

special meeting open to the public following a good-faith determination by the Neighborhood Council Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal process by acting in bad faith.

The Board shall use the following procedure when censuring a Board member:

1. A motion to censure a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.

2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.

3. The Board member subject to censure shall be given a minimum of thirty (30) days prior-written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.

4. The Board member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion of censure.

5. The Board shall decide by a majority vote of those present and voting whether or not the Board member should be censured. The Board member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.

6. In no event shall a motion to censure a board member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

Section 9: Removal of Governing Board Members - Any Board member may be removed by the Neighborhood Council ("Neighborhood Council") for cause, following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. A Board member shall not be subject to removal under this Policy, unless the member has been censured at least once pursuant to the Board of Neighborhood Commissioners' ("Commission") Censure Policy. Grounds for removal include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or standing rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal processes by acting in bad faith.

The Board shall use the following procedure when removing a Board member:

1. A motion to remove a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the board member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.

2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed removal motion.

3. The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.

4. The Board member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion for removal.

5. The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board members. The Board member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.

6. In no event shall a motion to remove a Board member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.

7. The Commission may review a Neighborhood Council's removal decision if requested to do so by the affected Board member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission's decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.

8. A request for the Commission to review a Neighborhood Council's removal decision shall proceed as follows:

a. The request must in writing and must be delivered to the Executive Assistant of the Commission or, in the absence of an Executive Assistant, to the President of the Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member.

b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies.

c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review.

d. At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.

e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board member or return the matter to the Neighborhood Council for further consideration.

f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board member will be considered reinstated.

g. During the period of appeal the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.

h. If the matter is returned to the Neighborhood Council for further consideration the Board member shall not be counted as part of the Board for any quorum and shall not participate in any

Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.

9. This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve, Board members who fail to attend meetings, join committees, maintain their stakeholder status, or perform other duties as may be described in the Neighborhood Council's bylaws and/or standing rules. Nor is it intended to limit a Neighborhood Councils ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

Section 10: Resignation - Any Board member or officer may resign by submitting a written resignation to the President.

Section 11: Community Outreach - The HHWNC shall endeavor to inform Stakeholders as to the existence and activities of the HHWNC, including its Board elections, to find future leaders of the HHWNC, and to encourage all Stakeholders to seek leadership positions within the HHWNC.

ARTICLE VI OFFICERS

Section 1: Officers of the Board - The Officers are as follows: President, First Vice President, Second Vice President, Secretary, and Treasurer.

Section 2: Duties and Powers - The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board:

A. **The President shall:**

- Prepare agendas for and preside at all Board and Executive Committee meetings;
- Serve as spokesperson and representative of the Board's majority position;
- Receive all communications and present them promptly to the Board;
- Lead the delegation to citywide neighborhood council conventions;
- Serve on the Executive Committee.
- Appoint representatives to the HHWNC ad hoc committees and to committees outside of the HHWNC. All appointments are temporary until approved by a majority of the Executive Committee or Board when is session.

B. **The First Vice-President shall:**

- Perform the duties of the President in the absence of the President;
- Serve with the President as spokesperson and representative for the HHWNC;
- Assist the President in deciding what issues may deserve a special meeting;
- Serve on the Executive Committee.

C. **The Secretary shall:**

- Act for the President in the absence of the President and First Vice-President; Second Vice President and Treasurer.
- Take and keep all minutes and records of the Neighborhood Council;
- Maintain a Stakeholders list and update it quarterly;
- See that all notices are duly given in accordance with the provision of these Bylaws and as required by law;
- Serve on the Executive Committee.

D. **The Treasurer shall:**

- Be held accountable for all funds belonging to the HHWNC;
- Serve as a liaison with the Department of Neighborhood Empowerment (Department) to process financial transactions;
- Prepare an annual draft budget for Board review and approval;
- Comply with the financial controls and reporting required by the City and these Bylaws;
- Act as President in the absence of the President, First Vice-President and Second Vice President;
- Serve on the Executive Committee;
- Prepare the financial reports as required by the Department.

E. **The Second Vice President shall:**

- Clarify and concisely convey all matters of parliamentary procedure;
- Act as President in the absence of the President and First Vice-President
- Assist Committee chairs on an as-needed basis;
- Serve on the Executive Committee.

Section 3: Selection of Officers - Officer positions are elected during the City conducted elections of the HHWNC.

Section 4: Officer Terms – The Officers shall serve two (2) year terms.

ARTICLE VII COMMITTEES AND THEIR DUTIES

Section 1: Standing Committees -

A. **Executive Committee** - The Executive Committee consists of the President, First Vice-President, Second Vice President, Secretary, and Treasurer. This Committee will assist and advise in the administration of the HHWNC.

B. **Planning, Land Use Management Committee (PLUM)** - The Planning, Land Use Management Committee will be chaired by the Vice President and consist of five (5) or more Board members. This Committee is addressed in Standing Rules.

C. **Area Committees** - Each of the nine (9) Area Committees as noted in Article III, Section 2 will be open to all stakeholders within its respective borders.

D. **Issue Committees** - Each of the nine (9) Issue Committees will be open to all Stakeholders regardless of area. A stakeholder may be a member of each Issue Committee. The Issue Committees have been formed to address major issues of the general membership.

The Issue Committees are as follows:

(1) Transportation;
(2) Community & Youth Relations
(3) Business;
(4) Infrastructure;
(5) Housing;
(6) Public Safety;
(7) Environment~~;~~
(8) Parks and Open Space; and
(9) Outreach/Public Events.

Section 2: Ad Hoc Committees – The President may create Ad Hoc Committees as needed to deal with temporary issues subject to Board or Executive Committee majority approval.

Section 3: Committee Creation and Authorization – Committee Creation and Authorization is addressed in Standing Rules.

An Area or Issue Committee must have five (5) Stakeholders present for a quorum in order to Vote on a motion.

ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950.5 et seq.*), shall be noticed and conducted in accordance with the Act, the Neighborhood Council Agenda Posting Policy, and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place - All meetings shall be held within the HHWNC boundaries at a location, date and time set by the President or, in case of committee meetings, by the Committee Chair. A calendar of regular meetings shall be established by the President and the Board at its first regular meeting of each calendar year.

A. **Regular Meetings** - All HHWNC Board of Directors and Committee meetings shall be open to the public. The HHWNC Board of Directors and Committees must hold at least four (4) meetings each year (one (1) each quarter) and may hold as many additional meetings as the Board and/or Committee Chairs desire.

B. **Special Meetings** – Special Stakeholders, Committee, or Board Meetings may be called by the President or a group of five (5) of the Board members. In the case of a special meeting, notice shall be given in the following manner: as soon as the meeting is called but not fewer than twenty-four (24) hours prior to the meeting, notices shall be posted as per the requirements of the Ralph M. Brown Act.

Section 2: Agenda Setting - The President shall set the agenda for each HHWNC Board meeting after soliciting agenda items from all Board members. If the President declines to add an item to the agenda, the Committee Chair may appeal that decision to the Executive Committee. The Executive Committee may direct the President to place the item on the agenda for the next Board meeting.

Section 3: Notifications/Postings - HHWNC will comply with the Ralph M. Brown Act and Department requirements for posting notices, including the Neighborhood Council Agenda Posting Policy.

Section 4: Reconsideration - The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two (2) days, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and Take an Action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two (2) items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration on the described matter and (2) a Proposed Action should the motion to reconsider be approved. A motion for reconsideration can only be made by a Board member who has previously voted on the prevailing side of the original action taken. If a motion for reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Ralph M. Brown Act.

ARTICLE IX FINANCES

The HHWNC will comply with all applicable local, state, and federal laws including any and all provisions of (i) generally accepted accounting principles and (ii) the Department.

Financial reports will be prepared for each Board meeting.

The books and records of HHWNC will be open to any HHWNC Stakeholder who wishes to review them. A written request to review the books and records shall be presented to the Treasurer, the Executive Committee or the Board. Within thirty (30) days of that request, the Treasurer shall make the books available at a reasonable time and location.

Accounting journals, records, reports and supporting data for each year will be maintained for six (6) years.

ARTICLE X ELECTIONS

Section 1: Administration of Election - The HHWNC's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

Section 2: Governing Board Structure and Voting - The number of Board seats, the eligibility requirements for holding any specific Board seats, and which stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age – Except with respect to a Youth Board Seat, a stakeholder must be at least 16 years of age on the day of the election or selection to be eligible to vote. [See Admin. Code §§ 22.814(a) and 22.814(c)]

Section 4: Method of Verifying Stakeholder Status– Voters will verify their Stakeholder status by presenting a CA driver's license, CA Identification card, passport, utility bill, rental agreement or mortgage statement, property tax bill, rental receipt, business card, City of LA business license, workplace picture ID, paystub, or other form of written verification of stakeholder status acceptable to the City Clerk representative at the election site.

Section 5: Restrictions on Candidates Running for Multiple Seats– A candidate shall declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.

Section 6: Other Election Related Language– Not Applicable

ARTICLE XI GRIEVANCE PROCESS

Any grievance by a Stakeholder must be submitted in writing to the Board. The Executive Committee shall then refer the matter to an ad hoc grievance panel comprised of three (3) Board members who are not named as parties or involved in the matter. If three (3) board members are unavailable to serve on such a panel, then the Executive Committee shall ask prior Board members who are not named as parties or involved in the matter to serve with current Board members who can and are willing to serve on the panel. Otherwise, the Executive Committee may refer the matter to the Department. Stakeholders also may file copies of their grievances with the Department. The Secretary will coordinate a time and a place for the panel to meet promptly with the person(s) submitting a grievance, investigate the grievance, and to discuss ways in which the grievance/dispute may be resolved.

Thereafter, a panel member shall promptly prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the

grievance. The Board may receive a copy of the panel's report and recommendations prior to any meeting by the Board, but the matter shall not be discussed among the Board members until the matter is heard at the next regular meeting of the Board pursuant to the Ralph M. Brown Act.

This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board at one of its meetings. Those grievances can be aired at Board meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with Board Rules or these Bylaws. In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to the Department for consideration or dispute resolution in accordance with the Plan.

The provisions listed above will remain in effect until the implementation of the Regional Grievance Panels by the Department, per City Ordinance No. 183487. Once the Regional Panels are implemented, HHWNC grievance reviews will be considered under the following provision:

The City Council passed Ordinance No. 183487, effective May 3, 2015, establishing seven regional Neighborhood Council Grievance Panels – South, Central, Harbor, West, East, North Valley and South Valley. Each Neighborhood Council may appoint one board member or stakeholder to serve on a pool of panelists. These panelists will review grievances and election challenges.

The Neighborhood Council will follow the City's policy and/or rules regarding the handling of grievances.

ARTICLE XII PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order Revised shall supplement these Bylaws and govern this organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and special rules and resolutions authorized by these Bylaws.

ARTICLE XIII AMENDMENTS

The Bylaws may be amended, altered, or repealed by a two-thirds (2/3) vote at any special Stakeholders meeting called with a thirty (30) day notice emailed to the Stakeholders and posted per the Ralph M. Brown Act, provided that the exact wording of the proposed change(s) is included in the agenda of the required notice of the meeting. To become effective, any amendment to the Bylaws will require the submission of a Bylaws Amendment Application to the Department. If the Department determines that the bylaw amendment affects the ability of HHWNC to comply with the criteria for responsible and inclusive community representation, the amendment will not become effective.

ARTICLE XIV COMPLIANCE

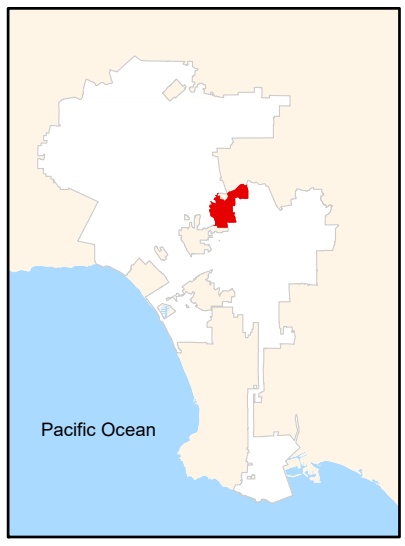
The HHWNC, its representatives, and all Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board of Directors as well as all

local, county, state and federal laws, including, without limitation, the Plan, the City Code of Conduct, the City Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Ralph M. Brown Act (*California Government Code Section 54950.5 et seq*.), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

Section 1: Code of Civility – While respecting all applicable laws of federal, state, and local government, leaders and Stakeholders of the HHWNC will endeavor to conduct HHWNC business in a professional and respectful manner, will refrain from violating Board Rules and shall abide by the Plan. The HHWNC leaders and Stakeholders will demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all of our public activities in order to inspire confidence and trust in this Council. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

Section 2: Training – All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics and funding trainings provided by the City within forty-five (45) days of being seated, or they will lose their HHWNC voting rights. All board members must take ethics and funding training and sign the Code of Conduct prior to making motions and voting on funding related matters.

Section 3: Self-Assessment – Every year, the Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.



CENTRAL AREA

COUNCIL DISTRICT:
2, 4 & 13

HOLLYWOOD HILLS WEST

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- Library
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ERIC GARCETTI
MAYOR

HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL

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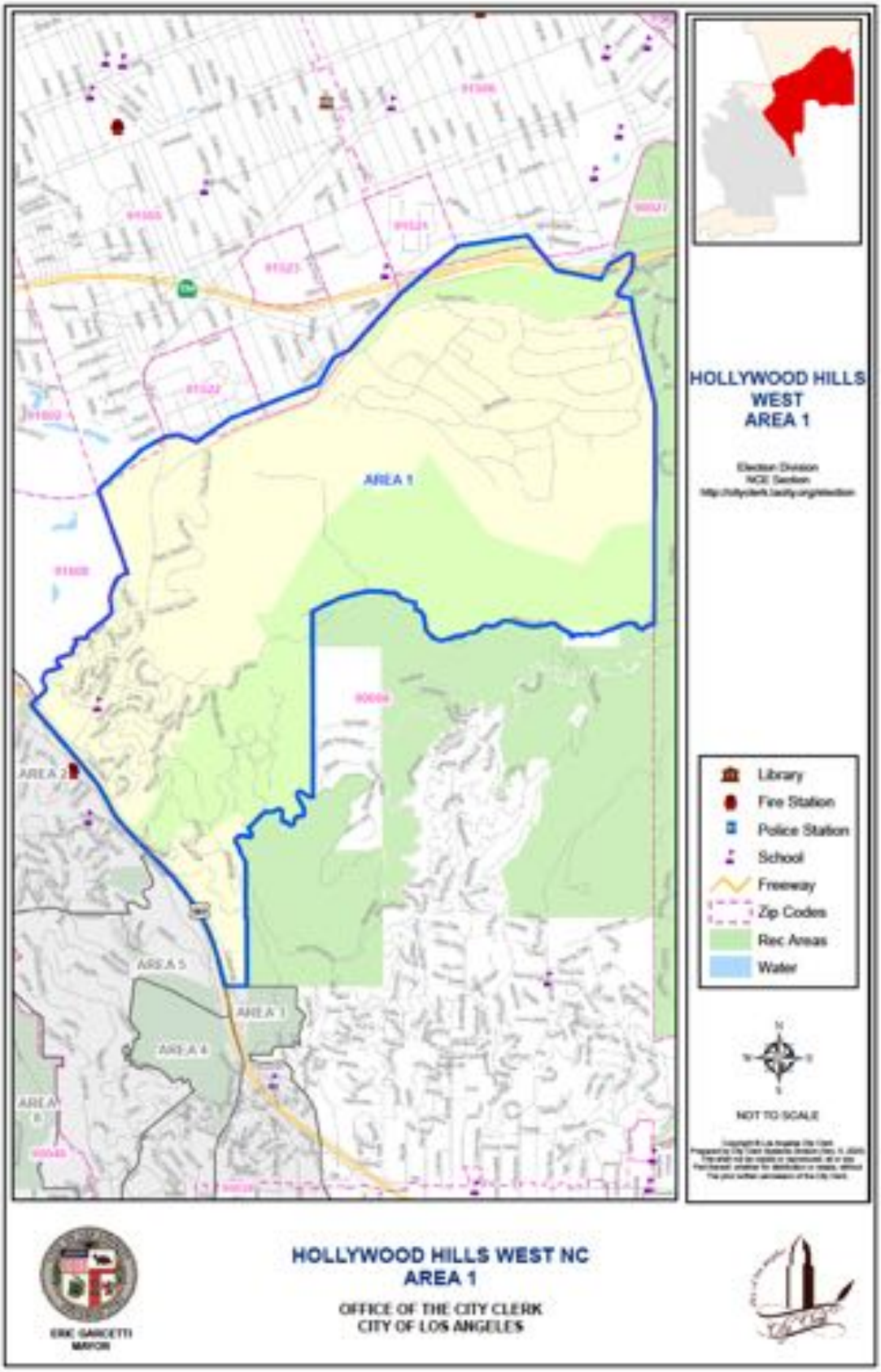
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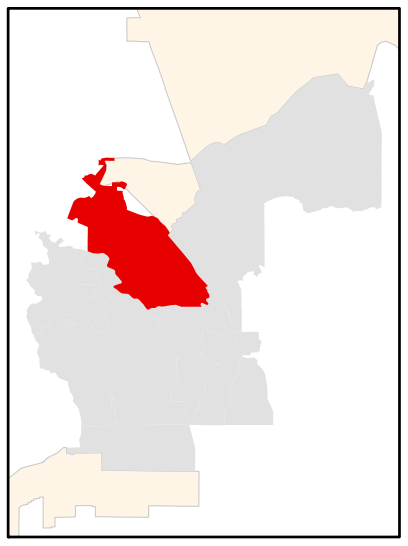

HOLLYWOOD HILLS WEST AREA 9

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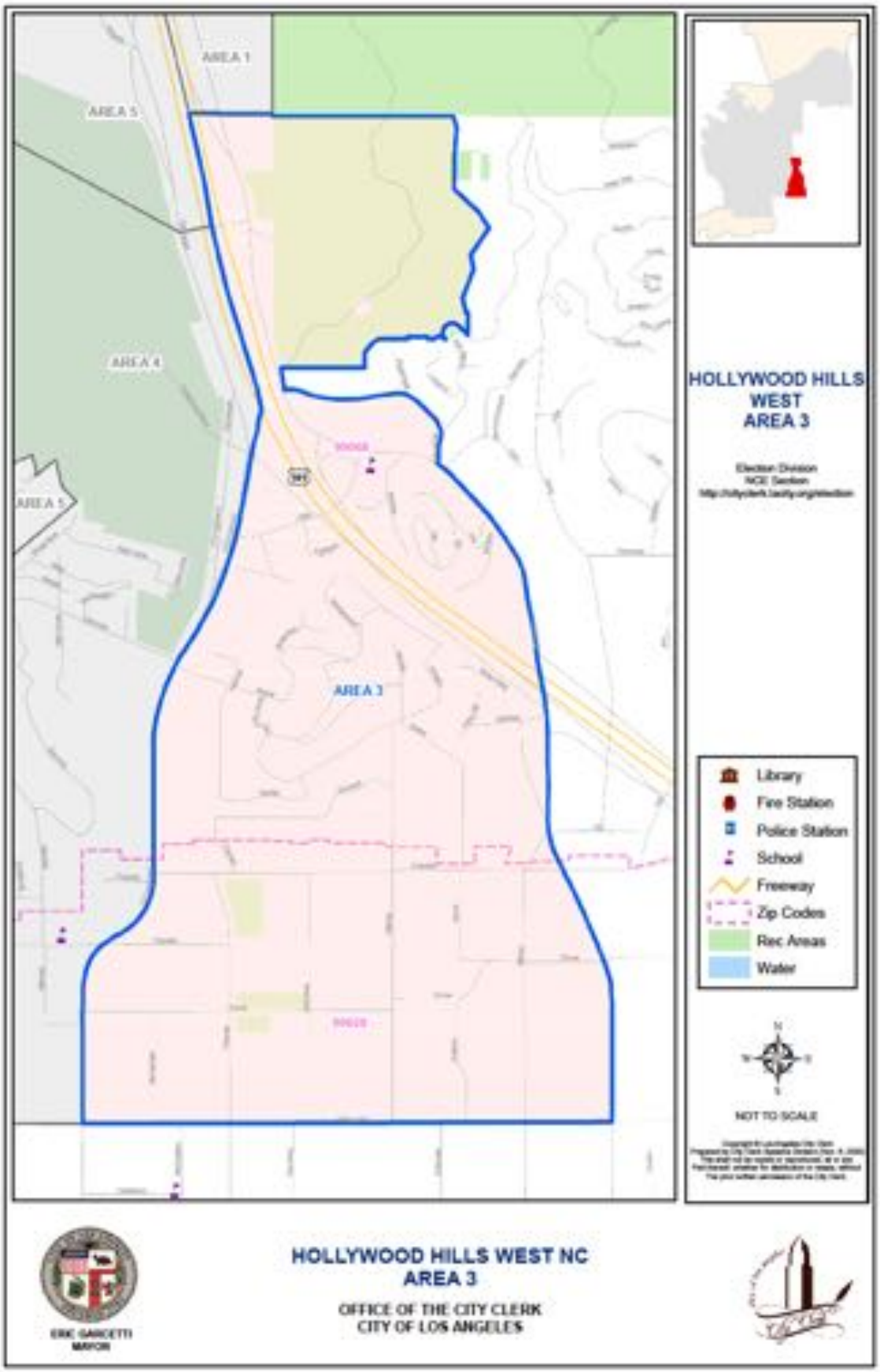
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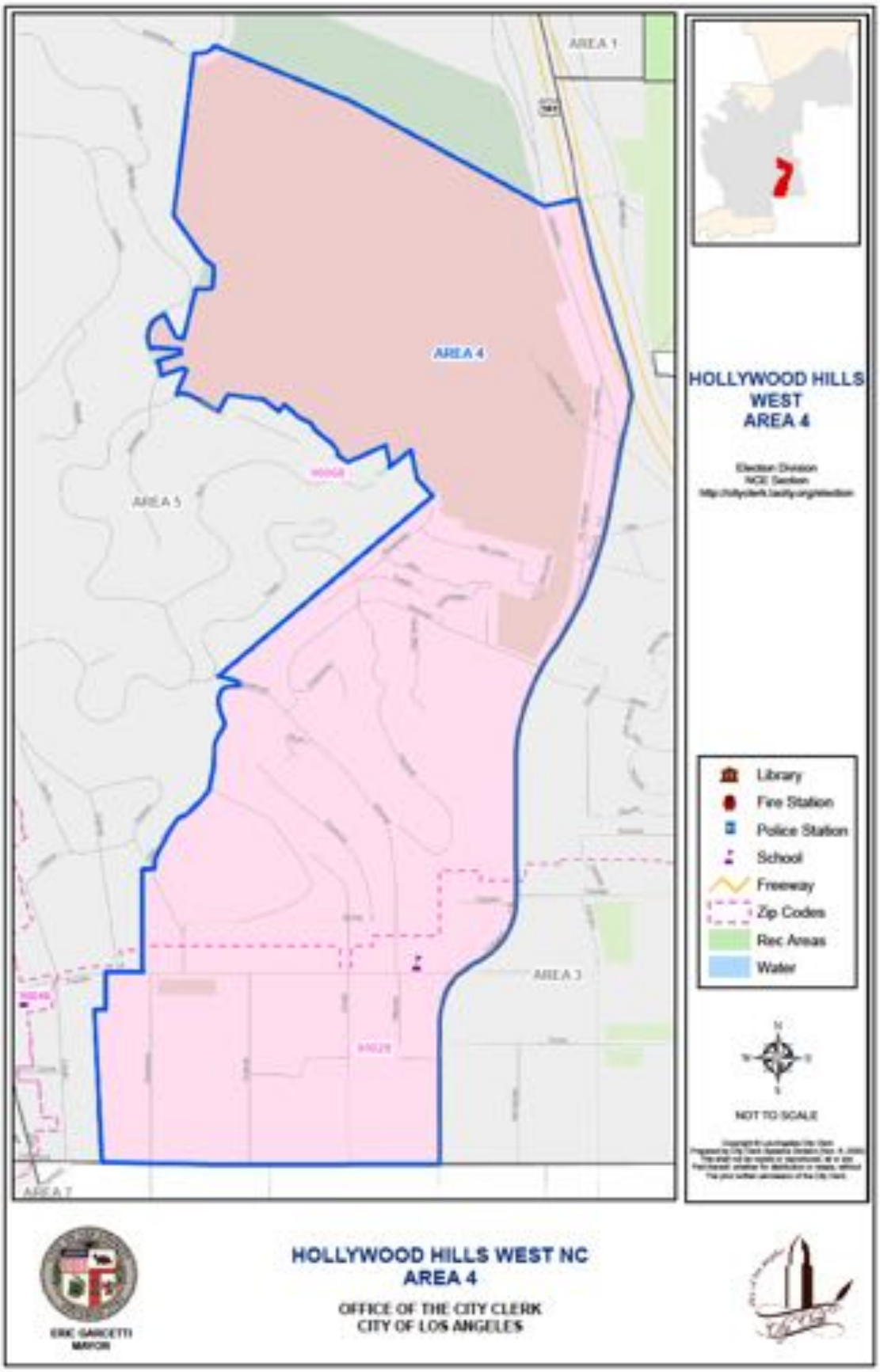
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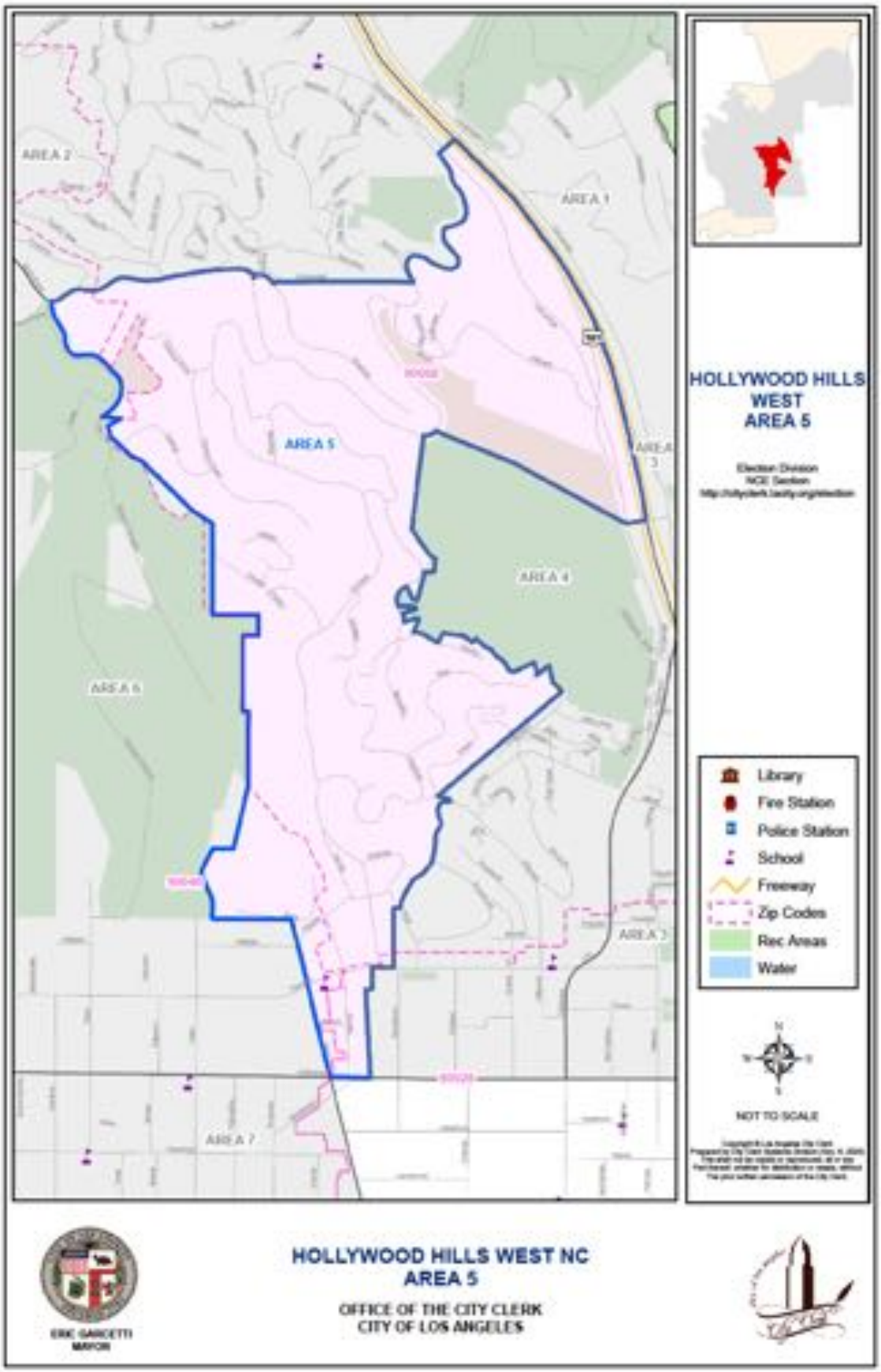
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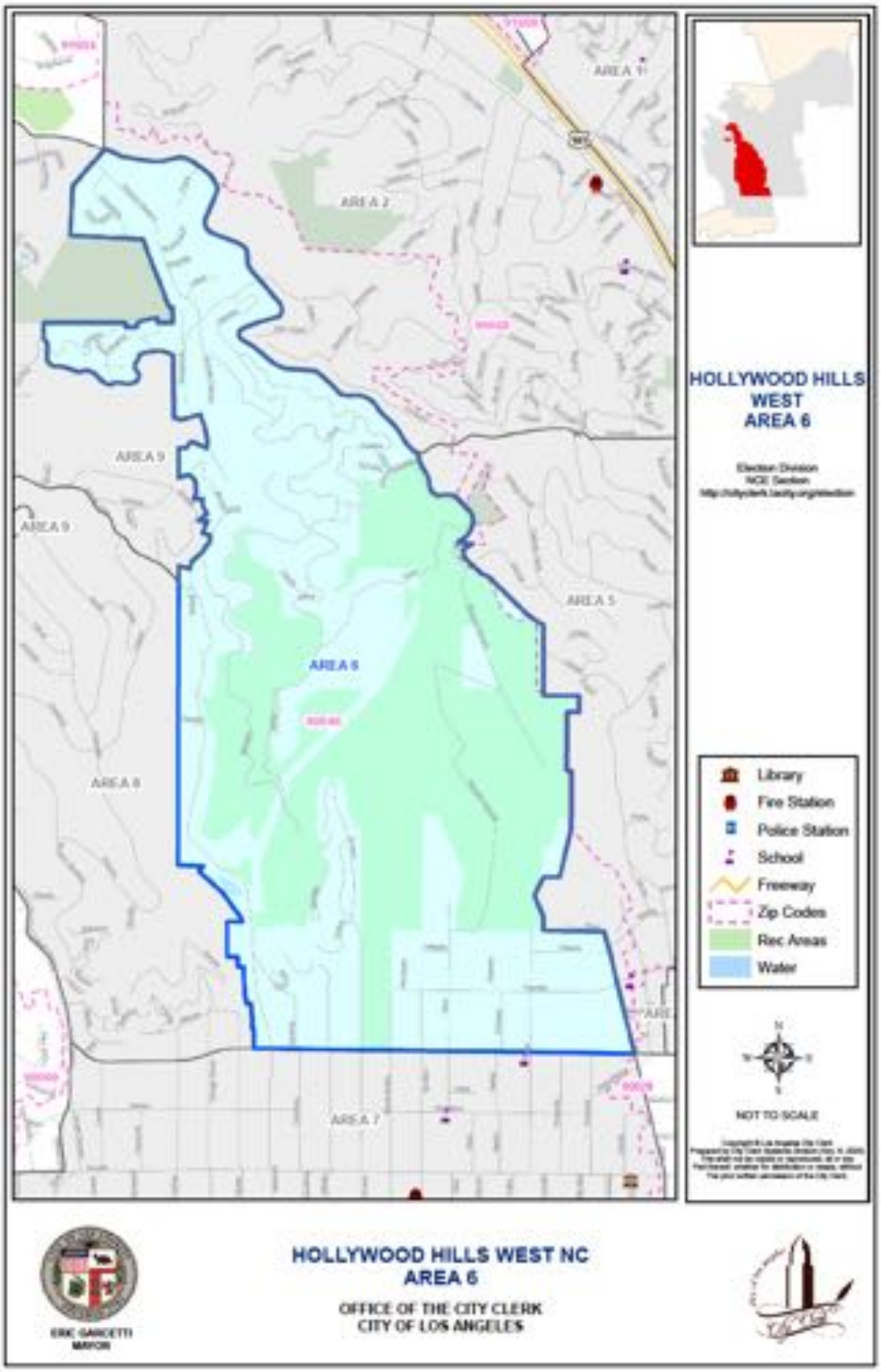
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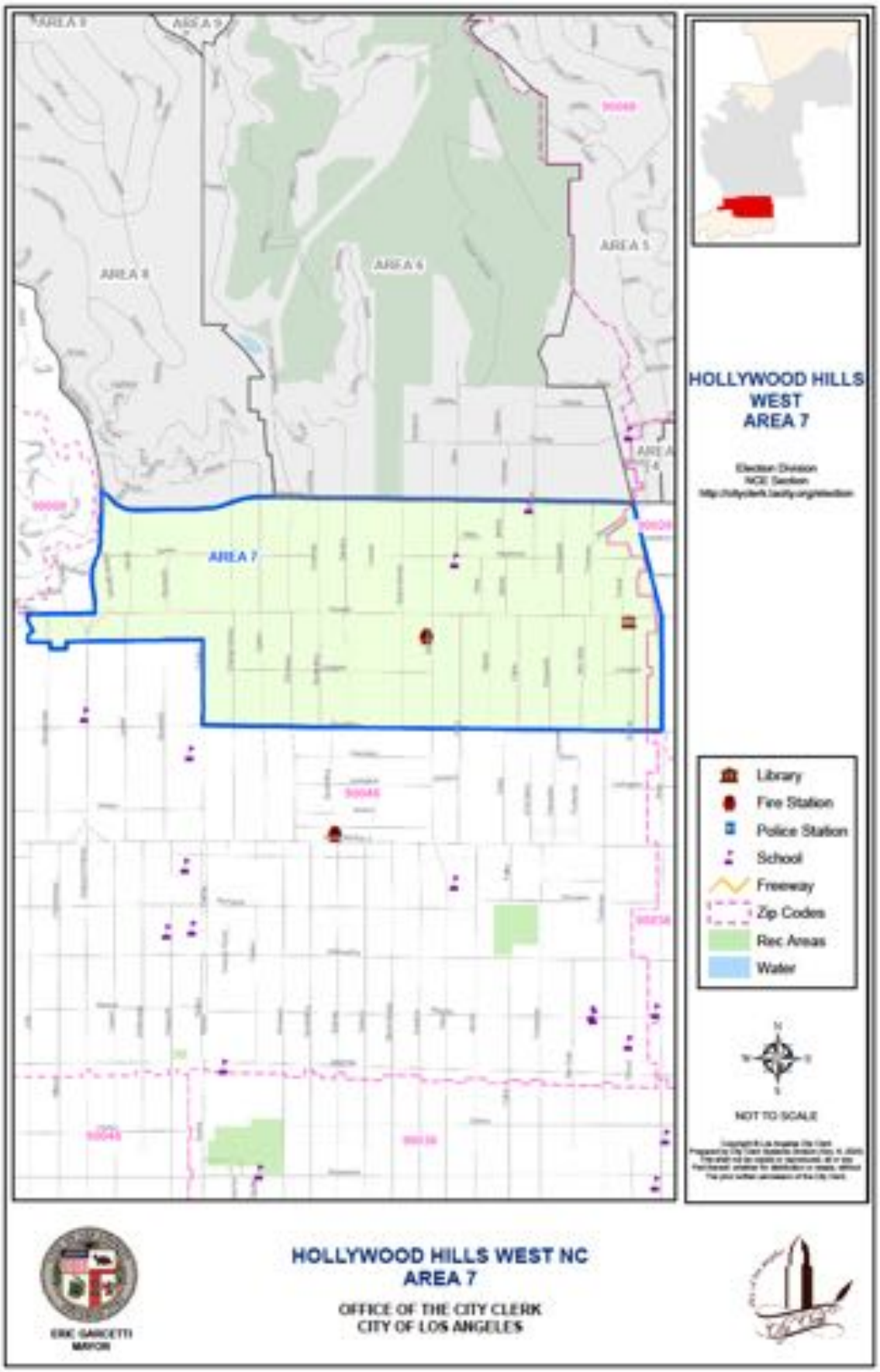
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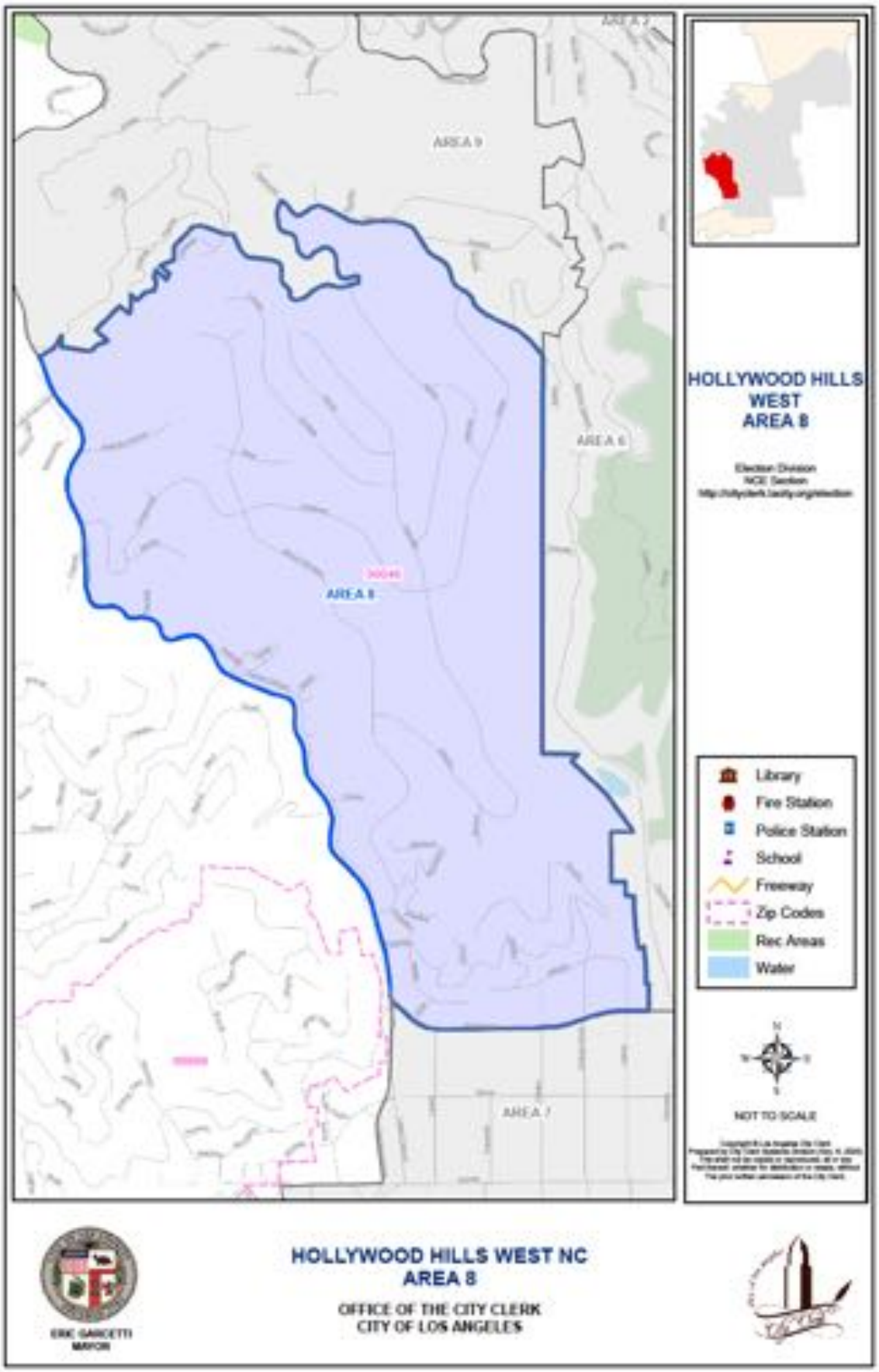
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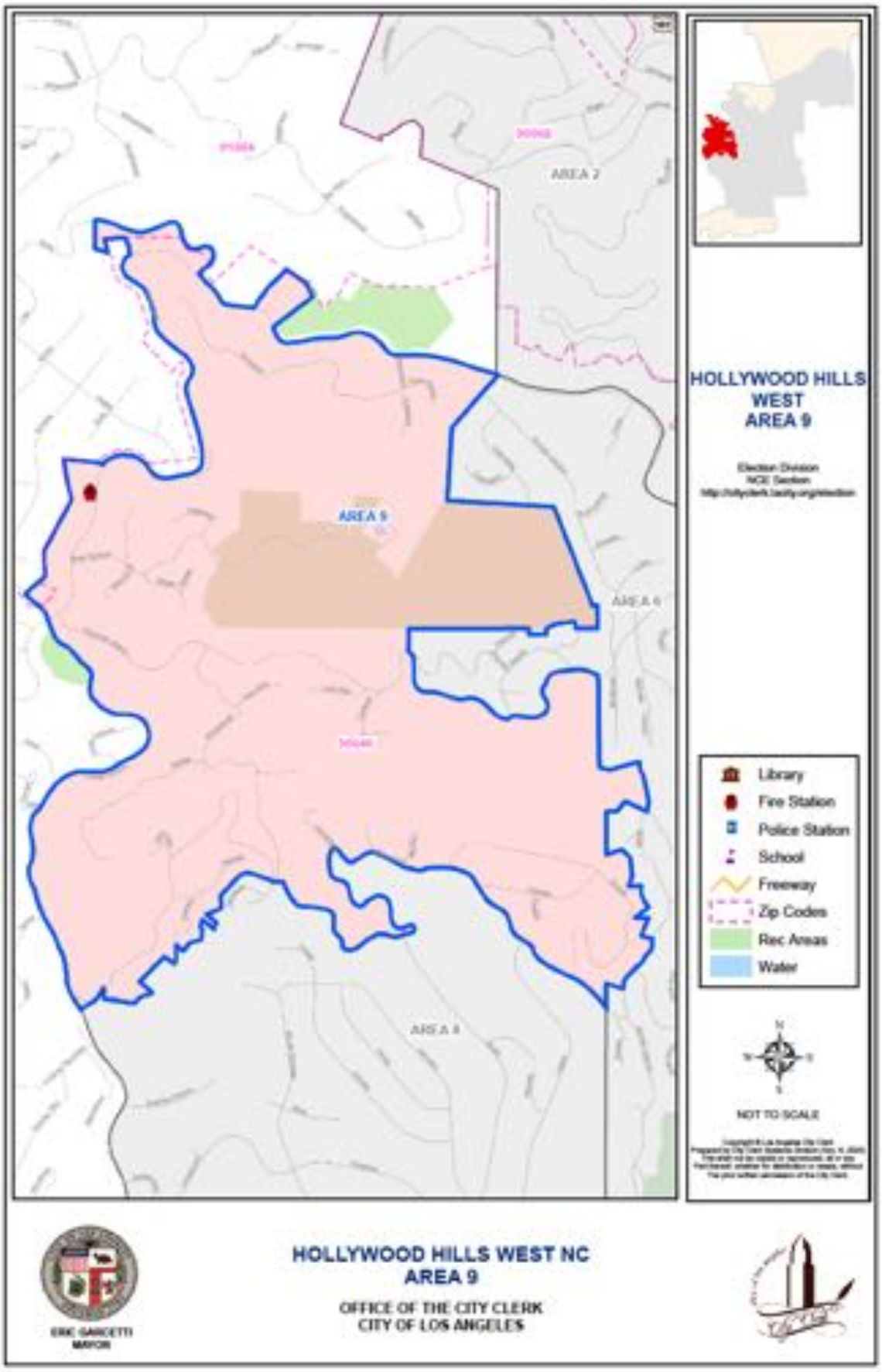
HOLLYWOOD HILLS WEST NC
AREA 8
OFFICE OF THE CITY CLERK
CITY OF LOS ANGELES


AREA 2
AREA 9
AREA 4
AREA 8
HOLLYWOOD HILLS
WEST
AREA 9
Library
Fire Station
Police Station
School
Freeway
Zip Codes
Rec Areas
Water
NOT TO SCALE
ERIC GARCETTI
MAYOR
HOLLYWOOD HILLS WEST NC
AREA 9
OFFICE OF THE CITY CLERK
CITY OF LOS ANGELES

ATTACHMENT B – Governing Board Structure and Voting

Hollywood Hills West Neighborhood Council – 23 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
President Term: 2 Years	1	Elected	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 18 years or older.	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 16 years or older.
First-Vice President Term: 2 Years	1	Elected	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 18 years or older.	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 16 years or older.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Secretary Term: 2 Years	1	Elected	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 18 years or older.	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 16 years or older.
Treasurer Term: 2 Years	1	Elected	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 18 years or older.	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 16 years or older.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Second Vice-President Term: 2 Years	1	Elected	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 18 years or older.	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 16 years or older.
(1) Transportation (includes traffic, parking, public transportation, bicycles) Term: 2 Years	1	Elected	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who will lead the HHWNC committee to address traffic, public transportation and parking and who is 18 years or older.	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 16 years or older.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
(2) Community & Youth Relations (includes education and cultural resources) Term: 2 Years	1	Elected	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who will lead the HHWNC committee to address youth development, educations and recreational resources and who is 18 years or older.	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 16 years or older..
(3) Business Term: 2 Years	1	Elected	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who will lead the HHWNC committee to address business issues and who is 18 years or older.	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 16 years or older..

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
(4) Infrastructure (includes utilities and street services) Term: 2 Years	1	Elected	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who will lead the HHWNC committee to address infrastructure and who is 18 years or older.	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 16years or older.
(5) Housing (includes homelessness and social services) Term: 2 Years	1	Elected	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who will lead the HHWNC committee to address housing, social and human services, and religious and charitable organizations and who is 18 years or older.	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 16 years or older.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
(6) Public Safety (includes emergency services, police and fire) Term: 2 Years	1	Elected	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who will lead the HHWNC committee to address emergency services, police and fire and who is 18 years or older.	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 16years or older.
(7) Environment Term: 2 Years	1	Elected	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who will lead the HHWNC committee to address environment, beautification, preservation and aesthetics and who is 18 years or older.	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 16 years or older.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
(8) Parks & Open Space Term: 2 Years	1	Elected	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who will lead the HHWNC committee to address cultural resources, entertainment, and public events and who is 18 years or older.	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 16years or older.
(9) Outreach/Public Events Term: 2 Years	1	Elected	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who will lead the HHWNC committee to address outreach and who is 18 years or older.	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 16 years or older.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Area 1: Hollywood Knolls/Manor/Lake Hollywood/Forest Lawn Committee Chair Term: 2 Years	1	Elected	Stakeholder of Hollywood Knolls/Lake Hollywood/Manor/ Forest Lawn who lives, works, owns property (and can provide an exact address) in Area 1 and who is 18 years or older.	Stakeholders of Hollywood Knolls/Lake Hollywood/Manor/ Forest Lawn who live, work, own property (and can provide an exact address) in Area 1 and who are 16 years or older.
Area 2: Cahuenga Pass/Universal City Committee Chair Term: 2 Years	1	Elected	Stakeholder of Cahuenga Pass/Universal City who lives, works, owns property (and can provide an exact address) in Area 2 and who is 18 years or older.	Stakeholders of Cahuenga Pass/Universal City who live, work, own property (and can provide an exact address) in Area 2 and who are 16 years or older.
Area 3: Yucca Corridor/Whitley Heights/Cahuenga East Committee Chair Term: 2 Years	1	Elected	Stakeholder of Yucca Corridor/Whitley Heights/Cahuenga East who lives, works, owns property (and can provide an exact address) in Area 3 and who is 18 years or older.	Stakeholders of Yucca Corridor/Whitley Heights/Cahuenga East who live, work, own property (and can provide an exact address) in Area 3 and who are 16 years or older.
Area 4: Hollywood Heights/Hollywood Boulevard Committee Chair Term: 2 Years	1	Elected	Stakeholder of Hollywood Heights/Hollywood Boulevard who lives, works, owns property (and can provide an exact address) in Area 4 and who is 18 years or older.	Stakeholders of Hollywood Heights/Hollywood Boulevard who live, work, own property (and can provide an exact address) in Area 4 and who are 16 years or older.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Area 5: Outpost/Cahuenga West Committee Chair Term: 2 Years	1	Elected	Stakeholder of Outpost/Cahuenga West who lives, works, owns property (and can provide an exact address) in Area 5 and who is 18 years or older.	Stakeholders of Outpost/Cahuenga who live, work, own property (and can provide an exact address) in Area 5 and who are 16 years or older.
Area 6: Nichols Canyon/Runyon Canyon/Wattles Park Committee Chair Term: 2 Years	1	Elected	Stakeholder of Nichols Canyon/Runyon Canyon/Wattles Park who lives, works, owns property (and can provide an exact address) in Area 6 and who is 18 years or older.	Stakeholders of Nichols Canyon/Runyon Canyon/Wattles Park who live, work, own property (and can provide an exact address) in Area 6 and who are 16 years or older.
Area 7: Spaulding Square/Hollywood-Sunset Flats Committee Chair Term: 2 Years	1	Elected	Stakeholder of Spaulding Square/Hollywood-Sunset Flats who lives, works, owns property (and can provide an exact address) in Area 7 and who is 18 years or older.	Stakeholders of Spaulding Square/Hollywood-Sunset Flats who live, work, own property (and can provide an exact address) in Area 7 and who are 16 years or older.
Area 8: Mt. Olympus/Laurel Canyon Road Committee Chair Term: 2 Years	1	Elected	Stakeholder of Mt. Olympus/Laurel Canyon Road who lives, works, owns property (and can provide an exact address) in Area 8 and who is 18 years or older.	Stakeholders of Mt. Olympus/Laurel Canyon Road who live, work, own property (and can provide an exact address) in Area 8 and who are 16 years or older.
Area 9: Briar Summit/Woodrow Wilson/Mulholland Drive Committee Chair Term: 2 Years	1	Elected	Stakeholder of Briar Summit/Woodrow Wilson/ Mulholland Drive who lives, works, owns property (and can provide an exact address) in Area 9 and who is 18 years or older.	Stakeholders of Briar Summit/Woodrow Wilson/ Mulholland Drive who live, work, own property (and can provide an exact address) in Area 9 and who are 16 years or older.

Hollywood Hills West Neighborhood Council

Standing Rules

Adopted by HHWNC Board March 16, 2016

Purpose of Standing Rules

The Purposes of any Standing Rules are to provide rules and to establish procedures for the conduct of HHWNC's business when rules and procedures are not provided in HHWNC's Bylaws.

Committee Meetings

These general guidelines for committee meetings apply to Area Committees, Issue Committees, the Planning, Land Use Management (PLUM) Committee and Ad Hoc Committees.

Conduct of Meetings. HHWNC Board members shall try to conduct the Council's business in a respectful and courteous manner. They shall conduct meetings in a manner that encourages stakeholder involvement and free expression regarding public issues.

Required Meetings. The HHWNC Bylaws require that Area and Issue Committees meet a minimum of four times per calendar year. Each Committee Chair is responsible for preparing meeting agendas and meeting minutes. The Committee Chair is also responsible for having meeting agendas and meeting minutes of all meetings posted on the HHWNC website and sending emails to the Committee stakeholder list to provide notice of any upcoming meetings to those stakeholders.

In the case of meetings held jointly by more than one Committee, each Committee Chair shall be credited for having held a meeting. The Committee Chairs shall decide amongst themselves who will prepare and post the meeting agenda and meeting minutes.

If a Committee Chair organizes a community event involving HHWNC stakeholders, the Committee Chair shall be credited with having held a "meeting" for the purposes of complying with the HHWNC Bylaw requirement to hold at least four meetings per calendar year.

Meeting Cost Guidelines. Committee meetings shall be held within HHWNC's boundaries in an ADA accessible public location unless the Department permits otherwise. Committee Chairs may purchase and/or be reimbursed for the cost of meetings with a maximum budget of $200 per meeting. This guideline applies to individual or joint Committee meetings. Committee Chairs should strive to hold meetings in locations that do not charge a fee. If a Board member has materials photocopied for a meeting and charges the expense to the HHWNC account at the copy store, they shall inform the Treasurer of the charges by email and shall provide the original receipt for such copy charges to the Treasurer at the next Board meeting.

Motions Forwarded to HHWNC Board. If a Committee passes a motion that is intended to be forwarded to the full Board for action, the Committee Chair shall submit the motion to the President for consideration to be put on the next Board meeting's agenda. The Committee Chair shall provide a tally of the vote of stakeholders on the motion at the Committee's meeting, and provide appropriate supporting materials (e.g., location map, description of proposed action, event or activity, amount of funding requested) so that the Board's members are provided with information about the motion's specific provisions.

Planning, Land Use Management Committee

Purpose of the PLUM Committee. The role of the Planning, Land Use Management (PLUM) Committee is to review planning and land use matters within the boundaries of the HHWNC and to make a recommendation to the Board with regard to such matters. This includes advising the Board on positions related to all requests for discretionary agency action, which include, but are not limited to, variances, conditional use permits, zone changes, certification of environmental clearances (including exemptions, mitigated negative declarations and environmental impact reports) and development applications.

Membership. All of the PLUM Committee members shall be members of HHWNC's Board and shall include the First Vice President as well as Committee Chairs for:

Transportation
Business
Infrastructure
Housing
Environment

If any of these Committee Chairs choose not to serve on the PLUM Committee, the President may appoint another Committee Chair to serve on the PLUM Committee.

The Area Committee Chairperson(s) representing the area(s) in which any item on the agenda is located, is(are) encouraged to attend the PLUM Committee to present the feelings of the Area Committee stakeholders and shall have a vote on the PLUM Committee for that agenda item.

Committee Structure (Chair/Vice Chair). The Chair of the PLUM Committee shall be the HHWNC First Vice President. The PLUM Committee shall elect a Vice Chair, who shall chair the PLUM Committee if the Chair is absent or unavailable.

Other Standing Rules

Voluntary Tasks

At a newly elected Board's first meeting or at the start of each calendar year, the President shall ask Board members to volunteer for the following duties: (1) Arranging refreshments at Board meetings, (2) Overseeing posting of items on HHWNC's website, (3) Posting of Board meeting agendas on public sites, such as bulletin board, (4) going to HHWNC's mail box to pick up, read, and inform other Board members about the mail which HHWNC receives. At the first meeting of a newly elected Board or at the start of each calendar year, the Board members who have successfully completed the Department's Treasurer training course and who are eligible to serve as a second signatory on Demand Warrants shall also be identified and approved by the Board.

Eligibility to Act as a Board Member

The Parliamentarian shall maintain a list of Board members and the dates of their Ethics and Funding training completion and shall determine Board members' eligibility to vote at HHWNC Board meetings.

SECTION II

MAPS

HHWNC & Districts Boundaries
(Please see Bylaws section for maps of HHWNC, starting page 33)

Los Angeles Council Districts 2, 4 & 13 LA

County 3rd Supervisorial District

California Senate Districts 25 & 26

California State Assembly Districts 43, 46 & 50

For Hollywood Hills West Neighborhood Council Area Committee maps, please see the Bylaws section.

To download a full Area Committee map, please visit HHWNC.org

Council District 2

LEGEND

- Council District Field Office
- Street
- Freeway
- Council District 2

Council District

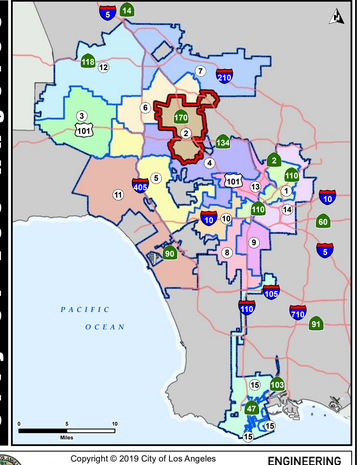
1. Gilbert Cedillo
2. Paul Krekorian
3. Bob Blumenfield
4. David Ryu
5. Paul Koretz
6. Nury Martinez
7. Monica Rodriguez
8. Marqueece Harris-Dawson
9. Curren D. Price, Jr.
10. Herb J. Wesson, Jr.
11. Mike Bonin
12. John Lee
13. Mitch O'Farrell
14. Jose Huizar
15. Joe Buscaino

Councilmember Paul Krekorian

200 N. Spring St. Rm 435 City Hall (213) 473-7002
City of Los Angeles

District Office
North Hollywood Office
5240 N Lankershim Blvd Suite 200 North Hollywood 91601 (818) 755-7676

City of Los Angeles



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ERIC GARCETTI
MAYOR

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CITY OF LOS ANGELES
GARY LEE MOORE, P.E.
CITY ENGINEER

0 1 Miles

Council District 4

LEGEND

- Council District Field Office
- Street
- Freeway
- Council District 4

Council District

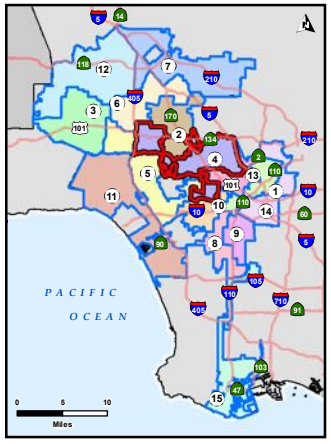
1. Gilbert Cedillo
2. Paul Krekorian
3. Bob Blumenfield
4. David Ryu
5. Paul Koretz
6. Nury Martinez
7. Monica Rodriguez
8. Marqueece Harris-Dawson
9. Curren D. Price, Jr.
10. Herb J. Wesson, Jr.
11. Mike Bonin
12. Greig Smith
13. Mitch O'Farrell
14. Jose Huizar
15. Joe Buscaino

Councilmember David Ryu

200 N. Spring St. Rm 480 City Hall (213) 473-7004
City of Los Angeles

Hollywood Field Office
6501 Fountain Ave LA 90028 (323) 957-6415
Toluca Lake/Cahuenga Pass Field Office
3330 Cahuenga Bl West, Suite 505 Los Angeles 90068 (323) 851-2121
Sherman Oaks Field Office
14930 Ventura Blvd, Suite 210 Sherman Oaks 91403 (818) 728-9924

City of Los Angeles



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GARY LEE MOORE, PE, CITY ENGINEER

Council District 13

LEGEND

- Council District Field Office
- Street
- Freeway
- Council District 13

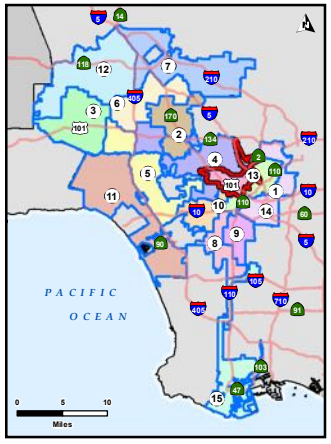
Council District

1. Gilbert Cedillo
2. Paul Krekorian
3. Bob Blumenfield
4. David Ryu
5. Paul Koretz
6. Nury Martinez
7. Monica Rodriguez
8. Marqueece Harris-Dawson
9. Curren D. Price, Jr.
10. Herb J. Wesson, Jr.
11. Mike Bonin
12. Greig Smith
13. Mitch O'Farrell
14. Jose Huizar
15. Joe Buscaino

Councilmember Mitch O'Farrell

200 N. Spring St. 4th Floor City Hal Rm 480 (213) 473-7013
City of Los Angeles, 90012
District Office
1722 Sunset Blvd Los Angeles 90026
(213) 207-3015
Hollywood Satellite Office (Appt Only)
6501 Fountain Ave Los Angeles 90028
(213)207-3015

City of Los Angeles



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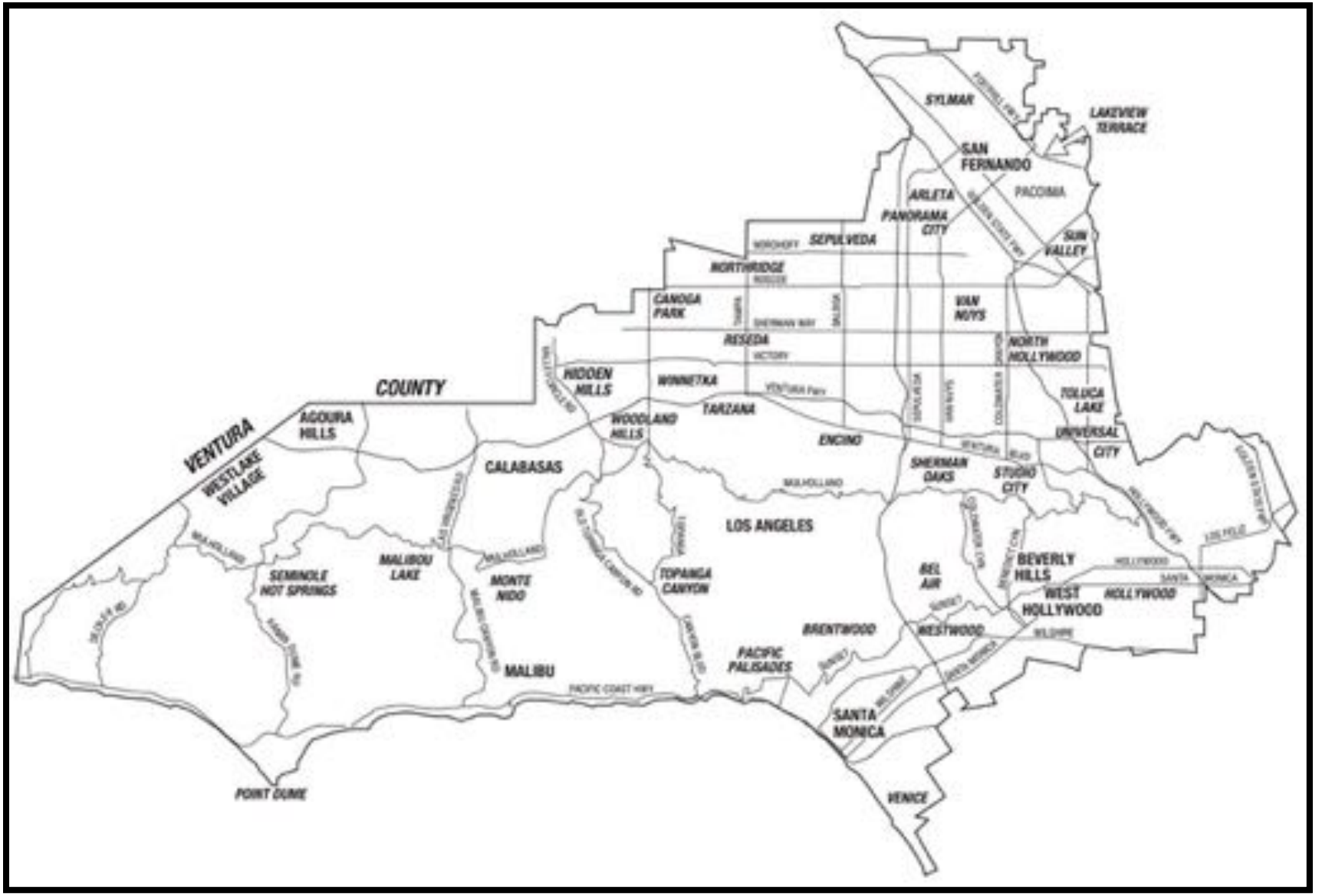
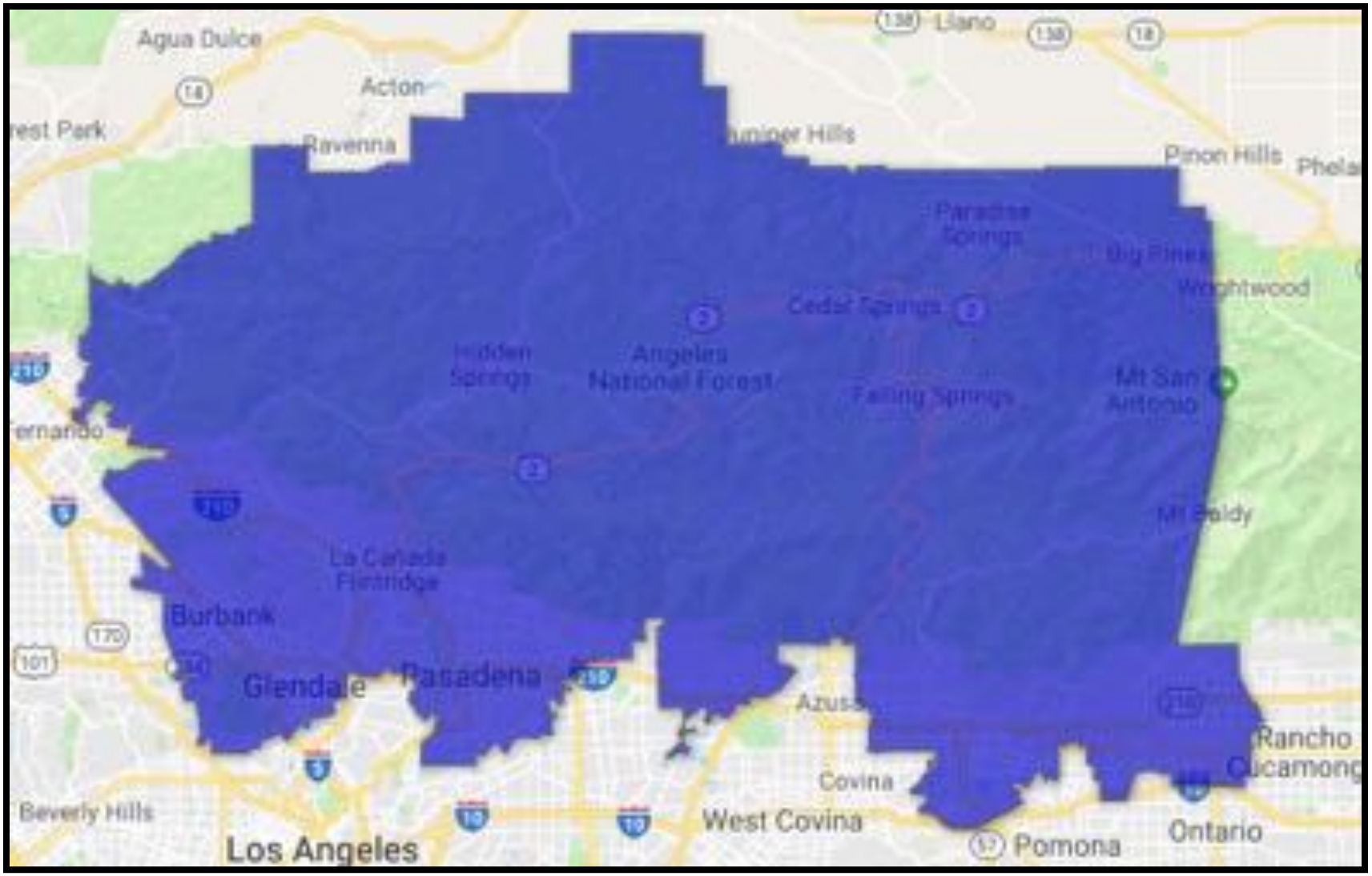
3rd Supervisorial District, LA County https://supervisorkuehl.com/3rd-district/https://supervisorkuehl.com/3rd-district/

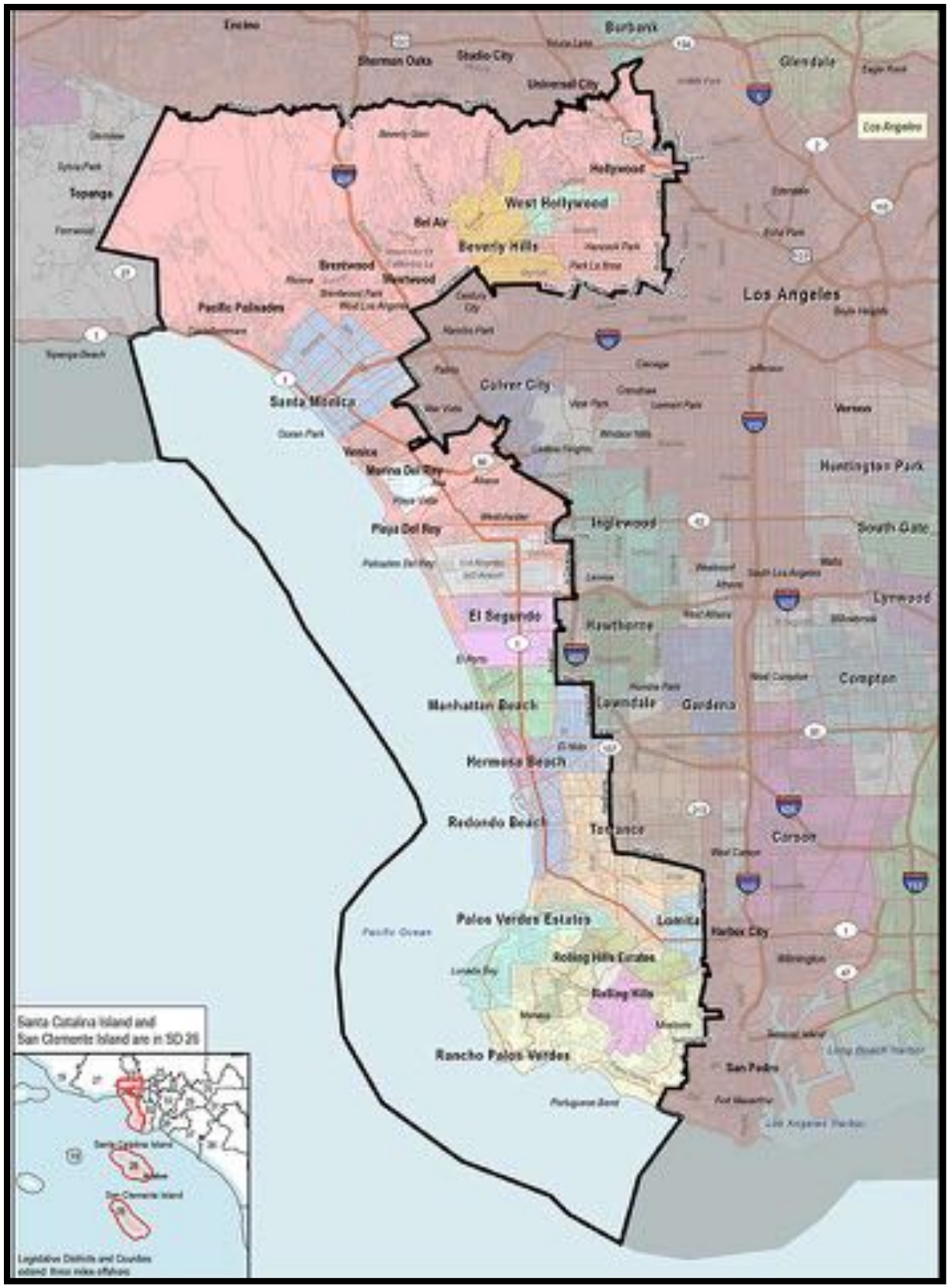


25th State Senate District. https://sd25.senate.ca.gov/senate-district-25

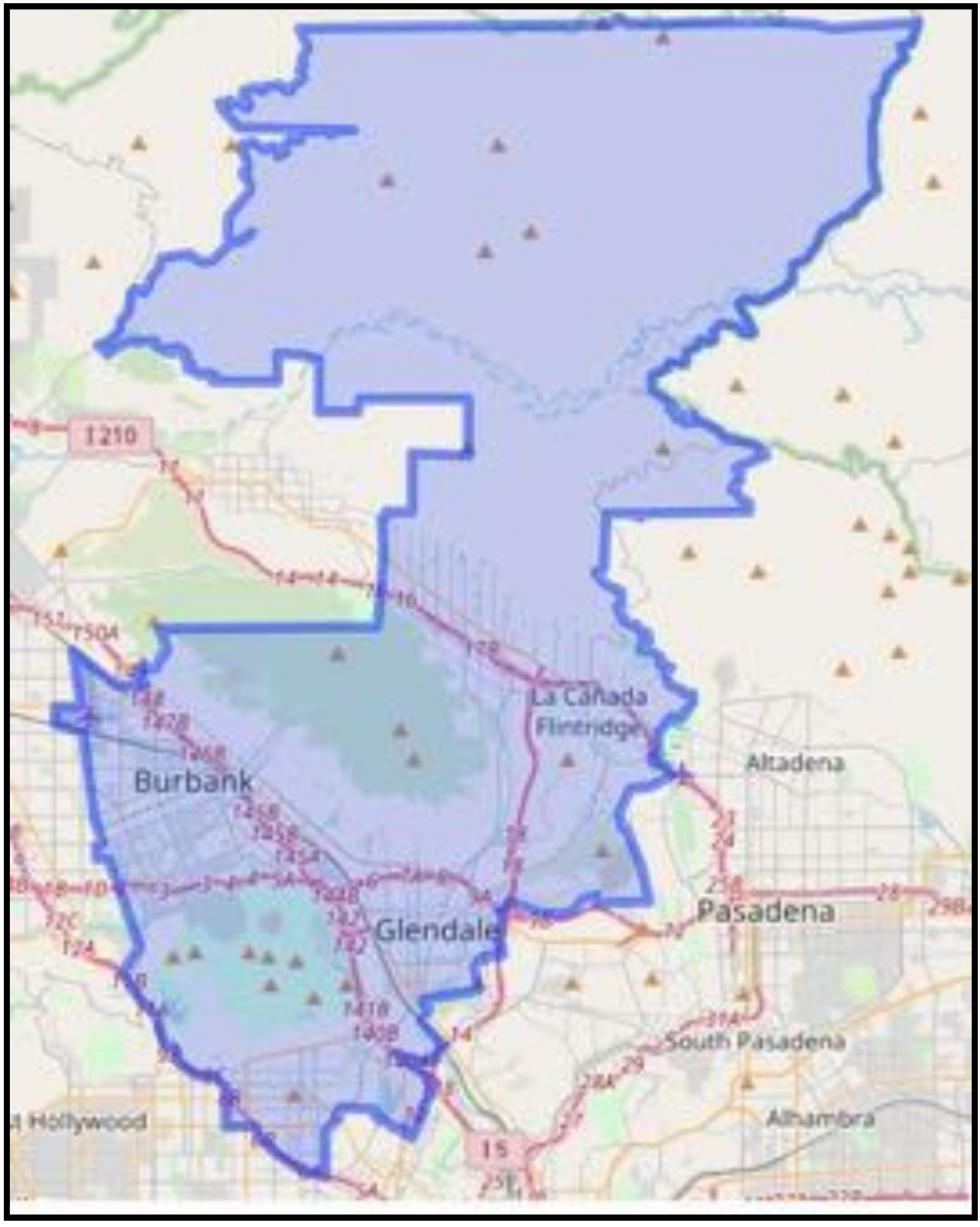


26th State Senate District

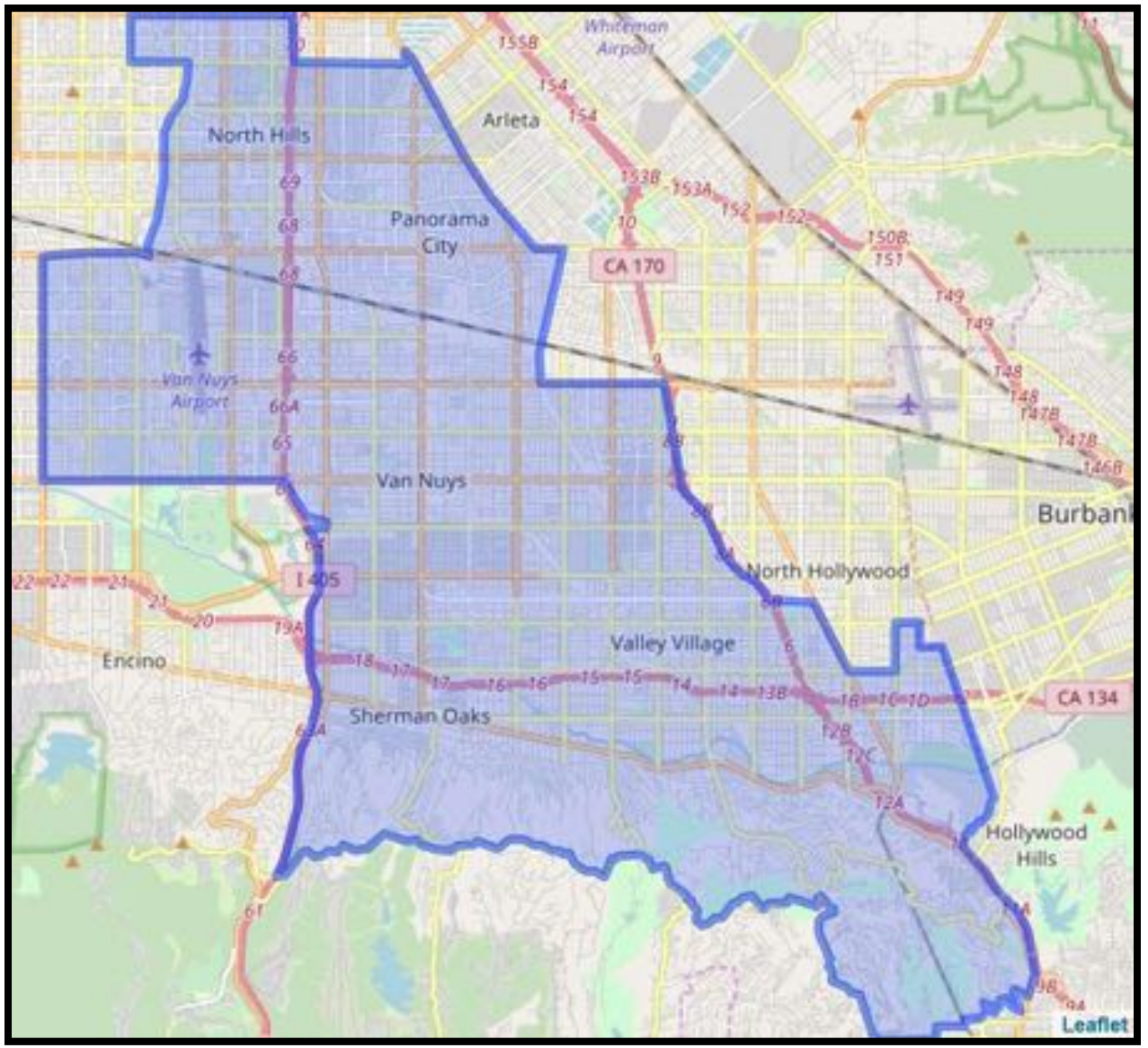
https://sd26.senate.ca.gov/district



43rd State Assembly District https://a43.asmdc.org/district-map

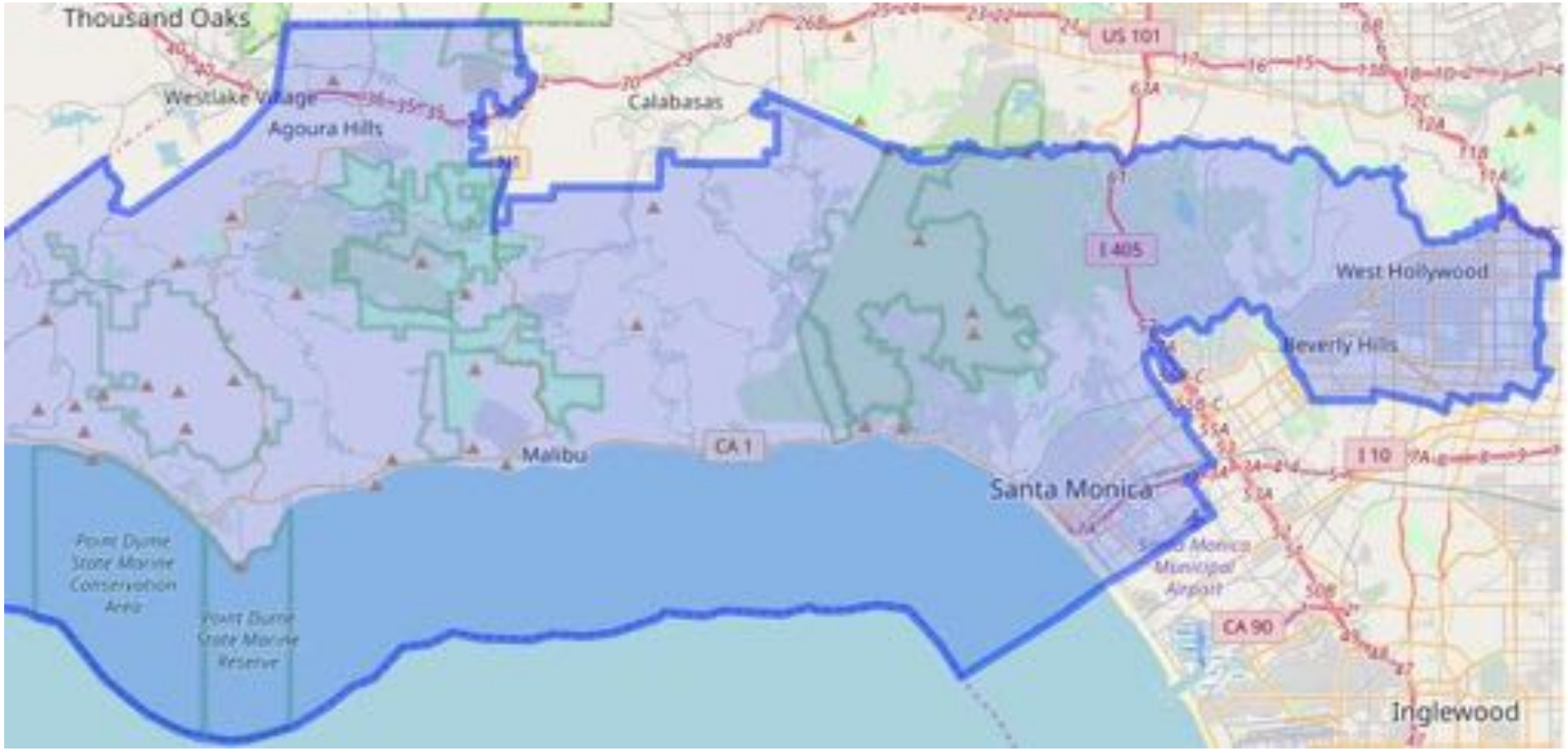


46th State Assembly District: https://a46.asmdc.org/district-map



50th State Assembly District

https://a50.asmdc.org/district-map



SECTION III

HOLDING A MEETING

Meeting Checklist
How to Add a Meeting to the HHWNC Website
Agenda Template Instructions
Agenda Template
Sample Agenda
HHWNC Email Signup
Sending an Email to Your Stakeholder List
HHWNC Sign-in Sheet
Roberts Rules Summary
Filling out a Board agenda Item Form
Blank Board Agenda Form
Sample Board Agenda Form
Roberts Rules Cheat Sheet
Roberts Rules Summary
Roberts Rules Chart of Motions

EmpowerLA Virtual Governance (EVG)Protocols
Recommended Zoom Settings for Brown ACT NC Meetings
Ground Rules Suggestions
Required & Highly Recommended Agenda language
Sample Cancellation Notice Agenda - Virtual Meeting
Sample Meeting Script
State Executive Order N-25-20 Covid - 19 March 12, 2020
Voting Fact Sheet

Submitting a Community Impact Statement (CIS)
CIS Template
Sample CIS
CIS Contact List

Holding a Meeting

When you consider holding a meeting, make sure that you have prepared adequate time to prepare for it and checked the calendar for non-conflicting dates with other committee or Board meetings. Feel free to invite other chairs to participate in the meeting. For instance, besides the Area Chair, a hotel project might include as participants the Business Chair, Housing Chair, and Infrastructure Chair. Even though the PLUM Chair may hold a separate meeting for a project, courtesy invitation is appropriate. Also, a courtesy email to the President, Secretary, and 2nd Vice President for updates on the schedule would be also be appreciated. Quorums for committee meetings are five (5) stakeholders. If there are less in a meeting, motions can not be voted upon.

Please remember that, while you may have an opinion on a topic, ethics require that you invite both sides of an issue to present and speak on a topic. Acceptance of an invitation is up to the invited, but do your due diligence and record communications with all parties. Please read the City Attorney's four documents to Neighborhood Councils on meetings in the Ethics section of this binder.

The following meeting is broken down into three segments, Pre-Meeting, Day of Meeting and Post Meeting. Be sure to ask other chairs if you need help.

1) **Pre-meeting:**
    a) Calendar date & deadlines
    b) Confirm venue
    c) Coordinate agenda items
        i) Research actual item
        ii) Contact speaker(s) if necessary
    d) 72 hours before to be Brown Act Compliant (can be done earlier)
        i) Communication
            (1) Post agenda on HHWNC.org as pdf deadline 72 hours (use buddy if necessary)
                (a) 1 post
                (b) 1 event
            (2) Send agenda to DONE as pdf – deadline 72 hours
            (3) Put in newsletter to (your) email list subscribers (use buddy if necessary)
            (4) Contact HHWNC Outreach chair for posting on social media
        ii) Equipment retrieval
            (1) Projector
            (2) Cords
            (3) Banners
    e) 24 hours before
        i) Order appropriate refreshments
        ii) Print agenda
        iii) Reconfirm venue
        iv) Reconfirm speakers
        v) Print email signup sheets
        vi) Print stakeholder sign-in sheets

2) Day of meeting

a) Pick up food
b) Arrive early to venue or have someone else to check out room.
c) Put out food
d) Put out meeting materials
    i) Public comment form
    ii) Sign in sheets
    iii) Put out HHWNC information
e) Clean up
f) Check out with any venue personnel and say thank you.

3) Post meeting

a) Draft minutes
    i) Post minutes on HHWNC.org as pdf (use buddy if necessary)
    ii) Input email signups (use buddy if necessary)
    iii) Craft Board agenda items if needed
        (1) Send to President, copy Secretary with any attachments.
    iv) Fill out Funding request for meeting expenses
        (1) Send to treasurer when finished.
    v) Return equipment

How to Add Your Meeting to the HHWNC Website

Step by Step Instructions

There are three main things you need to do to add a meeting to the HHWNC website:

1. Create a "Post" with your meeting agenda
2. Create an "Event" for the website calendar
3. Link the Post and Event together so that stakeholders who find the meeting on the calendar can easily get to the Post with the agenda

This process may seem like a lot of steps as you walk through it on the following pages. But once you've done it a few times, you'll find that it only takes 1-2 minutes to add a meeting to the website!

If you have questions or need assistance, please contact your Web Buddy:

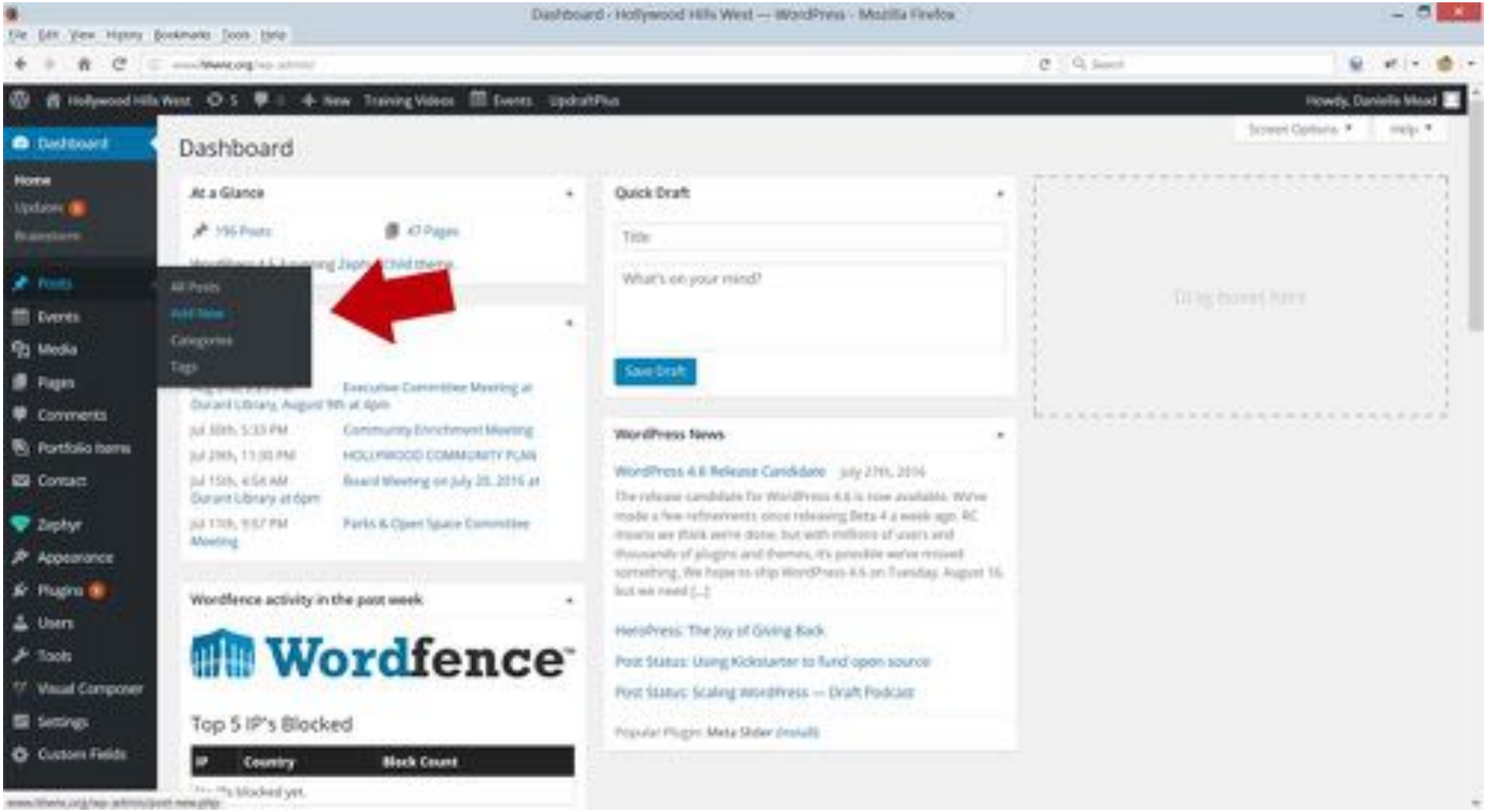
- Brian Dyer for area chairs
- Danielle Mead for issue chairs
- Britta Engstrom for executive committee

Login to the HHWNC Website

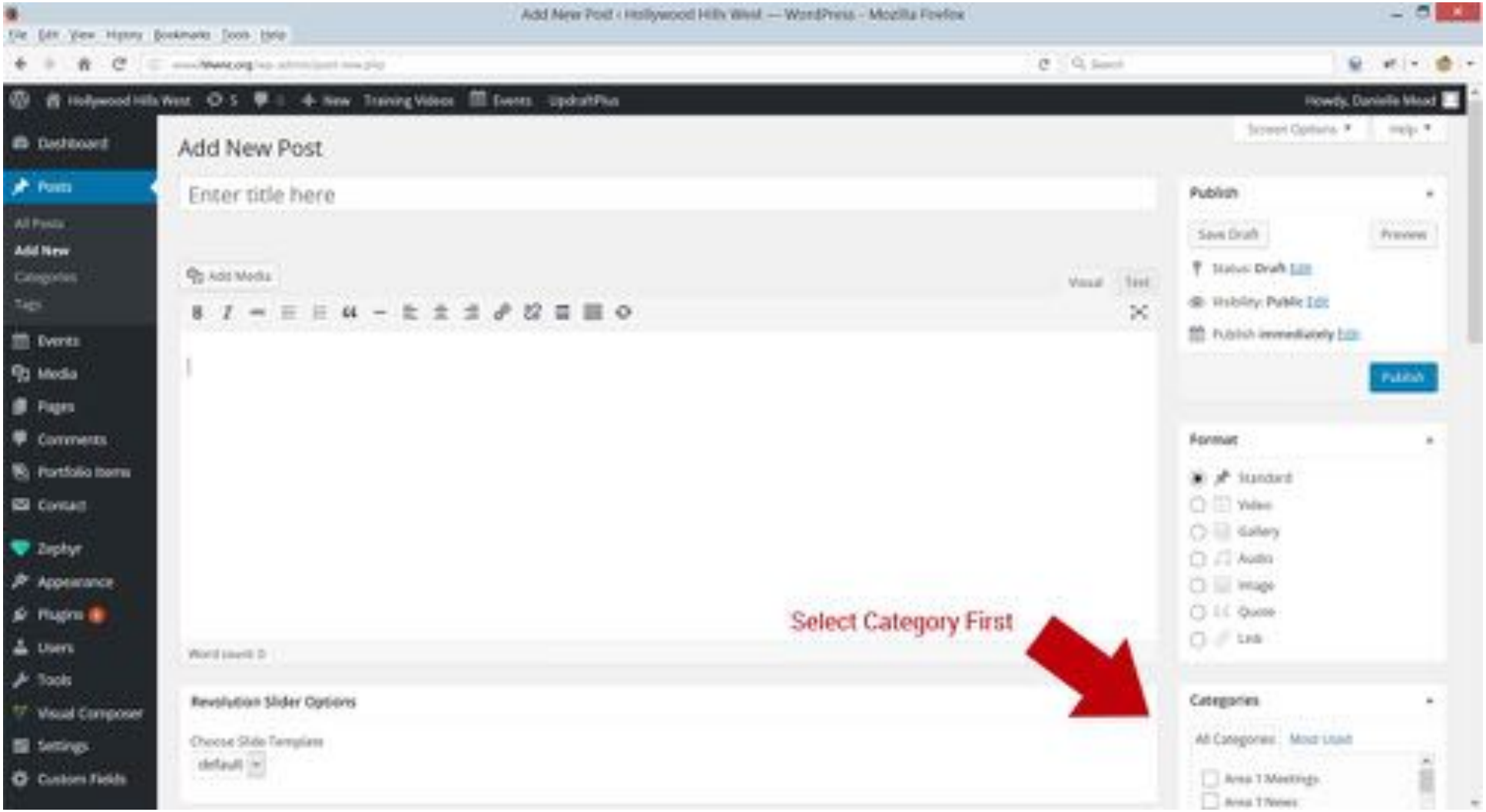
1. Go to http://hhwnc.org
2. Scroll down to the very bottom of the page
3. Click the Login link in the lower right-hand corner
4. Enter your HHWNC email address in the Username or Email field
5. Enter your password
6. Click the blue Log In button

If you don't know your password, click the Lost Your Password link. Enter your HHWNC email address and you will receive an email with a link to create a new password.

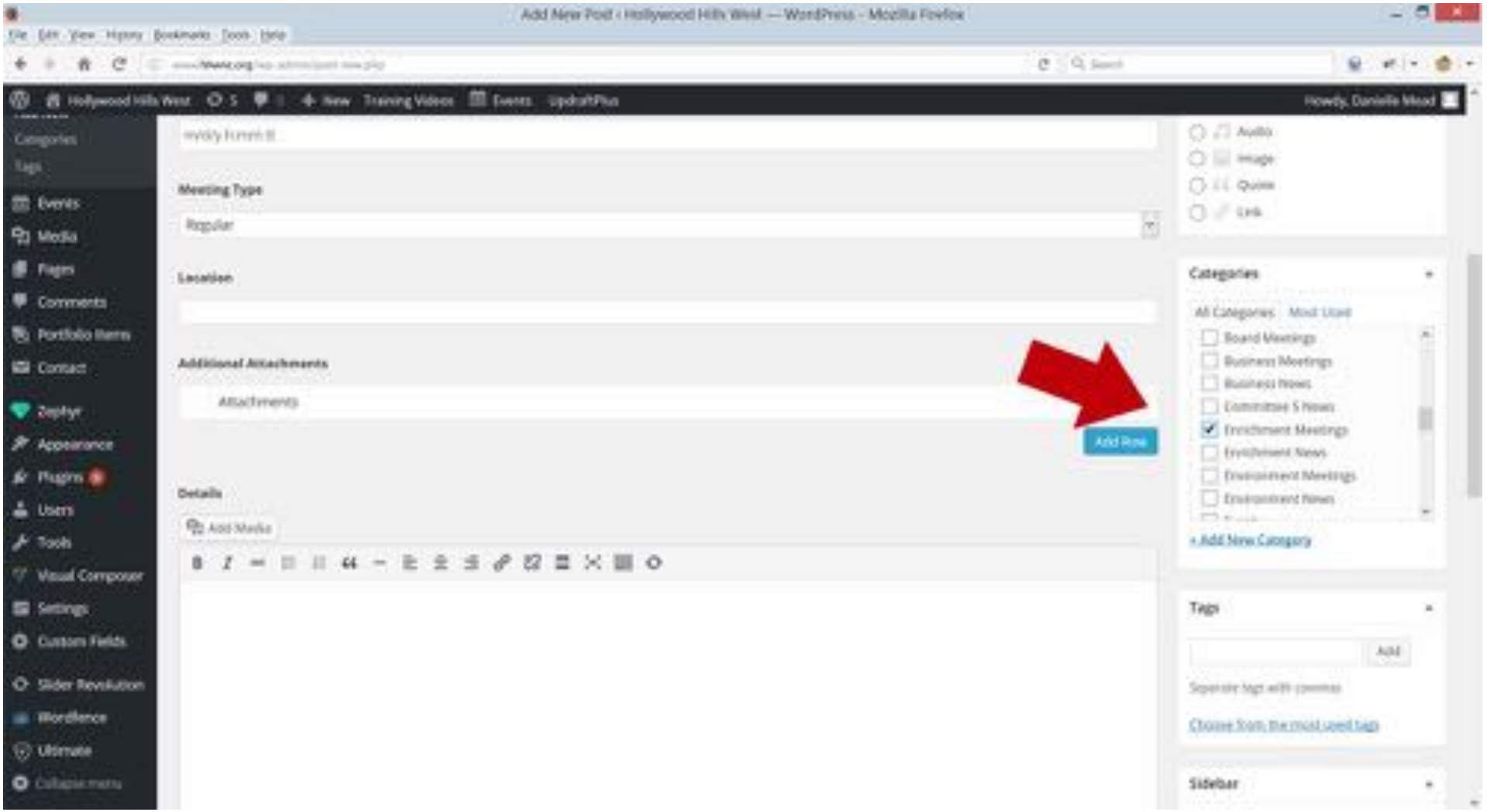
Go to Posts > Add new



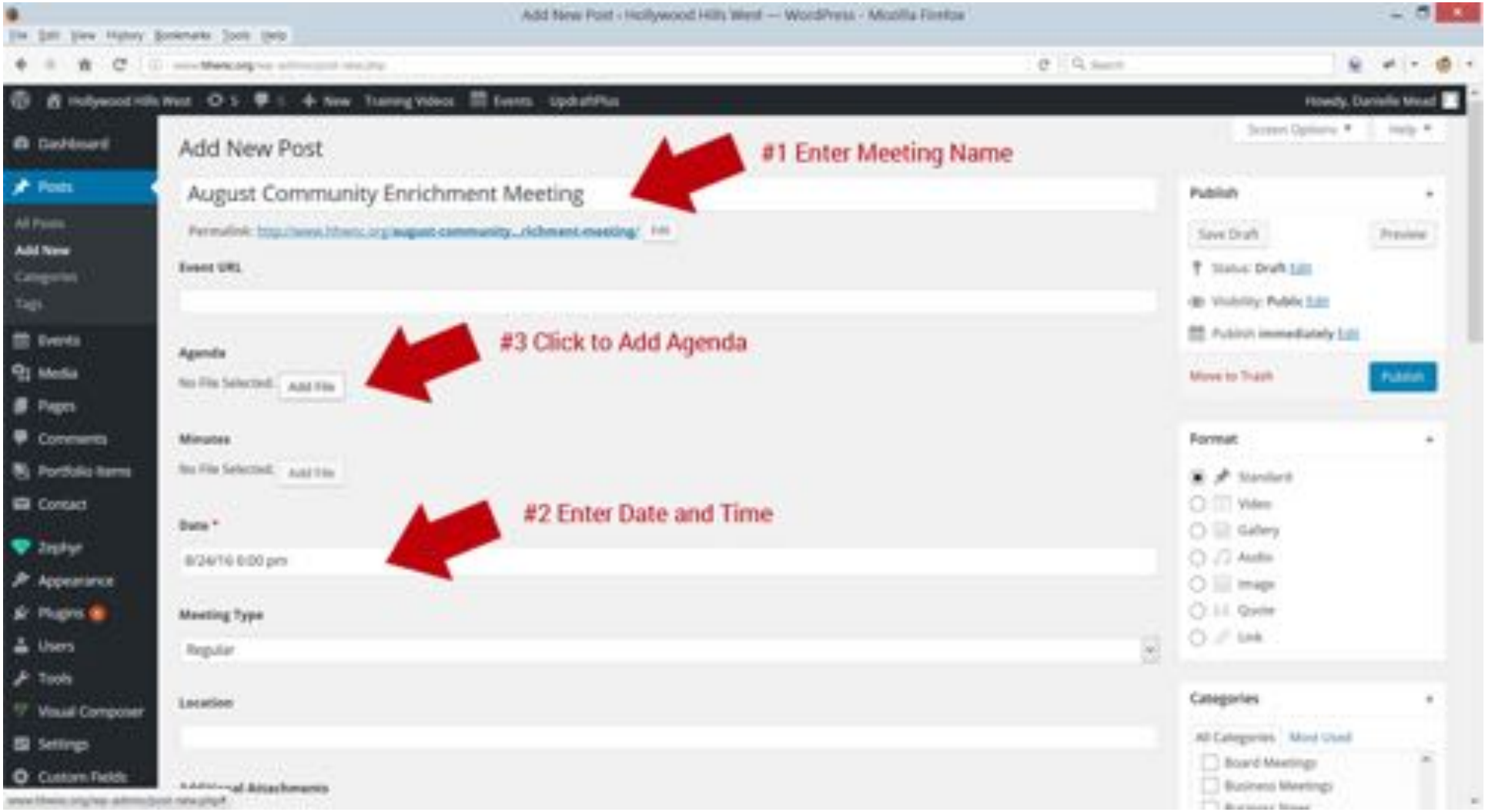
Select your category first. This will customize the fields you need to complete based on the post type (meeting or news). You can select multiple categories.



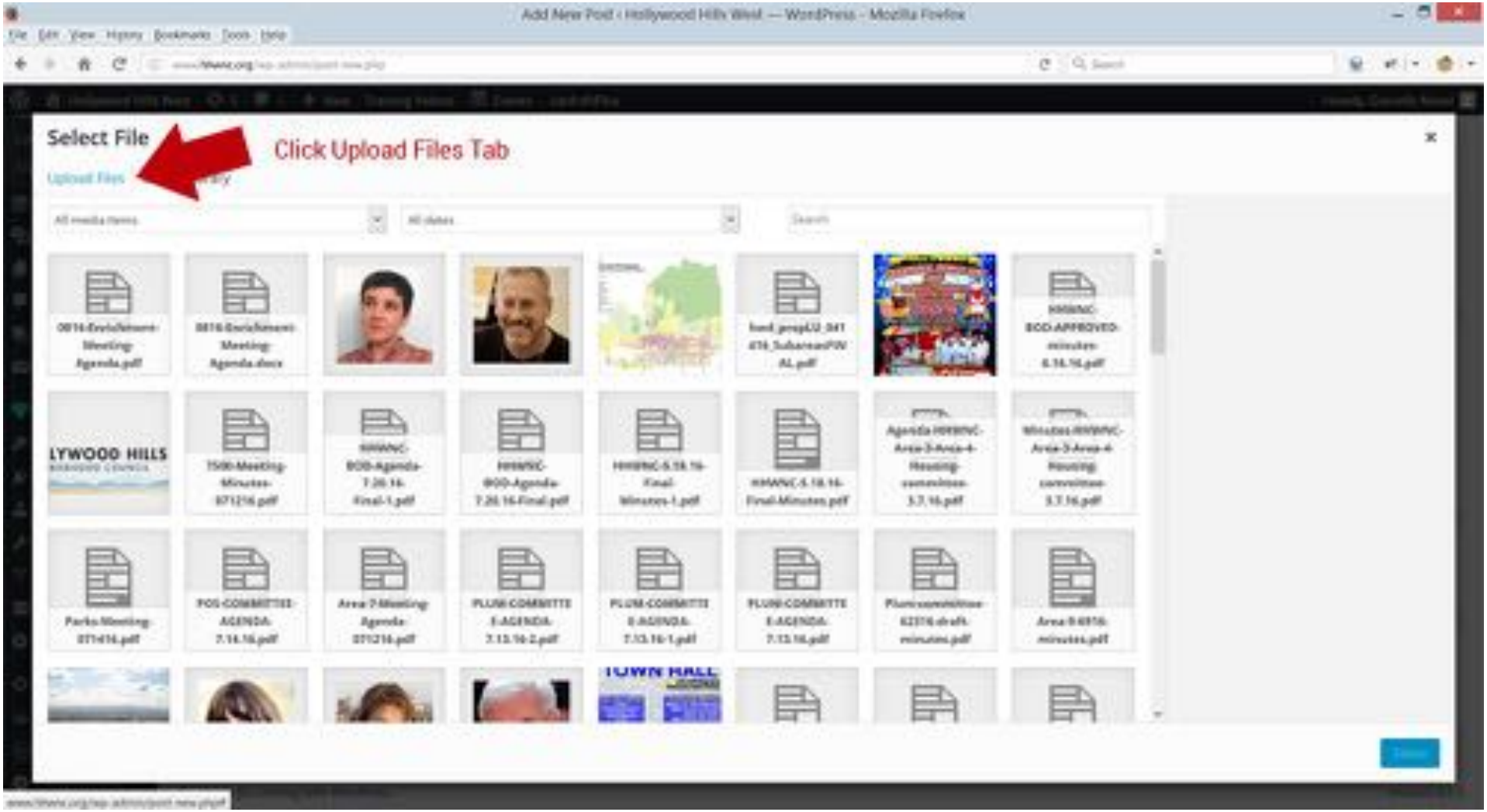
- **For a committee meeting, select the corresponding meeting category for your committee (for example, Area 3 Meeting).**
- **For general information, select the news category for related committees (for example, new signs being installed in Runyon Park may select Area 6 News and Parks News).**



1. **Enter the meeting name, such as August Community Enrichment Meeting**
2. **Enter the date and time of the meeting**
3. **Add the meeting agenda by clicking Add File button as shown below**

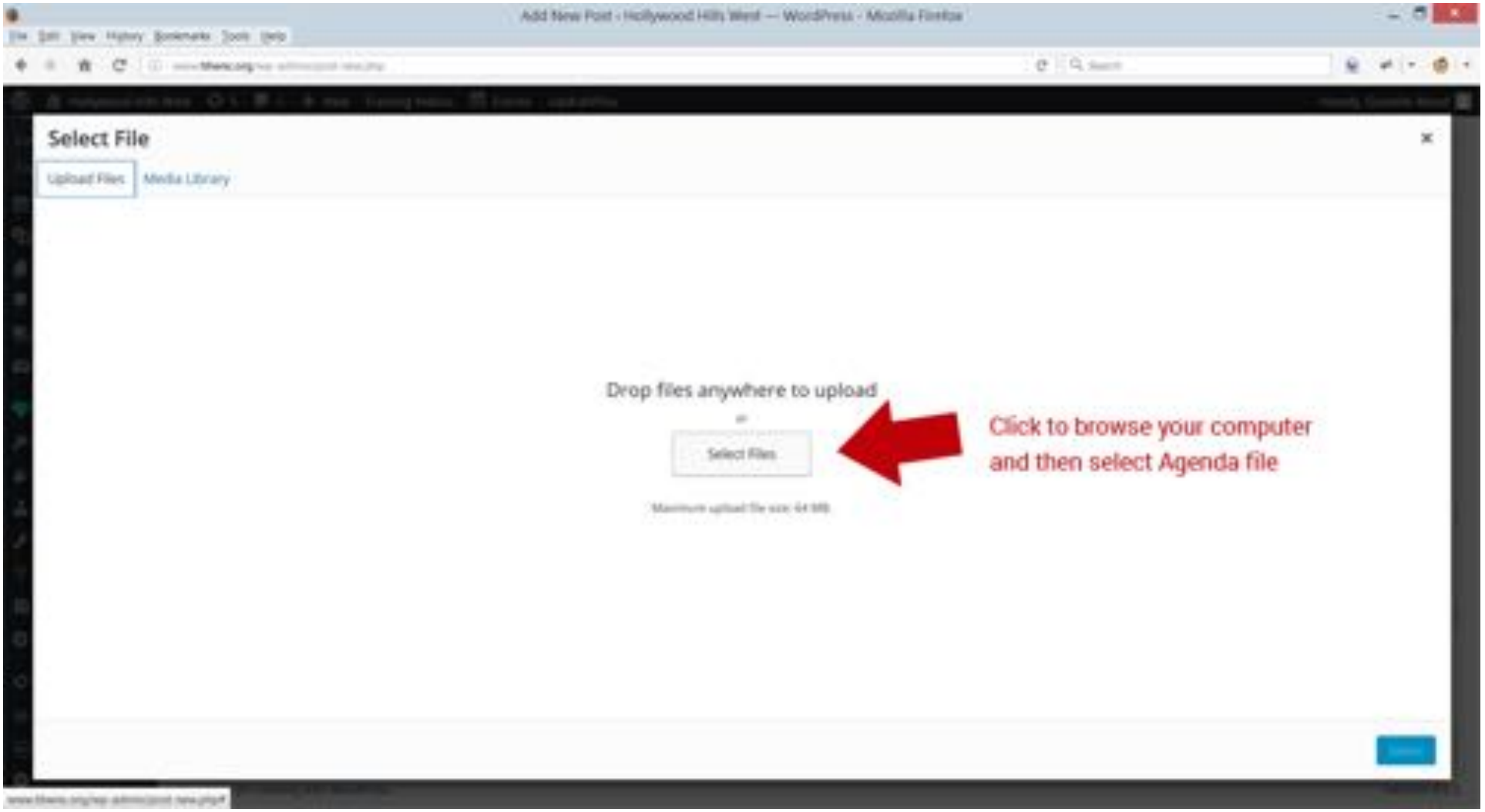


In the media window, click the Upload Files tab



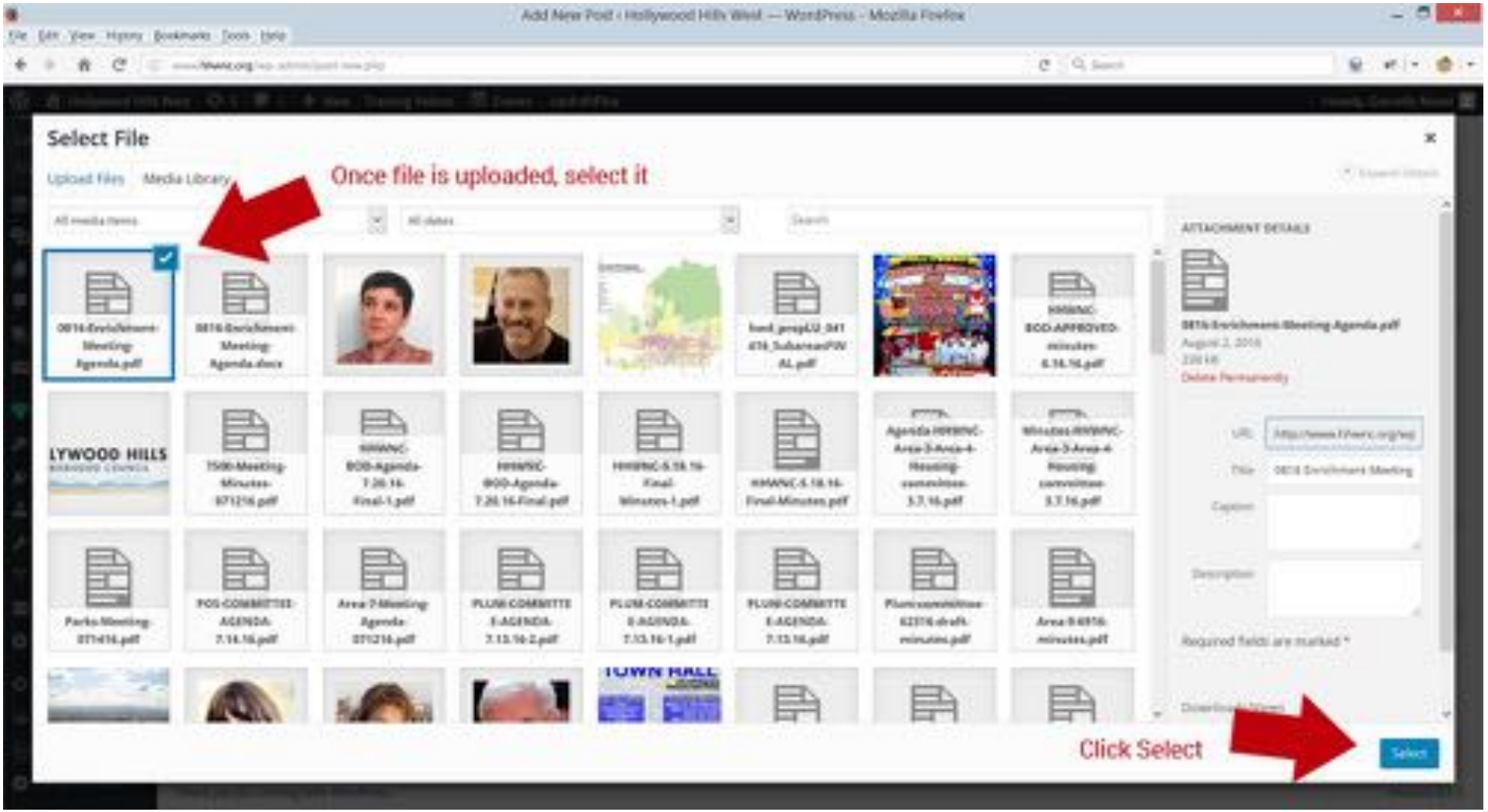
Click the Select Files button and find the meeting agenda on your computer. Double-click the document to upload it.

The preferred file format is PDF so that people with all types of computers and mobile devices can read it. Alternately, you can upload a Microsoft Word file.



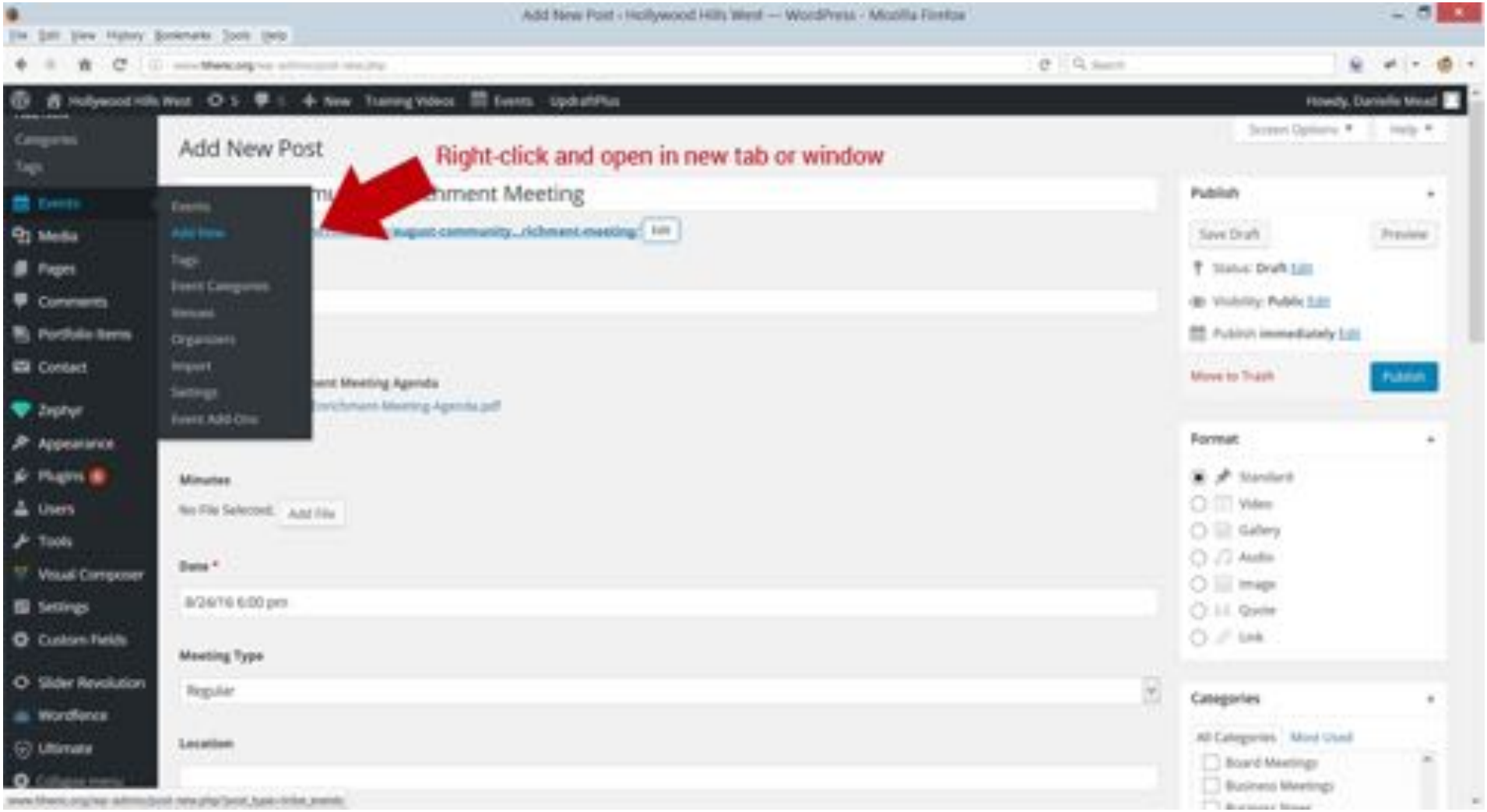
Once the file has been uploaded, click on it to select (file will be highlighted in blue as shown below)

Click the blue Select button in the lower right corner. You will be returned to the Post screen.

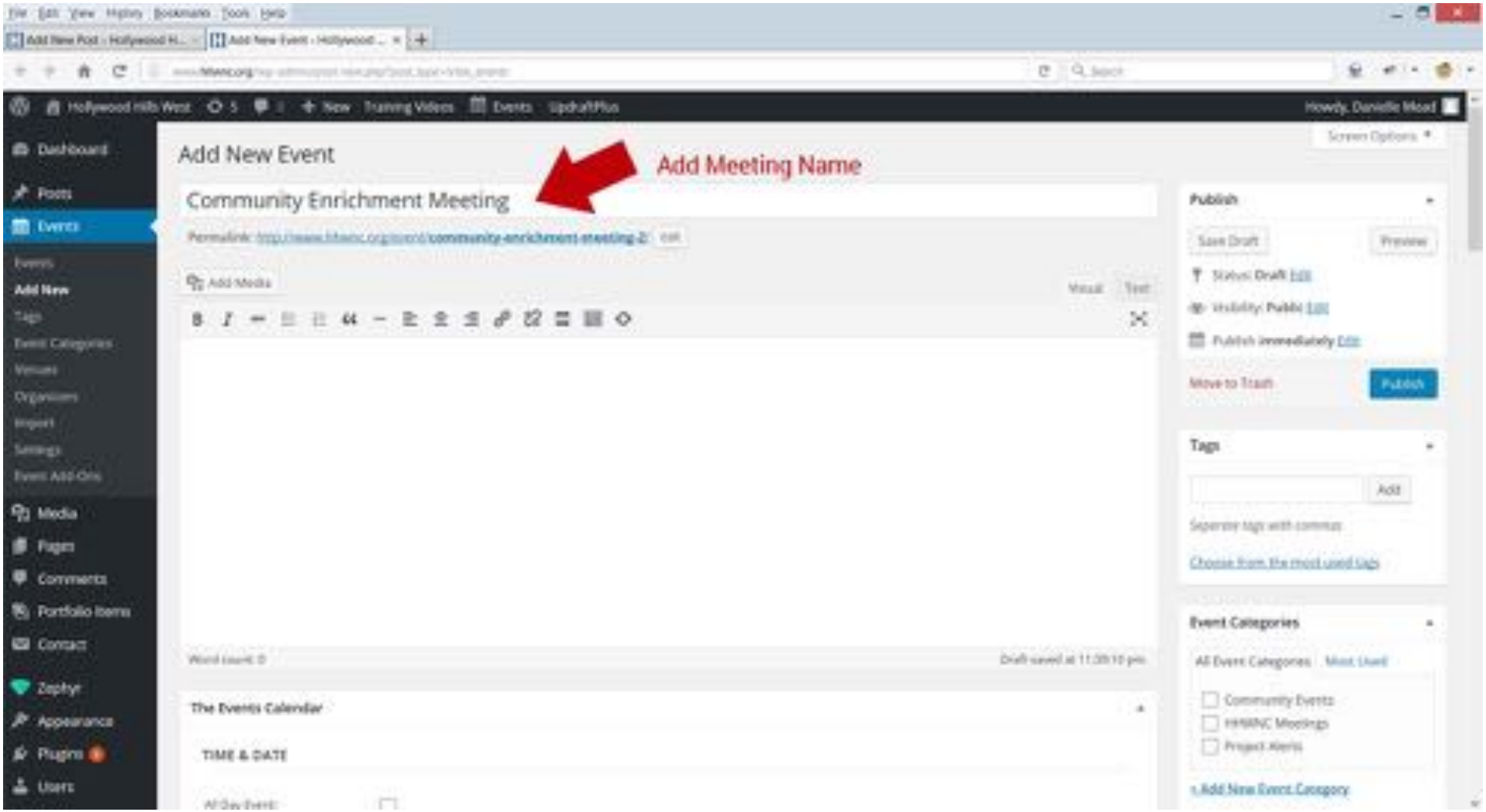


Next, create an Event so that your meeting appears on the website's Calendar page:

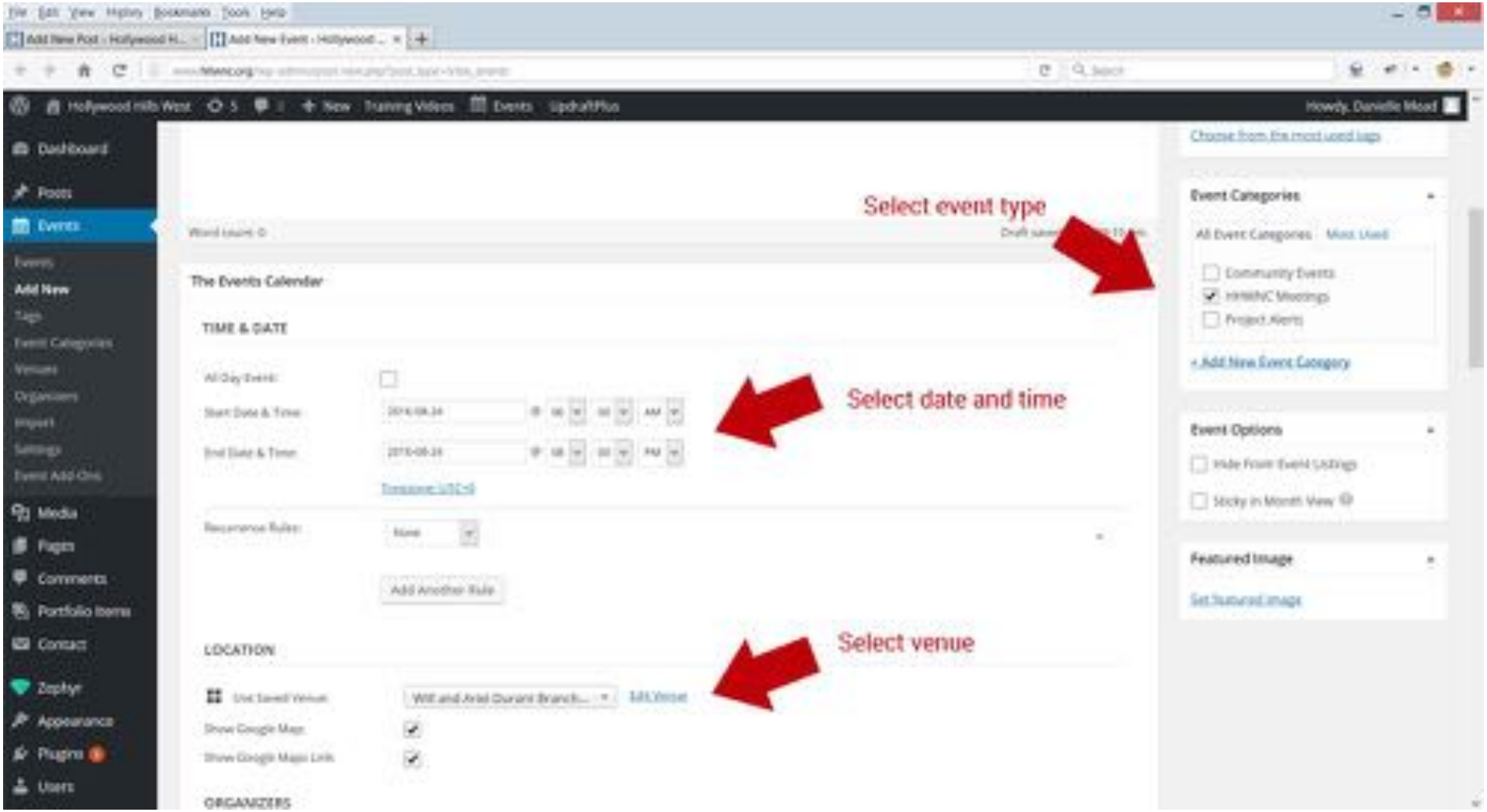
- **Hover over Events in the navigation**
- **Right-click with your mouse on Add New to open the window in a new browser tab or window**



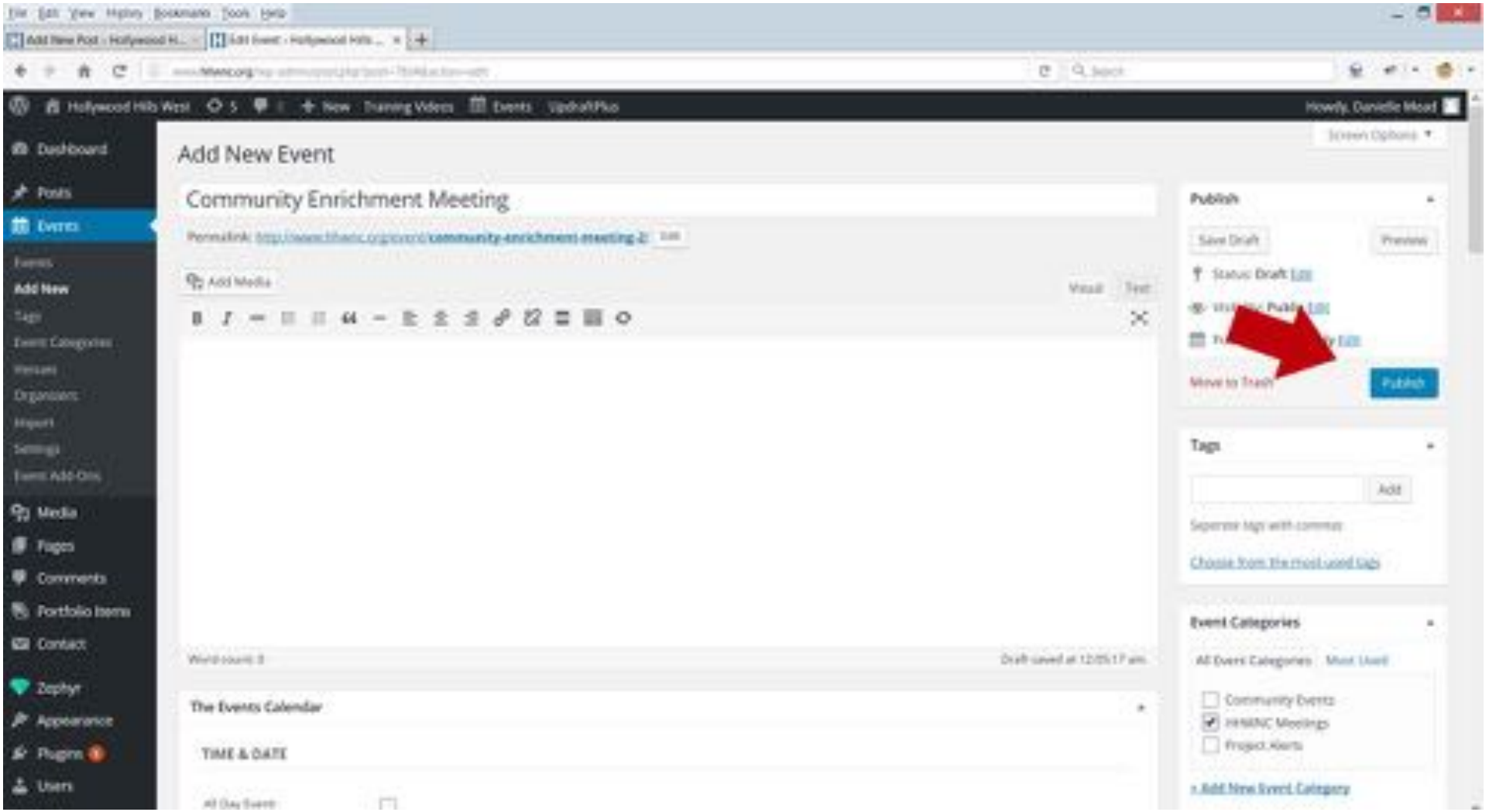
Add the meeting name (you can use the same one as you used before)



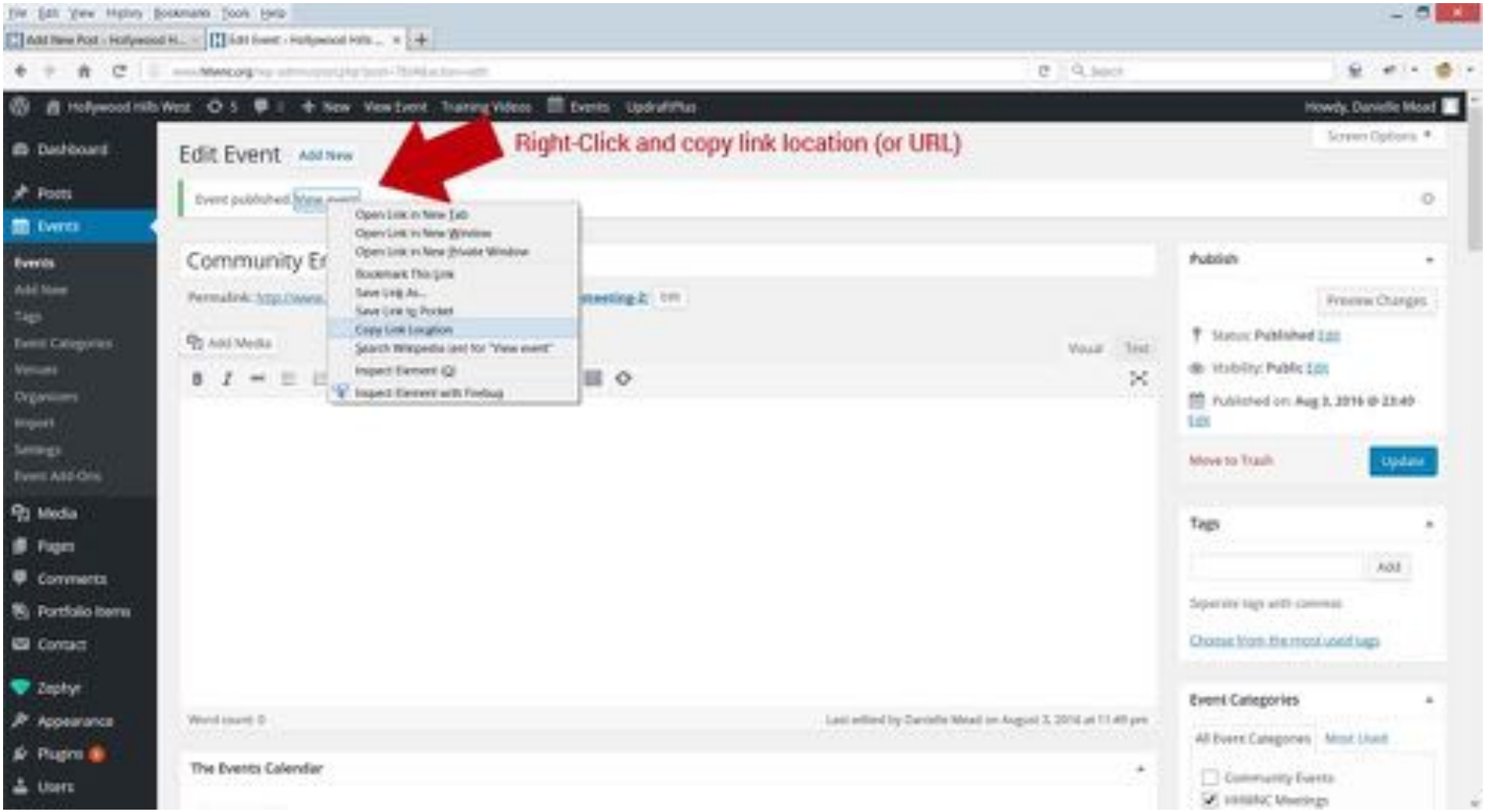
- **Select HHWNC Meetings as the category. (For 3rd party events, such as National Night Out, select Community Events).**
- **Select the meeting date and time**
- **Select the location**



Click the blue Publish button to save your event

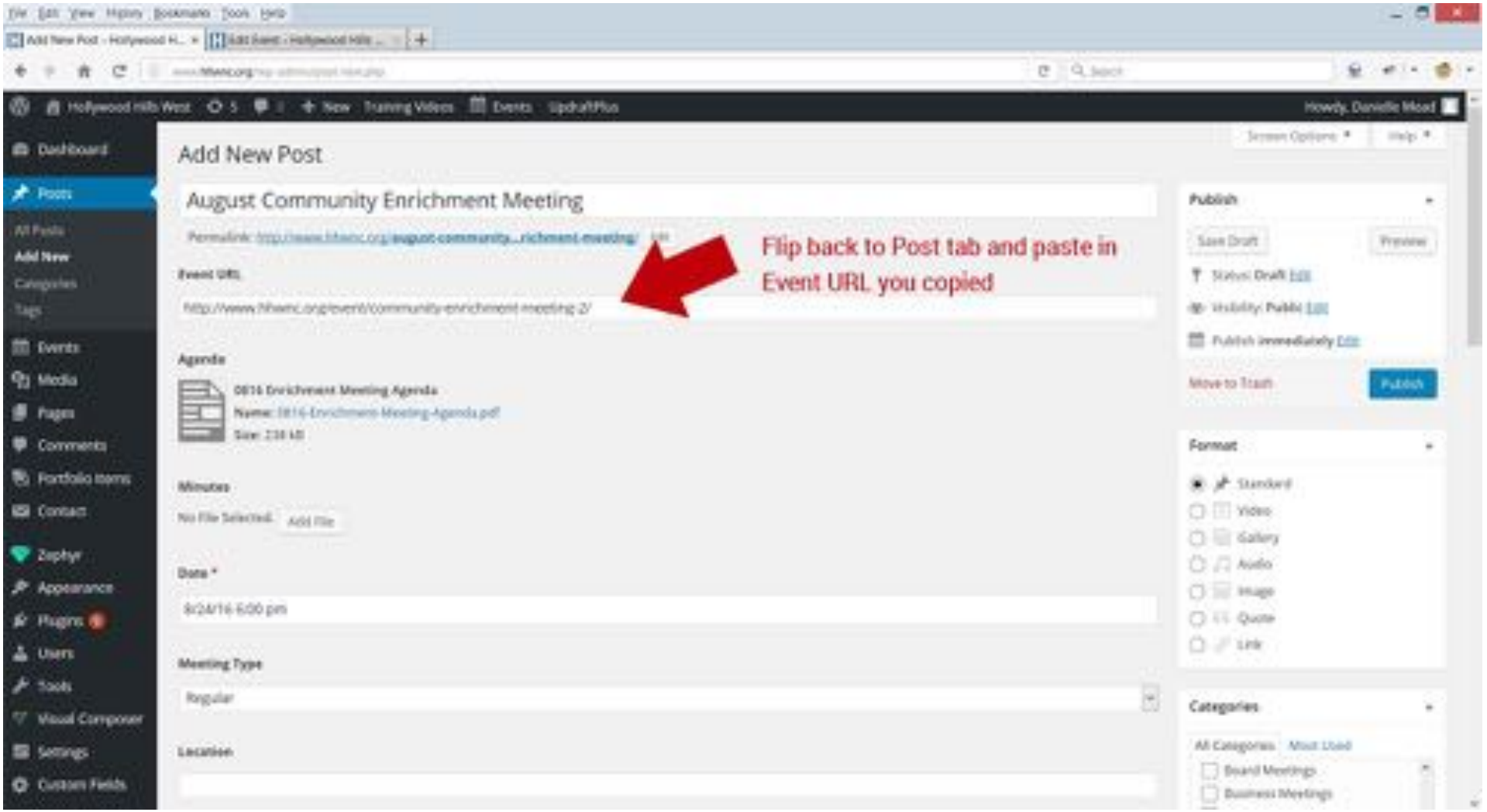


Right-click with your mouse on the View Event link and select Copy Link Location or Copy URL (exact wording will depend on your browser)

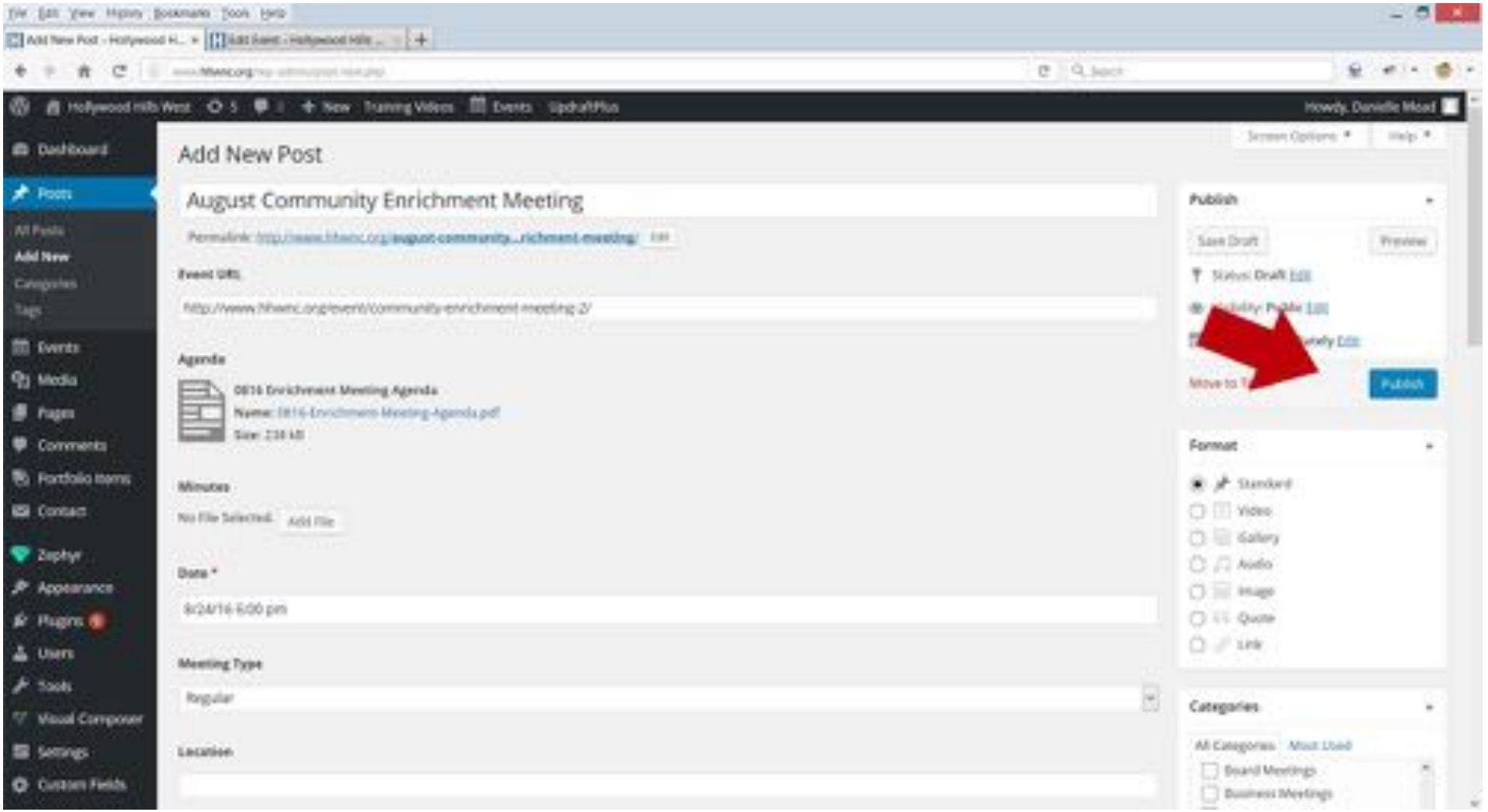


Switch back to the original meeting Post and click on the Event URL field.

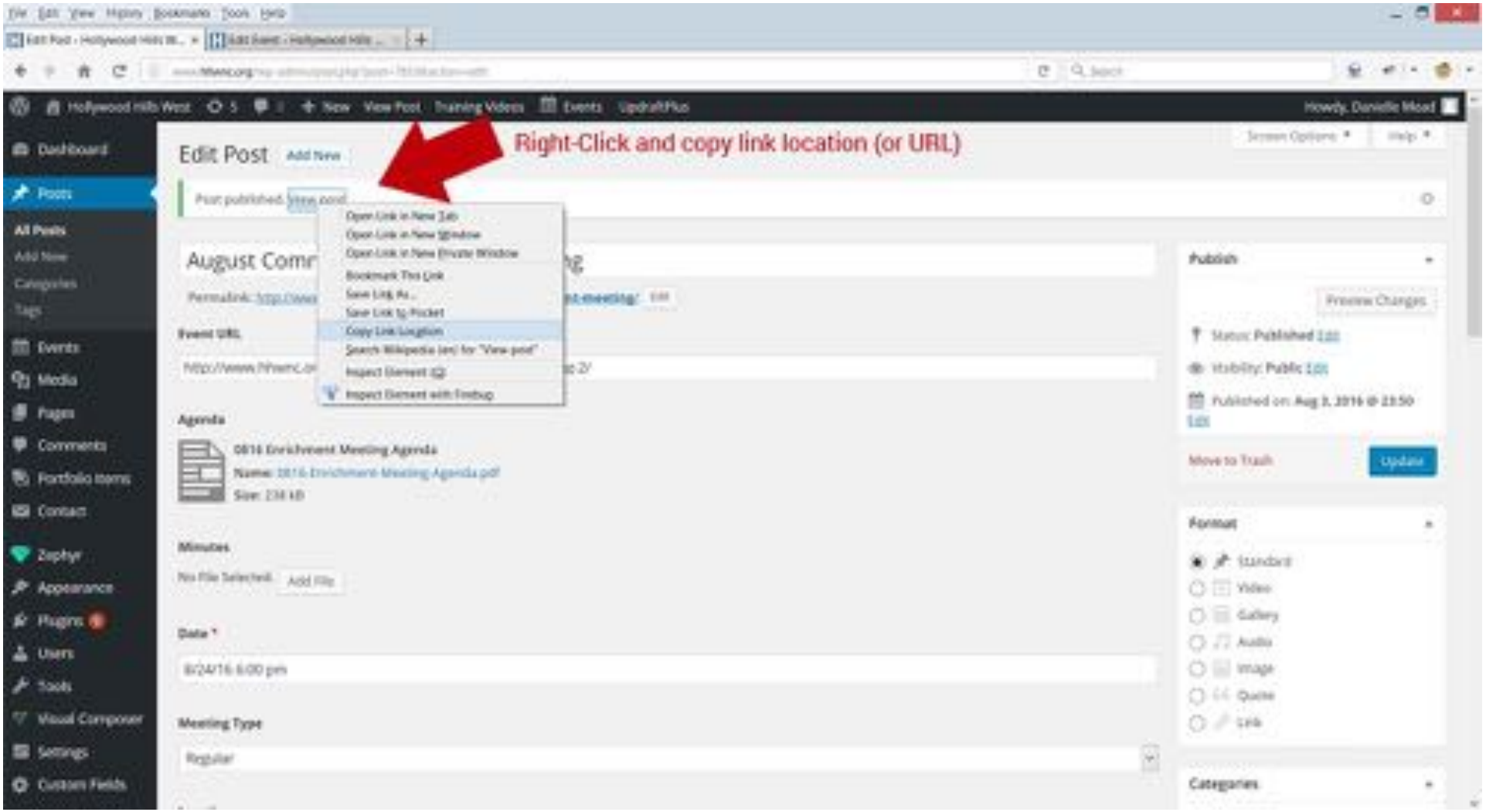
Paste the link: On a PC, press CTRL + V; on a Mac, press Apple button + V



Click the blue Publish button to save your post with the meeting agenda

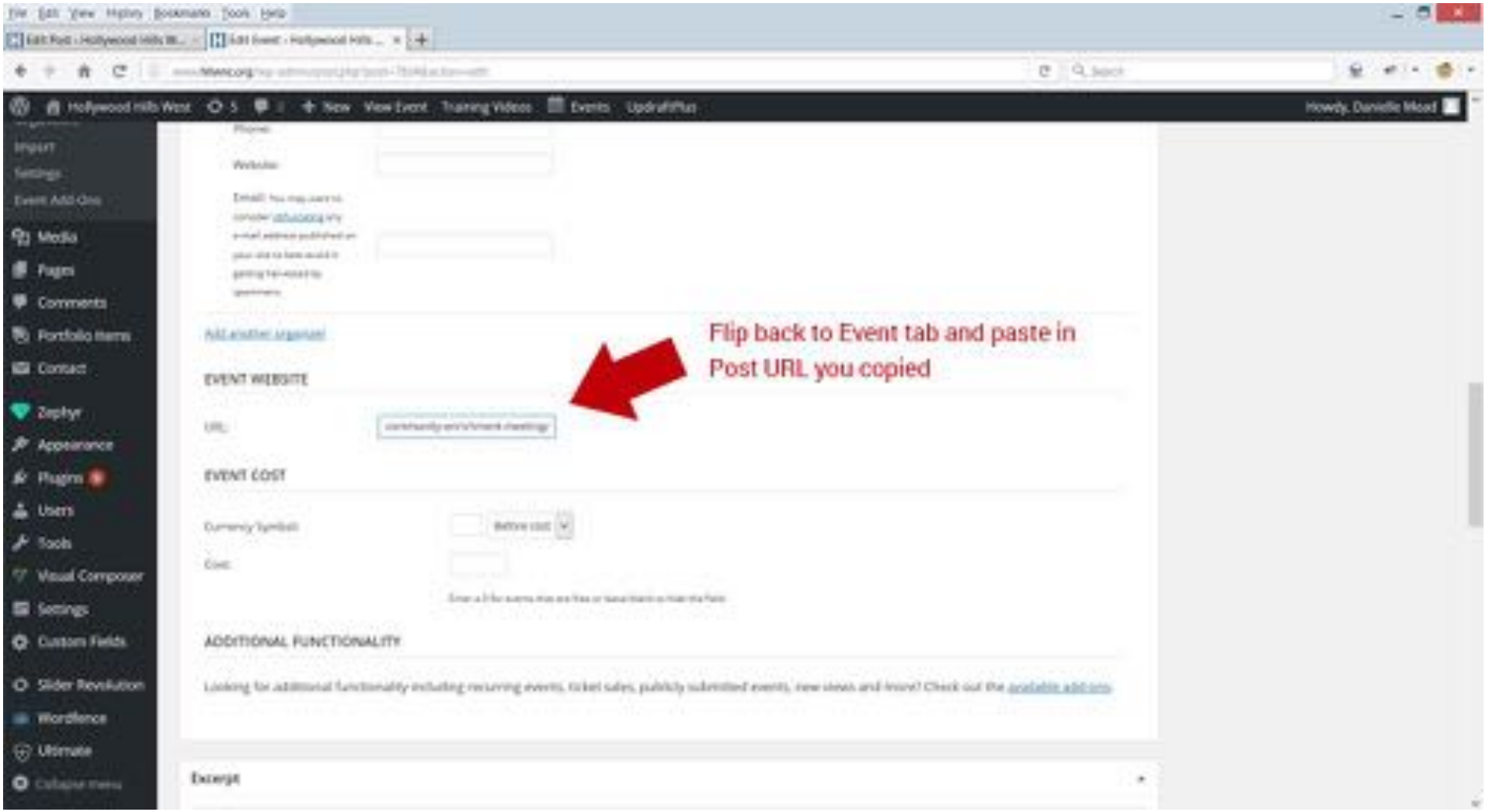


Right-click with your mouse on the View Post link and select Copy Link Location or Copy URL (exact wording will depend on your browser)



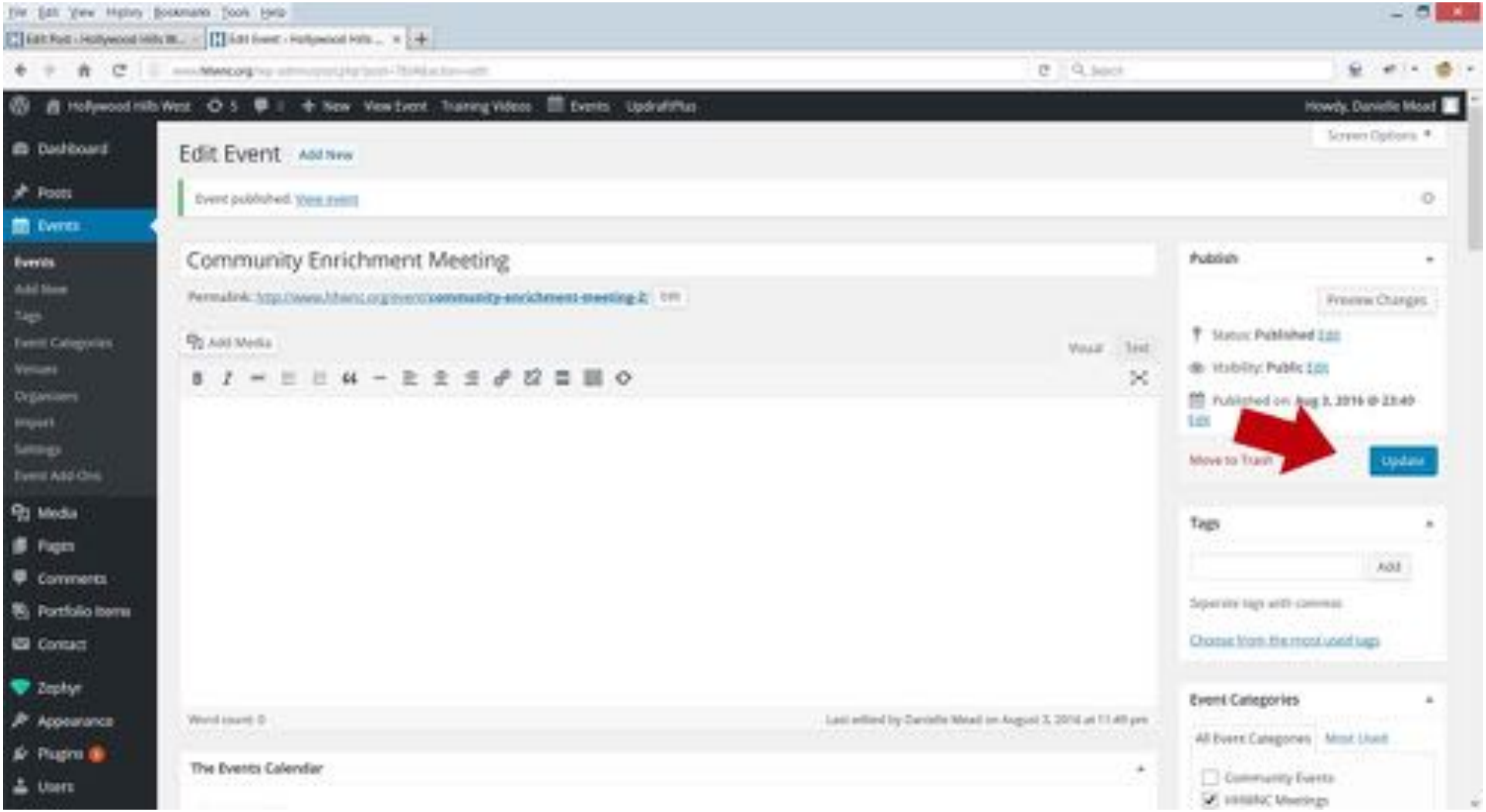
Switch back to the Event tab and click on the Event Website URL field.

Paste the link: On a PC, press CTRL + V; on a Mac, press Apple button + V



Click the blue Update button to save the updated Event.

Your meeting agenda post and calendar event are now published on the website and linked!



Filling out an agenda –

The agenda, according to the Brown Act, must be posted 72 hours in advance of the meeting. Please plan accordingly to get it accomplished.

1. In the header, input the names of the Committee(s) participating in the meeting at the top.

2. Input the date, time, location name and location address.

3. For Agenda item II, input the date of the last meeting.

4. For an agenda III (and more agenda items to be discussed), please write a brief description, including

    a. Participating organizations invited – both sides of an issue need to be invited. They may choose not to participate;

    b. Any city file or case numbers that is part of the discussion; and

    c. if the agenda item is to be voted on to move onto the Board for consideration, please make sure the public knows a vote may be taken as part of the discussion.

5. For agenda item VI, if a future date is known, please input the suggested date.

6. The legal language at the bottom of the template is mandatory. Please input the physical name and address of where a hard copy of the agenda was posted 72 hours in advance of the meeting per The Brown Act in the small type.

CITY OF LOS ANGELES
CALIFORNIA

HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL OFFICERS

PRESIDENT
ANASTASIA MANN

VICE-PRESIDENT
STUART ROSS

SECOND VICE PRESIDENT
JANE CROCKETT

SECRETARY
DARNELL TYLER

TREASURER
MATT SHICHTMAN

HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL

7095 Hollywood Blvd., Suite #1004
Hollywood, CA 90028

Phone: (310) 854-6000
www.HHWNC.org

HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL
[COMMITTEE(S)]
[Date]
[Time]
[Location Name, Address or Zoom Meeting Link]
[If Zoom insert Meeting ID:]
[If Zoom insert Phone Dial in: +1 253 215 8782]

The quorum for the Hollywood Hills West Neighborhood Council committees is five (5). The public is requested to fill out a "Speaker Card" to address the Committee(s) on any item of the agenda prior to the Board taking action on an item. Public comments on agenda items will be heard when the item is considered. Comments from the public on non-agenda and agenda items are heard during the Public Comment Period and, within the discretion of the presiding officer of the Committee(s), when the respective item is being considered. Comments from the public on other matters not appearing on the Agenda that is within the Committee's subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to 2 minutes per speaker unless waived by the presiding officer of the Committee(s). Agenda is posted for public review: on bulletin boards at [INPUT LOCATION OF POSTING], and electronically on the Hollywood Hills West Neighborhood Council website www.hhwnc.org and on the Department Of Neighborhood Empowerment (www.lacityneighborhoods.com) or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Darnell Tyler at Secretary@HHWNC.org. As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least three (3) business days (72 hours) prior to the meeting you wish to attend by contacting the Neighborhood Council Project Coordinator at 213-485-1360 or e-mail to lorenzo.briceno@lacity.org. In conformity with the September 16, 2021 Enactment of California Assembly Bill 361 (Rivas) and due to concerns over COVID-19, the Hollywood Hills West Neighborhood Council meeting will be conducted entirely with a call-in option or internet-based service option.

Every person wishing to address the Neighborhood Council must dial 1 253 215 8782, and enter 879 6178 5473 and then press # to join the meeting. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.
The public is requested to dial *9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Committee's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Committees are prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Committees. Agenda is posted for public review: on at: the Yucca Community Center, 6671 Yucca St, Los Angeles, CA 90028, Los Angeles; electronically on the Hollywood Hills West Neighborhood Council website www.hhwnc.org; and on the Department Of Neighborhood Empowerment, www.empowerla.org . You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at https://www.lacity.org/subscriptions.
In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the Committee members in advance of a meeting, may be viewed at our website at www.hhwnc.org, or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the Board Secretary at secretary@hhwnc.org.
In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at 200 N. Spring Street Los Angeles, CA 90012 and at our website: www.empowerla.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Lorenzo Briceno at (213) 978-1551 or email: NCsupport@lacity.org.

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at {213) 978-1960 or ethics.commission@lacity.org

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the Department of Neighborhood Empowerment by email: NCSupport@lacity.org or phone: (213) 978-1551.

Agenda

I. Call to order and welcome.

II. Approval of [meeting date] meeting minutes, motion and vote.

III. [Agenda Item]

IV. [Next agenda item. If more agenda items, press return after input]

V. Comments from the public on non-agenda items within the Committee's subject matter jurisdiction.

VI. Committee Business - Comments from the Board on subject matters within the Committee(s)'s jurisdiction

- **a. Comment on Committee Member's own activities/ Brief announcements.**
- **b. Brief response to statements made or questions posed by persons exercising their general public comment rights.**
- **c. Introduce new issues for consideration by the Committee(s) at its next meeting/request that the item be placed on the next meeting's agenda.**
- **d. Ask Committee Chairpersons to research issues and report back to the Board at a future time.**

VII. Decision on next meeting date(s)

VIII. Adjournment

CITY OF LOS ANGELES
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HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL
PLUM COMMITTEE MEETING
December 6, 2021
6:30 PM
Zoom Meeting Link: https://us02web.zoom.us/j/87961785473
Meeting ID: 879 6178 5473
Phone Dial in: +1 253 215 8782

In conformity with the September 16, 2021 Enactment of California Assembly Bill 361 (Rivas) and due to concerns over COVID-19, the Hollywood Hills West Neighborhood Council meeting will be conducted entirely with a call-in option or internet-based service option.

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Agenda

I. Call to order and welcome

II. Approval of September 15, 2021 PLUM Committee meeting

III. ZA-2021-2542-CUB; 6741 – 6741 ½ Hollywood Boulevard, Taco Bell
The project involves a Conditional Use Permit to allow the sale and dispensing of a full line of alcoholic beverages for on-site consumption in conjunction with a 2,478 square-foot restaurant with 59 interior seats and 12 seats within a covered patio. Proposed hours of operation are from 7:00 a.m. to 3:00 a.m., daily. **Possible motion and vote**.

IV. ENV 2021-2530-CE; 6669 Hollywood Boulevard, Cabo Cantina
CUB request to allow continued sales and service of a full-line of alcoholic beverages in conjunction with an (e) 24-hr, 75-seat restaurant with outdoor patio. **Possible motion and vote.**

V. ENV 2021-7925-CE; 6627 Hollywood Boulevard; Karnevil
CUB request to allow the continued sale and dispensing of a full line of alcohol for on-site consumption in a 3,888 square foot restaurant providing live entertainment within the CD4-2D-SN Zone. **Possible motion and vote.**

VI. Comments from the public on agenda items and non-agenda items within the Committee's subject matter jurisdiction.

VII. Committee Business - Comments from the Committee on subject matters within the Committee's jurisdiction

a. Comment on Committee Member's own activities/ Brief announcements.

b. Brief response to statements made/questions posed by persons exercising their general public comment rights.

c. Introduce new issues for consideration by the Board at its next meeting/request that the item be placed on the next meeting's agenda.

d. Ask Committee Chairpersons to research issues and report back to the Committee at a future time.

VIII. Other Calendar Events

IX. Decision on next meeting date(s)

X. Adjournment

Hollywood Hills West Neighborhood Council: e-mail sign-up		Select the lists you would like to receive emails																	
Your name	Your email	Area 1	Area 2	Area 3	Area 4	Area 5	Area 6	Area 7	Area 8	Area 9	Business	Community Enrichment	Environment	Housing	Infrastructure	Outreach & Public Events	Parks & Open Space	Safety	Transportation

Meeting: **Date:**

Sending an Email to Your Stakeholder List

Stakeholders who sign up for the HHWNC email list can be found in Constant Contact, a system which allows us to send email newsletters. Every committee chair has a list that stakeholders can join by visiting the HHWNC website, and there is a larger list of all stakeholders which is used primarily to send out board meeting notices or important neighborhood-wide information.

Constant Contact only allows access for a few users, so all HHWNC board members have been assigned a Web Buddy who will send out stakeholder emails on their behalf:

- Brian Dyer is web buddy for area chairs
- Danielle Mead is web buddy for issue chairs
- Britta Engstrom is web buddy for the executive committee

Combining Emails

Please be aware that stakeholders may be on multiple lists – if they receive too many emails, they may unsubscribe. Therefore, we recommend combining emails for joint committee meetings into one.

For example, let's say Susie is on the Parks list as well as the Area 6 list. Those committees are having a joint meeting. If Area 6 sends an email about the meeting on Monday, and Parks sends an email about the meeting on Tuesday, Susie will receive two emails with the same information. Instead, Area 6 and Parks can send a single email about the meeting to both lists at once. In this case, Susie will only receive one email about the meeting.

Remember that stakeholders may be receiving emails from multiple committees about different topics. Buddies will attempt to schedule emails so that multiple messages don't go out on the same day and overwhelm our stakeholders.

How to Request an Email

Make sure to send the request to your buddy at least a few days before you want the email sent out. This is especially important for committee meetings – do not wait until the day before the meeting to request an email. Your buddy may not be available to send the email and it's always best to give your stakeholders a week's notice of any upcoming meetings for the best attendance.

You must include the following information when requesting an email:

- **Email subject line.** This is what will appear in the recipient's inbox, such as "Join us at an Area 7 Meeting this Thursday"
- **Message content.** This is the body of the email – the actual message.
    - Start with a greeting ("Hi Area 2 Stakeholders").
    - End with a signature (your name, committee name, link to HHWNC website).
    - Include any links to your meeting agenda or other websites. Please note we are not able to attach an agenda directly to the email – it must be uploaded to the HHWNC website

- WATTLES FUN DAY IS THIS SAT. 13TH! - Message (HTML)

FILE MESSAGE DEVELOPER BACKUP

Sun 7/14/19 9:53 PM

Mary Yarber - HHWNC Area 6 Chair <area6chair@hhwnc.org>

- WATTLES FUN DAY IS THIS SAT. 13TH!

To Brian Dyer

Hollywood Hills West Neighborhood Council | 7095 Hollywood Blvd., Suite #1004, Hollywood, CA 90028

STAY CONNECTED

WATTLES FUN DAY! Sat., July 13, 9-11:30am. Help tend 100+ year-old citrus and avocado groves, rose garden, community plots. Network/make friends with volunteers from other LA groups. Water provided – but bring hat, gloves, sunscreen, snack. Area 6 is co-sponsor with HHWNC Environment Chair Barbara Wilkin.

Follow Area 6 on Instagram: Hollywood6Chair
And on Twitter: @6Chair

Thank you,
Mary Laine Yarber
Area 6 Chair

Hollywood Hills West Neighborhood Council | 7095 Hollywood Blvd., Suite #1004, Hollywood, CA 90028

Unsubscribe {recipient's email}

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Submitting an email blast to your web buddy.

Hollywood Hills West Neighborhood Council has an account with and uses Constant Contact. Because access is limited, HHWNC uses the Buddy System.

When submitting communications to your Buddy, please remember to time them appropriately so your Buddy can react to your request in a timely manner. Below are some guidelines, when requesting a blast. The following page is a sample of the information needed.

1. **The subject line of the email**. Constant Contact uses A/B testing with subject lines. Constant Contact deploys AB testing by sending out a small batch of emails with the two subjects. Whichever subject has a stronger response, Constant Contact will use it for the remainder of the recipients. If you would like A/B testing, let your Buddy know and provide them with your two subject lines.
2. **The text of the email**. You my use a greeting such as Dear Stakeholders. Please make your information concise and proof for errors. Your buddy can help format your text, if needed.
3. **Any pictures that you would like used**. You can photos as attachments in your email to the Buddy. Constant contact requires uploading of separate photos. Please reference where they should be placed (i.e., picture 1 goes here). If your email supports positioning of photos, you may use that as well.
4. **Social media references**, if used, please provide the handles and tags.
5. **Resend if unopen.** Constant Contact offers a choice to resend the email out if unopened. The starting interval before resending is three days. The default is four days. More can be requested.
6. It is not necessary to put the address of HHWNC. The address is both in the header and the footer of the email, as shown in the example following.
7. You may want an extra attachment added. This is not recommended. However, your buddy can upload to the HHWNC website, and link it to your email.

Remember, our stakeholders may be on more than one HHWNC email list. By default, they are automatically sent any Board Meeting notifications. With Area Committees, Issue Committees, Board, Special Events, etc., HHWNC can deluge its stakeholders with information. If you would be considerate and coordinate with other Board Members on stakeholder communications, please do so.

first and then we can link to it from the email. If you have been trained on how to use the HHWNC website, please upload your agenda and any other documents first and then include the link in your email request. Otherwise, send the agenda along with your email request and your buddy will post it for you. In this case, make sure to send your request at least five (5) days before the meeting to ensure it complies with Brown Act public notification rules.
    - Attach any images you want included.
    - Proofread and spellcheck your message before sending to your Buddy, making especially sure to double-check any meeting dates and times.
- **Preferred send date.** This is the date when your email will go out. You can either ask for the email to be sent as soon as possible or by a specific date. Buddies can schedule your email to be sent on a future date, so you can send your request whenever you have the email information ready. Buddies try to avoid sending out multiple emails from different chairs on the same day; please keep this in mind and try to send your request as early as possible.

There are advanced features we can utilize when sending emails, such as subject line testing and resending the email to people who haven't opened it. If you would like to try these features, please contact your buddy for more information.

HOLLYWOOD HILLS WEST Neighborhood Council

Date _____

For the latest news, alerts, meeting info, agendas, minutes, events & lots more visit our website!
Get involved and sign-up as an HHWNC Stakeholder, and subscribe to our Committee Mail Lists.

http://hhwnc.org

	PLEASE PRINT CLEARLY						Stakeholder Affiliation								
1	First Name	Last Name	Number	Street	Apt	Phone	☐	Homeowner or Renter	☐	Religious org. Or Member	☐	NonProfit Communty Group/Org.
	☐ **Add me to the HHWNC Mail List**		City	State	Zip	email	☐	Biz Owner or Employee	☐	Student or Educator	☐	Other
2	First Name	Last Name	Number	Street	Apt	Phone	☐	Homeowner or Renter	☐	Religious org. Or Member	☐	NonProfit Communty Group/Org.
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NOTE: Section 54953.3 of the Brown Act says that "The signing, registering, or completing of this document is voluntary and that all persons may attend the meeting regardless of whether a person signs, registers, or completes this document."

Revised: 05/21/12

Filling out a Board Agenda Item Form

1. In the first box, write your name and committee. If you held a meeting where the motion originated (if there was not previous meeting, put N/A) also put the motion's vote count. The actual motion will not go in this box. Put the date of the meeting. (past date)

2. The second box should be a short and terse explanation that will introduce a motion on the Board agenda. If there is not a motion, if it is just an update, that should be noted in the description.

3. The motion your committee(s) want the Board to consider (if it is fiscal, please be specific to the amount) should be put in the third box. The form is a Word document. Sometimes the boxes get messed up should you copy and paste. Any supporting documents will be sent as separate attachments accompanying the Agenda Item via an email submission.

4. Send electronically to the Secretary (secretary@HHWNC.org), and copy the President (President@HHWNC.org) and any other committee chair that was participating in the meeting when the motion was passed.

HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL OFFICERS

PRESIDENT
ANASTASIA MANN

VICE-PRESIDENT
ORRIN FELDMAN

SECRETARY
BRITTA ENGSTROM

TREASURER
MATT SCHICTMAN

SECOND VICE PRESIDENT
JANE CROCKETT

CITY OF LOS ANGELES
CALIFORNIA

HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL

C/O Department of Neighborhood Empowerment
3516 N. Broadway
Los Angeles, CA 90031

TELEPHONE: (213) 485-1588
FAX: (213) 485-1836
Toll Free 1 (866) LA HELPS
https://empowerla.org/hhwnc/

Agenda Item Submission Form

Committee Chair Name:

Issue/Area Title:

Committee Meeting Date:

Motion/Result:

Item for BOD Meeting Date:

Topic Description:

Motion (if applicable):

Please submit any attachments to be included in the agenda packet as a separate document. Also submit a completed motion as you would like to see it appear on the meeting agenda. Lastly, submit all agenda entries no later than one week prior to meeting date and ensure that Secretary and President are both copied.

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Agenda Item Submission Form

Committee Chair Name:	Brian Dyer / Luminita Roman
Issue/Area Title:	Area 3 / Housing
Committee Meeting Date:	May 6, 2019
Motion/Result:	Yes: 11, No: 0, Abstain: 1
Item for BOD Meeting Date:	May 15, 2019

Topic Description: AB 724 would require the Department of Housing and Community Development to create a rental registry online portal, which would be designed to receive specified information from landlords regarding their residential tenancies and to disseminate this information to the general public.

The City of Los Angeles has no accurate way of quantifying accurately its housing stock. It gets figures from Census records and reports, and the Department of Planning demolition and building permits.

The Area 3 / Housing committees studied the Bill, and the comments provided by those in favor, and those opposed to the bill, as well as the State's analysis of the bill and found that the Area 3 / Housing Committees agreed with, and would support the bill after issues with privacy were clarified, as stated by the analysis of the bill and through privacy protections already in the State.

Motion (if applicable): Although the submitting committees would like to see higher penalties for non-compliance that HHWNC consider supporting AB 724 as amended.

Please submit any attachments to be included in the agenda packet as a separate document.
Also submit a completed motion as you would like to see it appear on the meeting agenda.
Lastly, submit all agenda entries no later than one week prior to meeting date and ensure that Secretary and President are both copied.

RobertsRules.org | Robert's Rules of Order - Summary Version

For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!

Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair! Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

- Point of Privilege: Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- Parliamentary Inquiry: Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- Point of Information: Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- Orders of the Day (Agenda): A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)

- Point of Order: Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- Main Motion: Brings new business (the next item on the agenda) before the assembly
- Divide the Question: Divides a motion into two or more separate motions (must be able to stand on their own)
- Consider by Paragraph: Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- Amend: Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- Withdraw/Modify Motion: Applies only after question is stated; mover can accept an amendment without obtaining the floor
- Commit /Refer/Recommit to Committee: State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- Extend Debate: Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- Limit Debate: Closing debate at a certain time, or limiting to a certain period of time
- Postpone to a Certain Time: State the time the motion or agenda item will be resumed
- Object to Consideration: Objection must be stated before discussion or another motion is stated
- Lay on the Table: Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- Take from the Table: Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- Reconsider: Can be made only by one on the prevailing side who has changed position or view
- Postpone Indefinitely: Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- Previous Question: Closes debate if successful - may be moved to "Close Debate" if preferred
- Informal Consideration: Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- Appeal Decision of the Chair: Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- Suspend the Rules: Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

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ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until…"	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until…"	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by…"	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that…"	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table…"	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to…"	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider…"	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to")* ... and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'*. (Pause for response.) *Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and* ... (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote

Robert's Rules of Order Motions Chart

Part 1, Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.
§ indicates the section from Robert's Rules.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Part 2, Incidental Motions. No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes if urgent	No	No	No	None
§33	Request for information	Point of information	Yes if urgent	No	No	No	None

Part 3, Motions That Bring a Question Again Before the Assembly.
No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

Amendments

Who, What, When and Where

During Board discussion, Board Members can request modest amendments to the motion.

Examples include:

Typos in the motion that effects it's readability

Amending funds requested down to a lower amount. However, NC's should be cautious when amending funds up.

Amendments sound something like:

" I amend to strike out the following language in the motion..."

" I amend to add the following language into the motion..."

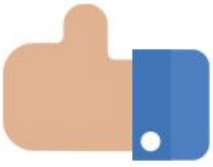
Make sure that the amendment proposed does not effect the motion so much that would make stakeholders feel as though the final motion voted upon is vastly different than what was originally announced on the posted agenda.

All amendments refer to the original motion.

One at a time

An amendment 'on the table' must be resolved before a new amendment is made.

Amendments do not generally require a roll-call unless there is serious debate regarding the motion. If you feel there is a general consensus, you can say " if there are no objections, let the motion be amended as follows:..."



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GROUND RULES FOR DISCUSSION

1. It is the responsibility of the Chairperson to enforce the rules.

2. All remarks must be addressed to the Chair.

3. No member speaks unless recognized by the Chair.

4. Debate must be limited to the merits of the immediately pending question.

5. The maker of a debatable motion is always entitled to the floor first for the purpose of debate as soon as the Chairperson states the question of the makers' motion.

6. Speakers must address their remarks to the Chairperson, be courteous and avoid personal conflicts.

7. Debate should be about the issue not personalities

8. Each member has the right to speak twice on the same question (motion), but cannot speak for the second time until every member has had the opportunity to speak.

9. No member can speak more than twice on each motion

10. No one can speak longer than two (2) minutes at a time without permission of the Board.

PREPARED BY
DEPT. OF NEIGHBORHOOD EMPOWERMENT

RELEASED ON
APRIL 17, 2020

EMPOWERLA VIRTUAL GOVERNANCE PLAN

A plan for digital success in the era of COVID-19

NEIGHBORHOOD COUNCILS

NEIGHBORHOOD COUNCILS
EMPOWER LA
Department of NEIGHBORHOOD EMPOWERMENT

Our goal during the novel corona-virus 2019 (COVID-19) pandemic is to help Neighborhood Councils SEEK accurate information about the emergency, provide Neighborhood Councils with tools that they can SHARE with their communities and, by following the Mayor's executive orders, to STAY SAFE (Safer at Home).

OVERVIEW

The Department of Neighborhood Empowerment (Department) supports the operation of the 99 Neighborhood Councils (NCs) in accordance with the City Council-approved Plan for a Citywide System of Neighborhood Councils (Plan). At its core, the Plan's six goals and objectives define the promotion, formation, and certification of a grassroots system of democracy through a network of Neighborhood Councils. The Board of Neighborhood Commissioners (Commission) sets policy for the NC System. Additionally, the Department works closely with the Offices of the City Attorney and the City Clerk, in a triad relationship, to provide operational, administrative and legal support to the NC System.

BACKGROUND

On March 4, 2020, Mayor Eric Garcetti issued a declaration of emergency following a determination by the Health Officer of Los Angeles County of possible community transmission occurring in the general public. A series of Mayoral emergency orders have followed, changing how the City, and accordingly the Department, carries out our core functions. Further impacting the Department's operations were State executive orders modifying the State public meeting laws, and more specifically the Brown Act. These changes enabled jurisdictions to hold virtual meetings, with specific requirements. Combined, the COVID-19 State and City executive orders impaired the Neighborhood Councils' ability to hold open meetings. The executive orders also impaired the Department's ability to fulfill its operational duties and responsibilities as outlined in Article IX, Section 901 of the Los Angeles City Charter.

BACKGROUND (continued)

Immediately following, the Department made a concerted effort to support Neighborhood Council (NC) presidents, chairs and board members using creative applications of Neighborhood Council decision- and funding- authorities. They include the following:

- **3/17/20**: Held a video conference with NC board members and Mayor Garcetti, within one (1) week of the declared emergency.
- **3/27/20**: Secured approval of the release of close to $500,000, to the NC System, in COVID-19 related emergency expenses by a decision of the NC presidents.
- **4/10/20**: Developed guidance to boards to enable the formation of temporary bylaws advisory committees during the declared emergency.
- **4/3/20 - 4/10/20**: Developed and began implementation of the EmpowerLA Virtual Governance Plan (EVG) for the NC System.
- **4/7/20**: Secured support from Councilmember David Ryu to schedule an item before the City Council to consider rolling over remaining funds in NC accounts. Councilmember Ryu, along with Councilmembers Paul Koretz and Mike Bonin, jointly introduced a motion in the City Council meeting on Tuesday, April 7, to roll over any remaining Neighborhood Council funds from FY 19-20 to FY 20-21. Councilmember Marqueece Harris-Dawson seconded the motion. If approved, approximately $2M of additional funding will be available to Neighborhood Councils in Fiscal Year 2020-2021.
  (see past and upcoming Council motions via the City Clerk's Council File Management System)

It is important to note that the Department is operating with limited resources during the COVID-19 pandemic and is following the Mayor's March 19, 2020 "SAFER AT HOME" orders. Additionally, 10% of Department staff have volunteered to respond to the call to serve as state-mandated Disaster Service Workers (DSW). DSWs provide needed staff support at the City's Department of Recreation and Parks and hotel and motel shelters for unhoused Angelenos. Nonetheless, our focus, as it relates to board meetings, is to develop an equitable, uniform virtual governance system with clear protocols and procedures. We are committed to providing NC boards with a foundation for success during this ever-changing global emergency.

The EmpowerLA Virtual Governance (EVG) Plan responds to the need for the Department to alter how it administers its responsibilities per the regulatory framework in which the NC System operates. The EVG Plan also acknowledges operational changes invoked by the City's Emergency Operations Protocols during declared emergencies.

The EVG Plan provides an opportunity for Neighborhood Councils to govern in a structured, virtual environment. On April 14, the Board of Neighborhood Commissioners approved a request for resources to assist NC boards with their transition to virtual governance. EmpowerLA's will launch virtual meetings System-wide on May 1, 2020. The EVG Plan invests approximately $200,000 in direct governance and outreach support to Neighborhood Councils.

GUIDING PRINCIPLES:

1. Global efforts at this time are focused concurrently on lessening the spread and impact of COVID-19. Public agencies are now challenged to find creative ways to disseminate and respond to information.
2. The pandemic has forever changed our experiences—as customers, employees, communities, and as humans—and our attitudes and behaviors are changing, as a result.
3. Once the immediate threat of COVID-19 has passed, we will need to assess how the pandemic has changed the way we think and behave, and how that thinking will affect the way we design, communicate, re-build and operate the Neighborhood Council System in order to meet the needs of the people we serve.
4. During the Department's 2019-2020 Listening Tour Survey, a combined 47% of board members identified governance and parliamentary training, and outreach support, as a high priority.
5. Consideration may need to be given to the various technology applications that can be selected for the administration of virtual meetings. Each application requires a different set of procedures and protocols.
6. There are varying levels of comfort, accessibility, and familiarity with technology tools and with virtual interaction. Adequate training and clear guidance will be required to minimize these concerns and ensure a degree of equitable access to NC virtual meetings.
7. Effective communication strategies are necessary to engage residents in the NC virtual meetings properly.

EVG PLAN OBJECTIVES:

The EVG Plan adopts the following objectives for Neighborhood Council virtual meetings.

They are to:

- Develop uniform virtual meeting and public comment protocols for the Neighborhood Council System;
- Commit resources to ensure the NC virtual meeting system is compliant with technology protocols established by the City of Los Angeles Information Technology Agency (ITA);
- Ensure the NC virtual meeting protocols describe accessibility compliance requirements;
- Ensure the NC virtual meeting protocols acknowledges the language needs of NC board members and stakeholders;
- Provide board members with a baseline level of skills for governing in a virtual meeting environment;
- Acknowledge and navigate the continuing existence of a digital divide in the City of Los Angeles;
- Create a resilient and responsive operational structure.

EVG PLAN ELEMENTS:

The EVG Plan adopted the following standards and processes:

1. The EVG Plan's preferred technology application would be one approved by the City of Los Angeles Information Technology Agency.
2. The EVG Plan's virtual meeting protocols would be those developed by the ITA, adapted for NC meetings.
3. The EVG Plan's compliance with the Americans with Disabilities Act would be determined by the City of Los Angeles Department on Disabilities.
4. Training(s) would be developed to provide board members with a foundation for virtual meeting success, including how to manage parliamentary procedures in a Brown Act environment.
5. The Department would prepare City translation and interpreter services vendors to ensure their readiness to provide these services in a NC virtual meeting environment.
6. Outreach support would improve the public's understanding of how to engage with their NCs in a virtual environment.

OUTREACH CONSIDERATIONS FOR EVG ROLLOUT

We recognize that NCs will need Department support for outreach around their transition to virtual meetings, as well as outreach support for the virtual meetings themselves. This is in keeping with data from a survey of NC board members conducted during the General Manager's 2019-20 Listening Tour, which visited 83% of the Neighborhood Councils and NC Alliances prior to the pandemic. A combined 47% of board members surveyed identified outreach support, and governance and parliamentary training, as high priorities. These key priorities are accordingly being taken into account during the rollout of this EVG plan.

One of the most important considerations for EVG outreach is to dispel the notion that one is ready to hold a virtual public meeting as soon as one is personally comfortable with teleconferencing technology. Virtual governance is about more than simply using teleconferencing technology. It is about creating a consistent, equitable system using a set of uniform protocols in compliance with the open meeting rules for holding public Neighborhood Council meetings. The EVG enables NC virtual meetings in many forms. They can happen remotely over channels such as the internet or a telephone, rather than in person. The EVG's Neighborhood Council protocols conform to all local, state, and federal laws that apply to traditional public meetings, so the plan to roll out the EVG includes thorough and intensive training to create that capacity and understanding for NC board members.

Toward that end, EVG-related outreach trainings are expected to cover topics such as how to negotiate the digital divide to include stakeholders and NC board members who may not have internet access or the kind of data plan required by many teleconferencing tools. Also included are tips for creating a professional presence and a sense of place and community in a virtual environment.

SUMMARY

The Department recognizes that successfully transitioning the NC System to virtual meetings is a process. No other civic engagement system in the Country is attempting to engage 99 elected bodies, involving over 1,800 people in a virtual governance system, in a multifaceted city like Los Angeles. We have proceeded with a high level of professional integrity and due diligence to create a virtual meeting system that provides solutions that are uniform, reliable, scalable, accessible, and equitable.

ATTACHMENTS/RESOURCES

- EVG Implementation Timeline
- EmpowerLA letters to board members (3/27/20 and 4/8/20)
- EmpowerLA COVID webpage

Department of Neighborhood Empowerment

EmpowerLA Neighborhood Council
Virtual Governance Protocols

(Revised 4/24/20)

Introduction

The Department is trailblazing a new process for governance for the Neighborhood Council System and the communities of Los Angeles. These virtual governance protocols are a companion to The *EmpowerLA Virtual Governance Plan* and related workshops and training. They provide guidance on how Neighborhood Councils (NCs) may govern in a uniform City-approved structured, virtual environment.

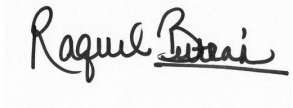
The COVID-19 pandemic presented an opportunity to pioneer a new form of community-based governance. The Neighborhood Council System was the first to begin bridging the distance between communities and City Hall; and, will continue to do so using available social distancing technology.

Our goal during the COVID-19 pandemic is to help Neighborhood Councils (NC) ***SEEK*** accurate information about the emergency, provide Neighborhood Councils with tools that can be ***SHARED*** with their communities and, by following the Mayor Eric Garcetti's executive orders to ***STAY SAFE*** (Safer at Home EO Rev. 4-10-2020).

The Department's focus is to develop an equitable, accountable, virtual governance system with clear protocols and procedures. We are committed to providing NC Boards with a foundation for success during this ever-changing global emergency.

We want to thank our colleagues and partner City departments administering virtual meetings for the City Council and Commissions. They include the City Council under the leadership of Council President Nury Martinez, the Offices of the City Clerk and City Attorney, the Emergency Management Department, the Information Technology Agency, the Board of Recreation and Parks Commissioners, and the Department on Disability.

We thank you for your patience and efforts and look forward to "seeing" you at your next virtual meeting.



Raquel Beltrán
General Manager

Department of Neighborhood Empowerment

Department of Neighborhood Empowerment

EmpowerLA Neighborhood Council
Virtual Governance Protocols

(Revised 4/24/20)

Overview

The *EmpowerLA Neighborhood Council Virtual Governance Protocols (EVG Protocols)*, provides guidance for Neighborhood Councils to hold public meetings, in a virtual setting while adhering to the State of California, County of Los Angeles, and the City of Los Angeles decrees during the COVID-19 pandemic. This procedural guide was adapted from the procedures developed by the City's Information Technology Agency (ITA), and follow the same procedures applied to City Council, Commission, and Committees meetings.

The City of Los Angeles and the Neighborhood Council System strive to have open, transparent and participatory meetings during this time, while still ensuring that members of the public, Neighborhood Council Board Members and City staff are kept safe and healthy. The City also strives to ensure equitable access for those who may not have ready access to online tools or who are covered under the Americans with Disabilities Act (ADA).

Video and telephonic conferencing is a new format for many public meetings. The *EVG Protocols* provide Neighborhood Councils (NCs) with guidance on how to set-up, manage, and conduct virtual meetings while following the requirements set by the Americans with Disabilities Act, the Ralph M. Brown Act, City Charter, and the Board of Neighborhood Commissioners, during COVID-19.

The Department is committed to the success of NCs and our Neighborhood Empowerment Advocates (NEAs) are available to assist. For further guidance, contact NCSupport@lacity.org or call (213) 978-1551.

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Agenda and Notice

POSTING REQUIREMENTS

As Neighborhood Councils (NCs) prepare to schedule virtual meetings, please remember that the NC posting requirements for meeting agendas have not changed. NCs are required to follow the posting requirements set by the Brown Act and the Board of Neighborhood Commissioners' (Commission) Agenda Posting Policy, and NC Bylaws.

Neighborhood Councils are required to insert certain language on their agenda. The required language and highly recommended language can be viewed here.

During COVID-19, physical posting of the agenda still applies, and it is best practice to secure proof of the posting (e.g. photo of physical posting). For "regular" board meetings, the agenda must, at the minimum, be posted 72 hours in advance of the meeting. For "special" meetings, the agenda, at the minimum, must be posted 24 hours in advance of the meeting.

Please remember to take all precautionary health and safety measures, and adhere to the guidance related to social distancing while meeting these requirements. If an NC needs assistance with the physical posting of meetings, please contact NCSupport@lacity.org or call (213) 978-1551.

Due to the availability of staff resources, please submit requests for a physical posting of the meeting agenda, five (5) business days in advance of the meeting. The Department will respond to confirm if this request can be accommodated.

1. **Physical Posting**

Physically post at least one (1) Brown Act compliant agenda for all Board meetings. If an NC's regular posting location is no longer accessible (i.e. the facility is closed, gated off, no access, etc.) due to COVID-19 facility closures, posting the agenda on the outside of a door or a gate will meet this requirement.

If the NC needs to change the physical posting location, make sure that the agenda makes reference to the correct posting location under the required language for *Public Access of Records*. The new physical posting location must be within the boundaries of the NC.

2. Neighborhood Council Website & E-Blast

Per the Commission's Agenda Posting Policy, Neighborhood Councils (NCs) must post the agenda on their website.

Per the Brown Act, the public has the right to review written materials distributed by any person to a majority of the NC in connection with a matter subject to discussion or consideration at a meeting, unless those materials are protected by an exemption or privilege such as the attorney-client privilege. Thus, if materials are distributed to the majority of the NC *72 or more hours* before the meeting, those materials should be attached (or linked) to the agenda and made available on the NC's website for viewing by the time of the meeting. If the materials are prepared by and distributed *less than 72 hours* before a meeting, they should be posted on the website as soon as possible and made available by the time of the meeting.

When materials are distributed *during* a meeting, they must be made public: at the meeting, if prepared by the NC or City staff; or after the meeting if prepared by some other person. However, given the technical constraints with making those materials available to the public during the course of a virtual meeting, it is recommended that NC's prepare, distribute, and post all written materials in advance of the meeting.

If the NC's website is unavailable, the agenda can be posted on a page made available to the public on the Department's website, EmpowerLA.org/councils. Additionally, any NC that maintains an email list of stakeholders may email a copy of the agenda or announce the meeting with a link to the agenda.

3. Early Notification System

NCs shall submit a copy of the meeting agenda to the Department to be posted through the Early Notification System (ENS). NCs must submit a copy of the agenda, in PDF

format, to NCSupport@lacity.org. NCs should encourage stakeholders to sign up for ENS to receive meeting notifications.

CANCELLATION REQUIREMENTS

If an NC plans to cancel or reschedule a regular or special, board and/or committee meeting, remember to post a "cancellation notice" following the Commission's Agenda Posting Policy.

The "cancellation notice" can simply be a copy of the agenda with the word "cancelled" prominently displayed in the heading or across the agenda page. This notice should also indicate which meeting is being canceled and when it would have regularly occurred. (View sample cancellation posting)

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Access to Meetings

VIRTUAL MEETING TECHNOLOGY - ZOOM

All NC meetings will be available through a virtual meeting and teleconferencing platform called Zoom. Zoom is a company that focuses on cloud-based communications for video and audio conferencing, collaboration, and additional digital communication. For more information on Zoom please visit https://zoom.us/about.

Zoom is approved for virtual meetings by the City's Information Technology Agency (ITA) based on key features found useful for these types of video conferencing events.

The Department has purchased Zoom licenses and/or will host "webinars" for Neighborhood Councils (NCs) to conduct virtual meetings. The instructions and guidelines within this *EVG Protocols* document is specific for the Zoom virtual meeting platform. Should an NC select another virtual meeting platform, the Department will not be able to provide technical support.

"Webinar" is the Zoom technical term that describes how the NC meeting will be conducted. In order to adhere to the Brown Act, and for cybersecurity measures, NC

meetings must be conducted as a "webinar." Recommended settings on Zoom for NC meetings are available here.

TECHNICAL SUPPORT

The Department will provide direct NC support for virtual board meetings under the condition that the meeting is properly agendized and noticed, and abides by the NC's bylaws.

The Department will continuously provide online training and documents on how to access and utilize Zoom for NC meetings. The Department is committed to providing interpretation services for the NC System to support virtual meetings during COVID19. Through the Department's *Data Literacy* efforts, we are committed to ensuring access to NC virtual meetings for all participating in the NC System and to bridge the digital divide.

Additional resources are available for:

- Getting started in a webinar
- Roles in a webinar
- Managing roles in a webinar
- Managing participants in a webinar
- Joining and participating in a webinar as an attendee
- Audio echo in a meeting
- Joining a meeting by phone
- Language interpretation in meetings
- Closed captioning
- Department on Disability

Please note these resources are provided by Zoom and other conditions may apply for NC Virtual Meetings.

The Department will provide direct NC support using Zoom in the following areas:

- Purchase Zoom accounts for each NC to conduct "webinars" meeting for up to 100 attendees.

- Provide technical support in the form of procedural documents or links from Zoom Support.
- Host regular board "webinar" meetings on behalf of NCs unable to conduct virtual meetings.
- Host special board "webinar" meetings on behalf of NCs unable to conduct virtual meetings, contingent upon availability of staff.
- Assist with the physical posting of meeting agendas, with five (5) business days notice.
- Assist NCs moderate regular board "webinar" meetings, and special board "webinar" meetings, contingent upon availability of staff.
- Communicate regularly with Board Members to seek feedback and suggestions to help improve the virtual meeting experience.
- Arrange for ADA accommodations. (Zoom offers Closed Captioning with instructions on how to turn on closed captions).
- Arrange and pay for interpretation services for regular board "webinar" meetings, and may extend the service for special board "webinar" meetings.
- Assist NCs with outreach plans to engage stakeholders into participating in virtual NC meetings.

LIMITATIONS

Currently, the Department is operating with limited resources during the COVID-19 pandemic and is following the Mayor's March 19, 2020 ''SAFER AT HOME'' orders. Additionally, 10% of Department staff have volunteered to respond to the call to serve as state-mandated Disaster Service Workers (DSW). The Department is committed to providing direct NC Support to all regular board meetings. The Department may be available to provide support for special board meetings and NEAs may be available to support committee meetings, on a case-by-case basis. We encourage NCs to communicate regularly with their NEA's to share their needs and to provide feedback.

The City of Los Angeles Information Technology Agency (ITA) has identified Zoom as the virtual meeting platform to conduct public meetings. NCs are expected to follow the technology protocols established by ITA and the Department. Should an NC select another virtual meeting platform, the NC is expected to follow all the rules and procedures set forth in this document and the Brown Act; and the Department will not be able to provide technical support.

Additionally, each NC maintains its own records retention policy, including recordings of meetings. It is highly recommended that each NC develop a clear process on what is maintained, who maintains NC records, how these records are stored, and who is responsible for responding to California Public Records Act (CPRA) requests.

If a recording is made, the NC should be aware that it is immediately subject to a CPRA request and should not be erased or destroyed until at least 30 days have passed.

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Roles in a Virtual Meeting

There are 4 roles to successfully conduct a virtual NC meeting. To conduct a virtual NC meeting, it is important that the Chair/President has support from fellow Board Members and/or the Department. Although one (1) Board Member can play multiple roles, it is recommended, at the minimum, two (2) Board Members be assigned to the 4 roles. The Department is available to assist NCs host and moderate meetings.

ROLE OF "HOST"

Can be NC Chair/President, Board Member and/or Department Staff

- Receives Zoom license from Department.
- Is the technical lead for the meeting, and can assign a "co-host" to assist.
    - "Host" is the technical term in Zoom who schedules the meeting/webinar.
- Creates a "Webinar," and sets the settings (provided by the Department) for NC meetings.
- Assigns Board Members as "panelists", and sends webinar invite.
- Provides "webinar" telephone number and "Meeting ID" for NC's agenda. The "webinar" telephone number and "Meeting ID" will offer the public the opportunity to participate telephonically (call-in).
    - "Attendee" invitation information can be found under the "Invitation" tab when setting up a webinar.
    - Copy the invitation telephone number and Meeting ID and insert language at the top of the meeting agenda (e.g. Commission's April 14, 2020, Agenda).
- Mutes and unmutes "attendees" participating in public comment.

- More information about "host", "co-host", "panelist", and "attendee" available here.

ROLE OF "CHAIR"

Is the NC Chair/President

- Chairs the meeting; Sample Meeting Script 1 & Sample Meeting Script 2.
- Provides "ground rules" at the start of the meeting.
- Guides board/committee members through the agenda.
- Ensures equal speaking opportunities for board/committee members (if time is extended to one, it must be extended to all).
- Ensures equal speaking opportunities for members of the public participating in public comment (if time is extended to one, it must be extended to all).
- Ensures all ADA and interpretation requests are fulfilled by coordinating with the Department.
- Encourages a positive atmosphere.
- Remind the speaker to speak on matters germane to the agenda item.

ROLE OF "MODERATOR"

Can be the NC Chair/President, a Board Member, and/or Department staff:

- Assists the Chair/President by moderating speakers in the queue.
- Reviews the "Participants" panel and manages "raised hands" for "Panelist" (Board Members) and "Attendees" (public) in Zoom to see who raised their virtual hand to indicate who wishes to speak.
- Announces speakers during public comment.
- Respectfully notifies the speaker when public comment time has elapsed.
- Organizes, renames, and maintains "Panelist" (Board Members) and "Attendees" (public).
    - Phone numbers of attendees can be renamed to indicate the speaker's name using the "Participants" panel .
    - Phone numbers of attendees should be renamed to include only the last 4 digits to protect their privacy (i.e. 213-978-1551 to 1551).
- Acts as a "timekeeper" by managing time limits set for each item and speaker.
- Can be the host or be assigned as a co-host to mute/unmute speakers during public comment.

ROLE OF "RECORDER"

Secretary or Minutes Taker

- Conducts a roll call of Board Members to confirm a quorum for the meeting.
- Takes minutes for the meeting, following the Commission's Minutes Policy.
- Minutes should include:
    - Start and end time of the meeting.
    - Roll call of Board Members, indicating when they arrived and left.
    - Record motion, to include who made the motion, any amendments.
    - Action taken on any agenda item and how each Board Member voted.
    - Ensures minutes are presented at the Board meetings and posted to the NC website after board approval.

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Conducting A Virtual NC Meeting

BEFORE THE MEETING

- Review the NC's bylaws and follow Article VIII, Section 2 "Agenda Setting" to set the Board's agenda (sample agenda).
    - NC Bylaws can be found at Empowerla.org/Councils under each NC.
- Review this document, *EVG Protocols,* and Zoom Support Guide.
- Be familiar with how an NC takes action, including how abstentions are counted. This Voting Fact Sheet can provide more information on how votes are counted based on Article V, Section 3 "Official Action" of the NC's bylaws.
- Ensure all mandatory training is completed. To view Board Member compliance visit: https://empowerla.org/councils/ and select the specific NC.
    - In order to fully participate at NC board meetings, it is important that ethics, funding and code of conduct training are completed.
    - NC Board Members are required to complete the ethics and funding training in order to be eligible to vote on financial items.
    - Code of Conduct is required for all Board Members in order to serve on the Board.
    - To access the online trainings, visit https://empowerla.org/nctrainings
- Connect with Board Members to check-in regarding their ability to access the virtual meeting.

  - Board Members do not necessarily need a Zoom account to participate as long as the host emails each Board Member with a "webinar" invite (Hosts, Co-Hosts, and Moderators will need a Zoom account).
  - Board Members will be able to call-in using the telephone number provided in the "webinar" invite, to participate.
  - Board Members should join 15 minutes before the meeting to try to address any technical issues before the meeting starts.
- Connect with the NC's Neighborhood Empowerment Advocate (NEA) to share Board Member needs.
- Assign Board Members to "roles."
- Ensure the "host" sets up the "webinar" with the Department's recommended Zoom settings, which disables the chat, video, Q&A functions of the "webinar" to ensure compliance with the Brown Act. These settings will help mitigate potential disruptions to meetings and "zoom" bombing.
  - Should an NC choose to turn on the video feature for "panelist" (Board Members only), additional language will be required to inform the public how to access the meeting using an internet-enabled device. Please contact the respective NC's NEA for additional guidance.
- Determine whether or not the virtual NC meeting will be recorded. Zoom offers the cloud recording services, to record video and/or audio.
  - Please note each NC maintains their own records retention policy and will be responsible for fulfilling any California Public Records Act (CPRA).
- Conduct outreach and consider posting the agenda beyond the 72/24 hour requirement, to provide the public with ample notice.

DURING THE MEETING

- All Board action will be determined by a roll vote to allow the public to hear who voted, how they voted, and the final vote.
- All Board Members should practice "virtual etiquette" by muting themselves when they do not have the floor.
- Be patient, and expect delays in response.

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Conducting Public Comment Virtually

The public will attend virtual NC meetings telephonically or via the audio-only online Zoom platform. In both cases, a "panelist" (Board Member) will not be able to see/view the speaker. The public will only be able to listen in and speak when unmuted by the moderator. With the meeting telephone number provided on the agenda, the public will not need a Zoom account, a computer, or internet access to participate in a NC meeting.

OBSERVING THE MEETING

The public can join the NC meeting as an "attendee" by dialing the teleconference phone number provided on the agenda and entering the webinar ID number when prompted. Once the "attendees" enters the meeting, they will be automatically muted but will continue to hear the meeting. During a public comment period, an attendee may request to speak by dialing *9 over the telephone or by utilizing the "raising hand" function on the online Zoom platform. The moderator will then unmute and recognize each speaker one at a time to take public comment.

TWO TYPES OF PUBLIC COMMENT

As with all NC meetings, the public must be given an opportunity to comment on (1) matters listed on the agenda ("agenda item public comment") and (2) matters that are not listed on the agenda but are within the subject matter jurisdiction of the NC ("general public comment"). Reasonable time restrictions may be placed upon public comment, but any such regulations should be listed on the agenda, announced at the start of public comment, and equitably enforced without regard to the speaker's viewpoint.

<u>Agenda Item Public Comment</u>

For *agendized* matters, public comment must be taken before the NC considers and votes on the agenda item. Therefore, Agenda Item Public Comment is typically taken each time an agenda item is called. If an NC has a different method of taking public comment (e.g., multiple agenda item comment period), that NC should consult with the Department's NEA or City Attorney.

General Public Comment

For matters not listed on the agenda, the opportunity to provide general public comment can be offered at any time during the meeting. Although the public is entitled to provide general public comment on any matter within the NC's jurisdiction, the NC cannot discuss or act on matters not listed on the agenda. The NC may, at most, "briefly respond" to general public comment, for example, by asking a clarifying question or directing that a matter be placed on an agenda for consideration at a future meeting.

A Board Member should not engage in a back-and-forth discussion with the public during public comment.

CONDUCTING PUBLIC COMMENT IN A VIRTUAL MEETING

At the start of the meeting and at each opportunity for public comment, the Chair and/or Moderator should provide verbal instructions to public attendees on how to indicate their desire to speak (dialing *9 or by "raising hand" on Zoom). That is because upon entering the meeting, "attendees" will be muted automatically and will be unmuted only by the moderator during the applicable public comment period.

For Agenda Item Public Comment, the NC will typically take the following steps:

1) The Chair announces the agenda number/reads the item description and opens public comment.

2) The Chair instructs the public on how to signal an intent to provide public comment. (dialing *9 or by utilizing the "raising hand" function).

3) The Moderator recognizes each speaker (by name or last 4 digits of phone number or another identifier), unmutes that speaker, and asks the speaker to identify him/her/themself before speaking.

4) Once the speaker's time has elapsed, the Moderator makes an announcement. Upon completion of public comment, the Moderator re-mutes the speaker.

5) Once all public comment is taken, the NC deliberates and votes upon the agenda item. NC can deliberate before or after public comment, but public comment must be taken before the board votes.

For General Public Comment, the NC will typically take the following steps:

1) The Chair opens the General Public Comment period.

2) The Chair explains the purpose of the General Public Comment period (matters not listed on the agenda but within the subject matter jurisdiction of the NC) and the amount of time each person is allotted.

3) The Chair instructs the public on how to signal an intent to provide public comment (dialing ***9** or by utilizing the "raising hand" function).

4) The Moderator recognizes each speaker (by name or last 4 digits of phone number or another identifier), unmutes that speaker, and asks the speaker to identify him or herself before speaking.

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Security Settings

The Department will provide one (1) Board Member with one (1) Zoom license via email. The assigned Personal Meeting ID (PMI) is the default meeting that launches when scheduling meetings and webinars. Do not share the NC's PMI.

In order to abide by the Brown Act, be sure to follow the Department's recommended settings in Zoom to disable the chat, video, and Q&A functions; and be familiar with how to set up a "webinar." A "webinar" is how NC meetings will be conducted. Zoom has the ability to set "meetings", however, this is not the appropriate forum for public meetings.

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200 North Spring Street, Suite 2005
Los Angeles, California 90012
Phone: (213) 978-1551

@EmpowerLA /EmpowerLA @EmpowerLA /EmpowerLA

Recommended Zoom Settings for Brown Act NC Meetings

Revised April 28, 2020

General Capabilities of Zoom	Features
Supports web video capabilities	Yes
Has an internet browser only solution	Yes
Supports both phone dial-in audio and computer based audio	Yes
Allows for screen sharing of content (presentations, videos, etc)	Yes
Allows for host control to mute participants as needed	Yes
Ability to record meetings	Yes
Free access for users	Yes
Low bandwidth client option	Dynamically adjusts
Requires all users to specify their name on their connection	See specific recommendation
Online moderator to be able to queue up speakers and answers	Yes
Capability to designate someone as a speaker vs. non-speaker (non-speakers are automatically muted).	Yes

Recommended Settings for Webinar Meetings Settings: Meeting	Setting Option	Override in Scheduled Webinar?	Notes	Zoom Version
SCHEDULE MEETING				
Host Video	**On**	Yes	Host can still choose to join with camera off	
Participants Video	Off	Yes	Participants can still turn camera on during meeting. Host can Stop Camera after participants starts camera, after that they cannot turn camera back on (until host invites them to)	
Audio type	Telephone and Computer Audio	Yes	Choice of audio input device	
Join before host	Off	Yes	Participants who call in early will be put on hold	
Use Personal Meeting ID (PMI) when scheduling a meeting	Off	Yes	PMI is 10 digit permanent Zoom "phone number" for your Account	
Use Personal Meeting ID (PMI) when starting an instant meeting	Off	N/A		
Only authenticated users can join meetings	Off	Yes	Public won't have a Zoom Account	
Only authenticated users can join meetings from Web client	**Off**	Yes		
Require a password when scheduling new meetings	**Off**	Yes	Turned On 4/13/20	
Require a password for instant meetings	Off	N/A		
Require a password for Personal Meeting ID (PMI)	Off	N/A		
Embed password in meeting link for one-click join	Off	No	Turned Off 4/13/20	
Require a password for participants joining by phone	**See notes**	No	If meeting has a password, phone participants need to enter password as well. Use **On** for private meetings. Use **Off** for meetings where public joins by phone only and only share password with commissioners.	
Mute participants upon entry	**On**	Yes		This feature is only available with version 3.5.63382.0829 or later
Upcoming meeting reminder	Off	No		This feature is only available with version 4.1.24407.0507 (Windows) and 4.1.24423.0507 (macOS) or later

Recommended Settings for Webinar Meetings Settings: Meeting	Setting Option	Override in Scheduled Webinar?	Notes	Zoom Version
IN MEETING (BASIC)				
Require Encryption for 3rd Party Endpoints (SIP/H.323)	Off	No		

Chat	Off	No		
Private chat	Off	No		
Auto saving chats	Off	No		
Play sound when participants join or leave	**See Notes**	No	This option plays sound when participants join or leave	
Heard by Host and all attendees	Checked	No		
Heard by Host only	Unchecked	No		
Record and play their own voice	Unchecked	No		
File transfer	Off	No		This feature is only available with version 4.6.10 (Windows) and 4.6.10 (macOS) or later
Feedback to Zoom	Off	No		
Display end-of-meeting experience feedback survey	Off	No		This feature is only available with version 4.0 or later
Co-host	**On**	No	Co-Hosts can un-mute themselves and present their screens. No Limit known at this time	
Polling	Off	No		This feature is only available with version 3.5.63382.0829 or later
~~Allow host to put attendee on hold~~	~~Off~~	~~No~~	4/14: This setting does not appear	
Always show meeting control toolbar	**On**	No		This feature is only available with version 4.0 or later
Show Zoom windows during screen share	Off	No		This feature is only available with version 3.6.10810.1031 or later
Screen sharing	**On**	No		
Who can share?	Host Only	No		
Who can start sharing when someone else is sharing?	Host Only	No		
Disable desktop screen share for users	**On**	No		This feature is only available with version 4.6.0 or later
Annotation	Off	No		The ability to disable Annotation only effect on Zoom client with version 3.5.63382.0829 or later
Whiteboard	Off	No		This feature is only available with version 4.0.4 or later
Remote control	Off	No		
Nonverbal feedback	**On**	No		This feature is only available with version 4.0.25513.0228 or later
Allow removed participants to rejoin	Off	No		This feature is only available with version 4.3.46185.0120 or later
Allow participants to rename themselves	Off		4/14/20 This setting should be **Off** as only Hosts should rename participants.	This feature is only available with version 4.6.10 or later
Hide participant profile pictures in a meeting	**On**	No	All participant profile pictures will be hidden and only the names of participants will be displayed on the video screen. Participants will not be able to update their profile pictures in the meeting.	This feature is only available with version 5.0.0 or later
Recommended Settings for Webinar Meetings Settings: Meeting	**Setting Option**	**Override in Scheduled Webinar?**	**Notes**	**Zoom Version**
IN MEETING (ADVANCED)				
Report participants to Zoom	**On**	No	Hosts can report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the Security icon on the meeting control toolbar.	This feature is only available with version 5.0.0 or later
Breakout room	Off	No		
Remote support	Off	No		
Closed captioning	**See Notes**	No	Turn **On**, if request for accomodation is made. Please ensure you have **72 hours** to make request.	
Save Captions	Off	No	**Cannot** turn **On** when Closed captioning is **Off** (Row/Line 62)	
Language Intepretation	**See Notes**		Turn **On**, if request for accomodation is made. Please ensure you have **72 hours** to make request.	
Far end camera control	Off	No		
Group HD video	Off	No		

Virtual background	**Off**	No		
Identify guest participants in the meeting/webinar	Off	No	Adds (guest) note to participants without lacity.org zoom account	This feature is only available with version 4.0.5 or later
Auto-answer group in chat	Off	No		
Only show default email when sending email invites	Off	No		
Use HTML format email for Outlook plugin	Off	No		
Allow users to select stereo audio in their client settings	Off	No		
Allow users to select original sound in their client settings	Off	No	4/14/20 Added this setting based on zoom.scheduler@lacity.org	
~~Attention tracking~~	~~Off~~	~~No~~	Deprecated by Zoom on April 2, 2020, this setting does not appear.	
Waiting room	Off	Yes		This feature is only available with version 4.0 or later. The customized waiting room UI is only available with 4.1.20185.0205 or later
Show a "Join from your browser" link	Off	No		
Allow live streaming meetings	Off	No		
Recommended Settings for Webinar Meetings Settings: Meeting	**Setting Option**	**Override in Scheduled Webinar?**	**Notes**	**Zoom Version**
EMAIL NOTIFICATION				
When a cloud recording is available	**On**	No		
Send a copy to the person who scheduled the meeting/webinar for the host	Keep unchecked			
When attendees join meeting before host	**On**	No		
When a meeting is cancelled	**On**	No		
When an alternative host is set or removed from a meeting	**On**	No		
When someone scheduled a meeting for a host	**On**	No		
When the cloud recording is going to be permanently deleted from trash	**Off**	No		
Recommended Settings for Webinar Meetings Settings: Meeting	**Setting Option**	**Override in Scheduled Webinar?**	**Notes**	**Zoom Version**
OTHER				
Blur snapshot on iOS task switcher	Off	No	Hide zoom info in iOS task switcher preview	
Invitation Email	English	No		
Schedule privilege		No	Proxy access to schedule meetings	
Assign Scheduling privilege to	No one			
I can schedule for	No one			
Recommended Settings for Webinar Meetings Settings: Recording	**Setting Option**	**Override in Scheduled Webinar?**	**Notes**	**Zoom Version**
RECORDING				
Local Recording	Off	No		
Cloud Recording	**See notes**	No	The Neighborhood Council has the option to record the zoom meetings, but will need to follow their record retention.	
Record active speaker with shared screen	Checked	No		
Record gallery view with shared screen	Unchecked	No	Gallery view is the default. When someone is sharing a screen, active speaker will show on the top right corner of the shared screen.	
Record active speaker, gallery view and shared screen separately	Unchecked	No		
Record an audio only file	Checked	No		
Save chat messages from the meeting/webinar	Unchecked	No		
ADVANCED CLOUD RECORDING SETTINGS				
Add a timestamp to the recordings	**Checked**	No	Enable this option to embed the date and time of the actual meeting into the video recording	

Display participants' names in the recording	Unchecked	No		
Record thumbnails when sharing	Unchecked	No	Include a thumbnail video of the presenter when the recording includes a shared screen	
Optimize the recording for 3rd party video editor	Unchecked	No	Enable this option to ensure compatibility of the recording file created by Zoom with video editing software you can use to modify the recording file. This will increase both the file size and the time it will take to generate the recording file.	
Save panelist chat to the recording	Unchecked	No	The messages sent by panelists buring a webinar to either all participants or all panelists and attendees will be saved to the recording.	
Automatice recording	Off	No		
IP Address Access Control	Off	No		
Only authenticated users can view cloud recordings	Off	No		
Require password to access shared cloud recordings	Off	No		
Auto delete cloud recordings after days	**On**	No		
Specify a time range (days)	30	No	30 days is the minimum amount of days required to hold a recorded webinar. See EVG Protocols for guidance.	
The Host can delete cloud recordings	On	No	This option is set on default.	
Recording Disclaimer	**On**	No		This feature is only available on Zoom client with the following versions or later: 4.4.52532.0413 (Windows) 4.4.52551.0414 (MacOS) 4.4.52555.0414 (Andriod) 2.8.18.2821.0412 (Linux) 4.4.52549.0913 (iOS)
Ask participants for consent when recording starts	Checked	No		
Ask host to confirm before starting a recording	Checked	No		
Multiple audio notifications of recorded meeting	Off	No		
Recommended Settings for Webinar Meetings Settings: Telephone	**Setting Option**	**Override in Scheduled Webinar?**	**Notes**	**Zoom Version**
TELEPHONE				
Show international numbers link on the invitation email	Off	No		
Toll Call	Off	No		
3rd Party Audio	Off	No		
Mask phone number in the participant list	**On**	No		
Global Dial-in Countries/Regions	United States of America	No		
Recommended Settings for Webinar Meetings DURING MEETING	**Setting Option**	**Override in Scheduled Webinar?**	**Notes**	**Zoom Version**
SETTINGS TO SET DURING ZOOM WEBINAR (BY HOST)				
Chat: [...] menu at bottom right				
Allow Attendees to chat with: Host	Off	Yes	This option allows participants to do tech support discussion with hosts (i.e., mic doesn't work) Alternative: share tech support phone number with commissioners	
Participants: [More] menu at bottom right				
Allow Attendees to Unmute themselves	Off	Yes	Commissioners must raise hand to be unmuted or be promoted to Co-Host	
Allow Attendees to Rename themselves	Off	Yes	Hosts can rename as needed	

Welcome to the **[INSERT NEIGHBORHOOD COUNCIL BOARD NAME]** virtual meeting.

(OPTIONAL) This meeting will be recorded for record purposes only, please be mindful of this fact as we work through this meeting.

It is important to remember that we are all learning this new system and transitioning to this new reality during this COVID-19 pandemic. Please allow time for this Neighborhood Council to work through some technical matters as we move through this meeting. Take a moment and provide some grace to all who are attending this meeting and participating in this new virtual governance process.

Remember that the Code of Conduct applies to this meeting and all Board Members have read the Code of Conduct and understand the appropriate behavior expected of us as elected representatives of our community.

We should conduct ourselves in a civil, courteous, and respectful manner and discourteous or inappropriate behavior is discouraged.

(Consider sharing the following points at the beginning of the meeting:)

- Members of the public will be recognized by the president/chair and/or moderator.
- All remarks should be directed to the Neighborhood Council Board as a body rather than to any particular Board Member or any member of the staff or audience and should refer to staff by title and/or department.
- When speaking, please do so in a civil, non-argumentative and respectful manner. There will be differences in opinion. You might not agree with everything that is discussed, but please be open to hearing other people's perspectives.
- Other than asking a question to clarify a statement, Neighborhood Council Board Members should refrain from entering into a dialogue with the speaker during public comment.
    - Public comment is not intended for a discussion between the Neighborhood Council and the speaker and should not be used for that purpose.
    - Public comment is not be used as a time for problem-solving or reacting to comments made but, rather, for hearing the stakeholders for informational purposes only.

- Please mute yourself after you have made your comment since background noise disrupts the meeting.
- The Moderator will be reviewing the “Participants” panel to see who raised their virtual hand and keep track of the order to call upon for comment. When you are called upon by the Moderator, you will be unmuted. If you wish to speak, please dial * 9 or press the “raise hand” option in Zoom.

THIS LANGUAGE IS REQUIRED ON ALL AGENDAS

(Highlighted Text will need to be changed to reflect Neighborhood Council's Information)

VIRTUAL MEETING TELECONFERENCING NUMBER FOR PUBLIC PARTICIPATION
In conformity with the September 16, 2021 Enactment of California Assembly Bill 361 (Rivas) and due to concerns over COVID-19, .the _____ Neighborhood Council meetingwill be conducted entirely with a call-in option or internet-based service option.

Every person wishing to address the Neighborhood Council must dial (123) 456-7890, and enter 123 123 123 and then press # to join the meeting. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting

GENERAL PUBLIC COMMENT ON NON AGENDA ITEMS

THE AMERICAN WITH DISABILITIES ACT - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the Department of Neighborhood Empowerment by email: NCSupport@lacity.org or phone: (213) 978-1551.

PUBLIC ACCESS OF RECORDS – In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at 200 N. Spring Street Los Angeles, CA 90012 and at our website: www.empowerla.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Name at (213) 978-1551 or email: NCsupport@lacity.org

THIS LANGUAGE IS HIGHLY RECOMMENDED AS BEST PRACTICE

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – The public is requested to dial *9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to ____ minutes per speaker, unless adjusted by the presiding officer of the Board.

SERVICIOS DE TRADUCCIÓN - Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a _____(name of Board Member) de la Mesa Directiva, al _____ (Board member email and/or phone number) o por correo electrónico avisar al Concejo Vecinal.

Notice to Paid Representatives - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal

Code §§ 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at {213) 978-1960 or ethics.commission@lacity.org

PUBLIC POSTING OF AGENDAS – Neighborhood Council agendas are posted for public review as follows:

- Community Center, 11243 Empowerment Blvd, Los Angeles
- www.NeighborhoodCouncilWebsite.com
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at https://www.lacity.org/subscriptions

CITY OF LOS ANGELES
CALIFORNIA

Neighborhood Council

Governing Board

Name, President

Name, Vice-President

Namey, Secretary

Name, Treasurer

Name, Boardmember

Name, Boardmember

200 N. Spring Street
Los Angeles, CA 90012

Email: NCsupport@lacity.org
Website: www.empowerla.org

NEIGHBORHOOD COUNCIL

CANCELLED

Regular Board Meeting Agenda
Friday, May 1, 2020
7:00 pm
Zoom Meeting Online or By Telephone
Dial (XXX) XXX-XXXX to Join the Meeting
Then Enter This Webinar ID: XXX XXX XXX and Press #

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte XXXX, Secretaria, al (XXX) XXX-XXXX o por correo electrónico XXXX@NeighborhoodCouncil.org para avisar al Concejo Vecinal.

IN CONFORMITY WITH THE GOVERNOR'S EXECUTIVE ORDER N-29-20 (MARCH 17, 2020) AND DUE TO CONCERNS OVER COVID-19, THE BOARD OF XXXX NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ENTIRELY TELEPHONICALLY.

Every person wishing to address the Board must dial (XXX) XXX-XXXX, and enter XXX XXX XXX and then press # to join the meeting. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

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The Neighborhood Council system enables meaningful civic participation for all Angelenos and serves as a voice for

improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of stakeholder volunteers who are devoted to the mission of improving our communities.

I. CALL TO ORDER & ROLL CALL

a. Call to Order by Presiding Officer
b. Roll Call

II. ADMINISTRATIVE MOTIONS

a. Approval of the Minutes of the Regular Meeting held on MEETING DATE
b. Approval of MERs for March 2020

III. PRESIDENT'S REPORT - The President will provide a verbal report to the Board on COVID19 Emergency Funding expenditures.

IV. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS

V. FUNDING MOTIONS

a. Discussion and/or possible action to approve up to $250.00 for Neighborhood Council branded bobble-heads from Bobbles-For-All for community outreach.

VI. NEW BUSINESS

a. Discussion and/or possible action to support Council File # 19-0000 promoting the Neighborhood Council System as the largest civic engagement system in the world and empowering local communities to engage in meaningful ways with the City of Los Angeles.
b. Discussion and/or possible action to develop outreach strategies to encourage stakeholders to participate in virtual meetings
c. Discussion and/or possible action to approve recommendation of the temporary Bylaws Advisory Committee to amend Article V, Section 5 to read: "The Vice Chair will be responsible for…"

VII. ADJOURNMENT (End time is approximately 9:00 p.m. or shortly thereafter)

THE AMERICAN WITH DISABILITIES ACT As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

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RECONSIDERATION AND GRIEVANCE PROCESS - For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website www.NeighborhoodCouncilWebsite.org

SAMPLE OPENING REMARKS BY CHAIR

Chair: Good afternoon/evening ladies and gentlemen. Welcome to the meeting of the _____ Neighborhood Council Board. Today is_____ 2020.

Introduction of Meeting Support Staff (Optional)

I would like to introduce the staff supporting this meeting and identify their roles. They will be heard speaking during the course of the meeting.

_____ will act as the meeting moderator. They will announce when it is time for public comment, unmute participants who wish to speak, and will conduct a Voice Vote by Roll Call of the Board.

_____will provide technical support and assist the moderator with public comment.

For everyone listening to our Neighborhood Council meeting, the meeting 'moderator' has muted all attendees and will unmute speakers when called upon to give public comment.

(**Chair makes opening statement or comments as they see fit**.)

Chair: During the meeting tonight/today, we will discuss the items listed on the meeting agenda in numerical order, unless I receive a request from a board member to take an item out of order.

If any board member has consulted with the City Attorney and it has received advice regarding a conflict of interest at the time an agenda item is announced for discussion, the board member should identify the general nature of the conflict, indicate that he or she is recusing him or herself from participating in the matter, and leave the meeting session during the duration of the discussion of the item. Before we make a decision on any item, members of the public will have an opportunity to provide comments on the item under consideration.

When the agenda item is open to public comment the following steps must be completed to be recognized by the moderator. For telephone attendees press star (*) 9 on your dial pad, and for computer users, in the Zoom window, click the "raise hand" option. The moderator will see all who indicated that they would like to comment and will allow comments on a first come first serve basis as time allows.

For Public Comment, when it is the member of the public' turn to speak the moderator will announce either the last 4 digits of the telephone number or state the person's name as indicated on the Zoom participant list. The moderator will unmute the speaker and ask that they state their name for the

record and proceed with their comment. When the time has expired the moderator will mute the speaker and advise their time for comment has concluded.

If you have a general comment on an item that is not listed on the agenda, you may provide your comment during the "General Public Comments" portion of the meeting. General Public Comment is limited to _____ minutes maximum. No individual speaker will be allowed more than _____ during General Public Comment, unless the presiding officer of the Board decides differently.

General public comment should be directed to the Board rather than to individuals. Please understand there are applicable laws that limit the actions we may take during tonight's/today's meeting, thus, we may be legally prohibited from acting on a concern that you have expressed. However, your concern may become the topic of discussion at a future board meeting after we have had the chance to list the item on the agenda.

General public comment will occur during item number _____ of today's agenda.

The moderator will then proceed to the next public speaker in the same manner.

Agenda Item – Call to Order and roll call (Chair & Moderator)

Chair: This meeting called to order. The moderator will conduct a roll call of the Board Members. When your name is called, please respond and state your name for the record.

Moderator: Board Member [wait for response], Board Member [wait for response], etc. We have a quorum.

Agenda Item –

Chair: Item # ___ Approval of the Minutes of the Regular Meeting of _____. Are there any comments or changes? If you wish to speak, please dial * 9 or press the "raise hand" option on Zoom.

[Chair and/or Moderator will need to coordinate how the Chair will be notified of board members wishing to speak]

I see Board Member _____ wishes to speak? Board Member _____, you have the floor.

[Board member makes comment and/or motion. If a motion is made, seek a second from another board member]

It is moved and seconded that (Restate the motion). Is there any discussion?

[Allow for Board discussion]

Do we have public comment?

Moderator: Mister/Madame Chair, we have _____ speakers for public comment on this item.

First speaker is (name or last 4 digits of phone number). [unmutes speaker] Please identify yourself for the record and proceed with your comment.

Thank you. Your public comment time has elapsed.

Next speaker is (name or last 4 digits of phone number). [unmutes speaker] Please identify yourself for the record and proceed with your comment.

Etc.

Public comment has concluded for this item.

Chair: The question on the floor is (re-state motion). The moderator will conduct a Vote by Voice. All those in favor say "Aye." Those opposed say "No." Or say "Abstain." When the moderator calls your name, state your name for the record and cast your vote

Moderator: Board Member (name), Board Member (name), etc. The Ayes are (state the count), The Nos are (state the count) and there are (state the count) abstentions.

Chair: (restate vote results). Next item on the agenda is…

MODERATOR: GENERAL PUBLIC COMMENT

"Agenda Item number _ is open for public comment. If you would like to comment and are on the telephone press star (*) 9, if you are on a computer in the Zoom window press the raise hand button at this time. Each speaker will have ____minutes to speak on the item. When you are unmuted please clearly state your name for the record."

"Commenter with telephone number ending 1234 or Ms. Smith, please state your name for the record and begin." (Unmute participant.)

"Thank you, your time has expired."

MODERATOR: AGENDA ITEM PUBLIC COMMENT

"Agenda Item XX is open for public comment. If you would like to comment and are on the telephone press star (*) 9, if you are on a computer in the Zoom window press the raise hand button at this time. Each speaker will have ___minutes to speak on the item. When you are unmuted please clearly state your name for the record."

Example: "Commenter with telephone number ending 1234 or Ms. Smith, please state your name for the record and begin." (Unmute participant.)

"Thank you, your time has expired."

EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT
200 N. Spring Street, 20th FL, Los Angeles, CA 90012 · (213) 978-1551 or Toll-Free 3-1-1

Neighborhood Council Voting Facts

With the various ways that Neighborhood Councils can take action, there is often confusion in cases where the count is close on whether an item has passed or not. To ensure consistency, the Department of Neighborhood Empowerment is providing information on how Neighborhood Council voting is interpreted by the Department and the Office of the City Attorney. Here is a breakdown of what to look for to make sure every vote is counted correctly. Most of the information below should be in a Neighborhood Council's bylaws or standing rules.

Know the Basic Numbers

You'll need to look at the bylaws to determine some basic information first:

1. Total number of board seats
2. Quorum to take action
3. Any board members or seats ineligible to vote on certain items because of training requirements, recusals or age. Board members who are ineligible to vote because of training requirements or recusals won't be listed in the bylaws, but typically are announced at the meeting.

Know How the Board Takes Action

Boards typically take action in the following ways, which will result in different outcomes:

1. Simple majority of board members present
2. Simple majority of board members present and voting
3. Simple majority of the total board

Instead of simple majority, the number can also be two-thirds. This higher number is typically for board member removal or changes to the bylaws.

Example

A Neighborhood Council has 15 board seats and has a quorum of 9 board members to take action. Eleven board members are present, but only 9 are qualified to vote for an item before them because of training requirements. Based on the 3 ways a board can take action, here are the important numbers for the scenario:

1. Simple majority of board members present – Requires 6 votes to pass
2. Simple majority of board members present and voting – Requires 5 votes to pass
3. Simple majority of the total board – Requires 8 votes to pass

If the final vote is 6 for, 3 against and 2 ineligible, then the motion only passes under the first 2 scenarios.

Remember, the required number of votes necessary can change between each agenda item. For instance, if in this scenario, the next item requires 2 board member recusals as well as the 2 ineligible board members, then some of the important numbers have shifted because only 9 board members are present now with 7 qualified to vote:

1. Simple majority of board members present – Requires 5 votes to pass
2. Simple majority of board members present and voting – Requires 4 votes to pass
3. Simple majority of the total board – Requires 8 votes to pass

If the final vote is 4 for, 3 against and 2 ineligible, then the motion still passes under the 2nd scenario, but not the 1st and 3rd.

Even though a board member is ineligible to vote, s/he still counts towards quorum and the number of board members present. S/he does not, however, count towards the number of board members voting. A recused board member does not count towards quorum or the number of board members present or the number of board members voting.

To get the simple majority number, divide the number of board members necessary by 2 and round up if you get a half number, e.g. 6.5 = 7.

Know How Abstentions Are Treated

Instead of voting for or against an item, a Neighborhood Council board member may abstain instead. In the Neighborhood Council bylaws, abstentions may still count in the total vote, but the voting outcome will be different based on how the Neighborhood Council treats abstentions. The Neighborhood Council bylaws template sets out how the Department of Neighborhood Empowerment and the Office of the City Attorney interprets abstentions. If the Neighborhood Council bylaws state that they "include abstentions" in the total vote, the abstentions will act as a yes vote in essence similar to the City Council. If the Neighborhood Council bylaws states that they "do not include abstentions" in the total vote, the abstentions could be removed entirely from the vote tally depending on the situation, changing the number of votes necessary to pass a motion.

<u>Example</u>

A Neighborhood Council has 15 board seats and has a quorum of 9 board members to take action. Eleven board members are present, but only 9 are qualified to vote for an item because of training requirements. Based on the 3 ways a board can take action, including how they treat abstentions, here are the important numbers for the scenario:

Final Vote: 3 for, 3 against, 3 abstentions and 2 ineligible.

1. Simple majority of board members present, including abstentions – 11 board members present so simple majority of 6 votes is required to pass
-Vote passes because the abstentions are included and considered a yes vote so there are 6 votes for the motion (3 for and 3 abstentions).

2. Simple majority of board members present, not including abstentions – 11 board members present so simple majority of 6 votes is required to pass
-Abstentions are not removed from the final tally here so 6 votes are needed to pass. Here, abstentions in essence act as a no vote. So there are only 3 for votes, which is not enough for the majority of 6 needed. Vote does not pass.

3. Simple majority of board members present and voting, including abstentions – 9 board members present and voting so simple majority of 5 votes to pass
-Vote passes because the abstentions are included and considered a yes vote so there are 6 votes for the motion (3 for and 3 abstentions), which goes beyond the 5 needed to pass.

4. Simple majority of board members present and voting, not including abstentions – 3 abstentions removed from the 9 board members present and voting leaving a simple majority of 4 to pass of the remaining 6 votes
-In this scenario, abstentions are removed from the final vote tally completely in order to determine the simple majority number of the remaining votes because an abstention is considered "not voting." The 3 abstentions are removed from the 9 board members voting, resulting in only 6 board members now present and voting. The simple majority of 6 is 4. There are only 3 for votes, which is not enough for the new majority of 4 needed. Vote does not pass.

5. Simple majority of the total board, including abstentions – Requires 8 votes to pass, abstentions do not matter
-Vote does not pass because there are not 8 votes even with abstentions (3 for, 3 abstentions = 6).

6. Simple majority of the total board, not including abstentions – Requires 8 votes to pass, abstentions do not matter
-Abstentions are not removed from the final tally here so 8 votes are needed to pass. The abstentions in essence act as a no vote so there are only 3 for. Vote does not pass because there are not 8 votes.

Filing a Community Impact Statement (CIS)

Should a committee(s) pass a motion to forward to the Board for vote, and the Board passes the motion, the committee chair is responsible for drafting a letter – one page if possible – for the President to sign and submit. The following format should be used when drafting the CIS post Board meeting. Please see the sample following for further detail.

1. Date
2. City Council (or other recipient or Government Body
3. Address
4. Re: Name of ordinance, state bill or other issue
5. Case #, State Bill # or other reference code
6. Greeting
7. Date of Board meeting,
8. Confirmation the meeting was held in accordance with the Brown Act and HHWNC bylaws
9. The motion vote
10. The motion in its entirety
11. A request that the motion should be submitted as a CIS to the appropriate Council file (or other file if not Council.)
12. Names of all persons to be copied. (Please see referenced local, county and state government officials in contact section of reference book).

Once submitted, please submit the body, via email to the President, who will either approve or offer suggestions before submitting. Please do as soon as possible after the meeting as some motions are time sensitive.

[Date]

[City Recipient]
[Department]
[Sub department]
[Organization
[Address]
[City], [State] [Zip]

Re: [Subject, including any file numbers or identifiers necessary]

The Hollywood Hills West Neighborhood Council (HHWNC) is one of the certified neighborhood councils in the City of Los Angeles.

At a meeting of HHWNC's Board on [Date of meeting], [include if representatives participated: "as well as the representatives", include if participated: many stakeholders came to specifically discuss the agenda item for [insert file number or agenda item subject]. [After both the presentation from [support and opposition] representatives and stakeholders' comments were considered, HHWNC's Board discussed and voted on the following motion:

Motion:.

The motion passed unanimously, []yes to []no.

On behalf of HHWNC, the above information is respectfully submitted.

Very truly yours,

Anastasia Mann
President
Hollywood Hills West Neighborhood Council

cc: [insert recipients]

Full Name	First	Mid	Last	Suffix	Branch	Title	District
Gilbert Cedillo	Gilbert		Cedillo		City of LA	Councilmember	Council Dictrict 1
Gerald Gubatan	Gerald		Gubatan		City of LA	Senior Planning Director	Council District 1
Mark Ridley-Thomas	Mark		Ridley-Thomas		City of LA	Councilmember	Council Dictrict 10
TBA					City of LA		
Mike Bonin	Mike		Bonin		City of LA	Councilmember	Council Dictrict 11
Len Nguyen	Len		Nguyen		City of LA	Senior Planning Director	Council Dictrict 11
Greig Smith	Greig		Smith		City of LA	Councilmember	Council Dictrict 12
Mitch O'Farrell	Mitch		O'Farrell		City of LA	Councilmember	Council Dictrict 13
Craig Bullock	Craig		Bullock		City of LA	Planning Director	Council Dictrict 13
Kevin de León	Kevin		de Leon		City of LA	Councilmember	Council Dictrict 14
Placeholder					City of LA		Council Dictrict 14
Joe Buscaino	Joe		Buscaino		City of LA	Councilmember	Council Dictrict 15
Aksel Palacio	Aksel		Palacio		City of LA	Planning Deputy	Council Dictrict 15
Paul Krekorian	Paul		Krekorian		City of LA	Councilmember	Council Dictrict 2
Adrian Asadoorian	Adrian		Asadoorian		City of LA	Planing Deputy	Council District 2
Bob Blumenfield	Bob		Blumenfield		City of LA	Councilmember	Council Dictrict 3
Elizabeth Ene	Elizabeth		Ene		City of LA	Senior Planning Deputy	Council Dictrict 3
Nithya Raman	Nithay		Raman		City of LA	Councilmember	Council District 4
Salans/Choi					City of LA	Councilmember staff	Council District 4
Paul Koretz	Paul		Koretz		City of LA	Councilmember	Council Dictrict 5
Daniel Skolnick	Daniel		Skolnick		City of LA	Planning Director	Council Dictrict 5

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Greig Smith		Los Angeles	CA	90012
Mitch O'Farrell		Los Angeles	CA	90012
Craig Bullock		Los Angeles	CA	90012
Kevin de León		Los Angeles	CA	90012
Placeholder		Los Angeles	CA	90012
Joe Buscaino		Los Angeles	CA	90012
Aksel Palacio		Los Angeles	CA	90012
Paul Krekorian		Los Angeles	CA	90012
Adrian Asadoorian		Los Angeles	CA	90012
Bob Blumenfield		Los Angeles	CA	90012
Elizabeth Ene		Los Angeles	CA	90012
Nithya Raman		Los Angeles	CA	90013
Salans/Choi		Los Angeles	CA	90013
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Paola Bassignana	Paola		Bassignana		City of LA	Planning Deputy	Council Dictrict 7
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Kristen Gordon	Kristin		Gordon		City of LA	Planning and Economic Development Deputy	Council Dictrict 8
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Stephanie Mikhlian	Stephanie		Mikhlian		CA Assembly	Field Representative	46th Assembly District
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Josh Kurpies	Josh		Kurpies		CA Assembly	District Director	50th Assembly District
Sheila Kuehl	Sheila		Kuehl		LA County	Supervisor	3rd District
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Curren D. Price, Jr.		Los Angeles	CA	90012
Sherilyn Correa		Los Angeles	CA	90012
Vince Bertoni		Los Angeles	CA	90012
Laura Freidman		Burbank	CA	91502
Seamus Garrity		Burbank	CA	91502
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Josh Kurpies		Santa Monica	CA	90405
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Erin Seinfeld			CA	90012
Ben Allen		Redondo Beach	CA	90278
Allison Towle		Redondo Beach	CA	90278
Osama K. Younan				

SECTION IV

FUNDING

NCFP Policies
NCFP 101 Board Acton Certification
Sample Board Action Certification Form
NCFP 110 Letter of Acknowledgment
NCFP 114 NC Community Event Risk Planning
NPG Applicant Information Packet 2018
NCFP 107 NPG Application
NPG NC Information Packet 02-2018
NCFP 108 NPG Completion Report Form

All of the documents above may be found online at the LA City Clerk website. https://clerk.lacity.org/neighborhood-council-funding/documents-and-forms.

In particular, application forms are available online as fillable PDFs for easier handling.

Please ask the HHWNC Treasurer for a BAC with the Board members pre-filled in the form.

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In particular, application forms are available online as fillable PDFs for easier handling.

Please ask the HHWNC Treasurer for a BAC with the Board members pre-filled in the form.

Neighborhood Council Funding Program

POLICIES & GUIDELINES

Updated April 8, 2019

Office of the City Clerk
Administrative Services

HOLLY L. WOLCOTT
CITY CLERK

SHANNON D. HOPPES
EXECUTIVE OFFICER

City of Los Angeles
CALIFORNIA

OFFICE OF THE CITY CLERK

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ERIC GARCETTI
MAYOR

Neighborhood Council Leaders,

The Office of the City Clerk would like to extend a warm welcome to all new board members and particularly the new Financial Officers in the Neighborhood Council (NC) system. The NC system is indeed one of the gems in the City of Los Angeles, and we are proud to be able to provide the administrative support for NCs to run their financial operations successfully through the Neighborhood Council Funding Program.

The NC Funding Program was transferred from the Department of Neighborhood Empowerment to the Office of the City Clerk in July 2016. At that time, our City leaders had a vision to expand and strengthen support to the NC system while simultaneously allowing the Department of Neighborhood Empowerment to focus its staffing resources on capacity building and technical assistance in the field.

At the core of the City Clerk's approach to working with our NC system and creating the Neighborhood Council Funding Program Policies and Guidelines is TASC: Transparency, Accountability, Simplicity and Consistency. TASC is also the lens utilized in the creation of the online NC Funding System portal.

With the support from the Commission on Innovation and performance, the Office of the City Clerk was able to bring ***simplicity*** to the execution of financial transactions by NCs. The NC Funding System portal is an easy to use online platform for the NCs to request funds, track expenditures, upload documents, and generate financial reports. Utilizing the online platform, anyone with computer access can view spending trends by budget categories in detail creating a new level of ***accountability*** and ***transparency*** required in the expenditure of NC funds.

The Office of the City Clerk is committed to developing and implementing funding policies and guidelines that mirror sound accounting practices and make sense for the NC system. The ***consistency*** with which we will administer these funding policies and guidelines will make them both predictable and easy to follow. We will continue to work in partnership with our NC system, the Mayor, City Council, Office of Finance, Controller's Office, Risk Management, City Attorney's Office and Department of Neighborhood Empowerment to ensure that we continue to innovate and provide excellent service to the NC system.

Sincerely,

Holly L. Wolcott
City Clerk

Neighborhood Council Funding Program
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Governance and Administration

The Office of the City Clerk, Administrative Services Division, Neighborhood Council Funding Program (NC Funding Program) is pleased to distribute our "*NC Funding Program, Policies & Guidelines.*" It has been our goal since the NC Funding Program was transferred to our department to provide Neighborhood Councils (NC) with a fresh set of comprehensive policies that can be consistently applied and updated as necessary. These easy to follow guidelines build on the established financial management framework on which each NC is currently operating.

Background

On March 21, 2017, the Los Angeles City Council adopted ordinance 184835 which amended sections 5.517, 22.801(p), 22/810.1(g) and 22.815 of the Los Angeles Administrative Code in order to transfer administration of the NC Funding Program from Department of Neighborhood Empowerment to the Office of the City Clerk, and establish a trust fund for the City Clerk to administer NC Accounts. Said change came fourteen years after the inception of the NC Funding Program in March 2003 via Council File 02-0699.

Mission

Our Mission is to assist the NC System with its fiscal administrative needs as they relate to NC funding. Our philosophy in order to accomplish our mission is based on a two-pronged approach: 1) Facilitate access by the NCs to their annual budget allocation by making the process of spending public funds simple, while maintaining accountability and transparency, and 2) Ensure that public funds are spent appropriately following all City government laws, policies, rules, guidelines and expectations and that said regulations and policies are applied consistently across the NC System.

Administration of the NC Trust Fund

The Policies and Guidelines set forth in this set of documents (known as "policies") are the governing rules for the NC Funding Program. The Policies and Guidelines are subject to revision at the discretion of the Office of the City Clerk, Administrative Services Division, NC Funding Program. The NC Funding Program may issue additional instruction(s) on NC Funding matters not addressed in these documents.

Authority to Administer the NC Trust Fund

Los Angeles City Charter Article IX Section 911.
Funds shall be appropriated into a special fund to be established by ordinance. The Mayor and Council shall thereafter appropriate funds for the department and NCs at least one year in advance of each subsequent fiscal year.

Los Angeles Administrative Code Section 22.810.1(g) Subsection (1) & (2)
Money appropriated in the budget of each year for certified NCs for the costs related to the functions, operations and duties of a certified NC shall be placed in the NC Fund. The functions, operations and duties of a certified NC include, but are not limited to, meeting and office space, office equipment, computers, supplies and communications, such as the costs associated with newsletters, postage or printing written materials. At the discretion of each NC, and as approved by the City Clerk, all or part of the money so appropriated may be used for neighborhood improvement projects. The City Clerk is authorized to promulgate all procedures, rules and regulations, as well as to issue any directives necessary for the administration of NC expenditures, including neighborhood improvement projects and Neighborhood Purpose Grants.

Plan for a Citywide System of NCs (the Plan)
The NC Funding Program derives additional guidance not already implicit in the City Charter or Administrative Code from the Plan, such as general financial accountability, funding responsibilities and expectations, including operations, outreach, neighborhood projects and grants, corrective actions and remedial measures.

NC Funding Program Policy 1.0 - NC Boards and Financial Officers

In 1999, voters in the City of Los Angeles approved changes to the City Charter which added Section 900 to create the NC System. With the creation of the NC System, the Plan for a Citywide System of NCs (Plan) was also drafted and adopted. The Plan discusses financial accountability relative to NCs and the requirements for proper spending of public funds. The Plan also discusses Funding in Article IX which explains the purpose of the funding appropriated to NCs.

Each Certified NC's Governing Body is comprised of elected, selected, and/or appointed stakeholders. Each NC is allocated funds for their Office, Outreach, Election, Neighborhood Purposes Grants, and Community Improvement Project expenditures. Since NCs are City bodies who are subject to local, state and federal laws, and who use public funds for their activities, all expenditures by NCs must be agendized and voted on at a properly noticed public meeting.

1. **Fiduciary Responsibility**
    a. All NC Board Members have the responsibility of ensuring that the funding account activity of their respective Boards complies with established Policies and Guidelines prescribed by the Office of the City Clerk. All Board members voting on funding-related matters at official NC meetings must complete and abide by all required trainings.
    b. If a Board member thinks they may have a potential conflict of Interest, they must contact the Office of the City Attorney prior to engaging in discussion or voting on any matters that may pose a potential conflict of interest.
    c. All funding-related matters must be included on a board agenda, discussed and approved at a public meeting that complies with all Brown Act and other meeting notification requirements. The board should include enough information on the agenda regarding a funding matter so that the public can make a reasonable decision whether they would like to attend and provide their input on the matter.
    d. Treasurers are to report the Monthly Expenditure Report (MER) to the board and its stakeholders on a monthly basis regarding the status of its NC Funding Program account including expenditures, outstanding expenditures, and the total remaining balance for the fiscal year. If at any time a funding discrepancy is discovered, the board should be notified immediately so that it may be discussed and corrected. If the discrepancy cannot be resolved or is of a nature that may involve criminal activity, the board should notify the NC Funding Program immediately.

2. **Eligibility to Vote on Financial Matters**
    a. To be eligible to vote on any NC Expenditure, Financial Reports, and/or annual budgets, the board member must:

i. Be an Elected, Appointed and/or Selected Board Member of the NC
ii. Be 18 years of age or older
iii. Have completed the California State Ethics Training Requirement for Local Officials (AB 1234)
iv. Have completed the online NC Board Member Funding Training and obtain a passing score of 70% on any test associated with the online course at least once every 2 years.
    1. Board members may also attend the in-person Funding Training required for NC Financial Officers, at least once every 2 years.
    2. Any Funding trainings completed before July 1, 2018 will expire June 30, 2020
v. Have completed the Code of Conduct acknowledgement.

3. Board Member Responsibilities

a. Every Board member eligible to vote on funding items has a fiduciary responsibility and must ensure that proper procedures are followed when expensing public funds.
b. Each board member is responsible for understanding the NC Funding Program and educate himself or herself on the rules and guidelines governing the use of public funds.
c. Every board member is responsible for completing all required trainings and abide by Conflict of Interest Laws applicable to NCs.
d. Each board member must seek advice from the Office of the City Attorney, NC Advice Division, when applicable, and *PRIOR* to any discussion and/or vote.
e. Every board member is responsible for understanding the funding items up for discussion and action. Each expenditure should be evaluated on its merit, with all of the necessary supporting documentation.
f. Every board member must know what is appropriate and inappropriate use of public funds.
g. All board members must review, understand, inquire, discuss and ultimately vote on the Monthly Expenditure Report (MER) on a monthly basis.
h. Every board member must visit the NC Funding Program Public Dashboard and stay current with their NC's financial activity.
i. Every board member must feel free to speak with their vote anytime there is a disagreement on any financial matter.

4. Financial Officers

a. Every NC must select, elect, or appoint the following Financial Officers from the NC Board:
    i. Treasurer
    ii. 2nd Signer
    iii. NC Bank Cardholder
b. An NC may also, if they choose, select, elect, or appoint an Alternate Signer to serve as a Financial Officer as described in Section 5 below.
c. Financial Officers of the NC must meet the following criteria:

i. Fully eligible to vote on expenditures, financial reports, and annual budgets as listed above
ii. Complete the in-person NC Funding Program Training at least once every 2 years.
    1. Trainings completed before July 1, 2018 will expire June 30, 2020
iii. Complete the in-person NC Funding System Portal Training at least once every 2 years.
    1. Trainings completed before July 1, 2018 will expire June 30, 2020
iv. Complete Funding Program bank documents, providing two forms of identification
v. Have a level of comfort with technology and utilization of an online Funding system
vi. Inability to meet the criteria above will cause the Financial Officer to be suspended from, or be unable to perform, their respective responsibilities until the criteria is met.

5. Financial Officer Responsibilities

a. The NC **Treasurer** is responsible for the following:
    i. Use of the online Funding System portal which includes:
        1. Submitting check payment requests after the NC Board approval vote has been taken. As a best practice, the NC should submit payment requests within 45 days of the NC board approval of the expenditures.
        2. Generating the Monthly Expenditure Reports (MER) and presenting them to the Board for review and action on a monthly basis.
    ii. Submit requests for bank card limit increases, as needed
    iii. Keep track of the NC's annual budget for revisions by the Board, as needed
    iv. Maintain custody of financial documents - unless appointed differently by the Board
b. The NC **2nd Signer** is responsible for the following:
    i. Verifies Funding Program documents have been correctly and completely filled out before submitted for processing.
    ii. Acts as the second signer as required on Funding Program documents
c. The NC **Bank Cardholder** is responsible for the following:
    i. Maintains secure custody of the NC's bank card
    ii. Ensures card is used for payment transactions as approved by the Board only.
    iii. Obtains itemized receipts or itemized paid invoices for every card transaction.
    iv. Submits (Uploads) itemized receipts or itemized paid invoices for card no later than 10 days after the date the transaction posts.
    v. Must not accept cash refund. All refunds must be made as a credit return.
    vi. Notifies the Funding Program immediately of lost or stolen cards

1. Bank must be notified immediately by the NC Bank Cardholder to block any further usage of the card.
2. A new card can be ordered upon notification
3. The Neighborhood Council will be limited from accessing its available funds through the bank card while a new card is being requested from the bank.

vii. Notifies NC Funding Program upon resignation or removal as the NC Bank Cardholder.
   1. The Neighborhood Council will be limited from accessing its available funds through the bank card when a cardholder has resigned or has been removed and a new card is being requested from the bank for a newly-appointed cardholder.

viii. Can only serve as Cardholder for one NC at a time.

ix. Is the only Board Member authorized to pick up the NC bank card, issued to his/her name, from the NC Funding Program Office.

d. The NC **Alternate Signer** is responsible for the following:
   i. In the absence or unavailability of the Treasurer or 2nd Signer, the Alternate Signer can sign Board-approved funding documents to be submitted to the NC Funding Program.

NC Funding Program Policy 1.1 - Fiscal Year Annual Budget and Administrative Packet

"The fiscal year of the City shall begin on July 1 of each year and shall end on June 30 of the following year." City of Los Angeles, Charter Sec. 310.

As an entity of the City of Los Angeles, the NCs adhere to the same fiscal calendar as the City of Los Angeles. Each fiscal year, the NCs will be given access to their annual allocation through the Office of the City Clerk's prescribed method.

1. **Annual Budget and Administrative Packet**
   Pursuant to Los Angeles Administrative Code Section 22.810.1(g), NCs are to spend the funds on the functions, operations, outreach, and projects of the NC. The annual budget and Administrative Packet is a plan for the utilization of resources and expenditures. The annual budget and Administrative Packet should be used as a strategic financial road map to conduct activities that will help the NC achieve its mission, goals, and objectives. It should include the input of stakeholders, be accessible, and comply with the rules that govern the use of NC public funds.
   a. The annual budget is comprised of the following expenditure categories:
      i. General and Operational Expenditures (comprised of three subcategories)
         1. Office/Operational
         2. Outreach
         3. Elections
      ii. Neighborhood Purposes Grants
      iii. Community Improvement Projects
   b. The Administrative Packet is a complete record of all items that support the NC's fiscal and administrative operations as the new fiscal year begins, which includes the annual budget form, Letter of Acknowledgement signed by all Financial Officers, information on administrative services such as office space, meeting space, storage facility, P.O. box, and website support services, as applicable to the NC.
   c. NCs must submit their annual budget and Administrative Packet to the Office of the City Clerk, NC Funding Program by the beginning of the new fiscal year in order to re-establish access to their allocated funds when the fiscal year starts.
      i. NCs that have not submitted an annual budget and Administrative Packet to the NC Funding Program when the new Fiscal Year begins will be limited to $333.00/month for Office/Operational expenditures only.
         1. This limited amount will be available for the first 3 months (first quarter) of the new fiscal year only to assist NCs to function in a basic capacity, including the ability to schedule a timely board meeting to review and take action on its annual budget and Administrative Packet.

2. If the annual budget and Administrative Packet are not submitted when the 4th month (second quarter) of the fiscal year begins, the NC's funds will be frozen.

ii. Payment requests related to Outreach (including events), Elections, Neighborhood Purpose Grants, and Community Improvement Projects will not be allowed when the annual budget and Administrative Packet have not been submitted to and accepted by the NC Funding Program.

2. Annual Budget Specific Line Items

a. The Office of the City Clerk will not accept specific line items in the annual budget as authorization for payments, except for monthly and recurring Office/Operations-related expenditures. These may include:
   i. Office space leases
   ii. Office supplies and equipment expenses, excluding inventory items
   iii. Storage facility leases
   iv. P.O. Boxes
   v. Office telephone and Internet services
   vi. Meeting refreshments/snacks. Please see Policy 2.1.1.d for further explanation.
   vii. Website hosting and maintenance services
   viii. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
   ix. Printing and copying for meetings/office-related purposes only
   x. Business cards
   xi. Postage

b. Expenditures related to Outreach (including events), Elections, Neighborhood Purposes Grants, and Community Improvement Projects must be approved by the NC board at a Brown Act compliant meeting through separate board actions, not as specific line items in the annual budget.

3. Annual Budget Funds Rollover

a. Effective February 1, 2019, a new policy will be implemented to allow for non-cumulative rollover of up to $10,000 of unspent funds per fiscal year (FY) for each NC. Rollover funds will allow the NCs to make sound budgetary decisions throughout the FY, without the risk of forfeiting unspent funds, thereby eliminating the need to request last minute City Council Motions to move funds, or hold time consuming special board meetings in May/June to approve any unplanned expenditures. Instead, NCs will be allowed to accrue up to $10,000 in unspent funds to add to the next FY's budget allocation.

b. No more than $10,000 may be rolled over from one FY to the next, on a non-cumulative basis. Non-cumulative means no more than $10,000 may be retained and added each year to the City's annual budget allocation for each NC.
   i. Example of non-cumulative rollover:
      1. FY18/19 Budget per NC = $42,000.

2. NC ends FY 18/19 with $14,000 balance in unspent funds. $10,000 may be rolled over.
   Total FY19/20 Budget Allocation is $42,000 plus $10,000 rolled over from FY18/19 or $52,000.
3. FY19/20 same NC ends FY with $6,000 balance in unspent funds. All $6,000 may be rolled over into next FY.
   Total FY20/21 Budget Allocation is $42,000 plus $6,000 rolled over from FY19/20 or $48,000.

c. This policy is not intended to circumvent necessary authority and approval requirements as part of the City's financial processes. If funds are being held for a special project, a new account needs to be established and approved by City Council. If funds are being transferred into an existing special account or to a City department, a City Council Action is required.
d. The Funding Program will notify NCs of their Fiscal Year closing balance including available rollover funds, if any, on August 1st or next business day.
e. Depending on when an NC submits its annual budget, the NC may need to revise and submit its annual budget to account for any rollover funds received.
   i. Available rollover funds will be added to the NC funding account when the NC has submitted a valid annual budget including the rollover funds.
f. An NC is INELIGIBLE to receive rollover funds if any of the following apply:
   i. In Exhaustive Efforts status as determined by DONE
   ii. NC funds are in "frozen" status due to delinquent MERs as determined by the Office of the City Clerk. NC funds may be frozen if MERs for the preceding FY are delinquent according to Program Policy 6.0.3.a, Corrective Measures:
      1. Three (3) cumulative missing reports during the Fiscal Year, or
      2. Two (2) consecutive missing reports during the Fiscal Year.
   iii. The current sitting Treasurer and Bank Cardholder are not in good standing per Policy 1.0.4.c Financial Officers

Expenditures

NC Funding Program Policy 2.0 - Expenditures

All expenditures made by an NC are intended for the purpose of a general public benefit and must be approved through board action at a Brown Act-compliant board meeting prior to the expenditure. Expenditures made by the NCs must abide by all laws, rules, and regulations applicable to NCs. Expenditures must be approved by the board during the same fiscal year the expenditure is to be executed. If approval occurs in a prior fiscal year as part of a larger planning effort (for example, a strategic annual budget plan), the expenditure must be reaffirmed during the fiscal year when the expenditure is to be made before the expenditure is executed.

1. **Expenditure Categories**
   The NC expenditures shall be categorized under one of the three budget categories and/or one of the three subcategories listed below, which are further explained in NCF Policies 2.1-2.5.
   a. General and Operational Expenditures (comprised of three subcategories)
      i. Office/Operational
      ii. Outreach
      iii. Election
   b. Neighborhood Purposes Grants
   c. Community Improvement Projects

2. **Prepayments/Advance Payments**
   a. NCs are not authorized to make payments before services are rendered or goods are received. Payment for services and goods can only be made at the time of delivery of the services or goods. Any exceptions to allow for prepayments are made at the discretion of the Office of the City Clerk, NC Funding Program.
      i. As a general rule, deposit payments of up to 50% of the invoiced amount or not exceeding $1,000 may be allowed if authorized by the NC Funding Program.

3. **Fiscal Dates**
   a. For the purposes of accounting and reconciliation, the following fiscal dates must be followed:
      - **May 20** - Final date to request an event approval for the current fiscal year using current fiscal year funds;
      - **June 1** - Final date to submit a check payment request using current fiscal year funds;
      - **June 20** - Final day for any bank card transactions using current fiscal year funds.

4. **Requirements for Check Payment Requests**
    a. Check payments are issued to vendors as requested by the NC Treasurer. Check Payment requests must be submitted by the Treasurer after the Board approval vote and no later than June 1 of the fiscal year. Check payment requests that are not submitted by June 1, will not be processed by the NC Funding Program in the current fiscal year, and may need NC action to appropriate in the following fiscal year.
    b. The method of requesting a check payment is as prescribed by the Office of the City Clerk, Funding Program. The check payment request generally requires:
        i. Board Action Certification (BAC) form authorizing the requested payment, completed and signed by the NC Treasurer, 2nd Signer and/or Alternate Signer.
            1. The Board Motion language provided in the BAC form must reflect the same agenda item or action as approved by the Board.
        ii. Vendor invoice, which provides the following:
            1. Vendor name
            2. Vendor address and contact information
            3. Invoice number
            4. Invoice date
            5. Payment Amount due
            6. Description of purchase
            7. Name of the NC in the "bill to" section
    c. The NC Funding Program may request additional supporting documentation or information to further evaluate and account for payment requests, such as, W-9 forms, IRS Letters of Determination, quotes, meeting agendas, meeting minutes, etc.
    d. Check payment requests, once submitted, may take 1 to 3 business days for staff review and authorization, depending on level of staff review necessary for requested payment and completeness of submission. Payment requests that are found to require contract considerations may take longer to process.
    e. In situations where an NC no longer has a Treasurer, or the ability to appoint a Treasurer, the NC will be limited from accessing its available funds. When a new Treasurer is appointed by the Board, and authorized by the NC Funding Program, access to the NC Funding System will be granted.
        1. Access to the NC Funding System may also be limited in situations where the NC does not have a 2nd Signer, or Alternate Signer, as at least one is necessary to sign Board Authorization Certification (BAC) forms required by the funding system.

5. **Requirements for Bank Card Payments and Cardholders**
    a. The NC Bank Card is a credit-card based payment method to pay for low-value, non-contracted items less than one thousand dollars ($1,000), including board or committee meeting incidentals, basic office supplies. NC Bank Cardholder usage is monitored through the NC Funding System portal by conducting daily and monthly reviews.

b. The front of the card is printed with the City of Los Angeles seal and the board-appointed NC Bank Cardholder's name and respective NC name. The individual whose name appears on the card is the only individual authorized to use the card.
c. Purchases made with a bank card must be approved by the board before the expenditures are made. NC Bank Cardholders must submit (upload) an itemized receipt or paid invoice by the 10th day after the transaction posting date, through the method prescribed by the NC Funding Program, which is currently to upload the receipt or invoice in the NC Funding System portal. Receipts must provide the following:
    i. Vendor name
    ii. Vendor address and contact information
    iii. Receipt date
    iv. Reasonable description of items for which payment was made
    v. Price per item and total amount paid
d. Payments made through PayPal or other non-descriptive payment methods are not allowed. Non-descriptive payment methods include those that do not provide necessary information as listed above in (c).
    i. NC Bank Cardholders are advised to check with vendors who accept bank card payments to confirm if the method used to charge cards will be PayPal or another non-descriptive method. If so, payment to the vendor will need to be made through the check payment method.
e. All expenditures paid through bank card may be subject to additional administrative procedures. NC Funding Program may request additional supporting documentation or information to further evaluate and account for transactions.
f. In situations where an NC no longer has a bankcard holder, the NC will be limited from accessing its available funds through the bank card until a new bank cardholder is appointed by the Board and authorized by the NC Funding Program to be the custodian of the NC bank card.
g. NC Funding Program maintains the right to audit or revoke a bank card at any time.
    i. Bank cards will be revoked automatically for the following:
        1. Someone other than the authorized user makes a purchase with the card
        2. Repeated infractions
        3. Prohibited uses

6. Bank Card Limits and Requests to Increase Limits

a. Standard bank card limits are:
    i. $5,000.00 per month
    ii. $1,000.00 per transaction
b. Any requests for increases to the above standard limits must be submitted in writing, via email, by the NC Treasurer to the Funding Program for review and approval. To request an increase, the Treasurer must provide the following:
    i. Board Action Certification (BAC) authorizing the requested expenditure

ii. Vendor invoice/quote
iii. Project or Event budget, as necessary or requested by the Funding Program

c. Once approved, the Funding Program will notify the Treasurer and the NC Bank Cardholder. There will be a limited amount of time to make the transaction with the authorized increase limit. Processing requests to increase bank card limits may take up to two business days.
d. If the Funding Program considers that an NC is not in compliance with requirements of the Program, such as being delinquent with Monthly Expenditure Reports or with bank card transaction receipts or other necessary documentation, it may deny requests to increase card limits.

7. Lost or Missing Receipts

a. When a required NC bank card receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, a Missing Receipt Affidavit should be completed and submitted.
b. A Missing Receipt Affidavit should be used on rare occasions and may not be used on a routine basis. A maximum of two (2) Affidavit submissions are permitted during a fiscal year. More than 2 uses of the Affidavit during the fiscal year may revoke the privilege of providing a declaration in lieu of a receipt, lead to freezing of the NC bank card, and any further action by the Funding Program as deemed appropriate or necessary.
c. A Board Action Certification (BAC) form authorizing the use of the Missing Receipt Affidavit must be provided when submitting the Affidavit in lieu of the missing receipt. The Affidavit and BAC must be submitted through the NC Funding System portal

8. Accidental Payments

a. In situations where an NC Bank Cardholder has accidentally or inadvertently issued a payment with the NC bank card which was not for the purpose of NC business, the NC Bank Cardholder will be required to either return the merchandise to the vendor for full credit returned to the bank card or reimburse the NC in the total amount spent, as prescribed by the NC Funding Program.
    i. When reimbursing the NC:
        1. the Board member must do so using a personal check, money order, or cashier's check.
        2. The NC Board must approve the reimbursement to its funding account during a Brown Act-compliant and properly posted meeting.

9. Prohibited Usage of the NC Bank Card

a. Expenditure Types
    i. Personal purchases
    ii. Transaction of product or vendor considered inappropriate (e.g. firearms, tobacco, alcohol, adult entertainment)
    iii. Transactions of products or vendor not compliant with all applicable laws
    iv. Cash-in-lieu of credit to card

v. ATM cash withdrawals
vi. Split charges - using multiple bank card transactions to pay for a single charge to circumvent the $1,000.00 single-transaction limit allowed on the bank card.
1. For example, a charge of $1,500 cannot be split into two separate transactions of $900 and $600.
1. The Treasurer can request a bank card limit increase from the NC Funding Program to allow for the single charge on the card.

b. Vendors
i. Bars
ii. Liquor Stores
iii. Travel Agencies
iv. Night Clubs
v. Cocktail lounges
vi. Casinos

c. Products
i. Airline Tickets, event tickets, movie tickets, etc.
ii. Alcoholic beverages
iii. Gasoline, diesel fuel, propane gas (exceptions may apply)
iv. Jewelry
v. Flowers for individuals

d. Services
i. Car Wash
ii. Cash Advance
iii. Dry cleaning for uniform and carpets
iv. Cleaning
v. Tuition reimbursements
vi. Vehicle leases
vii. Payments by "Paypal" or other non-descriptive payment services

e. The listing above serves as a guideline and should not be construed as an all-inclusive or all-exhaustive listing of prohibited card usages. Exceptions to the items listed above may be granted by the Funding Program with proper justification.

10. Unacceptable Purchases/Transactions with NC Funds

a. Below are transaction guidelines for the use of NC funds. Please contact the NC Funding Program in the event you are unsure of the proper transaction method for any expenditure. Liability is always an important consideration with any project. Please contact the Funding Program for further information. The following are prohibited:
i. Any purchases made without prior approval of the Board, and any purchases that are not identified in the NC approved budget.
ii. Payment for services over an extended period of time that may require a contract or services agreement executed by the Office of the City Clerk. Treasurers should consult with the Funding Program prior to using the bank card for this purpose
iii. Gifts of goods or money, i.e., toys, food, clothing items, school supplies, movie tickets, gift cards, plaques, raffles, or other similar

items of value that serve an individual and/or personal use, regardless of value. Such use of NC funds is considered a "gift of public funds", which State law prohibits.

iv. Any purchases and/or capital improvement projects that impact the value of private property or do not benefit the general public.
v. Events or projects that do not have the required insurance, permits, or contracts.
vi. Third-party payments. Payments must be made to vendors who have billed the NC directly for services or products rendered to and under the responsibility and/or sponsorship of the NC.
vii. Purchases of alcohol, tobacco, firearms, or adult entertainment products.
viii. Purchases that violate the constitutional separation of church and state (City funds cannot be used to endorse religion and/or interfere with free religious exercise)
ix. Purchases that violate City and/or State conflict of interest laws.
x. Supporting or opposing ballot measures or candidates, and political forums or debates unless following City Attorney guidelines.
xi. Lawsuits against the City or City agencies, and appeals against any discretionary decisions made by any City agency.
xii. Payment by "Paypal" or other non-descriptive payment service.
xiii. Personal transportation costs or vehicle parking fees and traffic tickets.
xiv. Purchase of money orders or cashier's checks.
xv. Purchases and/or transactions with the intent of creating a line of credit for goods and/or services not rendered and/or promised.
xvi. Purchase of retail/warehouse/online store memberships, such as but not limited to Amazon Prime, Costco, Sam's Club
xvii. Online orders of goods and services related to NC events or activities, such as bounce houses, jumpers, slides, dunk tanks, carnival rides, where risk assessment needs to be evaluated by the NC Funding Program.

11. Inventory

a. The NC Board must certify an inventory list attesting to the completion of the list.
    i. The inventory certification will be completed on an inventory form provided by the Office of the City Clerk
    ii. A BAC must be attached approving the Inventory Form
b. A physical inventory must be taken at least once every 2 years. For NCs which follow a 2-year board election schedule, their inventory certification process is to coincide with the board installation after the board election.
    i. The assigned board member of the outgoing NC Board responsible for the inventory list must provide a completed inventory form indicating all NC inventory items to the incoming board.
    ii. A BAC form from the incoming board approving the inventory must be provided to the NC Funding Program within the first quarter (3 months) following the board installation.

iii. For NCs which follow an election schedule other than the 2-year schedule, their inventory certification process is to coincide with the board installation after the board election or selection and then, subsequently, completed every 2 years.
    1. The assigned board member of the outgoing NC Board responsible for the inventory list must provide a completed inventory form indicating all NC inventoried items to the incoming board.
    2. A BAC form from the incoming board approving the inventory must be provided to the NC Funding Program within the first quarter (3 months) following the board installation or the anniversary of the board installation.

c. Items to be include in an Inventory List include, but are not limited to, the following items:
    i. Goods with a $1,000 value and at least a 3-year expected life cycle.
    ii. Electronic equipment
        1. Computers
        2. Printers
        3. Tablets
        4. Scanners
        5. Cameras
        6. Popcorn/snow cone machines
        7. Generators
d. All Inventory items must be photographed and applicable serial numbers recorded on the inventory list.
e. Inventory taken outside of the Neighborhood Council storage facility, office, or meeting space must be checked-out through the assigned board member responsible for the NC inventory
    i. The checkout and inventory process is at the discretion of the NC but must be documented.
f. Salvage - Contact the NC Funding Program Office for instructions regarding the process to salvage NC equipment.

12. Tipping

a. Under the LA Administrative Code, gratuities not exceeding 15 percent are allowable where reasonable and customary. For the NC Funding Program, fees and tips given to food delivery personnel, catering and service personnel, (up to 15 percent of the bill exclusive of taxes) are considered customary.
b. Exception to exceeding the 15 percent will be allowed when there is a required gratuity and the amount is added on the bill by the service provider.

13. Custodial Payments

a. In situations where an NC does not have access to its funds or does not have a Treasurer, 2nd Signer, or NC Bank Cardholder, due to action by the NC Funding Program or Department of Neighborhood Empowerment, or resignation or removal by Board action, the Funding Program will assist the

NC in issuing custodial payments on behalf of the Board for Office/Operations-related expenditures only (office rent, storage space, P.O. boxes, phone/web service, professional temp services, etc.). This also includes Financial Officers who are unavailable to carry out their duties due to temporary causes as determined by the Funding Program. The NC will be responsible to provide necessary invoices to the Funding Program to ensure continuation of services.

b. The Funding Program will issue custodial payments for a period of up to three (3) months.
    i. If custodial payments are needed beyond 3 months, the Funding Program may take corrective action as set forth in NCF Policy 6.0, Corrective Measures.
c. In situations where an NC has been placed in "Exhaustive Efforts" by Department of Neighborhood Empowerment, the NC Funding Program and Department of Neighborhood Empowerment will authorize and issue office/operational, outreach, and election payments as deemed appropriate and fiscally responsible.

14. Monthly Expenditure Reports (MER)

a. The MER is a document generated electronically by the NC Funding System portal that provides a record of the NC's bank account monthly transactions, including expenditures made in both check payments and bank card transactions, committed and outstanding expenditures, and total net balance for the remaining fiscal year.
b. The MER is an important and necessary financial document of every Neighborhood Council that serves to provide accountability and transparency in the use of the public funds allocated to each Neighborhood Council.
c. MERs are generated by the Funding System portal on a monthly basis immediately following the month for which the expenditures are reported.
    i. Financial Officers are able to access the MER in the Funding System portal beginning approximately the 5th day of the month following the reporting month.
    ii. The Board Action Certification (BAC) Form approving the MER is due to the Funding Program Office, through the Funding System portal, by the 10th day of the second month following the reporting month.
        1. For example, the MER for the month of January (the reporting month), will be generated by the Funding System portal beginning the 5th of February, depending on weekends, holidays, or necessary receipts being uploaded to the Funding System portal by the NC bank cardholder.
        2. The BAC approving the MER is due to the NC Funding Program Office by the 10th of March.
        3. The MER schedule above allows an NC board at least one (1) month to review and take action on the MER before the BAC is due for submission to the Funding Program Office.
d. As outlined in Funding Program Policy 6.0.3 below, corrective measures may be imposed by the Funding Program Office when an NC is considered delinquent on generating its MERs or submitting its BACs for the MER.

15. Additional Provisions

a. NCs expenditures may be subject to additional administrative procedures not outlined in this document.
b. The NC Funding Program may request additional supporting documentation or information to further evaluate and account for payment requests or transactions as deemed necessary by City standards.
c. If in the situation when an NC violates any laws, rules, or regulations, the NC and/or members of the NC may be subject to corrective measures set forth in NCF Policy 6.0, Corrective Measures.

Office/Operational Expenditures

NC Funding Program Policy 2.1 - Office/Operational Expenditures

Office/Operational Expenditures are expenses made for the purpose of the NC's operations. As outlined under the Los Angeles Administrative Code 22.810 1 (g).

1. **Office/Operational Expenditures**
   NCs may make expenditures for their functions, operations and duties.
   a. Office/Operational expenditures include but are not limited to:
      i. Office space leases
      ii. Office supplies and equipment expenses, excluding inventory items
      iii. Storage facility leases
      iv. P.O. Boxes
      v. Office telephone and Internet services
      vi. Meeting refreshments/snacks. Please see Policy 2.1.1.d for further explanation.
      vii. Website hosting and maintenance services
      viii. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
      ix. Printing and copying for meetings/office-related purposes
      x. Business cards
      xi. Postage
   b. Office/Operational expenditures for an NC must be approved by the NC at a Brown Act compliant meeting. The expenditure must be approved as an individual agenda item. For certain monthly and recurring office/operating expenses, specific line items may be created in the annual budget, under the Office/Operational Category, as payment authorizations, as described in NC Funding Program Policy 1.1.2.
   c. Recurring/repeating payment requests set up in the NC Funding System portal must include Payment Request Documents that support the scheduled monthly recurring payments, such as a Consolidated Invoice from the vendor, the Summary Sheet of an executed contract for the related vendor, or a Letter of Authorization from the Office of the City Clerk authorizing the payments. Recurring payment requests submitted in the Funding System portal without the appropriate, applicable Payment Request Documents as indicated above may be denied.
   d. The Funding Program allows NCs to reasonably and accordingly use their allocated funds for certain food and beverage expenses as operational expenditures for the sole purpose of creating an environment that attracts stakeholders and the general public to official business meetings. Reasonable food and beverage expenses for NC meetings are allowed under the following conditions:
      i. The meeting is an official NC business meeting open and accessible to the public;
      ii. Only light refreshments are provided. Light refreshments include coffee, tea, juice, soda and snacks, finger foods-type items such as

pastries, cookies, granola bars, candy, fruit, small sandwiches, pizza or similar items.

iii. Alcohol is strictly prohibited.

iv. In situations where food and beverage expenses, and other related expenses, for an NC meeting go beyond what is allowed as described above, the NC may contact the Department of Neighborhood Empowerment (DONE) in advance for advice on how to proceed. It most cases, the NC will need to submit an Event Approval Form for consideration by the Funding Program.

2. Methods of Payment

a. Check Payment

i. The NC must provide a Board Action Certification (BAC) Form and an itemized invoice after the approval vote is taken. Check requests must be submitted through the NC Funding Portal as prescribed by the Office of the City Clerk.

b. Bank card Payment

i. Purchases made with a bank card must be approved by the board before the expenditures are made. The NC Cardholder must submit (upload) an itemized receipt or itemized paid invoice by the 10th day after the transaction posting date, through the NC Funding System portal.

3. Additional Provisions

All Office/Operational expenditures may be subject to other administrative procedures. The NC Funding Program may request additional supporting documentation or information to further evaluate and account for payment requests or transactions as deemed necessary by City standards.

Outreach Expenditures

NC Funding Program Policy 2.2 - Outreach Expenditures
One of the core purposes of an NC is to promote its activities, including meetings, events, projects, etc., and engage its stakeholders to become involved in the NC and their communities.

1. **General Outreach Expenditures**
   Outreach expenditures for an NC must be approved by the NC board at a Brown Act compliant meeting. Each outreach expenditure must be identified and approved as an individual agenda item.
   a. Examples of Outreach expenditures:
      i. Advertising
      ii. Newsletters
      iii. Promotional items
      iv. Presence of authorized NC representatives at a community event organized and held by another organization, including having a booth or doing tabling at such event.
         1. Authorized board members attending a third-party community event for outreach purposes may not gain individual benefits, "perks" as they may be considered potential gifts to government officials which are impacted by government conflict of interest/ethics regulations.
         2. When conducting outreach activities, i.e. tabling or having a booth at an event sponsored by another organization, it is reasonable and acceptable for an NC to provide commercially pre-packaged snacks, i.e. cookies, candy, small bags of chips, water, coffee, etc., as well as low value promotional items as a way of attracting attendees to the NC table.
            a. However, more expensive food items or outreach activity components, such as having a hot dog cart or food truck, a photo booth, a Disc Jockey or other entertainment planned as part of your outreach efforts is considered to go beyond what is allowed for basic outreach activities and create risks and liabilities for the City of Los Angeles.
               i. In these situations, please contact the Department of Neighborhood Empowerment (DONE) in advance for advice on how to proceed.
   b. Promotional Items
      i. An NC may only purchase outreach promotional items of nominal cost and value for the purpose of advertising its presence in the community.
         1. When the NC plans to purchase promotional items for distribution at public events and other outreach

opportunities, i.e. tabling, items purchased must have the NC name or logo and contact information, such as a phone number, website, email address, or social media handle branded on these items so that the items serve a sole purpose of general marketing and advertising for the Neighborhood Council, i.e. branded pens, keychains, magnets, and other similar "freebies" items.

2. NCs may submit proposed items of higher cost to the NC Funding Program for review and consideration.

c. All outreach expenditures must be approved by the NC board at a Brown Act compliant meeting through separate board actions, **not as specific line items within an annual budget.**

i. The NC boards must also review and approve, prior to final production, the content of its print media outreach items, i.e. newsletters, flyers, brochures, etc.

2. NC Events

a. NCs are required to provide at least 30-days advanced notice to the NC Funding Program to address potential risks and liability considerations and secure necessary insurance, permits, and/or agreements with parties involved in the event.

b. Neighborhood Councils can sponsor or co-sponsor public community events.

i. Sponsored Events: Events solely organized, implemented, and/or paid for by the NC. Payment by the NC may not always be involved, for example, when payment is not requested by a vendor or the NC uses its own existing equipment or supplies for the event.

ii. Co-sponsored Events: Events partially organized, implemented, and/or paid for by the NC. Payments by the NC may not be necessary, for example, when payments are not requested by vendors or the NC uses its own existing equipment or supplies for the event.

c. An NC is considered to be an event sponsor or co-sponsor when any of the following apply:

i. The NC is hosting or co-hosting the event,

ii. The NC is taking part in the event planning and implementation efforts,

iii. The NC is contributing financially or in-kind for the event to occur.

If any of the criteria above apply, then the NC must submit an Event Approval Form to the NC Funding Program Office for review.

d. The NCs must submit a complete Event Approval request packet at least 30 days prior to the event for proper review and approval. The event approval packet is comprised of the following documents to be deemed complete for review:

i. NC Event Approval Form (as provided by the NC Funding Program);

ii. Board Action Certification Form (BAC);

iii. Complete event Budget, including expenses to be paid by identified co-sponsors; and

iv. Other supporting documentation such as, but not limited to:

1. Invoices/quotes/estimates (Billed to the NC)
2. Insurance Certificates from vendors involved, i.e. venue, catering, entertainment, or equipment rental vendors, etc.
3. Permits, including but not limited to facility use permits from parks, libraries, schools, and other venues, as well as health permits from food vendors, street closure permits, and L.A. County Department of Public Health Community Events permits
4. Service or Use Agreements/contracts as required by the City of Los Angeles or vendors involved, i.e. venue, catering, entertainment, or equipment rental vendors, etc.
5. Flyers/promotional material
6. Proof of artwork
7. **For more information and details, please refer to the "Neighborhood Council Community Events – Risks & Liabilities Checklist" Form found on the Funding Program website, or contact your Funding Program Representative.**

e. If a complete Event Approval request packet is submitted with less than 30 days for review, the application package may be rejected, and the NC will not be authorized to sponsor/co-sponsor the event.
f. If an NC submits an incomplete event packet, or the event itself violates any rules, laws, or policies applicable to NCs, the event application packet shall be rejected.
g. If an NC sponsors/co-sponsors an event without the approval of the Office of the City Clerk, the NC and/or individual members of the NC may assume personal responsibility and liability for the event, and additional corrective measures will be taken as outlined in NC Funding Policy 6.0.
h. Under Article II of the Plan it is stated:
    i. Certified NCs must encourage all Community Stakeholders to participate in all of their activities, and may not discriminate in any of their policies, recommendations or actions against any individual or group on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner status, renter status or political affiliation. Therefore, all events sponsored or co-sponsored by an NC, must be open, accessible, and free of charge to the general public.
i. All Sponsored and Co-sponsored event packets for the current fiscal year must be submitted for approval July 1 - May 20 of the same fiscal year. NCs may submit Event Requests for future fiscal years for review as necessary. However, funding is contingent upon receipt of a future fiscal year allocation, board approval of the event funding during the same fiscal year the event is scheduled, and cannot be expended until the new fiscal year.
    i. Exceptions for Events occurring through July 15th
        1. Expenses for Events scheduled to occur from July 1st to July 15th may be paid from the immediate prior fiscal year funds with approval of the NC Funding Program.
        2. Events scheduled after July 15th must be paid with funds from the current fiscal year.

3. Exceptions to the NC Funding Program policies and guidelines may be provided at the discretion of the NC Funding Program.

3. Methods of Payment

a. Check Payment
   i. To request a check payment for general outreach expenditures, the NC must provide the following documents after the vote approving the expenditure is taken:
      1. Itemized invoices
      2. Board Action Certification (BAC) Form;
   ii. Check payment requests for event-related outreach expenditures require the following documentation:
      1. Event Approval Form marked as "Approved" by NC Funding Program;
      2. Board Action Certification (BAC) Form;
      3. Itemized invoices
   iii. Check payment requests must be submitted through the NC Funding System portal.

b. Bank card Payment
   i. Purchase transactions made using the NC bank card must be approved by the board before the transactions are executed. The NC Bank Cardholder must submit (upload) an itemized receipt or itemized paid invoice by the 10th day after the transaction posting date, through the NC Funding System portal.

4. Additional Provisions

All outreach expenditures may be subject to other administrative procedures. The NC Funding Program may request additional supporting documentation or information to further evaluate and account for payment requests or transactions as deemed necessary by City standards.

Election Expenditures

NC Funding Program Policy 2.3 - Election Expenditures

Election expenditures are expenses made for the purpose of the NC's periodic general governing board Election process, including Selections. NCs can pay for expenses related to voter engagement and participation, such as election advertising, voter outreach events and activities, social media and print media expenses, etc.

1. **Election Expenditures**
   Election expenditures for an NC must be approved by the NC at Brown Act compliant meetings. The expenditures must be approved as individual agenda items, not as part of the general Election category in the annual budget.
   a. The board may create and approve a budget document for its election-related expenses where it itemizes each planned expenditure, including the particular purpose and description for each expenditure and, if possible, the vendor to be used.
      i. The approved election budget may be accepted as authorization for payments.

2. **Methods of Payment**
   a. Check Payment
      i. The NC must provide a Board Action Certification (BAC) Form and an itemized invoice after the expenditure approval vote is taken. Check requests must be submitted through the NC Funding System portal.
   b. Bank card Payment
      i. Purchases made with a bank card must be approved by the Board before the expenditures are made. The NC Cardholder must submit (upload) an itemized receipt or itemized paid invoice by the 10th day after the transaction posting date, through the NC Funding System portal.

3. **Additional Provisions**
   All election expenditures may be subject to other administrative procedures. The NC Funding Program may request additional supporting documentation or information to further evaluate and account for payment requests or transactions as deemed necessary by City standards.

Neighborhood Purposes Grants

NC Funding Program Policy 2.4 - Expenditures for Neighborhood Purposes Grants (NPG)

Los Angeles Administrative Code 22.817:
NCs are authorized to make monetary grants to nonprofit corporations (excluding religious institutions and private schools) organized under 26 United States Code Section 501(c)3 and to public schools pursuant to the criteria set forth in Article XI of the Plan for a Citywide System of Neighborhood Councils.

1. **Neighborhood Purposes Grant**
   The Neighborhood Purposes Grant (NPG) program provides NCs with greater opportunity to benefit their communities while supporting and building partnerships with local public-benefit organizations. Eligible organizations include 501(c)(3) nonprofits and public schools.
   a. Grants cannot be issued to religious organizations or to private schools.
   b. NPGs must be approved by the NC at a Brown Act compliant meeting. The grant must be approved as an individual agenda item.
   c. Any NPG issued by an NC must be for a public purpose: How will the grant help the community? Please refer to document entitled, "*What is a Public Benefit*" of the application for Neighborhood Purposes Grant for more information.
      i. Funds requested for purposes of purchasing uniforms or other personal equipment to be utilized by individuals, i.e. cheerleader uniforms, football helmets, music instruments, etc., the items must be considered property of the Grant applicant, available to the general community the applicant serves, and must remain with the applicant until the retirement of the items.
      ii. Funds requested for purposes of providing scholarships or financial assistance to community members are allowed as long as a public purpose and benefit is demonstrated, and the NC is not involved in the process of selecting the scholarship or financial assistance recipients and no NC board member or family members become recipients of the scholarships or financial assistance.
   d. NPGs cannot be approved as part of an annual budget as specific line item expenditures.
   e. NCs shall vote on completed NPG application packets which include the following documents:
      i. Completed and signed NPG Application Form as provided by the Office of the City Clerk
      ii. 501(c)3 Letter of Determination from the Internal Revenue Service for a non-profit organization applicant; Or
      iii. Letter from the school on the school's letterhead, signed by the school principal for a public school applicant.
   f. NPGs are primarily for prospective community-benefit projects, and NPG applications shall be approved by the NC before the Completion Date listed on the NPG application.

i. NPGs approved after the Completion Date shall not be authorized for payment by the Office of the City Clerk.
ii. NPG must demonstrate funds requested are needed in the current Fiscal Year for the approved grant funds to be issued out of the current Fiscal Year account of the NC.
iii. Individual board members cannot commit NC funds without prior board approval.
iv. NPG funds may not be used for reimbursements for expenditures made in anticipation of the approval of an NPG

g. NCs must submit (upload) the approved NPG application packet with a Board Action Certification to the Office of the City Clerk after the Board approval vote is taken.
h. Before funds are granted, NPG requests must be approved by both the NC Board and the Office of the City Clerk.
i. The NC Funding Program may request additional information to further evaluate a proposed grant payment request.

2. NPG-Funded Events

a. Article II Section (2) of the Plan states: "Certified NCs must encourage all Community Stakeholders to participate in all of their activities, and may not discriminate in any of their policies, recommendations or actions against any individual or group on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner status, renter status or political affiliation." Therefore, all events funded by an NPG, whether in whole or partial funding support, must be open and accessible to the public and free of charge.

3. Eligibility to Award Neighborhood Purposes Grants

a. Only NCs in good standing with the NC Funding Program will be eligible to participate in the NPG program. Good standing means the following:
i. NCs must have a current Fiscal Year budget on file with the NC Funding Program;
ii. NCs should ensure sufficient funds have been allocated within their annual budget for NPG awards;
iii. NCs cannot be delinquent with their Monthly Expenditure Reports submissions to the NC Funding Program (see NCF Policy 6.0.3 Corrective Measures);
iv. NCs must have an eligible Treasurer and Signer on the Board; and
v. NCs cannot be in Exhaustive Efforts.

4. Conflict of Interest Laws

a. State and local conflict of interest laws that currently apply to the NC Funding Program also apply in the consideration of Neighborhood Purposes Grant requests.
b. Should there be a conflict due to an affiliation with an applicant, board members should recuse themselves from the discussion and vote on an NPG request. Recusal means that a board member cannot participate in the presentation, discussion, and voting of the request and must leave the meeting room before any consideration on the request begins. Please

refer to the document entitled, "*State and City Conflicts of Interest Laws for NCs*" of the application for Neighborhood Purposes Grant and/or Department of Neighborhood Empowerment's representative for more information.

5. **Contract Requirements for Neighborhood Purposes Grants**
    a. Through the Neighborhood Purposes Grant, NCs have the legal authority to issue grants of public funds in amounts up to $5,000.00 without a written contract.
    b. Grants for amounts $5,000.01 and over will require further review on a case by case basis for City contract considerations in coordination with the Office of the City Clerk so as to meet City contracting standards. NCs are not authorized to enter into contracts. When a contract is required, the City Clerk will enter into agreement on behalf of the NC.

6. **Grant Project Completion Follow Up**
    a. As a best practice, NCs are strongly encouraged to require the grantee to provide a Project Completion Report to provide accountability for the proposed project goals and use of the funds awarded and to demonstrate evidence of successful efforts benefiting the community. The Project Completion Report form is available online at clerk.lacity.org

7. **Method of Payment**
    a. Payment awards approved for Neighborhood Purposes Grants can only be issued through the check payment method:
        i. The NC must provide a completed Board Action Certification (BAC) Form and a completed NPG application packet after the board approval vote is taken.
        ii. Check payment requests must be submitted through the NC Funding System portal.

Community Improvement Projects

NC Funding Program Policy 2.5 - Expenditures of Community Improvement Projects

1. **Community Improvement Projects (CIP)**
   CIPs include projects associated with beautification and capital improvement projects on public places such as, but not limited to:
   a. Street medians, parkways landscaping
   b. Neighborhood markers
   c. Street furniture
   d. Murals
   e. Tree plantings
   f. graffiti abatement
   g. Community gardens
   h. Capital improvements on recreation centers, libraries, parks, fire stations, etc.
   i. Signage such as Neighborhood Watch signs
   j. Historic-Cultural Monument Applications

2. **Review of CIPs**
   Community Improvement Projects are reviewed on a case by case basis, depending on the scope of work or services involved. Thus, the proposed project may require certain permits such as, but not limited to:
   - Insurance certificates,
   - Authorizations from other agencies,
   - Contracts or agreements involving a number of public agencies, vendors, etc.

   a. Additional guidance from other City agencies and/or Departments may be necessary.

3. **Submission Deadline**
   All Community Improvement Projects must be submitted to the NC Funding Program for review and approval no less than 30 days PRIOR to issuance of payment to involved vendors and commencement of project.

4. **Unauthorized Projects**
   Capital improvement or beautification projects involving private property are not permitted under the NC Funding Program, except when permitted and authorized by applicable City Ordinance.

5. **Method of Payment**
   a. Payments for CIPs are primarily issued through the check payment method, in particular when a contract is involved and stipulates check payments to be issued:
      i. The NC must provide a completed Board Action Certification (BAC) Form and an executed contract.

ii. Check payment requests must be submitted through the NC Funding portal or prescribed method by the Office of the City Clerk.

b. Bank card Payment
In certain instances, CIP payments may be made through the NC bank card. Payment transactions made through the NC bank card must be approved by the board and the CIP approved by the City Clerk with all permits, insurance, etc. in place before the transactions are executed. The NC Bank Cardholder must submit (upload) an itemized receipt or itemized paid invoice by the 10th day after the transaction posting date, through the NC Funding portal.

6. Additional Provisions

All CIP expenditures may be subject to other administrative procedures. The NC Funding Program may request additional supporting documentation or information to further evaluate and account for payment requests or transactions as deemed necessary by City standards.

Board Member Reimbursement

NC Funding Program Policy 3.0 - Board Member Reimbursements

NC activities should be well projected, with necessary expenditures payments planned in advance to determine whether the NC bank card or a check payment request will be needed to make payments to vendors. As an option of last recourse, if regular NC payment methods are not available, a Board Member may spend his/her own funds to pay for NC activity expenses, for which the Board Member may be reimbursed from the NC's funds.

1. **Maximum Allowed**
   The total allowable reimbursement amount cannot exceed $1000 per Board Member per Fiscal Year.

2. **Requirements**
   In order for the Board Member to be reimbursed for the expense, the following is required:
   a. A Board Action Certification (BAC) Form authorizing the use of NC funds for the NC activity or purpose for which the Board Member incurred the expense. This BAC Form must show it was authorized by the Board prior to the expenditure.
   b. A BAC Form authorizing the reimbursement payment to the Board Member.
   c. As applicable, when known in advance, the Board may approve through one single BAC, both the board expenditure and reimbursement to a specific board member who will make the board expenditure.
   d. Board Member must provide proof of purchase in the form of an itemized receipt.
      i. If necessary, NC Funding Program may request additional supporting documentation based on the type of purchase and payment made.
         1. For example, for a reimbursement of purchases for meeting refreshments, Program staff may request copies of the meeting agenda and/or other supporting documentation such as sign-in sheets, flyers, minutes, etc. If a payment was made by personal bank card transaction, staff may request copy of the bank card monthly statement.
   e. Only an NC Board Member, or Alternate acting as a Board Member, if applicable, will be reimbursed.
      i. Expenses for NC activities incurred by an individual who is not a Board Member, or an Alternate acting as a Board Member, at the time of the expenditure, will not be reimbursed.

3. **Additional Provisions**
   The NC Funding Program may request additional supporting documentation or information to further evaluate and account for payment requests as deemed necessary by City standards.

Contracts and Leases

NC Funding Program Policy 4.0 – Contracts and Leases

To ensure that NCs and City assets are protected and liability is minimized, contracts or leases may be required before an NC is able to purchase a good or service. Under Article IX, Section 902, NCs do not have the authority to enter into contracts, agreements, permits, and/or memorandums of understanding. With the transfer of the NC Funding Program and the administration of the NC Trust Fund, the Office of the City Clerk is granted the authority to enter into contracts on behalf of the NC.

1. **NC Contracts**
    a. Expenditures will require a contract if the expenditure falls under one of the criteria listed below:
        i. Owner of the location/business requires a contract
        ii. Expenditure for the service exceeds $5,000 within a fiscal year
        iii. Expenditure for the service exceeds three months (exceptions may include subscription services)
        iv. The risk and liability exposure to the City, as determined by the NC Funding Program, is excessive
    b. The Office of the City Clerk will sign a contract on behalf of the NC or issue a Letter of Authority.
        i. Letters of Authority grant the NC Presidents the ability to sign an agreement on behalf of the Office of the City Clerk. Letters of Authority are granted on a case-by-case basis for smaller expenditures such as:
            1. Storage Facilities
            2. Mail Boxes (PO Boxes)
    c. If the NC Funding Program determines a contract or a Letter of Authority is required, the items listed below may be requested:
        i. The Board Action Certification of the Expenditure
        ii. Itemized invoice(s) and/or Quotes from the Vendor
        iii. Copy of the vendor's insurance
        iv. Additional supporting documentation or information at the request of the NC Funding Program
    d. NCs must abide by all provisions set forth in the contract. If provisions of the contract are violated by the NC, the NC may be subject to corrective measures set forth in NCF Policy 6.0, Corrective Measures.
    e. Once we have all required documentation a contract will be completed within 60 days.

2. **NC Lease Agreements**
    a. Office space always requires a lease agreement and should be within the NC's geographic boundaries, whenever possible.
    b. Meeting space lease agreements are required in the following instances:
        i. If the owner of the leased facility requires an agreement;

ii. If the NC wants to secure the meeting venue for certain dates and times on an on-going basis.

c. Types of Lease Agreement
    i. Privately-owned - This is space that is privately owned by an individual, corporation or business that is charging the NC a fee to use their location.
    ii. Donated-space - This is space that is privately owned by an individual, corporation or business that is not charging the NC a fee to use their location. This will require of the owner to provide the City with a letter each fiscal year and on business letterhead, identifying the exact items and space they are providing the NC along with the monetary value associated with said donation. Donated space will require City Council to accept these donations on behalf of the NC as NCs are not authorized to accept donations.
    iii. Shared Space - This is an agreement between City Departments to allow NCs to use space with a building operated (and possibly owned) by a City Department.
d. The NC shall provide a copy the following items for an Office or Meeting Space Lease Agreement:
    i. The Board Action Certification of the Expenditure
    ii. Completed On-site Assessment Checklist
    iii. Completed Meeting and public Events ADA Accessibility Checklist
    iv. Copy of the vendor's insurance
        1. Unless insurance information has already been uploaded by the vendor's insurance broker through the appropriate method as prescribed by the Office of the City Clerk
    v. Additional supporting documentation or information at the request of the NC Funding Program
e. Once we have all required documentation a lease will be completed within 60 days.

Expenditures During Declared Emergencies

NC Funding Program Policy 5.0 - Expenditures of NC Funds in a Declared Emergencies

1. **Emergency Authority**
    a. In the event that imminent and immediate danger to community persons and/or property is reasonably foreseen as a proximate result of a declared emergency, determined as a state of emergency by a government agency, the NC President may, at his or her discretion, direct the immediate use of NC funds under the conditions listed herein.
    b. This emergency authority may remain in effect until the following Board meeting. It is expected that the Board will make efforts to hold a meeting as soon as reasonably possible.

2. **Use of NC Funds**
    a. The NC is hereby authorized to expend NC funds not exceeding $1,000.00 total for emergency services and/or supplies under the circumstances described herein ***without*** prior board approval.
    b. With prior approval by the NC Board at a properly noticed meeting, the NC may authorize more than $1,000.00 for emergency services and/or supplies under the circumstances described herein
    c. Expenditures during a Declared Emergency are categorized under the Outreach Subcategory
    d. NCs may expense funds for items such as:
        i. Water and light refreshments for first responders
        ii. Water and light refreshments for affected persons
        iii. Emergency generators
        iv. Flood lights
        v. Shelter amenities
            1. Blankets
            2. Toiletries
            3. Pet food
        vi. Communication equipment/services
            1. Walkie-talkies
            2. Radios
            3. Bull-horns
        vii. Printing services
            1. Flyers
            2. Banners

3. **Bank Card Use**
    a. The NC President may authorize the NC Bank Cardholder to utilize the NC bank card to purchase items and services listed above. Purchases may not exceed $1,000.00 unless previously authorized by the board, as prescribed under Section 2.b. of these policies. Such expenses are strictly for

emergency services and/or supplies under the circumstances described herein.

4. **Board Member Reimbursement**
    a. In the event the NC bank card is not available for use and with authorization from the NC President as described herein, a Board member may use his/her personal funds for emergency services and/or supplies under the circumstances described herein.
    b. Board member reimbursements under circumstances described herein are exempt from the reimbursement payment limits of $1000 allowed per Board member per Fiscal Year.

5. **Alternative Authority**
    a. In the absence or unavailability of the NC President, the NC Vice-President or Treasurer, in successive order, may authorize use of the NC bank card herein.

6. **Receipts and Invoices**
    a. Receipts or paid invoices itemizing payments must be obtained from the vendor and uploaded to the NC Funding portal per standard operating procedures.

7. **Report and Board Action**
    a. At the next regular or special meeting of the NC, the President shall report the expenditure to the governing board, including the details surrounding the emergency which gave rise to the expenditure. The expenditure shall be ratified by the governing board through a Board Action Certification (BAC) entered into the minutes of the meeting.
    b. If a Board member reimbursement as described herein is requested, the Board must review and approve the request through a separate BAC and submit (upload) for payment through the NC Funding System portal.

Corrective Measures

NC Funding Program Policy 6.0 - Corrective Measures

1. **Preliminary Review of Expenditures**
   The Office of the City Clerk, NC Funding Program may make a preliminary review of any expenditure or financial transaction contemplated by an NC to ensure that it is acceptable, appropriate, and comports with the NC Funding Program guidelines and laws that pertain. Where an NC is unsure whether a proposed expenditure is appropriate, it shall make a written request for guidance from the NC Funding Program on the matter before any commitment to expend funds is made or the transaction is completed.

2. **Expenditure Oversight**
   The NC Funding Program may monitor and review any and all financial transactions made by an NC as follows:
   a. Online review of any information concerning check payments, bank card transactions, or any other applicable method by which NCs may access City funds and make financial transactions.
   b. On-site review of any NC's accounts, statements, books, records, receipts, invoices, or any other document that evidences any financial transaction.
   c. An NC Funding Program in-house review of any NC's accounts and records prior to releasing funds to the NC for the conduct of its business.

3. **Admonition**
   a. If the NC Funding Program determines that an NC has failed to account for its funds or has misused its funds, then the NC Funding Program may issue a Fiscal Responsibility Admonition Notice informing the NC of the problem. Failure to account for its funds includes:
      i. Delinquent Monthly Expenditure Reports (MER). Delinquent MERs is defined as:
         1. Three (3) cumulative missing reports during the Fiscal Year or
         2. Two (2) consecutive missing reports during the Fiscal Year.
      ii. Bank card receipts not uploaded to the NC Funding portal within ten (10) days of the posting date of the transaction in a consistent manner, meaning three (3) or more occurrences during the Fiscal Year.
   b. Where the NC Funding Program deems it necessary, the Financial Responsibility Admonition Notice may require as follows:
      i. That the NC take specific corrective action to comply with Generally Accepted Accounting Principles applicable to NCs or those prescribed by the NC Funding Program.
      ii. That the Treasurer, or any other NC representative, shall meet with the NC Funding Program staff to discuss accounting practices or any other financial matter involving the NC and, thereafter, follow a remedial plan as prescribed by the NC Funding Program.

c. Corrective Action and Remedial Measures
If the NC Funding Program determines that an NC has misused its funds, then the NC Funding Program may impose corrective action or remedial measures. The NC Funding Program's decision to impose corrective action or remedial measures, or both, is final.

i. Corrective Action
As outlined in the NC Funding Program's Fiscal Responsibility Admonition Notice, the corrective action prescribed by the NC Funding Program may include, but is not limited to, the following:

1. Denying funding requests for payment on purchases or transactions deemed unacceptable or a misuse of public funds.
2. Limiting or suspending (freezing) all access to and the use of NC funds, including any check payment requests and the bank card.
3. Reducing funding to an NC in amounts that equal or approximate the amount necessary to compensate for, or remedy, any unacceptable purchase or financial transaction, or to redeem misused public funds; including any administrative or incidental costs associated therewith.
4. Assign temporary staffing services from a City-contracted temporary staff agency to work with the NC to complete needed NC Funding Program documents.
    a. The assignment of temporary staff by the NC Funding Program to the NC is binding. Payments due for services rendered, as invoiced, will be paid from available NC funds.
5. Additional corrective measures the NC Funding Program may impose on NCs include, but are not limited to, the following:
    a. Restricting available credit on the Purchase Card
    b. Requesting repayment from the NC Board or individual members of the Board
    c. Require additional training of the NC Board and/or the Financial Officers
    d. Recommend Exhaustive Efforts to Department of Neighborhood Empowerment
    e. Remove board members from serving in the capacity of Financial Officers or remove board member's eligibility to vote on any future financial matter

ii. Remedial Measures
The NC Funding Program is authorized to impose remedial measures on any NC when the Program determines that an unacceptable purchase, financial transaction, or misuse of public funds has occurred, or may occur, in violation of accounting principles, program guidelines, or laws that pertain. Additionally, remedial measures may be imposed when Department of

Neighborhood Empowerment notifies the NC Funding Program of actions taken to place the NC in "Exhaustive Efforts". Any remedial measures imposed by NC Funding Program will be identified in a Fiscal Responsibility Admonition Notice and may include any combination of corrective actions and remedial measures that the NC Funding Program deems appropriate under the circumstances.

1. In an effort to ensure that NCs operate in a fiscally responsible manner and to support the financial integrity of the NC Funding Program, the NC Funding Program may impose the following remedial measures:
    a. Require mandatory supplemental training for any Financial Officer of an NC or, if necessary, the entire governing board of the NC.
    b. Completely or partially freeze the NC funding account when the NC Funding Program determines that the NC has been repeatedly deficient in its accounting practices, has consistently mishandled or misused its funds, or is in Exhaustive Efforts as determined by Department of Neighborhood Empowerment.
    c. Suspend and/or remove Financial Officers from their duties with the NC Funding Program.
        i. In situations where an NC does not have a Treasurer, 2nd Signer, or NC Bank Cardholder on its Board, due to NC Funding Program action, resignation of or removal by Board action of said Financial Officers, the NC Funding Program will assist the NC in issuing custodial payments on behalf of the Board for Operations-related expenditures only. This also includes Financial Officers who are unavailable to carry out their duties due to temporary causes as determined by the NC Funding Program.
    d. Require that the NC immediately relinquish all access to, and tender all control of, its funding records and funds to the NC Funding Program. The NC Funding Program may impose this measure when it determines that the NC has not complied with the corrective or remedial measures outlined in a previous Financial Admonition Notice, the prospect of rectifying the problem is unlikely, or the circumstances require immediate action to safeguard public funds.
    e. Request that the Department of Neighborhood Empowerment to further explore other applicable measures that may be taken per Department of Neighborhood Empowerment's authority, if necessary. This may include involuntary

decertification, as set forth in section 22.810.1(e) (2) of the Los Angeles Administrative Code. Department of Neighborhood Empowerment may recommend decertification when it is determined that an NC is incapable of handling its accounts, its governing board refuses to follow the advice, corrective action, or remedial measures promulgated, or the circumstances require immediate action to safeguard public funds.

f. Refer the matter to the appropriate City department, commission, or law enforcement agency when the NC Funding Program has reasonable cause to believe that someone has engaged in unlawful or criminal activity involving an NC's public funds

NC Funding Program Forms

- Form 101 Board Action Certification (BAC)
- Form 104 In-Person Training Completion Form
- Form 105 Missing Receipt Affidavit
- Form 106 Event Approval Form
- Form 107 NPG Application
- Form 108 NPG Completion Report
- T7. A Meeting and Public Event ADA Accessibility Checklist
- Neighborhood Council Community Events – Risks & Liabilities Checklist

These documents are posted on our website at **clerk.lacity.org**.

Glossary of Terms

Budget Line Item

A line-item in a budget indicates specific types of expenses that the Neighborhood Councils plans or projects on making during the fiscal year.

Exhaustive Efforts

Actions taken by the Department of Neighborhood Empowerment, per the Plan for a Citywide System of Neighborhood Councils, Article VI, Section 4, to remedy complaints that impact the operations and functions of a Neighborhood Council.

Fiduciary Responsibility

The obligation entrusted on Neighborhood Council board members to care for the use of the Council's allocated funds for the benefit of the general public

Good Standing

For general purposes of the NC Funding Program, a Neighborhood Council is considered to be in good standing when it is in compliance with the explicit obligations of the Program, while not being subject to any corrective measures per the Policies and Guidelines.

Itemized Invoice

A document provided by a vendor serving as proof of request for payment for goods or services listing the cost of each item purchased rather than just the total cost.

Itemized Receipt

A document provided by a vendor serving as proof of payment made for goods or services listing the cost of each item purchased rather than just the total cost.

Monthly Expenditure Report (MER)

A document generated electronically by the NC Funding System portal that provides a record of the NC's bank account monthly transactions, including expenditures made, committed and outstanding expenditures, and total net balance for the remaining fiscal year.

Non-Descriptive Payment

Payment made that does not provide necessary proof of payment information, i.e. itemized receipt, necessary to account for the purpose of the expenditure.

Prepayment/Advance Payment

Payment made before goods and services are provided.

Public Benefit

An activity or project that builds community, enhances the neighborhood, promotes government engagement and communication, and is open, accessible, and free of charge to the members of the community wishing to participate in or make use of the activity or project. This includes the ability for a Neighborhood Council to utilize its funds for operational purposes in a manner that promotes the Council's mission, goals, and objectives.

Recurring Expenditures

Expenses incurred by a Neighborhood Council on a repeating, periodic basis, particularly on a month-to-month basis, such as payments for office space and equipment leases, storage space rental, P.O. box rental, telephone and Internet service, website hosting, meeting-related expenses like printing, photocopying, minute-taker, refreshments. etc.

Contact Us

If you have any questions regarding the NC Funding Policies and Guidelines, how to complete required funding documentation, Program training, or any general questions regarding the NC Funding Program

Please call us at: 213-978-1058

Or

Email us at: clerk.ncfunding@lacity.org

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form

NC Name:	**Meeting Date:**
Budget Fiscal Year:	**Agenda Item No:**
Board Motion and/or Public Benefit Statement (CIP and NPG):	
Method of Payment: (Select One)	☐ Check ☐ Credit Card ☐ Board Member Reimbursement

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Board Quorum:	**Total:**						

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature	Authorized Signature:
Print/Type Name:	Print/Type Name:
Date:	Date:

Office of the City Clerk
Administrative Services Division
Neighborhood Council (NC) Funding Program
Board Action Certification Form

NC Name:	**Meeting Date:**
Budget Fiscal Year:	**Agenda Item No:**
Board Motion and/or Public Benefit Statement (CIP and NPG):	

Vote Count

Recused Boardmembers must leave the room prior to any discussion and may not return to the roon until after the vote is complete.

Board Member Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Anastasia Mann							
Orrin Feldman							
Jane Cerockett							
Kathy Banuelos							
Michael Meyer							
Danielle Mead							
Oren Katz							
Matt Schichtman							
Lumenita Roman							
Paul Jenkins							
Patty Dryden							
Jeffery Masino							
Cristina Diaz							
Daniel Savage							
Richard Joludow							
Brian Dyer							
Joyce Dyrector							
Suzanne Warren							
Mary Yarber							
Barbara Witkin							
Serra Aladag							
Joe Guzik							
Totals							

We, the Treasurer and the Second Signer of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Treasurer's Signature	Second Signer's Signature
Print/Type Name:	Print/Type Name:
Date:	Date:

CITY OF LOS ANGELES
OFFICE OF THE CITY CLERK
NEIGHBORHOOD COUNCIL FUNDING PROGRAM

200 N. Spring Street, Rm 224, Los Angeles, CA 90012 • (213) 978-1058 • Clerk.NCFunding@LACity.org • Clerk.LAcity.org

FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

(1) we are authorized to request City funding to support NC general operations,

(2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and

(3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

Neighborhood Council Financial Officers - Names and Signatures:

Treasurer

SIGNATURE OF THE TREASURER	DATE
PRINT NAME OF THE TREASURER	EMAIL
BOARD POSITION	PHONE NUMBER

2nd Signer

SIGNATURE OF THE 2nd SIGNER | DATE

PRINT NAME OF THE 2ND SIGNER | EMAIL

BOARD POSITION | PHONE NUMBER

Alternate Signer (If not applicable, please indicate "N/A")

SIGNATURE OF THE ALTERNATE SIGNER | DATE

PRINT NAME OF THE ALTERNATE SIGNER | EMAIL

BOARD POSITION | PHONE NUMBER

1st Bank Cardholder

SIGNATURE OF THE 1st BANK CARD HOLDER | DATE

PRINT NAME OF THE 1st BANK CARD HOLDER | EMAIL

BOARD POSITION | PHONE NUMBER

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER | DATE

PRINT NAME OF THE 2nd BANK CARD HOLDER | EMAIL

BOARD POSITION | PHONE NUMBER

****** Bank Cardholders, please read further next page ******

CITY OF LOS ANGELES
OFFICE OF THE CITY CLERK
NEIGHBORHOOD COUNCIL FUNDING PROGRAM

200 N. Spring Street, Rm 224, Los Angeles, CA 90012 • (213) 978-1058 • Clerk.NCFunding@LACity.org • Clerk.LAcity.org

BANK CARDHOLDER ACKNOWLEDGEMENT & AGREEMENT OF RESPONSIBILITIES

This document outlines the responsibilities that I, as the Neighborhood Council Bank Cardholder, have as the primary custodial holder of a City Los Angeles Neighborhood Council (NC) Bank Card, referred herein as "the card" for the Neighborhood Council named below. My signature indicates that I have read and understand these responsibilities and further, that I agree to adhere to the guidelines established by the Office of the City Clerk and approved by the City Controller for the use of City funding as it relates to the Neighborhood Council Funding Program.

1. I understand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials or services required for the conduct of official Neighborhood Council business only.

2. I agree to make only those purchases consistent with the type of purchases authorized by the Office of the City Clerk and approved by the NC Governing Board.

3. I understand that under no circumstances will I use the Card to make personal purchases either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use of the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.

4. Uses of the Card not authorized by the Office of the City Clerk can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential de-certification action. I understand that the Card must be surrendered upon termination of any official position with the Neighborhood Council to which the card is issued. I agree to maintain the Card with appropriate security whenever and wherever I or any other authorized person may use the Card. If the Card is stolen or lost, I agree to immediately notify the Office of the City Clerk.

5. I understand that since the Card is the property of the Bank and authorized for issue by the City of Los Angeles, I am required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the Card, receipts, and/or statements to validate its existence and to audit its use.

6. I understand that I will have access to the Funding Program System portal via the Internet where all card transactions will be posted by the Bank when the card is used. I understand that I am required to obtain itemized receipts for all card transactions and upload the itemized receipts to the Funding Program System portal to verify the posted card transaction. Uploading the required itemized receipt is necessary for my NC Monthly Expenditure Report (MER) to be generated by the Funding Program System portal. The MER must be reviewed and approved by the NC Governing Board before being submitted to the Office of the City Clerk as a complete Report.

7. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that the Bank will not accept any limit increases from me.

8. I understand that the Card is solely provided to the designated NC cardholder and that assignment of the Card is based on the understanding that I need to purchase materials required for the conduct of Neighborhood Council business. I understand that custodial possession of the Card is not an entitlement nor reflective of title or position.

9. As a Neighborhood Council Financial Officer, I have signed and received a copy of both the NC Funding Program Bank Cardholder Agreement of Responsibilities and Financial Officers Letter of Acknowledgement, have attended and completed the required NC Funding Program training, and understand the requirements and limitations regarding the NC Bank Card's use.

PLEASE SIGN ON OTHER SIDE

1st Bank Cardholder

SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

PRINT NAME OF THE 2nd BANK CARD HOLDER

Neighborhood Council Community Events
Risks & Liabilities Planning Checklist

As part of any good planning process for a community event your NC is considering sponsoring or co-sponsoring, risks and liabilities should be part of your consideration as you plan your event. Remember that when a NC is sponsoring or co-sponsoring an event, it is not only your NC board that is behind this event, but the City of Los Angeles as well. As such, we want to ensure that your event attendees not only have an enjoyable time, but a safe one as well. Depending on the scope of your event, from a community town hall forum to a Spring Fair Extravaganza, the NC Funding Program, in coordination with the Offices of Risk Management and City Attorney, will evaluate your proposed event according to what you are planning on a case by case basis.

The following is a basic NC events risks/liabilities checklist and guidelines to assist you in better planning and preparing for your event. Some of the factors in this checklist may not be relevant to your event and some may require more details. Policies require that event approval requests be submitted to our Program 30 days in advance. However, the more advance the request, the better your request can be handled, and the sooner you can begin promoting your event in your community.

FOOD		
Please be aware that a Community Event Organizer permit and a food facility permit may be necessary from the L.A. County Public Health Department. For more information, please visit their website at http://publichealth.lacounty.gov/eh/DSE/CommunityEvent.htm		
IF….	**THEN…**	NOTES
Pre-packaged **snacks/refreshments** from local supermarket/warehouse store	No additional documentation may be necessary.	
Pre-packaged **food items** from local food vendor, i.e. Subway, etc.	❍ County Health Permit	● Food should not be directly handled by NC members.
Caterers, including food trucks, food booths.	❍ Certificate of Insurance ❍ County Health Permit ❍ Service Agreement	● Possible need for an agreement depending on expenditure amount or caterer's requirements. ● Insurance Certificates need to list the "City of Los Angeles" as Additional Insured
Cooking own food	❍ County Health Permit ❍ City Fire Dept. Permit	

VENUES		
IF….	**THEN…**	Notes
City facility - park grounds, recreation center, senior center, street block, etc.	❍ Right of Entry Permit ❍ Street Closure Permit ❍ Letter of Authorization	● Funding Program must issue a Letter of Authorization to the NC prior to the NC signing the permit application on behalf of the City Clerk's Office.
Public facility - school auditorium, school grounds, etc.	❍ Facility Use Permit ❍ Letter of Authorization	● Funding Program must issue a Letter of Authorization to the NC prior to the NC signing the permit application on behalf of the City Clerk's Office
Private facility - theater, hall, etc.	❍ Certificate of Insurance ❍ Facility Use Agreement ❍ Facility Invoice	● Insurance Certificates need to list the "City of Los Angeles" as Additional Insured

ENTERTAINMENT / EQUIPMENT VENDORS		
IF…	**THEN…**	Notes
Inflatables – jumpers, bounce houses **Games** – dunk tank, other carnival style games, video game bus, etc. **Equipment Rentals** – performing stage, mechanical rides, canopies	❍ Certificate of Insurance ❍ Service Agreement	● Possible need for an agreement depending on expenditure amount or vendor's requirements. ● Insurance Certificates need to list the "City of Los Angeles" as Additional Insured
Entertainers – DJs, musicians, face painting/balloon artists, etc.	❍ Certificate of Insurance ❍ Service Agreement	● Possible need for an agreement depending on expenditure amount or entertainer's requirements. ● Insurance Certificates need to list the "City of Los Angeles" as Additional Insured

In particular event situations where it is determined that the standing City of Los Angeles general liability insurance cannot cover your proposed event activities, NCs are able to secure, at their own expense, additional special event insurance coverage from the City's Sparta Insurance Program. For more information, please contact:
Merriwether & Williams Insurance Services, Inc.
800-420-0555 or 213-258-3096
www.2sparta.com

The City's Risk Management Office maintains an online insurance compliance system where you can check if a vendor you are planning on hiring for your event has previously provided their Certificate of Insurance to the City. Using this system can facilitate your efforts to secure needed vendor documentation. The system is called KwikComply, previously called Track4LA, found at:
https://kwikcomply.org

If you have any questions about the information provided here or the Neighborhood Council Funding Program in general, don't hesitate to contact us at the Office of the City Clerk:
(213) 978-1058
Clerk.NCFunding@lacity.org
http://clerk.lacity.org/

OFFICE OF THE CITY CLERK
NEIGHBORHOOD COUNCIL FUNDING PROGRAM

NEIGHBORHOOD PURPOSES GRANTS - APPLICANT INSTRUCTIONS

Dear Prospective Applicants:

The Neighborhood Purposes Grant (NPG) process provides Neighborhood Councils with greater opportunity to benefit their communities while supporting and building partnerships with local organizations such as yours. Eligible organizations include 501(c)(3) non-profits as well as public schools. (Please note that grants cannot be issued to religious organizations or to private schools.)

Is your Neighborhood Council in good standing with the Funding Program?

Only Neighborhood Councils in good standing with the Funding Program will be eligible to participate in the NPG process. Good standing is interpreted to mean the following:

- Neighborhood Council must have a current Fiscal Year budget on file with the Funding Program;
- Neighborhood Council cannot be delinquent with its Monthly Expenditure Reports submissions to the Funding Program (please refer to the Funding Program Policies and Procedures for more information); and
- Neighborhood Council must have an eligible Treasurer and 2nd Signer in the Board.

Does it Benefit the Community?

Any grant issued by a Neighborhood Council must be for a public purpose: in short, how will the grant help the community? Please refer to document entitled, *"What is a Public Benefit"* of the application for Neighborhood Purposes Grant for more information.

Conflict of Interest Laws Apply

The State and local conflict of interest laws that currently apply to the Neighborhood Council Funding Program also apply in the consideration of Neighborhood Purposes Grant requests.

At a minimum, board members must recuse themselves from a vote to approve a grant should there be a conflict due to an affiliation with an applicant organization. There should be full disclosure and transparency. Please refer to the document entitled, *"State and City Conflicts of Interest Laws for Neighborhood Councils"* of the application for Neighborhood Purposes Grant and/or the Neighborhood Council's Field Project Coordinator for more information.

Application Process

The following is required from all organizations/entities seeking a NPG form a Neighborhood Council:

- ❑ **NPG Application,** completed and signed
- ❑ **Project Budget** on a separate sheet if space provided in application form is not sufficient
- ❑ **Non-Profits 501(c)(3)**
  - □ Submit: IRS Letter of Determination
- ❑ **Public Schools**
  - □ Submit: Letter on official school letterhead, signed by school Principal

Applicants must submit the above-mentioned items to the respective Neighborhood Council for consideration. The Neighborhood Council will evaluate all grant applications in a Brown Act public meeting, deciding whether to approve the proposed grant. If the application is approved, it must then be forwarded to the Funding Program within 45 days of approval. Board-approved applications submitted to Funding Program after 45 days will not be accepted for processing and the Board would need to place the application on a Board meeting agenda again for reconsideration. Once approved, if all documents are in compliance, the Funding Program will process a check to the grant recipient.

Grants Up to $5,000.00

Through the Neighborhood Purposes Grant, Neighborhood Councils have the legal authority to issue grants of public funds in amounts up to $5,000.00 without a written contract.

Grants over $5,000.00

Grants for amounts $5,000.01 and over will require further review for City contract considerations in coordination with the Office of the City Clerk so as to meet City contracting standards. Neighborhood Councils *do not have the legal authority* to enter into unilateral contracts.

Project Completion Follow Up

Applicants are requested to provide a Project Completion Report (available online) at the conclusion of the proposed project funded by the grant.

Apply Now!

If you meet the criteria as explained above, fill out the NPG application and submit it to your local Neighborhood Council.

If you have any questions please contact the Office of the City Clerk, Neighborhood Council Funding Program at (213) 978-1058 or toll free at 3-1-1 or by email at clerk.ncfunding@lacity.org

OFFICE OF THE CITY CLERK
NEIGHBORHOOD COUNCIL FUNDING PROGRAM

NEIGHBORHOOD PURPOSES GRANT - WHAT IS A PUBLIC BENEFIT?

A Neighborhood Purposes Grant (NPG) must provide a demonstrable benefit to the community. An NPG activity should build community, enhance the neighborhood, and be open, accessible, and free to the general public. Projects may encompass a wide range and can include, but are not limited to:

- The Arts
- Beautification
- Community Support
- Education
- Community Improvements

The Office of the City Clerk, Neighborhood Council Funding Program has the final discretion to determine whether or not the proposed project can be funded per applicable City standards

A project may be submitted that is part of a larger project, but if so, consider carefully whether it can be completed independently of the larger project and regardless of whether other funding needs to be secured.

Considerations:

- The **budget** is realistic and supported with documentation
- The organization or individual is **capable** of completing the project
- The **work plan** is detailed, specific, and feasible
- The project is **supported** by the community
- The **number** of stakeholders that will benefit from this project
- The project implementation process will **build community**
- The complete project will **enhance the community**

- **Credibility**. Does your organization know what it wants to accomplish? What evidence proves that the organization is currently achieving its goals? What kind of reputation does the group enjoy within the community and beyond?

- **Capability**. What skills does the organization's staff and/or board bring to the project? Are they relevant to the project's aims? Has your organization succeeded in similar endeavors of equal size and scale to what you are now proposing?

- **Feasibility**. The Neighborhood Council must determine whether the proposal is advancing a worthwhile project built upon a good idea that can be successfully implemented. Is the budget allocated sufficiently to execute the various tasks and strategies described in the proposal?

- **Importance**. Should it be done? Is the project significant? Is there evidence that the proposal will trigger action or work that the community wants? Will it make a difference in the community it purports to aid or resolve the issue it addresses?

Factors to Consider

- Is this a capital improvement project?
    - It should be on public property within the Neighborhood Council's boundaries or provides a demonstrable benefit to its stakeholders, within the City boundaries.
    - There must be coordination with appropriate agencies to secure required additional documentation such as permits, authorizations, or agreements, if deemed necessary (i.e., Cultural Affairs, Dept. of Transportation, Street Services, Rec & Parks, public schools, etc.).
- Is this for program services (i.e. after school program, graffiti removal, etc.)?
    - The applicant must create a fair selection process to establish participants
- Is this for equipment and supplies?
    - Purchases for schools or 501(c)(3) organizations need to ultimately benefit the local community
- Is this for an event?
    - Events must be open, accessible, free of charge, and advertised to the general public
    - Discuss appropriate liability issues
- Are there issues of potential conflict of interest that need to be addressed?
    - If any issues may exist or are perceived, it is strongly advised that Board Members affected consult with the Office of the City Attorney before action is taken on the grant request.

Neighborhood Council Funding Program

APPLICATION for Neighborhood Purposes Grant (NPG)

This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: _____

SECTION I- APPLICANT INFORMATION

1a) _____ _____ _____ _____
Organization Name | *Federal I.D. # (EIN#)* | *State of Incorporation* | *Date of 501(c)(3) Status (if applicable)*

1b) _____ _____ _____ _____
Organization Mailing Address | *City* | *State* | *Zip Code*

1c) _____ _____ _____ _____
Business Address (If different) | *City* | *State* | *Zip Code*

1d) ***PRIMARY CONTACT INFORMATION:***

_____
Name | *Phone* | *Email*

2) Type of Organization- Please select one:

❑ Public School *(not to include private schools)* **or** ❑ 501(c)(3) Non-Profit *(other than religious institutions)*
Attach Signed letter on School Letterhead **Attach IRS Determination Letter**

3) _____
Name / Address of Affiliated Organization (if applicable) | *City* | *State* | *Zip Code*

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)

Personnel Related Expenses	Requested of NC	Total Projected Cost
	$	$
	$	$
	$	$

6b)

Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	$	$
	$	$
	$	$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
❑ No ❑ Yes If Yes, please list names of NCs: _____

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) ❑ No ❑ Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	$	$
	$	$
	$	$

9) What is the TOTAL amount of the grant funding requested with this application: $_____

10a) Start date: ____/____/____ 10b) Date Funds Required: ____/____/____ 10c) Expected Completion Date: ____/____/____
(After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?
❑ No ❑ Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?
❑ Yes ❑ No *(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

PRINT Name	*Title*	*Signature*	*Date*

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

PRINT Name	*Title*	*Signature*	*Date*

*** If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form**

Project Completion Report Form

Awarding Neighborhood Council:_____

Applicant Name:_____

Grant Amount: $_____ Date Granted:_____

Please answer the following questions regarding the grant funding referred to above. Attach additional pages if necessary.

1. Please provide a summary of the overall project for which funding was granted.

2. Please provide a summary of how the project built community, enhanced the neighborhood, and served a public benefit.

3. In an effort to improve our grant-making, we welcome any additional comments you wish to make regarding our grant application process and post-grant reporting process.

4. Please provide pictures of the project, including any before and after images if applicable.

Submitted by *Date* *E-mail* *Phone*

Neighborhood Council Funding Program

APPLICATION for Neighborhood Purposes Grant (NPG)

This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: _____

SECTION I- APPLICANT INFORMATION

1a) _____ _____ _____ _____
Organization Name | *Federal I.D. # (EIN#)* | *State of Incorporation* | *Date of 501(c)(3) Status (if applicable)*

1b) _____ _____ _____ _____
Organization Mailing Address | *City* | *State* | *Zip Code*

1c) _____ _____ _____ _____
Business Address (If different) | *City* | *State* | *Zip Code*

1d) ***PRIMARY CONTACT INFORMATION:***

_____
Name | *Phone* | *Email*

2) Type of Organization- Please select one:

❑ Public School *(not to include private schools)* **or** ❑ 501(c)(3) Non-Profit *(other than religious institutions)*
Attach Signed letter on School Letterhead **Attach IRS Determination Letter**

3) _____
Name / Address of Affiliated Organization (if applicable) | *City* | *State* | *Zip Code*

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)

Personnel Related Expenses	Requested of NC	Total Projected Cost
	$	$
	$	$
	$	$

6b)

Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	$	$
	$	$
	$	$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
❑ No ❑ Yes If Yes, please list names of NCs: _____

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) ❑ No ❑ Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	$	$
	$	$
	$	$

9) What is the TOTAL amount of the grant funding requested with this application: $_____

10a) Start date: ____/____/____ 10b) Date Funds Required: ____/____/____ 10c) Expected Completion Date: ____/____/____
(After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?
❑ No ❑ Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?
❑ Yes ❑ No *(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

_____	_____	_____	_____
PRINT Name	*Title*	*Signature*	*Date*

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

_____	_____	_____	_____
PRINT Name	*Title*	*Signature*	*Date*

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form

OFFICE OF THE CITY CLERK
NEIGHBORHOOD COUNCIL FUNDING PROGRAM

NEIGHBORHOOD PURPOSES GRANTS

Dear Neighborhood Council:

The Neighborhood Purposes Grant (NPG) process provides your Council with greater opportunity to benefit your community by supporting and building partnerships with local organizations whose missions are also to benefit the community. Eligible organizations include 501(c)(3) non-profits as well as public schools. (Please note that grants cannot be issued to religious organizations or to private schools.)

Is your Neighborhood Council in good standing with the Funding Program?

Only Neighborhood Councils in good standing with the Funding Program will be eligible to participate in the NPG process. Good standing is interpreted to mean the following:

- Neighborhood Council must have a current Fiscal Year budget on file with the Funding Program;
- Neighborhood Council cannot be delinquent with its Monthly Expenditure Reports submissions to the Funding Program (please refer to the Funding Program Policies and Procedures for more information); and
- Neighborhood Council must have an eligible Treasurer and 2nd Signer on the Board.

Does it Benefit the Community?

Any grant issued by your Neighborhood Council must be for a public purpose: in short, how will the grant help the community? Please refer to document entitled, *"What is a Public Benefit"* of the Application for Neighborhood Purposes Grant for more information.

Conflict of Interest Laws Apply

The State and local conflict of interest laws that apply to the Neighborhood Council Funding Program also apply in the consideration of Neighborhood Purposes Grant requests.

At a minimum, board members must recuse themselves (not participate in discussion and leave the meeting room) from a vote to approve a grant should there be a conflict due to an affiliation with an applicant organization. There should be full disclosure and transparency. Please refer to the document entitled, *"State and City Conflicts of Interest Laws for Neighborhood Councils"* of the Application for Neighborhood Purposes Grant and/or your Neighborhood Council's Field Project Coordinator for more information and seek consult with the Office of the City Attorney if necessary.

Application Process

The following is required from all organizations seeking a NPG from your Neighborhood Council:

- ❑ **NPG Application,** completed and signed
- ❑ **Project Budget** on a separate sheet if space provided in application form is not sufficient
- ❑ **Non-Profits 501(c)(3)**
  - □ Submit: IRS Letter of Determination
- ❑ **Public Schools**
  - □ Submit: Letter on official school letterhead, signed by school Principal

Applicants must submit the above-mentioned items to your Neighborhood Council for consideration. Your Council will evaluate all grant applications in a Brown Act public meeting, deciding whether to approve the proposed grant. If the application is approved, it must then be forwarded to the Funding Program within 45 days of approval, with supporting documentation. Board-approved applications submitted to Funding Program after 45 days will not be accepted for processing and your Board would need to place the application on a Board meeting agenda again for reconsideration. Once approved, if all documents are in compliance, the Funding Program will process a check to the grant recipient.

Grants Up to $5,000.00

Through the Neighborhood Purposes Grant, Neighborhood Councils have the legal authority to issue grants of public funds in amounts up to $5,000.00 without a written contract.

Grants over $5,000.00

Grants for amounts $5,000.01 and over will require further review for City contract considerations in coordination with the Office of the City Clerk so as to meet City contracting standards. Neighborhood Councils *do not have the legal authority* to enter into unilateral contracts.

Grant Project Completion Follow Up

Your Neighborhood Council is strongly encouraged to require the grantee to provide a Project Completion Report to provide accountability for the proposed project goals and use of the funds awarded and to demonstrate evidence of successful efforts benefiting your community. The Project Completion Report form is available online.

If you have any questions please contact the Office of the City Clerk, Neighborhood Council Funding Program at (213) 978-1058 or toll free at 3-1-1 or by email at clerk.ncfunding@lacity.org

OFFICE OF THE CITY CLERK
NEIGHBORHOOD COUNCIL FUNDING PROGRAM

NEIGHBORHOOD PURPOSES GRANT - WHAT IS A PUBLIC BENEFIT?

A Neighborhood Purposes Grant (NPG) must provide a demonstrable benefit to the community. An NPG activity should build community, enhance the neighborhood, and be open, accessible, and free to the general public. Projects may encompass a wide range and can include, but are not limited to:

- The Arts
- Beautification
- Community Support
- Education
- Community Improvements

The Office of the City Clerk, Neighborhood Council Funding Program has the final discretion to determine whether or not the proposed project can be funded per applicable City standards

A project may be submitted that is part of a larger project, but if so, consider carefully whether it can be completed independently of the larger project and regardless of whether other funding needs to be secured.

Considerations:

- The **budget** is realistic and supported with documentation
- The organization or individual is **capable** of completing the project
- The **work plan** is detailed, specific, and feasible
- The project is **supported** by the community
- The **number** of stakeholders that will benefit from this project
- The project implementation process will **build community**
- The complete project will **enhance the community**

- **Credibility**. Does your organization know what it wants to accomplish? What evidence proves that the organization is currently achieving its goals? What kind of reputation does the group enjoy within the community and beyond?

- **Capability**. What skills does the organization's staff and/or board bring to the project? Are they relevant to the project's aims? Has your organization succeeded in similar endeavors of equal size and scale to what you are now proposing?

- **Feasibility**. The Neighborhood Council must determine whether the proposal is advancing a worthwhile project built upon a good idea that can be successfully implemented. Is the budget allocated sufficiently to execute the various tasks and strategies described in the proposal?

- **Importance**. Should it be done? Is the project significant? Is there evidence that the proposal will trigger action or work that the community wants? Will it make a difference in the community it purports to aid or resolve the issue it addresses?

Factors to Consider

- Is this a capital improvement project?
    - It should be on public property within the Neighborhood Council's boundaries or provides a demonstrable benefit to its stakeholders, within the City boundaries.
    - There must be coordination with appropriate agencies to secure required additional documentation such as permits, authorizations, or agreements, if deemed necessary (i.e., Cultural Affairs, Dept. of Transportation, Street Services, Rec & Parks, public schools, etc.).
- Is this for program services (i.e. after school program, graffiti removal, etc.)?
    - The applicant must create a fair selection process to establish participants
- Is this for equipment and supplies?
    - Purchases for schools or 501(c)(3) organizations need to ultimately benefit the local community
- Is this for an event?
    - Events must be open, accessible, free of charge, and advertised to the general public
    - Discuss appropriate liability issues
- Are there issues of potential conflict of interest that need to be addressed?
    - If any issues may exist or are perceived, it is strongly advised that Board Members affected consult with the Office of the City Attorney before action is taken on the grant request.

OFFICE OF THE CITY CLERK
NEIGHBORHOOD COUNCIL FUNDING PROGRAM

Project Completion Follow Up

Neighborhood Councils providing a grant to 501(c)(3) organizations or to public schools are strongly encouraged to require the grantee to be accountable for the progress and/or completion of the proposed project, demonstrating successful efforts benefitting the community.

After the project comes to a close, the NC Treasurer should obtain a Project Completion Report from the grantee for the Board to then review.

Some points to keep in mind:

- Neighborhood Councils must maintain accountability
- Maintain organized records and keep them available for review
- Review progress of the project funded
- Review Project Completion Report from grantee to NC
    - *(See Project Completion Report form)*
- Acquire photos after the project's completion.

Should issues arise, the Neighborhood Council Funding Program reserves the right to request all supporting documentation and to review the grant approval process as well as the project's progress and completion.

Project Completion Report Form

Awarding Neighborhood Council:_____

Applicant Name:_____

Grant Amount: $_____ Date Granted:_____

Please answer the following questions regarding the grant funding referred to above. Attach additional pages if necessary.

1. Please provide a summary of the overall project for which funding was granted.

2. Please provide a summary of how the project built community, enhanced the neighborhood, and served a public benefit.

3. In an effort to improve our grant-making, we welcome any additional comments you wish to make regarding our grant application process and post-grant reporting process.

4. Please provide pictures of the project, including any before and after images if applicable.

Submitted by *Date* *E-mail* *Phone*

Project Completion Report Form

Awarding Neighborhood Council:_____

Applicant Name:_____

Grant Amount: $_____ Date Granted:_____

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4. Please provide pictures of the project, including any before and after images if applicable.

Submitted by *Date* *E-mail* *Phone*

SECTION V

PLANNING & LAND USE MANAGEMENT (PLUM)

Introduction & ZIMAS links
Land Use Permit Process
Case Prefixes
CUB Explained
Generalized Summary of Zoning Codes
Planning Assignment Contact List
Other Useful PLUM Links

PLANNING AND LAND USE MANAGEMENT (PLUM)

The PLUM section of the HHWNC Board Notebook holds a minimal reference section. If you have questions regarding PLUM, please talk with the PLUM Chair, members of the PLUM committee, the Executive Board members or long standing Area Chairs. The Planning Department's contact information is in the contact section at the end of the Binder. An electronic copy of the Guide to Using ZIMAS is provided. However, it is too large a document for the hard copy binder and should be accessed online. An online mapping system that displays the zoning information of parcels within the City of Los Angeles. Parcels may be searched and identified by address, legal description, street intersection, or assessor's parcel number. ZIMAS can be used to find, property lines, zoning, land use, assessed land value, case numbers and more. ZIMAS will let you know all the planning case numbers, jurisdictions and City overlays that a parcel has attached to it.

ZIMAS (Zone Information Map Access System)
http://zimas.lacity.org/

ZIMAS Reference Guide:
http://cityplanning.lacity.org/workshops/zimasrefguide.pdf

Using ZIMAS to Find Historic Preservation Information
http://preservation.lacity.org/status/using-zimas-find-historic-preservation-information

PLANNING AND LAND USE MANAGEMENT (PLUM)

The neighborhood council's PLUM Committee and full Board often are asked to, or want to, weigh in on proposed laws and regulations. The Hollywood Community Plan update, the SE Valley Community Plan update, the valet parking ordinance, the small lot subdivision ordinance, the party house ordinance, street vending ordinances, short term rental ordinances and regulations, ReCode LA and the Processes and Procedures Proposed Ordinance, etc.

The PLUM committee and Board also discuss State and County legislative issues when warranted, and is in contact with County and State representatives.

All this to say, when it comes to Planning and Land Use Management (PLUM), there are many pieces that have to be considered when an application is presented to the Board. Common sense advice for the reader is that applications, proposed law changes, and other cases should impel our board members to try to think through what is involved, and that it can be like a jigsaw puzzle to figure out all the pieces.....or as many as we can. Often, it can be a highly collaborative process to figure out what is involved, what the facts are, and what we would recommend should be done. There are many references in the PLUM Section to help in discussions.

The PLUM section of the HHWNC Board Notebook holds a minimal reference section. If you have questions regarding PLUM, please talk with the PLUM Chair, members of the PLUM committee, the Executive Board members or long standing Area Chairs. The Planning Department's contact information is in the contact section at the end of the Binder. An electronic copy of the Guide to Using ZIMAS is provided. However, it is too large a document for the hard copy binder and should be accessed online. An online mapping system that displays the zoning information of parcels within the City of Los Angeles. Parcels may be searched and identified by address, legal description, street intersection, or assessor's parcel number. ZIMAS can be used to find, property lines, zoning, land use, assessed land value, case numbers and more. ZIMAS will let you know all the planning case numbers, jurisdictions and City overlays that a parcel has attached to it.

ZIMAS (Zone Information Map Access System)
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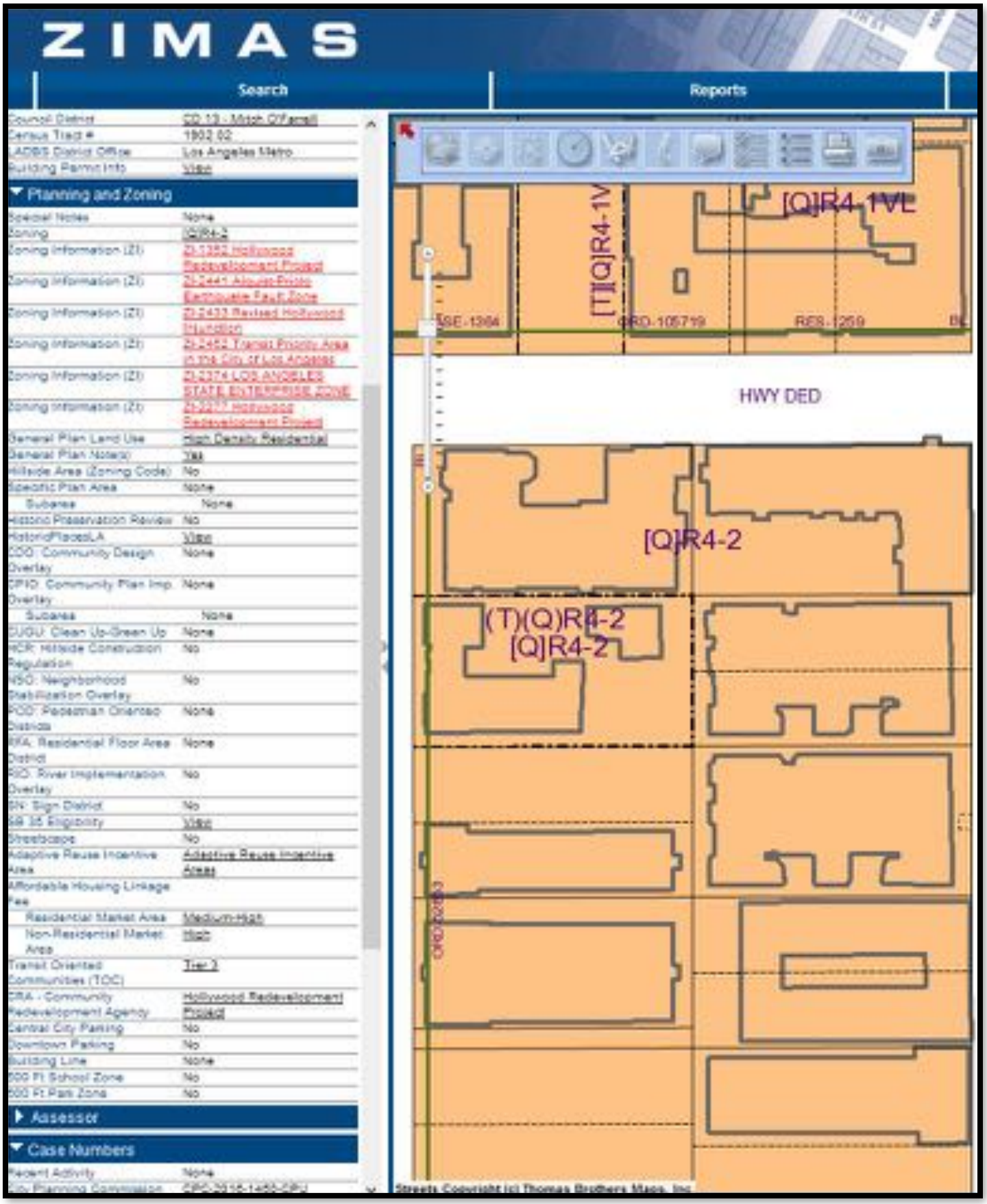
ZIMAS Reference Guide:
http://cityplanning.lacity.org/workshops/zimasrefguide.pdf

Using ZIMAS to Find Historic Preservation Information
http://preservation.lacity.org/status/using-zimas-find-historic-preservation-information

As a Board member, you should already be receiving the "Planning Bi-Weekly Case" notifications via your Board member email which lists the applications sorted by Neighborhood Council.

If you aren't receiving the notifications, you can sign up it and several other notifications from the City by visiting the Self Serve section of the Department of Neighborhood Empowerment: http://www.eompowerla.org/self-serve/. Scroll down the page to find "Early Notification Subscriptions" and click on the words to open a drop down menu where you can select the notifications you would like to receive.


ZIMAS
Search
Reports
Council District
CD 13 - Mitch O'Farrell
Census Tract #
1902.02
LADBS District Office
Los Angeles Metro
Building Permit Info
View
Planning and Zoning
Special Notes
None
Zoning
(Q)R4-2
Zoning Information (ZI)
ZI-1352 Hollywood Redevelopment Project
Zoning Information (ZI)
ZI-2441 Alquist-Priolo Earthquake Fault Zone
Zoning Information (ZI)
ZI-2433 Revised Hollywood Injunction
Zoning Information (ZI)
ZI-2452 Transit Priority Area in the City of Los Angeles
Zoning Information (ZI)
ZI-2374 LOS ANGELES STATE ENTERPRISE ZONE
Zoning Information (ZI)
ZI-2307 Hollywood Redevelopment Project
General Plan Land Use
High Density Residential
General Plan Note(s)
Yes
Hillside Area (Zoning Code)
No
Specific Plan Area
None
Subarea
None
Historic Preservation Review
No
HistoricPlacesLA
View
CDO: Community Design Overlay
None
CPIO: Community Plan Imp. Overlay
None
Subarea
None
CUGU: Clean Up-Green Up
None
HCR: Hillside Construction Regulation
No
NSO: Neighborhood Stabilization Overlay
No
POD: Pedestrian Oriented Districts
None
RFA: Residential Floor Area District
None
RIO: River Improvement Overlay
No
SN: Sign District
No
Streetscape
No
Adaptive Reuse Incentive Area
Adaptive Reuse Incentive Areas
Affordable Housing Linkage Fee
Residential Market Area
Medium-High
Non-Residential Market Area
High
Transit Oriented Communities (TOC)
Tier 3
CRA - Community Redevelopment Agency
Hollywood Redevelopment Project
Central City Parking
No
Downtown Parking
No
Building Line
None
500 Ft School Zone
No
500 Ft Park Zone
No
Assessor
Case Numbers
Recent Activity
None
[T][Q]R4-1VL
[Q]R4-1VL
ORD-105719
HWY DED
[Q]R4-2
(T)(Q)R4-2
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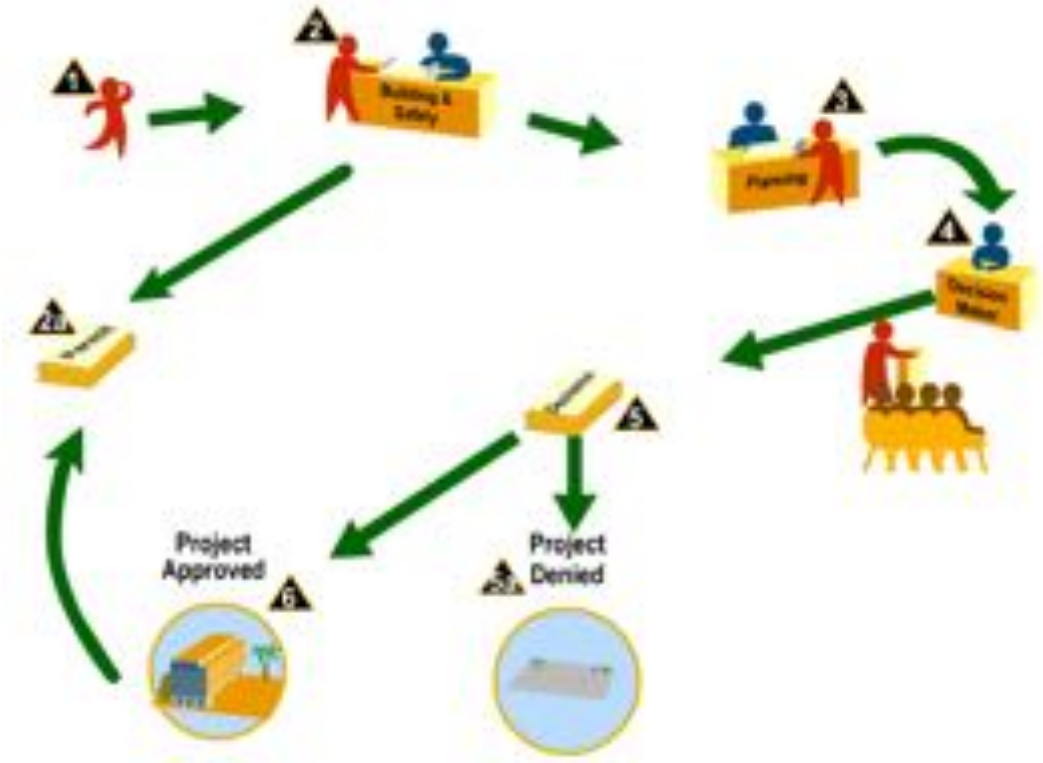
Land Use (Entitlement) Permit Process

Keep in mind that these are simplified versions aimed at providing the user with a general understanding of the planning process and do not contain all the steps involved nor do they provide detailed explanations for the steps illustrated.



1. A Person wonders what they can do with their property or already has an idea in mind for a project at a specific location. Typical questions they may have are: What is the zoning on my property? Can I put up a six foot wall along my front yard? Can I put this type of business or use at this location?

   The first thing they should do is to go to the Los Angeles Department of Building & Safety (LADBS) to check the zoning regulations on the property, to discuss the project with LADBS staff, and to apply for the necessary building permits.

2. At the LADBS public counter, the proposed project is reviewed to determine whether or not it meets all of the zoning regulations.

   If it conforms to all of the zoning regulations, the applicant has their plans approved by LADBS and a building permit is issued. This is called “by right development” where the applicant has the right to build or use their property if all of the zoning requirements of the property are met.

   If it doesn’t conform to the zoning regulations or requires approval by the Department of City Planning (Planning), LADBS will instruct the applicant to go to Planning to apply for the necessary land use permits (entitlements).

A. Once an applicant received a building permit, they can go ahead with their project. No public hearing or further discretionary approvals are required.

3. At the Planning public counter, the project is reviewed to determine which type of land use permit (entitlement) the applicant must apply for to have their project considered for approval, the application procedure is explained, and the application form is distributed. After the applicant completes the application form, they return to the Planning public counter to submit their application package.

   In order to inform certified Neighborhood Councils at the earliest time, a convenient list of new applications for land use permits (entitlements) that have been accepted for review will be emailed every two weeks.

4. For most projects a public hearing is required. When a public hearing is required, a public hearing notice is mailed out to the appropriate parties. ***The hearing notice is also mailed to the certified Neighborhood Council within which the project is located. At the public hearing, any individual or community group including a Neighborhood Council has the right to speak on the proposed project. Written comments are also accepted per the instructions on the hearing notice. Depending on the required action, the project is reviewed by the appropriate decision-maker.***

5. After considering all public testimony and Planning staff recommendations, the decision maker will make a decision (determination) on the proposed project. The determination will either approve the project as is, approve the project with conditions or deny the project. Once a determination is issued, it can be appealed. ***A Neighborhood Council is an entity of the City of Los Angeles and therefore cannot directly appeal a determination***.

   If the determination is appealed, it is heard by an appeal body. The appeal requires a separate public hearing. The appeal body will then issue their decision on the project. After all appeal efforts have been exhausted, the decision becomes final.

   If the determination is not appealed, the original decision becomes final.

6. After a project is approved, the applicant must return to LADBS to obtain necessary building permits.

ACTIVE	CASE_PREFIX	DESCRIPTION	NOTES
Y	AA	ADVISORY AGENCY	
Y	ADM	ADMINISTRATIVE REVIEW	
Y	APCC	APC CENTRAL	
Y	APCE	APC EAST LOS ANGELES	
Y	APCH	APC HARBOR	
Y	APCNV	APC NORTH VALLEY	
Y	APCS	APC SOUTH LOS ANGELES	
Y	APCSV	APC SOUTH VALLEY	
Y	APCW	APC WEST LOS ANGELES	
Y	CHC	CULTURAL HERITAGE COMMISSION	Added July 2004
Y	CPC	CITY PLANNING COMMISSION	
Y	DIR	DIRECTOR OF PLANNING	
Y	ENV	ENVIRONMENTAL	
Y	HPO	HISTORIC PRESERVATION OFFICER	Added July 2004
Y	PAR	PRE-APPLICATION REVIEW	Added Mar 2017
Y	PS	PRIVATE STREET	
Y	TT	TENTATIVE TRACT	
Y	VTT	VESTING TENTATIVE TRACT	
Y	ZA	ZONING ADMINISTRATION	

ACTIVE	CASE_SUFFIX	DESCRIPTION	PREFIX_USAGE	NOTES
C	(n)A	APPEALS	ALL	Created via Case Page within PCTS.
C	5A	SECTION 245 REVIEW	ALL	Created via Case Page within PCTS.
Y	A	PRIVATE STREET MODIFICATIONS (1ST REQUEST)	ADM	Sec 18.12 and Section 19.02.C.2 (fees)
Y	ACI	AMENDMENT TO COUNCIL INSTRUCTIONS	DIR	
Y	AD	ANNEXATION/DETACHMENT	CPC	
C	ADD(n)	ADDENDUM FOR EIR	EIR	
Y	ADU	ACCESSORY DWELLING UNIT	ADM	
Y	AIC	APPROVAL IN CONCEPT	ZA	
Y	B	PRIVATE STREET MODIFICATIONS (2ND REQUEST)	ADM	Sec 18.12 and Section 19.02.C.2 (fees)
Y	BL	BUILDING LINE	APC, CPC	
Y	BSA	BUILDING AND SAFETY APPEAL TO ZA	DIR	
Y	C	PRIVATE STREET MODIFICATIONS (3RD REQUEST)	ADM	Sec 18.12 and Section 19.02.C.2 (fees)
Y	CA	CODE AMENDMENT	CPC	
Y	CAL	CALVO EXCLUSION	ZA	
Y	CART	COMMERCIAL ARTCRAFT DISTRICT	CPC	(Per LAMC 13.06)

Y	CASP	CORNFIELD ARROYO SPECIPIC PLAN	ADM	
Y	CATEX	CATEGORICAL EXCLUSION	ADM	
Y	CC	CONDOMINIUM CONVERSION		
C	CC(n)	CASE CLEARANCE	CHC, CPC, APC, DIR	Created via Case Page within PCTS.
Y	CCMP	CERTIFICATE OF COMPATIBILITY	DIR	Added 2004
Y	CDO	COMMUNITY DESIGN OVERLAY DISTRICT	CPC	(Per LAMC 13.08)
Y	CDP	COASTAL DEVELOPMENT PERMIT	ALL	
Y	CE	CATEGORICAL EXEMPTION	ENV	Do not attach suffixes from the main case
Y	CEX	COASTAL EXEMPTION	ADM	
Y	CLQ	CLARIFICATION OF 'Q' CONDITIONS	DIR	
Y	CM	CASE MANAGEMENT	PAR	Added 4/1/2018
Y	CN	NEW CONDOMINIUMS	TT, VTT	
Y	CNCO	CONTINUATION OF NONCONFORMING OIL WELLS	ZA	
Y	COA	CERTIFICATE OF APPROPRIATENESS	APC, DIR	
Y	COC	CERTIFICATE OF COMPLIANCE	AA	
Y	CPIO	COMMUNITY PLAN IMPLEMENTATION OVERLAY CLEARANCE	ADM	
Y	CPIOA	COMMUNITY PLAN IMPLEMENTATION OVERLAY ADJUSTMENT	DIR	
Y	CPIOE	COMMUNITY PLAN IMPLEMENTATION OVERLAY EXCEPTION	APC, CPC, ZA	
Y	CPU	COMMUNITY PLAN UPDATE	CPC	
Y	CR	CALIFORNIA REGISTER	CHC	For Office of Historic Resources use only
Y	CRA	COMMUNITY REDEVELOPMENT AGENCY	CPC	
Y	CU	CONDITIONAL USE	APC, CPC, ZA	(Per LAMC 12.24)
Y	CUB	CONDITIONAL USE BEVERAGE-ALCOHOLİ	ZA, PAR	(Per LAMC 12.24)
Y	CUE	CONDITIONAL USE EXCEPTION	ZA	
Y	CUW	CONDITIONAL USE - WIRELESS	ZA, APC, CPC, ADM	Added October 2007, ZA only. ADM added to SPR on 10/22/2018
Y	CUX	ADULT ENTERTAINMENTS	ZA, PAR	
Y	CWC	CONFORMING WORK CONTRIBUTING ELEMENTS	ADM	Replaces HPM (added 2004). Changed from DIR to ADM prefix on 12/28/17
Y	CWNC	CONFORMING WORK NON-CONTRIBUTING ELEMENTS	ADM	Replaces HPM (added 2004). Changed from DIR to ADM prefix on 12/28/17
Y	D	PRIVATE STREET MODIFICATIONS (4TH REQUEST)	ADM	Sec 18.12 and Section 19.02.C.2 (fees)
Y	DA	DEVELOPMENT AGREEMENT	CPC	
Y	DB	DENSITY BONUS	CPC, DIR	Re-activated in 2005
Y	DD	DIRECTOR'S DETERMINATION	DIR	Use only with Venice Specific Plan
Y	DEM	DEMOLITIONS	APC, DIR	
Y	DI	DIRECTOR OF PLANNING INTERPRETATION	DIR	New suffix

Y	DPS	DEEMED-TO-BE-APPROVED PRIVATE STREET	AA	New suffix
Y	DRB	DESIGN REVIEW BOARD		Section 16.50: Ordinance No. 173,268 (Effective Date 07/01/2000)
Y	E	PRIVATE STREET MODIFICATIONS (5TH REQUEST)	ADM	Sec 18.12 and Section 19.02.C.2 (fees)
Y	EAF	ENVIRONMENTAL ASSESSMENT	ENV	Based on results of EAF, suffix will be changed to MND, ND, or EIR by Environment staff
Y	EIR	ENVIRONMENTAL IMPACT REPORT	ENV	
Y	ELD	ELDER CARE FACILITIES	APC, ZA	Section 14.3.1
C	EXT(n)	TIME EXTENSION	ALL	Created via Case Page within PCTS.
Y	F	FENCE HEIGHT	ZA	
Y	FAR	FLOOR AREA RATIO AVERAGING	ZA	
Y	FH	FENCE HEIGHT DISTRICT	CPC	Per LAMC Section 13.10
Y	G	SURFACE GRAVEL MINING DISTRICT	CPC	(Per LAMC 13.03)
Y	GB	GREEN BUILDING	ALL	Per Ordinance No. 179,820 (Effective Date 11/01/2008)
Y	GP	GRADING TRACT MAPS	AA	Per LAMC 91.7006.8.2: Ord. No. 171,939 (Effective Date 04/15/1998)
Y	GPA	GENERAL PLAN AMENDMENT	CPC	
Y	GPAJ	GENERAL PLAN AMENDMENT JJJ	APC, CPC	
Y	HCM	HISTORIC CULTURAL MONUMENT	CHC, HPO	Added July 2004
Y	HD	HEIGHT DISTRICT	APC, CPC	
Y	HE	HARDSHIP EXEMPTION	CPC	
Y	HPOZ	HISTORIC PRESERVATION OVERLAY ZONE	CPC	(Per LAMC 12.20.3)
Y	ICO	INTERIM CONTROL ORDINANCE	CPC	
Y	INT	INTERPRETATIONS	DIR	
Y	IPRO	INTERIM PLAN REVISION ORDINANCE	CPC	
Y	K	EQUINEKEEPING DISTRICT	CPC	(Per LAMC 13.05)
Y	LCP	LOCAL COASTAL PROGRAM	CPC	
C	M(n)	MODIFICATION	ALL	Created via Case Page within PCTS.
Y	MA	MILLS ACT	CHC, HPO	Added July 2004
Y	MAEX	MILLS ACT EXEMPTION	CHC	Added July 2004
Y	MCUP	MASTER CONDITIONAL USE PERMIT	ZA	Section 12.24-W,1; 12.24-W,18(a); and 12.24-X,2. Effective Date: 1/20/2011.
Y	MEL	MELLO ACT COMPLIANCE REVIEW	APC, CPC, DIR, ZA	
Y	MND	MITIGATED NEGATIVE DECLARATION	ENV	
Y	MPA	MASTER PLAN APPROVAL	ZA	Section 12.24-M Effective Date: Jan 20, 2011
Y	MPC	MOBILEHOME PARK CLOSURE	AA	

Y	MSC	MISCELLANEOUS (POLICIES, GUIDELINES, RESOLUTIONS, ETC.)	APC, CPC	
Y	MSP	MULHOLLAND SPECIFIC PLAN	ALL	Was DIR/ADM only (request update to all by Valley Project Planning on 5/9/2019). Added to ADM (to DIR) on 4/1/18
Y	MU	MIXED USE DISTRICT	CPC	(Per LAMC 13.09)
Y	NC	NONCONFORMING USE CASES	ZA	
Y	ND	NEGATIVE DECLARATION	ENV	
Y	NR	NATIONAL REGISTER	CHC	For Office of Historic Resources use only
Y	NSO	NEIGHBORHOOD STABILIZATION OVERLAY		
Y	O	METHODS AND CONDITIONS - OIL DRILLING CASES	CPC	(Per LAMC 13.01)
Y	OVR	OVERLAY REVIEW	ADM	
C	P(n)	PRELIMINARY DESIGN REVIEW	DIR	Use only with DRB Cases
C	PA(n)	PLAN APPROVAL	ALL	Created via Case Page within PCTS.
Y	PAB	PLAN APPROVAL BOOZE	ZA	
Y	PAD	PLAN APPROVAL ONLY FOR A DEEMED-TO-BE-APPROVED CU	APC, CPC, ZA	
Y	PC	PLAN CONSISTENCY APPEAL	DIR	
Y	PMEX	PARCEL MAP EXEMPTION	AA	
Y	PMLA	PARCEL MAP	AA	
Y	PMV	PARCEL MAP VIOLATION	AA	
Y	PMW	PARCEL MAP WAIVER	AA	
Y	POD	PEDESTRIAN-ORIENTED DISTRICT	CPC	(Per LAMC 13.07)
Y	PP	PROJECT PERMIT	DIR	
Y	PPSP	PARAMOUNT PICTURES SPECIFIC PLAN	ADM	
Y	PSH	PERMANENT SUPPORTIVE HOUSING		Added on 5/28/2018 Per Subsection A of Section 14.00-Public Benefit Projects to Subdivision 13, Density Bonus for Qualified Permanent Supportive Housing.
Y	PUB	PUBLIC BENEFIT	DIR	
Y	PV	PLAYA VISTA	ADM	
Y	PWA	PUBLIC WORKS APPROVAL	DIR	
Y	QC	Q CONDITION CLEARANCE	ADM	
Y	RAO	REASONABLE ACCOMMODATION ORDINANCE	DIR, ZA	
C	REC(n)	RECONSIDERATION	ALL	Created via Case Page within PCTS.
Y	REV	REVERSION TO ACREAGE (CONSOLIDATION OF LOTS)		
Y	RFA	RESIDENTIAL FLOOR AREA DISTRICT		
Y	RIO	RIVER IMPROVEMENT OVERLAY DISTRICT		
Y	RPD	RESIDENTIAL PLANNED DEVELOPMENT DISTRICT	CPC	(Per LAMC 13.04)
Y	RV	REVOCATION	DIR	(Per LAMC 12.27.1)

Y	S	ANIMAL SLAUGHTERING DISTRICT	CPC	(Per LAMC 13.02)
Y	SCEA	SUSTAINABLE COMMUNITIES ENVIRONMENTAL ASSESSMENT	ENV	
Y	SCPE	SUSTAINABLE COMMUNITIES PRIORITY EXEMPTION	ENV	Compliance with SB 375, CEQA, and Public Resources Code Section 21155
Y	SE	STATUTORY EXEMPTIONS	ENV	Pursuant to Sections 21080 through 21080.42 of the State's Public Resource Code
Y	SIP	STREAMLINED INFILL PROCESS (SB35)	ADM	
Y	SL	SMALL LOT SUBDIVISION	AA	
Y	SLD	SMALL LOT DESIGN	ADM	
Y	SM	SLIGHT MODIFICATIONS	ZA	(Per LAMC 12.28)
Y	SMA	SURFACE MINING ACT	DIR	
Y	SN	SIGN DISTRICT	DIR	(Per LAMC 13.11)
Y	SP	SPECIFIC PLAN (INCLUDING AMENDMENTS)	CPC	
Y	SPE	SPECIFIC PLAN EXCEPTION	APC, CPC, ZA	
Y	SPP	SPECIFIC PLAN PROJECT PERMIT COMPLIANCE	APC,ZA,CPC,DIR,ADM	ADM added to SPR on 10/22/2018
Y	SPPA	SPECIFIC PLAN PROJECT PERMIT ADJUSTMENT	DIR	
Y	SPPM	SPECIFIC PLAN PROJECT PERMIT MODIFICATION	DIR	
Y	SPR	SITE PLAN REVIEW	APC,CPC,ZA,DIR,ADM	ADM added to SPR on 10/22/2018
C	SUP(n)	SUPPLEMENTAL FOR EIR		
Y	TAE	TEMPORARY USE APPROVALS FOR EMERGENCIES	ZA	
Y	TC	TECHNICAL CORRECTIONS TO HISTORIC RESOURCES SURVEYS	CHC, CPC, APC, DIR	Technical Corrections to Historic Resources Surveys (Ordinance No. 184903-An Ordinance amending Section 12.20.3) Effective date June 17 2017, Council File No. 16-1157
Y	TDR	TRANSFER OF DEVELOPMENT RIGHTS (aka TFAR)	APC	
Y	TEQ	TEMPORARY EARTHQUAKE		
Y	TOC	TRANSIT ORIENTED COMMUNITIES	ADM, DIR, PAR	added TOC to PAR on 4/1/18
Y	UAIZ	URBAN AGRICULTURE INCENTIVE ZONE	ADM	
Y	UDU	UNAPPROVED DWELLING UNIT	ADM, DIR	
Y	VCU	VESTING CONDITIONAL USE	APC, CPC, ZA	
Y	VSO	VENICE SIGNOFF	ADM	
Y	VZC	VESTING ZONE CHANGE	APC, CPC	
Y	VZCJ	VESTING ZONE CHANGE JJJ	APC, CPC	
Y	WDI	WAIVER OF DEDICATIONS AND IMPROVEMENTS	DIR,APC,TT,VTT,CPC	Sections 11.12, 12.21, 12.37, 17.05, and 19.01. Ordinance No. 184,718 (Effective Date 03/04/2017)

Y	WTM	WAIVER OF TRACT MAP	AA	Per LAMC 91.7006.8.2: Ord. No. 171,939 (Effective Date 04/15/1998)
Y	ZAA	AREA,HEIGHT,YARD,AND BLDG LINE ADJMNTS GT 20% (SLIGHT MODIFICATIONS)	ZA	
Y	ZAD	ZA DETERMINATION (PER LAMC 12.27)	ZA, DIR	
Y	ZAI	ZA INTERPRETATIONS	ZA	
Y	ZBA	ZONE BOUNDARY ADJUSTMENT	DIR	
Y	ZC	ZONE CHANGE	APC, CPC	
Y	ZCJ	ZONE CHANGE JJJ	APC, CPC	
Y	ZV	ZONE VARIANCE	ZA	

COMMON ABC LICENSE TYPES AND THEIR BASIC PRIVILEGES

LICENSE TYPE	DESCRIPTION
01	**BEER MANUFACTURER -** (Large Brewery) Authorizes the sale of beer to any person holding a license authorizing the sale of beer, and to consumers for consumption on or off the manufacturer's licensed premises. Without any additional licenses, may sell beer and wine, regardless of source, to consumers for consumption at a bona fide public eating place on the manufacturer's licensed premises or at a bona fide eating place contiguous to the manufacturer's licensed premises. May conduct beer tastings under specified conditions (Section 23357.3). Minors are allowed on the premises.
02	**WINEGROWER -** (Winery) Authorizes the sale of wine and brandy to any person holding a license authorizing the sale of wine and brandy, and to consumers for consumption off the premises where sold. Authorizes the sale of all wines and brandies, regardless of source, to consumers for consumption on the premises in a bona fide eating place that is located on the licensed premises or on premises owned by the licensee that are contiguous to the licensed premises and operated by and for the licensee. May possess wine and brandy for use in the preparation of food and beverage to be consumed at the bona fide eating place. May conduct winetastings under prescribed conditions (Section 23356.1; Rule 53). Minors are allowed on the premises.
20	**OFF SALE BEER & WINE -** (Package Store) Authorizes the sale of beer and wine for consumption off the premises where sold. Minors are allowed on the premises.
21	**OFF SALE GENERAL -** (Package Store) Authorizes the sale of beer, wine and distilled spirits for consumption off the premises where sold. Minors are allowed on the premises.
23	**SMALL BEER MANUFACTURER -** (Brew Pub or Micro-brewery) Authorizes the same privileges and restrictions as a Type 01. A brewpub is typically a very small brewery with a restaurant. A micro-brewery is a small-scale brewery operation that typically is dedicated solely to the production of specialty beers, although some do have a restaurant or pub on their manufacturing plant.
40	**ON SALE BEER -** (Bar, Tavern) Authorizes the sale of beer for consumption on or off the premises where sold. No wine or distilled spirits may be on the premises. Full meals are not required; however, sandwiches or snacks must be available. Minors are allowed on the premises.
41	**ON SALE BEER & WINE – EATING PLACE -** (Restaurant) Authorizes the sale of beer and wine for consumption on or off the premises where sold. Distilled spirits may not be on the premises (except brandy, rum, or liqueurs for use solely for cooking purposes). Must operate and maintain the licensed premises as a bona fide eating place. Must maintain suitable kitchen facilities, and must make actual and substantial sales of meals for consumption on the premises. Minors are allowed on the premises.
42	**ON SALE BEER & WINE – PUBLIC PREMISES -** (Bar, Tavern) **Authorizes** the sale of beer and wine for consumption on or off the premises where sold. No distilled spirits may be on the premises. Minors are not allowed to enter and remain (see Section 25663.5 for exception, musicians). Food service is not required.
47	**ON SALE GENERAL – EATING PLACE -** (Restaurant) **Authorizes** the sale of beer, wine and distilled spirits for consumption on the licenses premises. Authorizes the sale of beer and wine for consumption off the licenses premises. Must operate and maintain the licensed premises as a bona fide eating place. Must maintain suitable kitchen facilities, and must make actual and substantial sales of meals for consumption on the premises. Minors are allowed on the premises.
48	**ON SALE GENERAL – PUBLIC PREMISES -** (Bar, Night Club) Authorizes the sale of beer, wine and distilled spirits for consumption on the premises where sold. Authorizes the sale of beer and wine for consumption off the premises where sold. Minors are not allowed to enter and remain (see Section 25663.5 for exception, musicians). Food service is not required.
49	**ON SALE GENERAL – SEASONAL -** Authorizes the same privileges and restrictions as provided for a Type 47 license except it is issued for a specific season. Inclusive dates of operation are listed on the license certificate.

LICENSE TYPE	DESCRIPTION
51	**CLUB -** Authorizes the sale of beer, wine and distilled spirits, to members and guests only, for consumption on the premises where sold. No off-sale privileges. Food service is not required. Minors are allowed on the premises.
52	**VETERAN'S CLUB -** Authorizes the sale of beer, wine and distilled spirits, to members and guests only, for consumption on the premises where sold. Authorizes the sale of beer and wine, to members and guest only, for consumption off the licensed premises. Food service is not required. Minors are allowed on the premises.
57	**SPECIAL ON SALE GENERAL -** Generally issued to certain organizations who cannot qualify for club licenses. Authorizes the sale of beer, wine and distilled spirits, to members and guests only, for consumption on the premises where sold. Authorizes the sale of beer and wine, to members and guests only, for consumption off the licensed premises. Food service is not required. Minors are allowed on the premises.
59	**ON SALE BEER AND WINE – SEASONAL -** Authorizes the same privileges as a Type 41. Issued for a specific season. Inclusive dates of operation are listed on the license certificate.
60	**ON SALE BEER – SEASONAL -** Authorizes the sale of beer only for consumption on or off the premises where sold. Issued for a specific season. Inclusive dates of operation are listed on the license certificate. Wine or distilled spirits may not be on the premises. Minors are allowed on the premises.
61	**ON SALE BEER – PUBLIC PREMISES -** (Bar, Tavern) Authorizes the sale of beer only for consumption on or off the licensed premises. Wine or distilled spirits may not be on the premises. Minors are not allowed to enter and remain (warning signs required). Food service is not required.
67	**BED AND BREAKFAST INN -** Authorizes the sale of wine purchased from a licensed winegrower or wine wholesaler only to registered guests of the establishment for consumption on the premises. No beer or distilled spirits may be on the premises. Wine shall not be given away to guests, but the price of the wine shall be included in the price of the overnight transient occupancy accommodation. Removal of wine from the grounds is not permitted. Minors are allowed on the premises.
70	**ON SALE GENERAL – RESTRICTIVE SERVICE -** Authorizes the sale or furnishing of beer, wine and distilled spirits for consumption on the premises to the establishment's overnight transient occupancy guests or their invitees. This license is normally issued to "suite-type" hotels and motels, which exercise the license privileges for guests' "complimentary" happy hour. Minors are allowed on the premises.
75	**ON SALE GENERAL – BREWPUB -** (Restaurant) Authorizes the sale of beer, wine and distilled spirits for consumption on a bona fide eating place plus a limited amount of brewing of beer. This license does not authorize the sale of alcoholic beverages for consumption off the premises where sold. Minors are allowed on the premises.
80	**BED AND BREAKFAST INN – GENERAL -** Authorizes the sale of beer, wine and distilled spirits purchased from a licensed wholesaler or winegrower only to registered guests of the establishment for consumption on the premises. Alcoholic beverages shall not be given away to guests, but the price of the alcoholic beverage shall be included in the price of the overnight transient occupancy accommodation. Removal of alcoholic beverages from the grounds is not permitted. Minors are allowed on the premises.
86	**INSTRUCTIONAL TASTING LICENSE–**Issued to the holder of and premises of a Type 20 or Type 21 licensee, authorizes the tasting of alcoholic beverages as authorized to be sold from the off-sale premises, on a limited basis. Requires physical separation from the off-sale premises while tasting is taking place and generally requires the participation of a specifically-authorized manufacturer or wholesaler licensee.

SPECIAL EVENTS

The Department also issues licenses and authorizations for the retail sale of beer, wine and distilled spirits on a temporary basis for special events. The most common are listed below. Other less common ones are found in Business and Professions Code Section 24045.2, et seq.

SPECIAL DAILY BEER AND/OR WINE LICENSE - (Form ABC-221) Authorizes the sale of beer and/or wine for consumption on the premises where sold. No off-sale privileges. Minors are allowed on the premises. May be revoked summarily by the Department if, in the opinion of the Department and/or the local law enforcement agency, it is necessary to protect the safety, welfare, health, peace and morals of the people of the State. In some instances, the local ABC office may require the applicant to obtain prior written approval of the local law enforcement agency. Issued to non-profit organizations. (Rule 59, California Code of Regulations)

DAILY ON SALE GENERAL LICENSE - (Form ABC-221) Authorizes the sale of beer, wine and distilled spirits for consumption on the premises where sold. No off-sale privileges. Minors are allowed on the premises. May be revoked summarily by the Department if, in the opinion of the Department and/or the local law enforcement agency, it is necessary to protect the safety, welfare, health, peace and morals of the people of the State. In some instances, the local ABC office may require the applicant to obtain prior written approval of the local law enforcement agency. Issued to political parties or affiliates supporting a candidate for public office or a ballot measure or charitable, civic, fraternal or religious organizations. (Section 24045.1 and Rule 59.5 California Code of Regulations)

CATERING AUTHORIZATION - (Form ABC-218) Authorizes Type 47, 48, 51, 52, 57, 75 and 78 licensees (and catering businesses that qualify under Section 24045.12) to sell beer, wine and distilled spirits for consumption at conventions, sporting events, trade exhibits, picnics, social gatherings, or similar events. Type 47, 48 and 57 licensees may cater alcoholic beverages at any ABC-approved location in the State. Type 51 and 52 licensees may only cater alcoholic beverages at their licensed premises. All licensees wishing to cater alcoholic beverages must obtain prior written authorization from the Department for each event. At all approved events, the licensee may exercise only those privileges authorized by the licensee's license and shall comply with all provisions of the ABC Act pertaining to the conduct of on-sale premises and violation of those provisions may be grounds for suspension or revocation of the licensee's license or permit, or both, as though the violation occurred on the licensed premises. (Section 23399 and Rule 60.5 California Code of Regulations)

EVENT AUTHORIZATION - (Form ABC-218) Authorizes Type 41, 42, 47, 48, 49, 57, 75 and 78 licensees to sell beer, wine and distilled spirits for consumption on property adjacent to the licensed premises and owned or under the control of the licensee. This property shall be secured and controlled by the licensee and not visible to the general public. *The licensee shall obtain prior approval of the local law enforcement agency.* At all approved events, the licensee may exercise only those privileges authorized by the licensee's license and shall comply with all provisions of the ABC Act pertaining to the conduct of on-sale premises (including any license conditions) and violations of those provisions may be grounds for suspension or revocation of the licensee's license or permit, or both, as though the violation occurred on the licensed premises. (Section 23399)

WINE SALES EVENT PERMIT - (Form ABC-239) Authorizes Type 02 licensees to sell bottled wine produced by the winegrower for consumption off the premises where sold and only at fairs, festivals or cultural events sponsored by designated tax exempt organizations. The licensee must notify the city and/or county where the event is being held and obtain approval from ABC for each event (Form ABC-222). The licensee must also comply with all restrictions listed in Business and Professions Code Section 23399.6.

Note:

1. "Minor" means any person under 21 years of age.

2. Consult Section 25663(b) regarding age of employees in off-sale premises; consult Sections 25663(a) and 25663.5 regarding age of employees in on-sale premises.

3. In certain situations, ABC may place reasonable conditions upon a license, such as restrictions as to hours of sale, employment of designated persons, display of signs, restrictions on entertainment or dancing, etc. If a license has been conditioned, it will be endorsed as such on the face of the license. (Conditional licenses, Sections 23800-23805.)

4. Licensees whose license allows minors on the premises may have a “house policy” restricting minors from entering certain areas of the premises or prohibiting minors in the premises during certain hours.

5. This handout contains only abbreviated information. Contact your local ABC office for full information before doing anything which may jeopardize your license. Also available from the ABC: Quick Summary of Selected ABC Laws (form ABC-608); Alcoholic Beverage Control Act (complete laws); Rules & Regulations; and P-90 (describes privileges of non-retail licenses).

GENERALIZED SUMMARY OF ZONING REGULATIONS
CITY OF LOS ANGELES

Zone	Use	Maximum Height		Required yards			Minimum Area		Min. Lot Width	Parking Req'd.
		Stories	Feet	Front	Side	Rear	Per Lot	Per Dwelling Unit		
Agricultural										
A1	**Agricultural** One-Family Dwellings, Parks, Playgrounds, Community Centers, Golf Courses, Truck Gardening, Extensive Agricultural Uses, Home Occupations	Unlimited (8)	45 or(6),(8)	20% lot depth; 25 ft. max. or (6)	10% lot width; 25 ft. max. or (6)	25% lot depth; 25 ft.max.	5 acres	2.5 acres	300 ft.	2 spaces per dwelling unit (6)
A2	**Agricultural** A1 uses						2 acres	1 acre	150 ft.	
RA	**Suburban** Limited Agricultural Uses, One-Family Dwellings, Home Occupations,		45 or (6),(7),(8)	20% lot depth; 25 ft. max., but not less than prevailing (6)	10 ft. or 10% lot width < 70 ft. + 1 ft. for 3 stories or more (6),(7)		17,500 sq. ft. (1)	17,500 sq. ft. (1)	70 ft. (1)	2 covered spaces per dwelling unit (6)
Residential Estate										
RE40	**Residential Estate** One-Family Dwellings, Parks, Playgrounds, Community Centers, Truck Gardening, Accessory Living Quarters, Home Occupations	Unlimited (8)	45 or(6),(8)	20% lot depth; 25 ft. max., but not less than prevailing (6)	10 ft. min., + 1 ft. each story over 2nd (6)	25% lot depth; 25 ft. max.	40,000 sq. ft. (1)	40,000 sq. ft. (1)	80 ft. (1)	2 covered spaces per dwelling unit (6)
RE20			45 or(6),(7),(8)		10 ft. min., + 1 ft. each story over 2nd (6),(7)		20,000 sq. ft. (1)	20,000 sq. ft. (1)	80 ft. (1)	
RE15					10% lot width; 10 ft. max; 5 ft. min. + 1 ft. each story over 2nd (6),(7)		15,000 sq. ft. (1)	15,000 sq. ft. (1)	80 ft. (1)	
RE11					10% lot width < 50 ft.; 5 ft.; 3 ft. min. + 1 ft. each story over 2nd (6),(7)		11,000 sq. ft. (1)	11,000 sq. ft. (1)	70 ft. (1)	
RE9							9,000 sq. ft. (1)	9,000 sq. ft. (1)	65 ft. (1)	
RS	**Suburban** One-Family Dwellings, Parks, Playgrounds, Community Centers, Truck Gardening, Home Occupations					20 ft. min.	7,500 sq. ft.	7,500 sq. ft.	60 ft.	
One-Family Residential										
R1	**One-Family Dwelling** RS Uses, Home Occupations	Unlimited (8)	45 or(6),(7),(8)	20% lot depth; 20 ft. max., but not less than prevailing (6)	10% lot width < 50 ft.; 5 ft.; 3 ft. min. + 1 ft. each story over 2nd (6),(7)	15 ft. min.	5,000 sq. ft.	5,000 sq. ft.	50 ft.	2 covered spaces per dwelling unit (6)
RU			30	10 ft.	3 ft. (9)	10 ft.	3,500 sq. ft.	n/a	35 ft.	2 covered spaces per dwelling unit
RZ2.5	**Residential Zero Side Yard** Dwellings across not more than 5 lots (2), Parks, Playgrounds, Home Occupations		45 or(8)	10 ft. min.	zero (3); 3 ft. + 1 ft. for each story over 2nd	zero (3) or 15 ft.	2,500 sq. ft.		30 ft. w/ driveway, 25 ft. w/o driveway; 20 ft.–flag, curved or cul-de-sac	
RZ3							3,000 sq. ft.			
RZ4							4,000 sq. ft.			
RW1	**One-Family Residential Waterways** One-Family Dwellings, Home Occupations (10)		30		10% lot width; 3 ft. min.	15 ft. min	2,300 sq. ft.		28 ft.	

Zone	Use	Maximum Height		Required yards			Minimum Area		Min. Lot Width	Parking Req'd.
		Stories	Feet	Front	Side	Rear	Per Lot	Per D.U.		
Multiple Residential										
R2	**Two Family Dwellings** R1 Uses. Home Occupations	Unlimited (8)	45 or (6),(7),(8)	20% lot depth; 20 ft. max., but not less than prevailing	10% lot width < 50 ft.; 5 ft.; 3 ft. min.; + 1 ft. for each story over 2nd	15 ft.	5,000 sq. ft.	2,500 sq. ft.	50 ft.	2 spaces, one covered
RD1.5	**Restricted Density Multiple Dwelling** One-Family Dwellings,Two-Family Dwellings, Apartment Houses, Multiple Dwellings, Home Occupations		45 or (6),(7),(8)	15 ft.	10% lot width < 50 ft.; 5 ft.; 3 ft. min.; + 1 ft. for each story over 2nd, not to exceed 16 ft. (6)	15 ft.	5,000 sq. ft.	1,500 sq. ft.		1 space per unit < 3 habitable rooms; 1.5 spaces per unit = 3 habitable rooms; 2 spaces per unit > 3 habitable rooms; uncovered (6) 1 space each guest room (first 30)
RD2								2,000 sq. ft.		
RD3					10% lot width, 10 ft. max.; 5 ft. min., (6)		6,000 sq. ft.	3,000 sq. ft.	60 ft.	
RD4							8,000 sq. ft.	4,000 sq. ft.		
RD5				20 ft.	10 ft. min. (6)	25 ft.	10,000 sq. ft.	5,000 sq. ft.	70 ft.	
RD6							12,000 sq. ft.	6,000 sq. ft.		
RMP	**Mobile Home Park** Home Occupations		45 or (8)	20% lot depth 25 ft. max.	10 ft.	25% lot depth 25 ft. max.	20,000 sq. ft.	20,000 sq. ft.	80 ft.	2 covered spaces per dwelling unit
RW2	**Two Family Residential Waterways** One-Family Dwellings,Two-Family Dwellings, Home Occupations			10 ft. min.	10% lot width < 50 ft.; 3 ft. min.; + 1 ft. for each story over 2nd	15. ft.	2,300 sq. ft.	1,150 sq. ft.	28 ft.	
R3	**Multiple Dwelling** R2 Uses, Apt. Houses, Multiple Dwellings, Child Care (20 max.)			15 ft; 10 ft. for key lots	10% lot width < 50 ft., 3 ft. min.; 5 ft.; + 1 ft. for each story over 2nd, not to exceed 16 ft.	15 ft.	5,000 sq. ft.	800 sq. ft.; 500 sq. ft. per guest room	50 ft.	same as RD zones
RAS3	**Residential/ Accessory** R3 Uses, Limited ground floor commercial			5 ft., or average of adjoining buildings	0 ft. for ground floor commerc. 5 ft. for residential	15 ft. adjacent to RD or more restrictive zone; otherwise 5 ft.		800 sq. ft.; 200 sq. ft. per guest room		
R4	**Multiple Dwelling** R3 Uses, Churches, Schools, Child Care, Homeless Shelter	Unlimited (8)		15 ft; 10 ft. for key lots	10% lot width < 50 ft.; 5 ft.; 3 ft. min.; + 1 ft. for each story over 2nd, not to exceed 16 ft.	15 ft. + 1 ft. for each story over 3rd; 20 ft. max.		400 sq. ft.; 200 sq. ft. per guest room		

Multiple Residential continued ⇓

Multiple Residential continued ⇑

RAS4	**Residential/ Accessory** R4 Uses, Limited ground floor commercial	Unlimited (8)	5 ft., or average of adjoining buildings	0 ft. for ground floor commerc. 5 ft. for residential	15 ft. adjacent to RD or more restrictive zone; otherwise 5 ft.	5,000 sq. ft.	400 sq. ft.; 200 sq. ft. per guest room	50 ft.	same as RD zones
R5	**Multiple Dwelling** R4 uses, Clubs, Lodges, Hospitals, Sanitariums, Hotels		15 ft; 10 ft. for key lots	10% lot width < 50 ft.; 3 ft. min.; 5 ft.; + 1 ft. for each story over 2nd, not to exceed 16 ft.	15 ft. + 1 ft. for each story over 3rd; 20 ft. max.		200 sq. ft.		

Loading space is required for the RAS3, R4, RAS4, and R5 zones in accordance with Section 12.21 C 6 of the Zoning Code.

Open Space is required for 6 or more residential units in accordance with Section 12.21 G of the Zoning Code.

Passageway of 10 feet is required from the street to one entrance of each dwelling unit or guest room in every residential building, except for the RW, RU, and RZ zones, in accordance with Section 12.21 C2 of the Zoning Code.

Zone	Use	Maximum Height		Required yards			Minimum Area Per Lot/ Unit	Min. Lot Width
		Stories	Feet	Front	Side	Rear		
Commercial (see loading and parking, next page)								
CR	**Limited Commercial** Banks, Clubs, Hotels, Churches, Schools, Business and Professional Colleges, Child Care, Parking Areas, R4 Uses	6 (8)	75 ft. (8)	10 ft. min.	10% lot width < 50 ft.; 10 ft.; 5 ft. min., for corner lots, lots adj. to A or R zone, or for residential uses	15 ft. min + 1 ft. for each story over 3rd	same as R4 for resid. uses; otherwise none	50 ft. for resid. uses; otherwise none
C1	**Limited Commercial** Local Retail Stores < 100,000 sq. ft., Offices or Businesses, Hotels, Hospitals and/orClinics, Parking Areas, CR Uses Except forCurches, Schools, Museums, R3 Uses	Unlimited (8)			same as R3 for corner lots, lots adjacent to A or R zone, or residential uses	15 ft. + 1 ft. for each story over 3rd; 20 ft. max for resid. uses or abutting A or R zone	same as R3 zone for residential uses; otherwise none	
C1.5	**Limited Commercial** C1 Uses–Retail, Theaters, Hotels,Broadcasting Studios, Parking Buildings, Parks and Playgrounds, R4 Uses						same as R4 zone for residential uses; otherwise none	
C2	**Commercial** C1.5 Uses; Retail w/Limited Manuf., Service Stations and Garages, Retail Contr. Business, Churches, Schools, Auto Sales, R4 Uses			none	none for commercial uses; same as R4 zone for residential uses at lowest residential story		same as R4 for resid. uses; otherwise none	same as R4 for residential uses; otherwise none
C4	**Commercial** C2 Uses with Llimitations, R4 Uses							
C5	**Commercial** C2 Uses, Limited Floor Area for Manuf. of CM Zone Type, R4 Uses							
CM	**Commercial Manufacturing** Wholesale, Storage, Clinics, Limited Manuf., Limited C2 Uses, R3 Uses	Unlimited (8)		none	none for commercial uses; same as R4 for residential uses		same as R3 for residential uses; otherwise none	

Loading Space: Hospitals, hotels, institutions, and every building were lot abuts an alley. Minimum loading space is 400 sq. ft.; additional space for buildings > 50,000 sq. ft. of floor area. None for apartment buildings < 30 units, in accordance with Section 12.21 C 6 of the Zoning Code.

Parking. See separate parking handout.

Zone	Use	Maximum Height		Required yards			Minimum Area Per Lot/ Unit	Min. Lot Width
		Stories	Feet	Front	Side	Rear		
Manufacturing								
MR1	**Restricted Industrial** CM Uses, Limited Commercial andManufacturing, Clinics, Media Products, Limited Machine Shops, Animal Hospitals and Kennels	unlimited (8)		5 ft. for lots <100 ft. deep; 15 ft. for lots >100 ft. deep	none for industrial or commercial uses;same as R4 zone for residential uses (5)	none for industrial or commercial uses; same as R4 zone for residential uses (5)	none for industrial or commercial uses; same as R4 zone for residential uses; (5)	
M1	**Limited Industrial** MR1 Uses, LimitedIndustrial and Manufacturing Uses, no R Zone Uses, no Hospitals, Schools, Churches, any Enclosed C2 Use, Wireless Telecommuni-cations, Household Storage			none				
MR2	**Restricted Light Industrial** MR1 Uses, Additional Industrial Uses, Mortuaries, Animal Keeping			5 ft. for lots <100 ft. deep; 15 ft. for lots >100 ft. deep			none for industrial or commercial uses; same as R5 zone for residential uses; (5)	
M2	**Light Industrial** M1 and MR2 uses, Additional Industrial Uses, Storage Yards, Animal Keeping, Enclosed Composting, no R Zone Uses			none	same as R5 zone for residential uses (5)			
M3	**Heavy Industrial** M2 Uses, any Industrial l Uses, Nuisance Type Uses 500 ft. from any Other Zone, no R Zone Uses				none		none	

Loading Space: Institutions, and every building where lot abuts an alley. Minimum loading space is 400 sq. ft.; additional space for buildings > 50,000 sq. ft. of floor area. None for apartment buildings < 30 units, in accordance with Section 12.21 C 6 of the Zoning Code.

Parking. See separate parking handout.

Zone	Use	Maximum Height		Required yards			Minimum Area Per Lot/ Unit	Min. LotWidth
		Stories	Feet	Front	Side	Rear		
Parking								
P	**Automobile Parking– Surface and Underground** Surface Parking; Land in a P Zone may also be Classified in A or R Zone	unlimited (8)		10 ft. in combination with an A or R Zone; otherwise none	none		none, unless also in an A or R Zone	
PB	**Parking Building** P Zone Uses, Automobile Parking Within aBuilding			0 ft., 5 ft., or 10 ft., depending on zoning frontage and zoning across the street	5 ft. + 1 ft. each story above 2nd if abutting or across street and frontage in A or R Zone	5 ft. + 1 ft. each story above 2nd if abutting A or R Zone	none	

Zone	Use	Maximum Height		Required yards			Minimum Area Per Lot/ Unit	Min. Lot Width
		Stories	Feet	Front	Side	Rear		
Open Space/ Public Facilities/Submerged Lands								
OS	**Open Space** Parks and Recreation Facilities, Nature Reserves, Closed Sanitary Landfill Sites, Public Water Supply Reservoirs, Water Conservation Areas	none		none			none	
PF	**Public Facilities** Agricultural Uses, Parking Under Freeways, Fire and Police Stations, Government Buildings, Public Libraries, Post Offices, Public Health Facilities, Public Elementary and Secondary Schools							
SL	**Submerged Lands** Navigation, Shipping, Fishing, Recreation							

(1) “H” Hillside areas may alter these requirements in the RA-H or RE-H zones. Subdivisions may be approved with smaller lots, provided larger lots are also included. Section 17.05 H 1 of the Zoning Code.
(2) Section 12.08.3 B 1 of the Zoning Code.
(3) Section 12.08.3 C 2 and 3 of the Zoning Code.
(4) Section 12.09.5 C of the Zoning Code. For 2 or more lots the interior side yards may be eliminated, but 4 ft. is required on each side of the grouped lots.
(5) Section 12.17.5 B 9 (a). Dwelling considered as accessory to industrial use only (watchman or caretaker including family.)
(6) Height, yard and parking requirements for single family dwellings may be governed by the Hillside Ordinance, Section 12.21 A 17 of the Zoning Code.
(7) Side yard requirements for single family dwellings not in Hillside Areas or Coastal Zone may be governed by the “Big House” Ordinance, ord. 169,775, which has been codified in the yard requirements sections for the relevant zones.

(8) Height District (Section 12.21.1 of the Zoning Code) [see below for (9), (10)]:

Height Districts

Zone	1 ‡	1L ‡	1VL ‡	1XL ‡	2	3	4
A1§, A2§, RE40§, RZ, RMP, RW2, RD, R3, RAS3	45' 3:1 FAR		45' 3 stories † 3:1 FAR	30' 2 stories † 3:1 FAR	6 stories for RD,RAS3 and R3†; otherwise 6:1 FAR	6 stories for RD,RAS3 and R3†; otherwise 10:1 FAR	6 stories for RD,RAS3 and R3†; otherwise 13:1 FAR
RE11 §, RE15 §, RE20 §, RA § *	36' 3:1 FAR		36' 3 stories † 3:1 FAR		6:1 FAR	10:1 FAR	13:1 FAR
R1§, R2, RS §, RE9 § *	33' 3:1 FAR		33' 3 stories † 3:1 FAR				
PB	none 2 stories	75' 2 stories	45' 2 stories	30' 2 stories	none 6 stories	none 10 stories	none 13 stories
R4, RAS4, R5	none 3:1 FAR	75' 6 stories † 3:1 FAR	45' 3 stories † 3:1 FAR	30' 2 stories † 3:1 FAR	none 6:1 FAR	none 10:1 FAR	none 13:1 FAR
C, M	1.5:1 FAR	75' 6 stories † 1.5:1 FAR	45' 3 stories † 1.5:1 FAR	30' 2 stories † 1.5:1 FAR	75' for CR; otherwise none 6:1 FAR	75' for CR; otherwise none 10:1 FAR	75' for CR; otherwise none 13:1 FAR
PB	2 stories	2 stories	2 stories	2 stories	6 stories	10 stories	13 stories

FAR–Floor Area Ratio
* Prevailing Height in accordance with the 3rd unnumbered paragraph of Section 12.21.1 of the Zoning Code may apply.
† Buildings used entirely for residential (and ground floor commercial in RAS zones) are only limited as to height, not stories.
‡ Floor area in height district 1 in other than C and M zones is limited to 3:1 FAR.
§ Height limited to 36' or 45' in Hillside Areas in accordance with Section 12.21 A 17 of the Zoning Code.

For **CRA** height districts, see Section 12.21.3 of the Zoning Code. For **EZ** height districts, see Section 12.21.4 for the Zoning Code. For **CSA** height districts, see Section 12.21.5 of the Zoning Code. For Century City North (**CCN**) and Century City South (**CCS**) height districts, see Section 12.21.2 of the Zoning Code and the Specific Plans.

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(9) The side yard on one side of the lot may be reduced to zero provided that the remaining side yard is increased to 6 ft., in accordance with Section 12.08.1 C 2 of the Zoning Code.
(10) Specific requirements for open space, rear yards, and projections into front yards are in Section 12.08.5 C of the Zoning Code.

Transitional Height: Portions of buildings in C or M zones within certain distances of RW1 or more restrictive zones shall not exceed the following height limits, in accordance with Section 12.21.1 A 10 of the Zoning Code:

Distance (ft)	**Height** (ft)
0–49	25
50–99	33
100–199	61

Zone Prefixes (Section 12.32 of the Zoning Code)

(T), [T], T	Tentative Zone Classification	City Council requirements for public improvements as a result of a zone change–see Council File
(Q), [Q], Q	Qualified Classification	Restrictions on property as a result of a zone change, to ensure compatibility with surrounding property
D	Development Limitation	Restricts heights, floor area ratio, percent of lot coverage, building setbacks

Supplemental Use Districts–to regulate uses which cannot adequately be provided for in the Zoning Code (Section 13.00 of the Zoning Code)

CA	Commercial and Artcraft
CDO	Community Design Overlay
FH	Fence Height
G	Surface Mining
K	Equinekeeping
MU	Mixed Use
O	Oil Drilling
POD	Pedestrian Oriented District
RPD	Residential Planned Development
S	Animal Slaughtering
SN	Sign

Other Zoning Designations

ADP	Alameda District Specific Plan
CCS	Century City South Studio Zone
CSA	Centers Study Area
CW	Central City West Specific Plan
GM	Glencoe/Maxella Specific Plan
HPOZ	Historic Preservation Overlay Zone
LASED	LA Sports & Entertainment S.P.
OX	Oxford Triangle Specific Plan
PKM	Park Mile Specific Plan
PV	Playa Vista Specific Plan
WC	Warner Center Specific Plan

THIS SUMMARY IS ONLY A GUIDE. DEFINITIVE INFORMATION SHOULD BE OBTAINED FROM THE ZONING CODE ITSELF AND FROM CONSULTATION WITH THE DEPARTMENT OF BUILDING AND SAFETY.

Department of City Planning
Assignment List
December 2020

planning.lacity.org

Central, West/South and Valley Project Planning
And Frequently Utilized Ordinances

General Information – 213-978-1160

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..... Dominick Ortiz 818-374-5061
..... Lizzi Beduya 818-374-5049
..... Unit Head, Laura Frazin-Steele 818-374-9919
Canoga Park Commercial Corridor, CDO, Canoga Park
Downtown CDO; Streetscape, Tracy Williams 818-374-9910
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..... Lizzi Beduya 818-374-5049
..... Unit Head, Laura Frazin-Steele 818-374-9919
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Vermont/Western (SNAP) Station Neighborhood Area Specific Plan,
..... (General inquiries for SNAP email: planning.snap@lacity.org
..... Unit Head,Vacant 213-978-xxxx
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..... Unit Head, Iris Wan 213-978-1397
Wilshire Westwood Scenic Corridor & DRB, Dylan Sittig 213-978-1197
..... Unit Head, Elizabeth Gallardo 213-978-1297

Community Planning Bureau

Community Planning - Metro
Division Manager, Craig Weber – 213-978-1311
General Information – 213-978-1164

Central Section
Purple Line Transit District, Renata Dragland 213-978-1205
Hollywood Community Plan Update, Linda Lou 213-978-1473
Section Head, Priya Mehendale 213-978-1380
East & Central Section
Downtown Community Plan Update, Brittany Arceneaux 213-978-1911
Overlay Amendment Unit, Clare Kelley 213-978-1207
Boyle Heights Community Plan Update, Kiran Rishi 213-978-1169
Section Head, Valerie Watson 213-978-1294

Community Planning – South, Harbor and West LA

Division Manager, Haydee Urita-Lopez – 213-978-1325
General Information – 213-978-1164

South & Harbor Section
Harbor Gateway Com Plan Update, Teresa Batson 213-978-1165
Wilmington-Harbor City Com Plan Update, Marie Cobian 213-978-0626
Slauson Corridor Transit District, Steven Katigbak 213-978-1349
Section Head, Sr. City Planner, Reuben Caldwell 213-978-1209
West Section
Palms-MV-Del Rey Com Plan Update, Kinikia Gardner 213-978-1445
Venice LCP, Laura MacPherson 213-978-1187
Venice Community Plan Update, Laura MacPherson 213-978-1187
West LA Community Plan Update, Kinikia Gardner 213-978-1445
Westchester-Playa Del Rey Com Plan Update,
..... Kinikia Gardner 213-978-1445
Section Head, Sr. City Planner, Melissa Alofaituli 213-847-3644
West/South Harbor Overlay Amendment Unit
Overlay Amendment Unit, Fabiola Inzunza 213-978-1321
..... Zuriel Espinoza 213-978-1249
..... Unit Head, Susan Wong 213-978-1472
LAX and LAX-LAMP, Vacant 213-978-xxxx
Section Head, Sr. City Planner, Christine Saponara 213-978-1174

Community Planning – Valley

Division Manager, Rebecca Valdez – 213-978-1416
General Information – 818-374-5074

West Valley Section
SW Valley Community Plan Update, Vacant 818-374-xxxx
Section Head, Sr. City Planner, Andy Rodriguez 818-374-5047
East Valley Unit
SE Valley Community Plan Update, Tal Harari 818-374-9900
Orange Line Transit District, Lynell Washington 818-374-7556
Section Head, Sr. City Planner, David Olivo 818-374-9915
Valley Overlay Amendment Unit
Ventura Boulevard Specific Plan Amendment,
..... Delia Arriaga 818-374-5035
..... Unit Head, Courtney Schoenwald 818-374-9916
Section Head, Sr. City Planner, Andy Rodriguez 818-374-5047

Community Planning – Zoning Integration Program

Division Manager, Vacant – 213-978-xxxx

..... **Unit 1**
..... Alex Heath 213-978-0627
..... Renae Zelmar 213-978-1337
..... Unit Head, Erick Lopez 213-978-132**3**
..... **Unit 2**
..... Unit Head, Erin Coleman 213-978-1338

Citywide Policy

Division Manager, Vacant – 213-978-xxxx
General Information – 213-978-1164

General Plan, River/Wildlife, Demographics
Section Head: Conni Pallini-Tipton 213-978-1179
Demographics,
..... Unit Head, Jack Tsao 213-978-1367
..... Lin Bai 213-978-1797
..... Angela Chang 213-978-1434
General Plan
..... Ariane Briski 213-978-2289
..... Lena Mik 213-978-2717
..... Alexander Linz 213-978-1220
General Plan/Wildlife Corridor
..... Lena Mik 213-978-2717
..... Alexander Linz 213-978-1220
..... Kat Superfisky 213-978-1917
Mobility
..... Unit Head, Emily Gable 213-978-1342
..... Jonathan Ayon 213-978-1877
..... Cameron Phillips 213-978-1347
Environmental Policy Unit
..... Unit Head, Diana Kitching 213-978-1308
..... Adam Villani 213-978-1352
..... Amanda Briones 213-978-1391
Housing Policy
Section Head: Matthew Glesne 213-978-2666
…. ..... Unit Head, Blair Smith 213-978-1886
..... Cally Hardy 213-978-1643
..... Betty Barberena 213-978-1194
..... Wajiha Ibrahim 213-978-1302

Office of Historic Resources (OHR)

Division Manager, Ken Bernstein – 213-847-3652
Section Head, Shannon Ryan - 213-847-3651
General Information – 213-847-3676

SurveyLA & Historic PlacesLA, Sara Delgadillo Cruz 213-847-3650
Historic-Cultural Monuments & Mills Act, Lambert Giessinger 213-847-3648
Historic-Cultural Monuments & Mills Act, Melissa Jones, ... 213-847-3679
Redevelopment Plan Historic Resources, Mickie Torres-Gil ... 213-847-3691

OHR Historic Preservation Overlay Zones (HPOZ) Unit

Division Manager, Ken Bernstein – 213-847-3652
Section Head, Shannon Ryan - 213-847-3651
General Information – 213-847-3676

52ND Place/Tifal Brothers Tract, Katie DeBiase 213-847-3659
Adams Normandie, Vacant 213-847-xxxx
Angelino Heights, Christina Park 213-847-3643
Balboa Highlands, Suki Gershenhorn 213-847-3675
Banning Park, Max Loder 213-847-3645
Carthay Circle,Jonathan Kaplan 213-847-3668
Carthay Square, Jonathan Kaplan 213-847-3668
Country Club Park, Amanda Kainer 213-847-3647
Gregory Ain Mar Vista Tract, Lydia Chapman 213-847-3646
El Sereno–Berkshire, Jonathan Kaplan 213-847-3668
Hancock Park, Suki Gershenhorn 213-847-3675
Harvard Heights, Deepeaka Dhaliwal 213-847-3654
Highland Park-Garvanza, Katie DeBiase 213-847-3659
Hollywood Grove, Deepeaka Dhaliwal 213-847-3654
Jefferson Park, Max Loder 213-847-3645
La Fayette Square, Amanda Kainer 213-847-3647
Lincoln Heights, Jonathan Kaplan 213-847-3668
Melrose Hill, Deepeaka Dhaliwal 213-847-3654
Miracle Mile, Christina Park 213-847-3643
Miracle Mile North, Daniel Mata 213-847-3657
**North University Park, Daniel Mata 213-847-3657
Oxford Square, Amanda Kainer 213-847-3647
Pico Union, Max Loder 213-847-3645
South Carthay, Jonathan Kaplan 213-847-3668
Spaulding Square, Amanda Kainer 213-847-3647
Stonehurst, Suki GershenUhorn 213-847-3675
Sunset Square, Amanda Kainer 213-847-3647
University Park Katie DeBiase 213-847-3659
Van Nuys, Suki Gershenhorn 213-847-3675
Vinegar Hill, Max Loder 213-847-3645
West Adams Terrace, Deepeaka Dhaliwal 213-847-3654
Western Heights, Deepeaka Dhaliwal 213-847-3654
Whitley Heights, Deepeaka Dhaliwal 213-847-3654
Wilshire Park, Amanda Kainer 213-847-3647
Windsor Square, Lydia Chapman 213-847-3646
Windsor Village, Amanda Kainer 213-847-3647
**North University Park is a Specific Plan area that complies with HPOZ regulations

Urban Design Studio

Division Manager, Ken Bernstein – 213-847-3652
Section Head, Sr. City Planner, Michelle Levy - 213-847-3710

Holly Harper 213-847-3706
Danai Zaire 213-847-3709
Stacy Farfan (River Planner) 213-978-1012

Code Studies

Section Head, Sr. City Planner – Hagu Solomon-Cary 213-978-1361

..... **Unit 1**
..... Darby Whipple 213-978-1475
..... Mary Richardson 213-978-1478
..... Patrick Whalen 213-978-1370
..... Unit Head, Bonnie Kim 213-978-1330
..... **Unit 2**
..... Niall Huffman 213-978-3405
..... Roberto Luna 213-978-9701
..... Andrew Pennington 213-978-1395
..... Unit Head, Vacant 213-978-xxxx

Zoning Administration Division

Chief Zoning Administrator, Estineh Mailian – 213-978-1313
General Information – 213-978-1318

Associate Zoning Administrators
..... Jack Chiang
..... Henry Chu
..... Theodore Irving
..... Jonathan Hershey
..... Charlie Rausch
..... Christina Toy-Lee
Management Support–Hearing Coordinator, Stacy Munoz 213-978-1354
Nuisance Abatement / Revocations,
Sr. City Planner, Vanessa Soto 213-978-1178
City Planner, Matthew Lum 213-978-1912

Citywide Projects

Expedited Processing Section
General Information 213-978-1316
Expedited Processing
Sr. City Planner, Vacant 213-978-xxxx
Sr. City Planner, Heather Bleemers 213-978-1322
Major Projects
General Information 213-847-3683
Metro, Milena Zazadzien 213-847-3636

Information Technologies Division

Director of Systems, Mony Patel – 978-1399
General Information – 213-978-1393
Technical Support – 213-978-1455

Systems Section
Section Head, Vacant 213-978-xxxx
BuildLA, Paul Tsan 213-978-1409
Cybersecurity, Vacant 213-978-xxxx
Database Services, Vacant 213-978-xxxx
Infrastructure/Help Desk, Cam Vuong 213-978-1466
Planning4LA.org, George Yu 213-978-1423
OAS, PDIS, Payment Systems
..... Vincent Valbuena 213-978-1417
PCTS, Vacant 213-978-xxxx
ZIMAS, Vacant 213-978-xxxx
GIS Section
Section Head, Betty Dong 213-978-1392
Data Maintenance Unit .....
..... General Plans/ Land Use, Cruz Ortiz 213-978-1440
..... Ordinance Maps, Cuong Fan 213-978-1468
..... Zoning/Cases, Vacant 213-978-xxxx
Product Unit, Charles Lee 213-978-1441
..... Community Planning, Timmy Luong 213-978-1407
..... Community Planning (Valley), Jesus Ramos 818-374-5037
..... Citywide, Gary Himan 213-978-1425
…..SurveyLA/ MapGallery, David Dieudonne 213-978-1432

Development Services Division

Division Manager, Maya Zaitzevsky - 213-4827082

General Information – Metro Public Counter, 4th Fl 213-482-7077
Metro Counter, Sr. City Planner, Maritza Przekop 213-482-0421
Metro Counter, Anna Vidal 213-482-7079
Case Management, 10th Fl
Sr. City Planner, Sarah Molina-Pearson 213-482-0376
City Planner, Susan Zermeno 213-482-7073
City Planner, Nick Ayars 213-482-7071
Housing Unit,
Eric Claros 213-202-5448
Ulises Gonzalez 213-202-5411
General Info – Valley Public Counter, Rm 251 ..... 818-374-5050/5051
Sr. Planner, Nick Hendricks 818-374-5068
Valley Counter, Noah McCoy 818-374-5028
General Information – West LA Public Counter, 2nd FL 310-231-2598
Sr. Planner, Maritza Przekop 310-231-2907
West LA Counter, Vacant 310-231-xxxx

Deep Counter & Home-Sharing Services

Division Manager, Bob Duenas - 213-202-5424
Section Head, Sr. City Planner - Phyllis Nathanson -213-202-5427

General Information, 5th Fl 213-202-5464
Specialized Services
Wireless Unit, Alam Choudhury 213-202-5423
..... Tina Vacharkulksemsuk 213-202-5475
Parcel Maps, Griselda Gonzalez 213-202-5422
Parcel Maps,Vacant 213-202-xxxx
BESt Program, City Planner, Vacant 213-202-xxxx
MVIP, City Planner, Naomi Guth 213-978-1201
Redevelopment Plan Unit, Giselle Corella 213-202-5413
Home-Sharing, 5th Fl
City Planner, Joann Lim 213-202-5454

Commission

Unit Head, Irene Gonzalez– 213-978-1360
General Information – 213-978-1300

City Planning Commission, Cecilia Lamas 213-978-1299
Central APC, Etta Armstrong 213-978-1128
Cultural Heritage, James Williams 213-978-1295
East Los Angeles APC, Etta Armstrong 213-978-1128
Harbor APC, Cecilia Lamas 213-978-1299
North Valley APC, Cecilia Lamas 213-978-1299
South Los Angeles Etta Armstrong 213-978-1128
South Valley, James Williams 213-978-1295
West Los Angeles APC, James Williams 213-978-1295

External Affairs

Chief External Affairs Officer, Yeghig Keshishian – 213-978-1324

Section Head, Jenna Monterrosa 213-978-1377
Public Information Director, Nora Frost 213-978-1248
Public Relations Specialist, Oliver Hall 213-978-1190
Public Relations Specialist, Leslie Mylius 213-978-1203
Community Liaison, Fipe Leilua 213-978-1193
Community Liaison, Ariel Jones 213-978-1332
Community Liaison, Jaime Espinoza 213-978-1357
Management Assistant, Nelson Hunter-Valls 213-978-1015
Graphic Services Section
Section Head, City Hall, Elvia Hernandez 213-978-0639
Section Head, Valley – Shakeh Boghoskhanian 818-374-5039

Performance Management Unit

Roy Samaan 213-978-1213
Jonathan Chiu 213-978-3304
Ryan Ly 213-978-1269

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Useful City of Los Angeles Planning & Land Use Management Links

To see the organizational of the Los Angeles Department of City Planning, visit
https://planning.lacity.org/contact/organizational-chart

To see the assignment list containing Hollywood Planning Department contacts for Hollywood visit
https://planning.lacity.org/contact/organizational-chart and scroll to the bottom of the page to find the link.

To see and understand a standardized version of all clearance instructions given in a myriad of Department of Building and Safety memos written in the last 15 years visit here
https://www.ladbs.org/docs/default-source/publications/misc-publications/clearance-handbook.pdf?sfvrsn=4d7be453_39

To access the Fourth Edition LADBS Zoning Code Manual and Commentary
https://www.ladbs.org/docs/default-source/publications/information-bulletins/zoning-code/zoning-code-manual-and-commentary.pdf

SECTION VI

Ethics Mandates from the Los Angeles City Attorney

Clarification on the Neighborhood Council Meetings
Conflict of Interest in Public Contracting
How to Conduct a Public Meeting
Competitive Bidding

MICHAEL N. FEUER
CITY ATTORNEY

Clarification on Neighborhood Council Meetings

Neighborhood Councils recently asked questions relating to the circumstances under which Neighborhood Council Boards may hold community meetings, as well as questions about the circumstances under which, Neighborhood Council Board members may attend a training or community meeting without violating the open meeting requirements in the Brown Act. Because the City Attorney's Office and Department of Neighborhood Empowerment are dedicated to assisting Neighborhood Council's fulfill their goals and objectives, this handout is designed to assist you in determining which meetings and community events are not subject to the Brown Act. Many meetings and community events do not trigger the Brown Act. Primarily, the focus of the Brown Act is ensuring that a majority of a Neighborhood Council board or committee does not hold a private meeting to discuss board/committee business outside the public view.

The following are examples of allowable meetings and events:

Option 1: Holding a private meeting to discuss neighborhood council business with less than the board's or committee's majority required for taking action. For example having a private meeting with your City Council representative, a meeting between limited board/committee members on the same board, or a meeting with limited members from another Neighborhood Council. Since the bylaws vary for different Neighborhood Councils, please feel free to contact our Office so that we may explain how to calculate the number that are allowed to meet.

As long as the private meeting does not exceed the least number of people required to act on behalf of the board or committee, the meeting is not subject to the Brown Act, does not need to be open to the public and no notice or agenda is required.

Option 2: Holding a public meeting following all of the Brown Act rules (including agendas and public input) where everyone attends and discusses board business, such as your Neighborhood Council meetings or a joint meeting with another Neighborhood Council or another community group.

To hold a joint meeting with another Neighborhood Council board or committee and discuss board or committee business, the Brown Act requires that the meeting be noticed as a joint meeting of both bodies subject to the Brown Act. To hold a joint meeting with a private community group, the Brown Act simply requires that the joint meeting be noticed as a meeting of the Neighborhood

Council with an agenda disclosing that a private community group will be invited to participate. If you are having trouble creating an agenda for a joint meeting, please contact the Department or our Office for assistance. Once the agenda is finalized, the Department will officially post it at City Hall and on the Early Notification System.

Option 3: Hosting a social event/party where no business will be discussed, such as holiday parties.

All Neighborhood Council Board and committee members may attend social events with each other provided that board/committee members do not engage in a discussion regarding board/committee business with the board's/committee's majority required for taking action. The Brown Act does not require notice of social events be posted or be open to the public if no public funds are used to conduct the event.

Option 4: Attending a conference or training with other board members, such as City trainings or the Congress of Neighborhood workshops.

If a conference, training or similar gathering is open to the public and involves issues of general interest to the public, everyone may attend as long as the board's majority does not discuss among each other their board business while in attendance. All board and committee members may attend these types of conferences and trainings. The Brown Act does not require conferences and trainings to be noticed unless the training with board members is during one of your board meetings or at your board retreat.

Additional exceptions exist for holding meetings. The purpose of this announcement is not necessarily to be comprehensive, but to clarify any misunderstandings that may impede the lawful and vigorous functioning of Neighborhood Councils. As always, please contact our Office or the Department of Neighborhood Empowerment if you have any questions or concerns.

The regional advisor for Neighborhood Councils in the South, Central, Harbor and West areas of the City is Deputy City Attorney Carmen Hawkins: carmen.hawkins@lacitv.org.

The regional advisor for Neighborhood Councils in the North Valley, South Valley and East areas of the City is Deputy City Attorney Elise Ruden: elise.ruden@lacity.org .

The Managing Deputy City Attorney for the Neighborhood Council Advice Division is Darren Martinez: darren.martinez@lacitv.org.

The Division telephone number is 213-978-8132.

Rev 03/2016

OFFICE OF THE CITY ATTORNEY
NEIGHBORHOOD COUNCIL ADVICE DIVISION

GOVERNMENT CODE SECTION 1090, et seq.

Introduction.

This handout discusses the specific conflict of interest concerns that arise when a neighborhood council spends its public funds, enters into a contract, or makes a recommendation regarding a City contract and a board member or committee member on the neighborhood council has a financial interest in that transaction. While other situations, e.g., the neighborhood council making advisory recommendations to the City on specific subjects, may also present conflict of interest concerns,[1] this handout focuses on situations involving contracting or the expenditure of public funds by neighborhood councils under Government Code section 1090 (also referred to as "Section 1090"). In addition, while this handout is prepared for neighborhood councils, the principles set forth herein apply equally to other boards that are subject to this law.[2]

In 2004, the City Attorney issued an opinion stating that Government Code section 1090, et seq., applies to board and committee members serving on the City's certified neighborhood councils. Section 1090 is one of the primary conflict of interest statutes applicable to public servants involved in the public contracting process and is a State law that prohibits public officials, including employees, from making a public contract in their official capacity when those persons also hold a private financial interest in that same contract.[3]

The California Attorney General's office oversees compliance with this law and violations of Section 1090 are subject to civil and criminal penalties. Thus, board and committee members serving on the neighborhood council should become familiar with this law and seek assistance from the Office of the City Attorney whenever such questions arise.

Purpose.

The purpose of Section 1090 is to discourage self-dealing and ensure that public servants do not have divided loyalties.[4] Section 1090 developed from a body of decisions by the courts in what is referred to as the "common law." In *Thomson v. Call,*

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[1] *E.g.*, the California Political Reform Act, common law, City ordinances and, in the case of neighborhood councils, their bylaws and board rules may pertain.

[2] *Government Code* section 1090, a California statute, applies equally to, among others, "city council members", "commissioners", "board members", "officials", and "employees". Herein, reference is alternatively made to such persons to illustrate a point or as discussed in case law.

[3] *Government Code* section 1090 also apples to City Council members, commissioners, officials, and employees.

[4] *See, Breakzone Billiards et al. v. City of Torrance* (2000) 81 Cal. App. 4th 1205, 1230 and *Clark v. City of Hermosa Beach* (1996) 48 Cal. App. 4th 1152, 1170-1171 [citing, *Noble* v. *City of Palo Alto* (1928)].

the California Supreme Court explained the reasons underlying Section 1090 and stated that "no man can faithfully serve two masters whose interests are or may be in conflict …"[5] The State legislature codified this common law into Section 1090.

Generally, neighborhood council representatives are agents of the people and the constituents they represent. Section 1090 is intended to ensure that "every public officer be guided solely by the public interest rather than personal interest when dealing with contracts in an official capacity."[6] In interpreting the law, the courts caution public servants that they may not act in their official capacity to *influence* or *participate in* making a public contract when they simultaneously hold a private financial interest in the same contract.[7] The purpose of the conflict of interest laws and the conduct expected of public servants is captured by the California Supreme Court, quoting the U. S. Supreme Court:

> "The statute is thus directed not only at dishonor, but also at conduct that tempts dishonor. The broad proscription embodies recognition of the fact that an impairment of impartial judgment can occur in even the most well-meaning people when their personal economic interests are affected by the business they transact on behalf of the Government. To this extent, therefore, *the statute is more concerned with what might have happened in a given situation than with what actually happened.*"[8]

Thus, Section 1090 is also "aimed at … avoiding the appearance of impropriety…"[9]

Application of Section 1090.

Specifically, Government Code section 1090 states:

> "Members of the Legislature, state, county, district, judicial district, and *city officers or employees shall not be financially interested in any contract made by them in their official capacity, or by any body or board of which they are members*. Nor shall state, county, district, judicial district, and city officers or employees be purchasers at any sale or vendors at any purchase made by them in their official capacity." (Emphasis added.)

This law means that neighborhood council board members cannot be financially interested in any contract *officially* made by that body or board. Under Section 1090, the first determination that must be made is what type of financial interest exists. The type of financial interest that exists will determine what permissible activities are allowed by the person with the financial interest or the neighborhood council board. In general,

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[5] *Thomson,* 38 Cal. 3d at 647-648 [citing, *San Diego v. S.D. L.A.R.R. Co*., (1872) 44 Cal. 106, 113.
[6] *Id.* at 650.
[7] *Stigall,* 58 Cal 2d 565, 569; *Finnegan*, 91 Cal. App. 4th 572, 579 and *People v. Honig* (1996) 48 Cal. App. 4th 289, 314.
[8] *Stigall*, 58 Cal 2d 565, 570 *citing U.S. v. Mississippi Valley Generating Co* (1961) 364 U.S. 520. (emphasis added)
[9] *Honig,* 48 Cal.App.4th at 314.

if a financial interest exists, the entire board is prohibited from acting on the contract unless a legal exception applies.

There are several exceptions. There is an exception if the financial interest is a "remote interest" under Government Code section 1091. A "remote interest" requires the person with the financial interest to be disqualified from participating in the transaction but, upon disclosure of the financial interest in the neighborhood council's records, allows the neighborhood council board to enter into the transaction. In addition, there is an exception that exists if the financial interest is deemed a "non-interest" under Government Code section 1091.5. A "non-interest" means that the person with the financial interest may participate in the transaction, as well as the neighborhood council board, if in certain cases an appropriate disclosure is made.

Section 1090 applies to a variety of public officials and employees representing government agencies in California.[10] It "also applies to members of [governmental] advisory bodies if they participate in the making of a contract through their advisory function."[11] It applies to board members serving on the City's certified neighborhood councils because these boards spend public funds for their operations through contracts executed by the Department of Neighborhood Empowerment (DONE) for the benefit of neighborhood councils.[12] Moreover, Section 1090 applies to a variety of public contracts, including employment contracts, leases, sales of goods, consulting services, and development agreements. Neighborhood council boards regularly require contracts for their operations, including supplies, office space, and for neighborhood improvement projects. These contracts are executed in compliance with City contracting rules on their behalf.[13] By recommending the approval of a specific contract for services or neighborhood improvements, neighborhood council board members are part of the City's public contracting process.

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[10] *Stigall*, 58 Cal. 2d 565; *Thomson,* 38 Cal. 3d 633; *Bailey*,103 Cal. App. 3d 191; [council members]; *Honig*, 48 Cal. App. 4th 289 [elected state official]; *City Council of the City of San Diego v. McKinley* (1978) 80 Cal. App. 3d 204 [park board member]; *People v. Sobel* (1974) 40 Cal. App. 3d 1046 [a city employee]; and 46 Ops.Cal.Atty.Gen. 74, (1965) [contractors/consultants who perform a public function].

[11] *Conflicts of Interests*, California Attorney General's Office (pamp.) 2004, p. 68; 82 Ops.Cal.Atty.Gen. 126 (1999).

[12] Certified neighborhood councils are also referred to herein simply as "neighborhood councils" or "councils".

[13] Under the Neighborhood Council Funding Program, developed by the DONE, neighborhood council boards vote to approve all expenditures. Currently, under the Neighborhood Council Funding Program, the DONE prepares the appropriate written agreements for the neighborhood councils to ensure compliance with City contracting rules. City departments and agencies do not ordinarily prepare written agreements for purchases valued under $1,000.00. (*Los Angeles Administrative Code* section 9.5) Certified neighborhood councils, therefore, purchase goods for their operations through their Stored Value Cards or from petty cash disbursements unless goods are obtained directly through the City and its established vendors.

"Making a Contract" Within The Meaning Of Section 1090.

If a person is prohibited from participating in a transaction under Section 1090, the prohibition applies to the "making of a contract." Under Section 1090, a contract having been "made" does not simply refer to the point in time when a neighborhood council member or an official approves, or signs the contract. [14] It also includes when a member or an official, in their official capacity, participates during the preliminary stages of the contracting process.[15] That participation can include preliminary discussions, solicitation of bids, negotiations, and directly or indirectly influencing the decision to make a contact.[16] Thus, a neighborhood council board could be prohibited from entering into a contract if a board or committee member was financially interested in the matter and engaged in early negotiations or discussions of the contract.

> Mere membership on the board has import.
>
> "California courts have consistently held that a public officer cannot escape liability for a [S]ection 1090 violation merely by abstaining from voting or participating in discussions or negotiations. [Citation.] Mere membership on [a] board or council establishes the presumption that the officer participated in the forbidden transaction or influenced other members of the council. [Citation.]"[17]
>
> Courts have held that,
>
> "[w]here section 1090 applies, it is an absolute bar to a board or commission entering into the prohibited contract. Even if the interested board or commission member abstains from any participation in the matter, [S]ection 1090 applies to prevent fellow board or commission members from being influenced by their colleague. [Citations.]"[18]
>
> Applying this principle to neighborhood councils, a neighborhood council board member with a financial interest who has influenced the board to enter into a contract, for example, cannot avoid a Section 1090 violation by resigning from the board just before it recommends approving the contract, or by not appearing at the meeting where the contract is approved.[19] Again, "[t]he purpose of the prohibition is to prevent a situation where a public official would stand to gain or lose something with respect to the making of a contract over which he could exercise some influence in his official capacity."[20]

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[14] *Stigall,* 58 Cal 2d at 571; *McKinley,* 80 Cal. App. 3d at 212; *Millbrae Assn. for Residential Survival v. City of Millbrae* (1968) 262 Cal. App. 2d 222, 237.
[15] *Stigall,* 58 Cal 2d at 569.
[16] *Id. at* 571; *Sobel*, 40 Cal. App. 3d at 1052.
[17] *Thomson,* 38 Cal. 3d at 649.
[18] *Thorpe* v. *Long Beach Community College District* (2000) 83 Cal. App. 4th 655, 659.
[19] *Stigall,* 58 Cal.2d 565.
[20] *Id.* (quoting, *People v. Vallerga* (1977) 67 Cal. App. 3d 847, 867-868, fn. 5).

The Meaning Of "Financially Interested."

Although Section 1090 is directed at an interest in a contract, the statute does not specifically define the term "financial interest." Thus, we look at case law to provide further guidance as to the meaning of the term and to understand how the courts have upheld the legislative intent of this statute.

In *City of Imperial Beach v*. *Bailey*, the court found that a city council member had a conflict of interest due to her ownership of a concession stand (Concession) on a municipal pier, which lease was coming up before the city council for renewal.[21] Council member Bailey had obtained her financial interest in Concession – a bait, tackle and refreshment stand – under an existing lease with the City of Imperial Beach before she became a councilmember. Although the lease came up for renewal after she became a council member, the court found that Section 1090 prohibited Bailey from exercising the "option" to renew the lease while simultaneously serving as a city council member. The court stated that:

> "it is conceded that Hazel Bailey's integrity is above reproach and we sympathize with her position of having to choose between remaining on the Council or continuing as owner of Concession. However, the purpose of [S]ection 1090 is not only to strike at actual impropriety, but to strike at the appearance of impropriety."[22]

The California Attorney General has identified two unique situations where it found a "financial interest" in a contract: 1) where a public entity board member requested reimbursement for a conference attended by a board member of the spouse and, 2) where a public entity entered into a development agreement with a developer.

Courts have generally agreed with, and have applied, the Attorney General's analysis when confronted with similar scenarios. For example, the courts have found that "a member of a board or commission *always* is financially interested in his or her spouse's source of income for purposes of section 1090. This is true even if the husband and wife have an agreement that their own earnings are to be treated as their separate property, since each spouse is liable for the necessities of life for the other [citations omitted]."[23]

And, in *Thomson* v. *Call,* the California Supreme Court held that Section 1090 was violated where a city council member for the City of Albany sold his land to the city through a third party corporate developer.[24] The developer, Interstate General Corporation (IGC), sought a zone change and use permit to allow denser housing development on property it owned on Albany Hill. As part of IGC's request, it also agreed to purchase property that it would convey to the City of Albany for a public park.

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[21] *Bailey,* 103 Cal.App.3d 191.
[22] *Id*, at 197.
[23] 78 Ops.Cal.Atty.Gen. 230 (1995); *Honig,* 48 Cal. App. 4th at 319 and *Thorpe,* 83 Cal. App. 4th at 659.
[24] 38 Cal. 3d 633.

Councilman Call had such a parcel to sell on Albany Hill and he sold it to IGC. The property was thereafter conveyed by IGC to the City for the park to fulfill the conditions of the zone change approval. Although Call technically sold his property under contract to IGC, not directly to the City, the Court found that section 1090 had been violated. It said "[a]s part of the transaction at issue Call sold his property to the City using IGC as a conduit. Whether we regard his interest as direct or indirect, it is clearly a pecuniary interest forbidden by section 1090 and by the decisions applying conflict-of-interest rules generally."[25]

Of significance, the benevolent purpose of the transaction – a public park carried no weight with the Court in the *Thomson* case. It found that "if the interest of a public officer is shown, the contract cannot be sustained by showing that it is fair, just and equitable as to the public entity."[26]

Courts have also found that it does not matter that the financial interest in the contract is immaterial or a small amount for section 1090 to apply. For example, in *People v. Honig*, an elected State official was prosecuted for using his position to steer Department of Education contracts to a non-profit organization employing his wife.[27] The court said that to be "'financially interested' in a contract within the meaning of section 1090 does not require that the prohibited interest have a material effect on the public official's source of income. Any interest, except a remote one, which would prevent the official from exercising absolute loyalty and undivided allegiance to the best interest of the state is prohibited under the statute [citation.]"[28] The court found that the fact that the officer's interest "might be small or indirect is immaterial so long as it is such as deprives the [state] of his overriding fidelity to it and places him in the compromising situation where, in the exercise of his official judgment or discretion, he may be influenced by personal considerations rather than the public good. [citation]"[29] Indeed, the court added, "the prosecution [did] not have to prove fraud, dishonesty, or loss."[30]

Another example illustrating a financial interest can be found in *Fraser-Yamor Agency, Inc. v. County of Del Norte.*[31] There, the County (insured) procured insurance from an insurance company (insurer) that was brokered through the Fraser-Yamor Agency, Inc (agency). Fraser, a principal and major shareholder in the agency, also served as a Del Norte County supervisor, the insured. The court found that Fraser held a financial interest in the contract between the County and the insurance company and stated that "[h]is interest in the agency and in any contracts from which it derives a pecuniary

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[25] 38 Cal.3d at 646.
[26] *Id.* at p. 649; citing, *Capron* v. *Hitchcock* (1893) 98 Cal. 427 and *Honig*, 48 Cal. App. 4th 289, 314.
[27] 48 Cal.App.4th at 305-313.
[28] *Id*, at 328.
[29] *Id*. at 315.
[30] *Id*. at 322.
[31] *Fraser-Yamor Agency, Inc., v. County of Del Norte* (1977) 68 Cal. App. 3d 201.

benefit is clearly a financial one because the success of the agency inures to his personal benefit."[32]

Finally, in *People v. Watson*, a case involving a City of Los Angeles Harbor Commissioner, the court found a financial interest based on a debtor-creditor relationship.[33] This case involved bringing the vessel *S.S. Princess Louise* from Seattle to the Port of Los Angeles to serve as an attraction and a restaurant at the port. Charles Sutton, a local restaurateur, spearheaded the effort and needed to lease space from the Port of Los Angeles to dock the ship. Sutton also sought a liquor license as part of the business. City Harbor Commissioner Watson loaned Sutton's corporation $10,400 to acquire a liquor license and, at a commission meeting, Watson voted to approve the Los Angeles port lease to dock the ship.[34] The floating restaurant opened for business in September of 1966 and, thereafter, Sutton repaid the loan.

In affirming Commissioner Watson's conviction for violation of sections 1090 and 1097, the court appeal upheld the use of the following jury instruction:

> " 'financially interested' means any financial interest which might interfere with a city officer's unqualified devotion to his public duty. The interest may be direct or indirect and includes any monetary or proprietary benefits, or gain of any sort, or the *contingent possibility* of monetary or proprietary benefits." (Emphasis added/portions omitted)[35]

As it considered Watson's appeal, the court stated that "[w]e must disregard the technical relationship of the parties and look behind the veil which enshrouds their activities in order to discern the vital facts [citation]. However devious and winding the trail may be which connects the officer with the forbidden contract, if it can be followed and the connection made, a conflict of interest is established."[36]

As we explain below, however, not every "financial interest" constitutes a prohibited interest that would prohibit a board member or the board from acting on a contract. That statute identifies exceptions that would allow board or board member participation based upon the type of interest held.

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[32] *Id.* at 215. [The court left unresolved whether Fraser's financial interest might be deemed a *remote interest* under section 1091.]

[33] *People v. Watson* (1971) 15 Cal. App. 3d 28.

[34] Although Commissioner Watson's wife was the putative owner of the engineering company that loaned Sutton the money for the license - he had transferred his interest in the company to her before his appointment to the Board of Harbor Commissioners – Sutton, nevertheless, delivered a check that was endorsed by Commissioner Watson.

[35] 15 Cal.App. 3d at 37.

[36] *Id*. at 37.

Exceptions.

Section 1091: Remote Interest.

Section 1091 defines the circumstances when a public board may take action despite the fact that one or more of its members holds a financial interest in a contract. These statutorily described circumstances are known as *remote* interests. Section 1091(a) states:

> "An officer shall not be deemed to be interested in a contract entered into by a body or board of which the officer is a member … *if* the officer has only a remote interest in the contract and *if* the fact of the interest is disclosed to the body or board of which the officer is a member and noted in its official records, *and* thereafter the body or board authorizes, approves, or ratifies the contract in good faith by a vote of its membership sufficient for the purpose *without counting the vote of the officer or board member with the remote interest*."[37] (Emphasis added)

Thus, even if a board member has what is considered a "remote interest," the board may still enter into the contract so long as any member with a financial interest actively disqualifies him or herself from voting.[38] Section 1091(b) lists 14 types of interests which are statutorily defined as being "remote." Examples of remote interests that might apply to neighborhood councils would include an officer or employee of a non-profit corporation or a landlord or tenant of a contracting party.

Section 1091(b) also sets forth the way that a council, commission, or board may vote to approve a contract without the participation of its financially interested member. Besides abstaining from any participation in the contracting process, the member with the financial interest must specifically disclose the nature of the conflict and have it noted in the official records if a vote is contemplated at a public meeting.

Applied to neighborhood councils, this would mean that a neighborhood council board is permitted, for example, to recommend approval of a contract with a non-profit corporation when one or more of its board members also serves as "an officer or employee of [the] nonprofit corporation" since the interest involved here is statutorily defined as a *remote* financial interest.[39] The only requirement in this instance is that the board member with the financial interest abstains from participation.

***Section 1091.5: Noninterests*.**

Section 1091.5 defines the circumstances when a board member's financial interest is statutorily deemed a "noninterest." An example of a noninterest that might apply to neighborhood councils would include: " . . . a recipient of public services generally

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[37] *Government Code* section 1091(a). [portion omitted].
[38] *Conflicts of Interests*, California Attorney General's Office (pamp.) 2004, p. 82.
[39] *Government Code* section 1091(b)(1).

provided by the public body or board of which he or she is a member, on the same terms and conditions as if he or she were not a member of the board."[40] If a neighborhood council member is found to hold a noninterest, the board member (as well as the entire board) may participate in making the contract.[41]

Remedies and Penalties.

Violations of the statute can potentially result in civil remedies and/or criminal penalties.

Civil Remedies: Government Code section 1092.

Contracts made in violation of any of the provisions of Section 1090 are "invalid" or void.[42] Any payment made by the City on a void contract is recoverable and disbursements and future payments on the contact are not enforceable.[43]

Criminal Penalties: Government Code Section 1097.

Violations of the provisions of Section 1090 are also "punishable by a fine of not more than one thousand dollars ($1,000), or by *imprisonment in the state prison*," and a person can be "*forever barred from holding any office in this state*."[44] (Emphasis added)

Conclusion.

Invariably, it is necessary to evaluate the factual circumstances that pertain when a conflict of interest question arises. When answering such questions intuition will rarely suffice. Therefore, neighborhood council board members are encouraged to seek assistance from the City Attorney's Office to avoid conflict of interest problems.

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[40] *Government Code* section 1091.5(a)(3).
[41] *City of Vernon v. Central Basin Municipal Water District* (1999) 69 Cal. App. 4th 508, 515 (1986); 83 Ops.Cal.Atty.Gen. 246, 247 (2000); 78 Ops.Cal.Atty.Gen. Cal. 362, 369-370 (1995).
[42] *Government Code* section 1092; *Millbrae Association for Residential Survival,* 262 Cal. App 2d at 236. *Accord, Thompson,* 38 Cal. 3d at 646.
[43] *Government Code* section 1095.
[44] *Government Code* section 1097.

OFFICE OF THE CITY ATTORNEY
NEIGHBORHOOD COUNCIL ADVICE DIVISION

CONFLICT OF INTEREST LAWS GOVERNING NEIGHBORHOOD COUNCILS

THE POLITICAL REFORM ACT

GOVERNMENT CODE § 1090

COMMON LAW BIAS

Board members of Neighborhood Councils who are given governmental decision-making authority, must be mindful of the following conflict of interest law: The Political Reform Act of 1974, as amended (Government Code § 8100, et seq.), Government Code § 1030 et seq, and the common-law conflict of interest rules. Because the City Council exempted the Neighborhood Councils from being required to adopt a conflict of interest code,[1]Neighborhood Council board members are not required to disclose their financial interests by filing a disclosure statement (Form 700) and are subject to the City's Governmental Ethics Ordinance (Los Angeles Municipal Code § 49.5.1 et seq.) However, compliance with state and common law conflict interest laws is still required. A brief explanation of these laws follows.

The Political Reform Act.

The Political Reform Act is a state law that sets up rules and regulations to ensure that governmental officials are free from bias caused by their own financial interests and act in an impartial matter.

Basic Prohibition. Under the Act, public officials are disqualified from participating in government decisions in which they have financial interest. There are four basic tests to ascertain whether a Neighborhood Council board member might have a financial interest under the Act.

Examples of a disqualifying interest:

- The Neighborhood Council board member makes, participates in making, or uses his or her official position to influence the making of a decision;

- the Neighborhood Council board member has a statutorily defined economic interests (his or her own finances or those of members of his or her immediate family, investment in a business, interest in real property, source of income or gifts, management position in a business) that may be affected by the decision;

- It is reasonably foreseeable that the decision will have a *material financial effect* on the Neighborhood Council board member's economic interest;

- The decision will affect the Neighborhood Council board member's economic interest in a way that is distinguishable from its effect on the public generally or a significant Segment on the public.

[1] Los Angeles Administrative Code § 2.20.1

A Neighborhood Council board member who is disqualified must abstain from making, participating in making or attempting to use his or her official position in any way to influence the government decision.

Persons Covered. The Act treats "members of local governmental agencies" as public officials. Public officials who make, participate in the making of, or influence or attempt to influence a governmental decision must comply with the Act's provisions. Neighborhood Councils have been treated as "local governmental agencies" and board members as "public officials" for the purposes of the Act.[2]

Participation in decision-making. Neighborhood Councils are advisory bodies. Their role is to make recommendations to the various City decision-makers, including City boards, commissions, City Council Committees and the City Council. City Charter § 907. This role falls within the "make, participate in making, or attempting to influence a government decision" provision of the Act. Since the Neighborhood Councils have been delegated the authority to make "governmental decisions," even the board member's votes on "non-governmental" or purely advisory recommendations will be subject to the conflict of interest provisions.[3]

Economic interests covered. What is a financial interest is often complicated and fact-based, but there are basic types of economic interests that the Act covers:

- A business entity in which a Neighborhood Council board member, or his or her immediate family, owns an investment or in which the Neighborhood Council board member is an officer or director or holds a management position in that business entity;

- real property in which a Neighborhood Council board member or his or her, immediate family, owns interest;

- any person or entity that is a source of income or loans to the Neighborhood Council board member or spouse;

- any person or entity that has given the Neighborhood Council board member a gift within the last year; or

- a Neighborhood Council board member's personal expenses, income, assets or liabilities, including those of his or her immediate family.

Business investments and business positions. An investment of **$2000** or more in a business entity by a board member, his or her spouse or dependent children is considered an economic interest. If a board member is a director, officer, partner, trustee, employee or holds a position of management in a business entity that is also considered an economic interest.

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[2] Making recommendations as to whether the City should not enter into a contract will also trigger the Act's requirements. In this instance, this means making a recommendation about a specific contract which is coming before the City for action or recommending qualifications/specifications for a city contract. Merely advising the City as to whether, for example, the City should pave a certain street or install lighting, which decisions might ultimately result in the City entering into a contract for those services, would not trigger the Political Reform Act requirements for the Neighborhood Council providing this advice.

[3] Thus, a board member who makes "governmental decisions" must also be aware of, and comply with, the disqualification rules even when making a purely advisory recommendation, for example, to a City Council Committee or Area Planning Commissions regarding a conditional use permit for a project loaded within the boundaries of that Neighborhood Council.

Real property. An investment of **$2000** or more in real property by a board member, his or her spouse, or his or her dependent children or anyone acting on his or her behalf, is an economic interest.

Sources of income and gifts. The receipt by a board member of income of **$500** or more from an individual or organization within 12 months prior to the decision in question is an economic interests. Gifts totaling **$440** or more received from a single source within 12 months prior to the decision is an economic interest.[4] This gift limit is valid through 2012.

Personal financial effects. Expenses, income, assets or liabilities of board members or immediate family are considered an economic interest if those expenses, income, assets or liabilities are likely to go up or down by **$250** as a result if the decision at issue.

Once a board member determines that he or she has an economic interest, the next step is to determine whether the decision will have a direct or indirect impact upon the board member's interest and whether it is reasonably foreseeable that the decision will have a material effect on the board member's economic interest.

Direct v. indirect interest. Whether a particular impact is material or not also depends upon whether the economic interest is directly or indirectly affected by the decision. A direct interest is generally one that is the subject of the decision; an indirect interest is one that may be impacted because of some connection or relation to the decision.[5] A direct interest is more likely to create a greater risk of conflict of interest than an economic interest that is indirectly involved in the decision.

Foreseeability and materiality. To have a conflict of interest the effect on the board member's economic interest must be foreseeable (in other words, likely to occur) and be considered "material." In other words, a conflict of interest results if a board member can reasonably predict that his or her decision on a particular matter will have some economic impact (positively or negatively) on his or her economic interest. The Act sets up some basic thresholds to determine whether an economic interest is material:

Business investments and business positions. As a *general* rule, if a decision directly involves a business entity in which the Neighborhood Council board member has an interest, the board member must disqualify himself or herself. However, if the only interest in the company is less than **$25,000** in stock, the board member may still be able to participate in the decision after a detailed examination of the state's regulations.

If the decision indirectly involves a business entity in which the board member has an interest, a decision's impact would be material if, for large companies such as Fortune 500 companies, the impact on the interest would result in an increase or decrease of the business' gross revenue

[4] Note: The gift limit is adjusted for inflation every two years. Gov't Code § 89503 (f).

[5] For example, if a Neighborhood Council board member owns a business that is subject to a permit or approval about which the Neighborhood Council is making a recommendation that is a *direct* impact of that economic interest. If a Neighborhood Council board member owns a business that is located more than 500 feet away from a piece of property that is seeking, for example, to obtain conditional use approval to sell alcoholic beverages about which the Neighborhood Council is making a recommendation, the decision potentially has an indirect impact on the economic interest, i.e., the business of the board member.

of **$10,000,000** or more in a fiscal year; or results in the business entity incurring or avoiding additional expenses or reducing or eliminating existing expenses for a fiscal year in the amount of **$2,500,000;** or results in an increase or decrease in the value of the business entity's assets or liabilities of **$10,000,000** or more.

At the other extreme, for smaller companies the impact is material if the decision would result in an increase or decrease in revenues of **$20,000** or more or increase or reduce expenses by **$5000** or more in a fiscal year, or result in an increase or decrease in the value of its assets or liabilities by $20,000 or more.[6]

Real property. If the decision affects a board member's property which is located **within 500 feet** of the boundaries of the property subject to the decision, disqualification from acting is generally required *unless* the decision will have no financial impact on the property. If the board member's property is located **more than 500 feet,** there is a presumption that the decision will not have a material financial effect. However, that presumption can be rebutted by proof that there are specific circumstances that would make it reasonably foreseeable that a financial effect will result from the presumption. Leasehold interests may also implicate the conflict of interest rules and have to be evaluated on a case-by-case basis.

Sources of Income. If the decision will have **any** financial effect upon an individual who is a source of income for the board member and that source is directly involved in the decision, the effect is determined to be material. The most common source is the employer of the board member or spouse. If a board member or his or her spouse owns 10% or more of a business, clients of that business may also be sources of income.

However, if the source of income is indirectly involved in the decision, application of the state's regulations on the particular facts of this source is required to determine if the board member has to recuse him or herself from acting on the matter.

Distinguishable from the public. Even if a board member's economic interest is foreseeable and material, he or she does not have a legal conflict of interest unless the decision's impact on his or her economic interest is *different* from the general public. In other words, if a board member is participating in a decision on an issue that will affect the general public's financial interests in the same manner as his or her own interests, even though the decision will have a material economic impact on the board member's financial interest, it does not create a conflict of interest. Under this rule, the decision must affect the board member's interest in *substantially the same manner* as the interests of the public.

An example of this would be if the City is embarking upon a plan amendment and zone change for a community plan area and a board member's property is subject to a zone change as is every other property within the community plan area. Although the board member's property is directly affected by the zone change, the property is impacted in substantially the same manner as other members of the public since all are being rezoned, so there is no conflict of interest requiring recusal. The state has developed specific percentage and numerical thresholds for determining when a group of people constitute a significant number to make a determination whether a decision affects the public in the same manner.

[6] The Political Reform Act also describes the impacts of other businesses that fall *between* these parameters, which are not discussed here.

Decisions related to contracts - Government Code § 1090, et seq.

In addition to the requirements of the Political Reform Act, state law contains special rules governing conflicts of interest relating to government contracts. A Neighborhood Council board member may not be *financially interested* in *any City contract* that he or she is involved in making. Thus, any participation by a board member in the process by which a contract is developed, negotiated or approved, *including making* a *recommendation on the contract,* is a violation of Government Code § 1090 if the board member has a financial interest in that contract. **Also, if the board member has a financial interest in a contract, the *entire* Neighborhood Council board might not be able act on the matter.**

However, there are some interests called "remote interests" which would disqualify a board member but not the entire Neighborhood Council board. Gov't Code §1090 prohibitions apply to oral as well as written contracts. Financial relationships in a contract. would include, but are not limited to: employee of a contracting party, attorney, agent or broker of a contracting party, supplier of goods or services to a contracting party; landlord or tenant to a contracting party; officer, employee or board member of a nonprofit corporation of a contracting party. This topic is discussed in greater detail in a later section of this Manual.

Common law conflict of interest rules.

Basic principles of bias and conflict of interest rules that the courts have developed over time (common law) also apply to Neighborhood Council decisions even if the statutory rules may allow a board member to participate in an action.[7] As the Attorney General has concluded, "[t]he common law doctrine against conflicts of interest . . . prohibit public officials from placing themselves in a position where their private, personal interests may conflict with their official duties." 64 Ops. Cal. Atty Gen 795. As stated by the court of appeal, "[a] public officer is impliedly bound to exercise the powers conferred on him with diligence and primarily for the benefit of the public." *Noble v. City of Palo Alto* (1928) 89 Cal. App. 47, 51.

This doctrine applies in situations involving both financial *and* nonfinancial interests. This means that simply having a personal relation to the matter could be construed as tainting a board member's decision-making because he or she is perceived to be biased or making the decision based on his or her personal interest, rather than for the good of the public.[8]

However, having general personal views and opinions about a matter is generally not sufficient to show bias. *Andrews v. Agricultural Labor Relations Board* (1981) 28 Cal. 3d 781. The mere appearance of bias is generally not sufficient for disqualification; but a disqualifying bias may be found if a showing can be made that a public officer has a specific prejudice against a person affected by a decision or a showing that a public officer's decision making ability is so impaired such that s/he cannot render a decision based on appropriate grounds. *Id.* at 792. Thus, Neighborhood Council board members should always be alert to whether their private interests, whether financial or otherwise, would be enhanced by any particular action they take on an item

[7] Although Los Angeles City Charter § 222, contains its own conflict of interest provisions based on an "appearance standard" these standards for disqualification are not applicable to Neighborhood Council board members. However, Neighborhood Councils are free to develop their own appearance standard and ethics rules in their bylaws.

[8] Even without a financial interest, the public officer must have some personal advantage or disadvantage at stake. See, e.g., *Clark v. City of Hermosa Beach* (1996) 48 Cal. App 4th 1152;88 Op. Atty.Gen Cal 32 (2005).

before them. Although not legally required, Neighborhood Council members should avoid even the appearance of bias to avoid allegations that might cause the integrity of the neighborhood council and its members to be questioned.

Penalties.

Violations of the Political Reform Act and Government Code § 1090 can carry significant penalties. [9]

Violations of the Political Reform Act can result in civil actions, criminal prosecution and/or administrative sanctions, injunctive relief or in some cases, prohibition against holding future elective office, depending upon the nature of the violation and the jurisdiction of the enforcement agency.

Violations of Gov't Code § 1090 are prosecuted as a felony and a conviction could, in addition to the imposition of a criminal fines and potential imprisonment, result in a lifetime ban from holding any public office in the State of California. In addition, contracts that are entered into in violation of this statute are void as a matter of law.

Finally, any person can file suit in civil court alleging violations of the Act.

Identifying conflicts and disqualification.

Because severe penalties may apply to a Neighborhood Council board member for violations of the conflict of interest laws, it is important that board members identify their economic interests that may pose potential conflicts. The eight part test set forth earlier should help board members identify what type of economic interests they have.

If a board member has either an economic interest in a decision that requires disqualification or is disqualified due to the application of the "common law doctrine" of a conflict of interest, the board member must disclose the interest which is the subject of the conflict as well as the fact that he or she is disqualifying himself or herself from any participation in the decision. The board member also may not do anything to influence the decision.

If a board member is disqualified from acting on a meeting agenda item and he or she is present at the meeting, he or she should make a public announcement identifying the economic interest which is the subject of the conflict and the fact that he or she is disqualified from any participation. After announcing the recusal from participation, the board member should excuse himself or herself and leave the room while that item is pending.

Summary.

[9] Note: The City Attorney's Office cannot defend or indemnify a board member who is charged, either civilly or criminally, with a violation of either the Political Reform Act of Gov't Code § 1090. In addition, regarding the attorney-client privilege the privilege applies to confidential communications between the attorney and the client. Although the City Attorney is the legal advisor to the Neighborhood Council board, the City's client is the municipal corporation, the City Attorney's Office is willing and able to assist individual Neighborhood Council board members with legal advice, the advice given may be disclosed to the Neighborhood Council board and to any other City entity.

Any time any City business is before a Neighborhood Council board member that involves:

- a business in which he or she or a member of his or her family has an investment;
- an entity of which he or she is an officer or director or holds some position of management;
- real property in which he or she or a member of his or her family has an interest;
- a source of income to him or her or a member of his or her immediate family;
- a source of gifts to him or her; or
- any person or entity with which he or she has a relationship other than in his or her capacity as a City official *(e.g,* a friend, person with whom he or she has a business relationship or an organization in which he or she holds some position of importance),

board members should contact the City Attorney assigned to his or her Neighborhood Council for advice. [10]

You may also seek advice from the Fair Political Practices Commission (FPPC) at their toll free help line at 1-866-ASK-FPPC, or may ask for a formal written opinion.[11]

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[10] The City Attorney's office generally will not provide information relating to allegations of conflict of interest matters relating to third persons (persons other than those making the inquiry); only the board member who is concerned about his/her own economic interest should contact the City Attorney's Office. The one exception is that any board member can and should inquire about the ability of its board to enter into a contract that might implicate Gov't Code § 1090.

[11] Formal written opinions take a minimum of 21 days but *only* written advice from the FPPC provides immunity from prosecution if acting with that advice.

OFFICE OF THE CITY ATTORNEY
NEGHBORHOOD COUNCIL ADVICE DIVISION

HOW TO CONDUCT A PUBLIC MEETING

As a Neighborhood Council which operates in a representative capacity and is subject to the open meeting laws of the state of California (The "Brown Act") it is important to conduct your meetings efficiently and in a manner that is fair and inclusive and leaves one with the impression that everyone was treated fairly and objectively. Since the bulk of your Neighborhood Council work is accomplished at regular, and sometimes, special meetings of your entire board, or committees, it is important to know how to effectively conduct a public meeting.

Professionalism.

It is important that members of the public, your stakeholders and fellow board members respect the process. For them to do that, your meetings should be conducted in a professional manner to demonstrate that the board members are taking their roles as Neighborhood Council leaders seriously. Your Neighborhood Council President is the leader chosen to guide your Neighborhood Council and the tone of your Neighborhood Council will be delivered from the leadership of the person you elect or select as President. Your President, however, has no greater authority than granted by the board and your board rules and every board member has an equal vote on matters that come before them.

If your President is new to conducting meetings, he or she should take advantage of the online training programs that are available on the Department of Neighborhood Empowerment website. Professional courtesy to one another and to members of the public and stakeholders is a must. The President or Chair must ensure that such courtesies during public meetings take place. While it is appropriate for your members to disagree and indeed, heartily debate issues, those debates should not devolve into a shouting match or worse, as the productiveness of your meetings will soon deteriorate.

At every Neighborhood Council meeting, individual board members should be prepared for the meeting, and the President should provide an opportunity for each board member to weigh in on the issue at hand. Members of the public and your stakeholders should be able to understand what is going on at the meeting and the decision making process.

While not required, if your Neighborhood Council has developed specific rules about how meetings are to be conducted, those should be explained in the beginning of the meeting, after it has been called to order by the Chair or President. Those "ground rules" might include an explanation of the order of agenda items, if there are any speaker time limits, how time limits will operate, and in the case of a presentation of a matter, the order of the presenters, etc. This should be done at the beginning of every meeting to ensure that people know and understand these ground rules and as a reminder to others.

Routine items, such as the approval of Minutes, may be handled by a "consent" motion (no formal vote need be taken) unless there are corrections to be made to the minutes.

Knowledge.

It is important that all of your board members understand the rules under which your Neighborhood Council operates. Thus, all board members should be familiar with and have their own personal copies of your Neighborhood Council's bylaws and any other standing or procedural rules. [1] A *basic* understanding of parliamentary rules is also helpful in conducting your meetings, but keep in mind that not all parliamentary rules of procedure will necessarily apply to your Neighborhood Council, because as a City entity, meetings are conducted differently than those in general assemblies. [2] The Department has informational pamphlets about parliamentary procedures that can assist your board members. Your public meeting will be governed by the Brown Act. Gov't Code § 54950 et seq. All Neighborhood Council board members should review the materials that the Department and the City Attorney have provided, should attend the training classes offered and have a working knowledge of the Act to avoid inadvertent violations of the law. Your board should have a mechanism to educate new board members to their Neighborhood Council positions and ensure that they have been provided training materials.

Conflicts of interest.

Be alert to potential conflicts of interests on upcoming agendas that might affect your ability to participate in the discussion and action of a particular item. Not being able to vote on an item also may affect the quorum necessary for the board to act on the item. Should you be required to recuse (not participate or vote on an item) yourself from an item because of a conflict, you should notify your Board President or Secretary as soon as possible. At the meeting, if there is an item that you may not participate in due to a conflict of interest, you must make a brief public announcement identifying either the economic interest or the personal interest under the common law rules that require your recusal, and leave the room while the matter is pending. You may return to the meeting and fully participate in the meeting after the item has been dispensed with.

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[1] If your Neighborhood Council has not yet adopted procedural rules of order, you may wish to consider doing so as these rules can help guide your board as you conduct your public meetings. Rules of Order generally set forth information, including but not limited to, election of officers, meeting days and time, who presides over the meeting in absence of the President, the usual order of business that will take place at meetings, how special meetings are called, how committees are created, how votes are taken, whether Neighborhood Council board members may "abstain" from voting, how public comment is taken, etc.

[2] For example, while Robert's Rules of Order would allow a member of an assembly to make a motion from the floor, Neighborhood Councils are governed by a board which takes action on items, and thus make the motions that move an item forward.

Preparation.

Be familiar with the issues that are coming up at your meeting so you can make an informed decision and avoid "voting with the pack." Your meetings will run more smoothly and your Neighborhood Council will be considered an effective advocate for your community by both the public and the City decision makers that you are advising, if your board members understand the issues at hand and are able to engage and debate the issues at the meetings. If materials are disseminated before your meetings, it is essential that all Board members review them before the meeting so that you are ready to engage in discussion on the item.

Meeting space and setup.

Be familiar with your meeting space needs so that you can comfortably accommodate all members of the public who wish to attend your meetings. If you need special equipment (video, audio, speakers, translation devices) make sure you contact Department staff early enough so that they can accommodate your request. Make sure your meeting space complies with the Americans with Disabilities Act and is accessible to the disabled. If in doubt, contact the Department who can seek assistance from the City's Department of Disability. For safety purposes, know where the emergency exits are at your meeting facilities and inform your local law enforcement agency of your meeting locations. If need be, if you anticipate problems at any particular meetings, you should request a member of the Los Angeles Police Department to be present, which may deter unruly conduct.

Regular and special meetings.

Under the Brown Act, you can have regular or special meetings. Special meetings may be called and the agenda must be posted within 24 hours of the meeting. Notice of the special meeting must be delivered to each Neighborhood Council board member and the notice must contain the description of the topics that will be discussed and acted upon at the meeting. Special meetings should be called for a specific purpose, and no other business other than that for which the special meeting was called, may be acted upon.[3] The standard meeting procedures discussed below may apply to either a special or regular meeting.

Standard meeting procedures.

Under the Plan and Regulations governing the citywide system of Neighborhood Councils, the governing body ("NC board") makes its decisions at regular and special meetings of the Neighborhood Council. Thus, the public perception of the effectiveness of your

[3] Special meetings are generally those meetings "held at a time different from that of any regular meeting, and convened only to consider one or more items of business specified in the call of the meeting." See, Robert's Rules of Order, 10th Ed. § 9, p. 89; See also, Gov't Code 54956.

Neighborhood Council is based, in large part, on the Neighborhood Council's conduct at meetings. At a minimum, it is important to treat everyone fairly and objectively and each meeting should be run for the benefit of the person who has never before attended one of your meetings. The following is a standard meeting format, followed by many city commissions:

Opening the meeting.

1. The President calls the meeting to order.[4]

2. The Secretary will call the role and identify whether there is a quorum present

3. The President or Secretary reviews the NC board's procedures at the beginning of each meeting (This may include use of speaker cards, time limits for public comment, how public comment will be taken, etc.)

4. The President announces any changes to the agenda (whether items will be taken out of order/continued etc.)

Conducting the meeting.

1. Follow the agenda. Under the Brown Act, the board can only "*discuss, deliberate or take action"* on items that are listed on the agenda. Your President should ensure that discussion on each item by your board does not stray too far afield from the topic that is listed on the agenda. The President should announce and describe each item that is being discussed and acted upon. For each item, the President should invite questions from the Board, open the item for public comment, close the public comment period, and then open the item for discussion by the board. All board members should be given the *opportunity* to weigh in on the issue. The President should govern the flow of discussion and invite the board members to comment.

2. Public hearings. On occasion, your board may wish to hold a public hearing on a particular development project, or other matter in which there are proponents and opponents who wish to present their position on the matter for your board's consideration and/or formal recommendation to the City's decision makers. These may include hearings that may in the future be delegated to you by the City Council pursuant to City Charter § 908. Minimum rules of due process may apply to assure that individual rights to be heard are not implicated. Again, your Neighborhood Council may wish to adopt Rules of Order to determine how your public hearings will be conducted, how time limits (if any) are to be established, the order of testimony, etc. An example of a format where a developer

[4] Some Neighborhood Councils open with a Pledge of Allegiance or Invocation. These are optional. However, be aware that the use of Invocations may not be sectarian. See, *Rubin v. City of Burbank* (2002) 101 Cal. App. 4th 1194 (rev. den. 2002 Cal Lexis 8622).

("applicant") is proposing a project includes the following steps:

1. The President announces the matter and opens the public hearing and identifies the order in which "testimony" will occur and any applicable time limits.

2. The "applicant" makes a presentation on the project.

3. NC board members may ask questions of the "applicant."

4. Identified "opponents" of the project may speak; if none, public comments may be taken on the project.

5. "Applicant" is allowed to present a rebuttal, if any, to comments.

6. The President closes the public hearing on the item.

7. The President invites discussion from the board and by motion and a second to that motion, a "vote" or "recommendation" regarding the project, if sought, is taken.

8. After the vote or recommendation, the President announces the results. (Ex: "The motion [carried/failed]. The recommendation of the board will be to_____the project."

3. Making decisions. Your actions should be done publicly at the meeting pursuant to the Brown Act. Oral or hand votes can be taken from all the NC board members and your Secretary or President should announce the results orally after the motion is acted upon. Your board Rules of Order should determine whether board members may abstain or not from voting on motions coming before it.

Maximizing the meeting potential.

Holding an effective meeting will help your Neighborhood Council reach its potential and effectively utilize your volunteer board resources. In effective meetings, members of the board focus on the subject under consideration in an effort to reach a conclusion--either through consensus or by majority vote. The President must be able to keep fellow board members from focusing on personalities, or issues that have nothing to do with the item before it. The President should ensure that there is an open dialogue and opportunity to be heard by all the parties: applicants, opponents, stakeholders, members of the public and fellow Neighborhood Council board members. The following are guideposts [5] that will

[5] These ideas were presented in the League of California Cities, Planning Commissioner's Handbook, 2000.

help any Chair or President run an effective meeting and maximize the potential of your Neighborhood Council:

1. **Start the meeting on time.**

2. **State the reasons for the meeting** (Opening statement of the NC meeting and that there are items for consideration/action). Inform the attendees of any time restraints

3. **Helpful Hints:**

- Ask for clarification and restraint when someone rambles or deviates the discussion.
- Ask to hold off new topics while another is under discussion.
- Constructively evaluate an idea not yet accepted before totally dismissing it.
- Get back to people when you have asked them to wait.
- Keep the public informed of the place on the agenda and what stage it is at.
- Prevent people from talking at the same time.
- Protect fellow board members and the public from verbal attacks by others.
- Keep comments directed to the Chair, not between members, stakeholders or members of the public.
- Restate motions before they are voted upon.
- Keep an eye on the clock and signal, in advance, that the meeting deadline is about to end.
- Keep on the schedule, be tactful.
- Call for a break during long meetings and reconvene on time.

4. **Facilitate discussion by:**

- Asking for suggestions from the group as a whole.
- Checking whether a suggestion is acceptable to those who expressed concerns.
- Encouraging incomplete or tentative ideas.
- Attempting to obtain consensus.
- Keeping the discussion focused.
- Intervening when members disagree.
- Not using powers of the chair unfairly.
- Remaining impartial during heated debate.
- Probing for the concern behind a question.

5. **At the close of the meeting:**

- Summarize the results or decisions of the meeting.
- Indicate follow-up actions to be taken and by whom.
- Indicate when the next meeting will take place.
- Thank the members and the public for their attendance.

Conclusion.

While there is no one way to conduct any particular meeting, we hope this guide will establish some basis parameters and suggestions to help you more effectively conduct your meeting.

Rev 3/2016

COMPETITIVE BIDDING AND GENERAL REQUIREMENTS OF CITY CONTRACTS

Office of the City Attorney – Neighborhood Council Advice Division

AB 1234 ETHICS TRAINING

Basic Overview

Neighborhood councils have been given the authority to engage in financial transactions by making expenditures of $1000 or less per transaction via their "shared value card." However, neighborhood councils have not been given the authority to enter ("execute") contracts for certain types of vendor contracts, leases or personal services agreements. Those should be executed on behalf by the General Manager of the Department of Neighborhood Empowerment ("DONE") for the benefit of neighborhood councils (as in the case of neighborhood council leases, via the Neighborhood Council Leasing program) and in compliance with the rules and regulations on City contracts as provided for in the City Charter, the Los Angeles Administrative Code or other authorities.

Nonetheless, neighborhood councils should have a basic understanding of the City's contract rules to understand how they should expend their funds and when they should seek assistance from the DONE. The following represents a *brief* summary of selected City Charter ("CC") and Administrative Code ("LAAC") sections regarding competitive bidding and general requirements of City contracts. These rules are very complex and this summary touches upon only the basic components of the City's rules.

General City Contracting Rules

The City's contracting rules basically apply to any contract over $1000. City contracts over $1,000 must be in writing and must be approved by the City Attorney as to form. *CC* § 370; *LAAC* § 10.2. They must be signed on behalf of the City by the Mayor, board, or the officer/employee *authorized* to enter into the contract, or for contracts authorized by the Council, by the person authorized by the Council. *CC* § 370; *LAAC* § 10.2. As noted above, neighborhood council board members are *not* authorized to execute contracts on their own, and should request assistance of the DONE for any contract that they wish to enter into amounts over $1000. [1]

[1] Expenditures over $1000 for certain types of services could be provided by the use of a "Letter Agreement" or simple invoice. Neighborhood councils should consult with the DONE before utilizing these types of agreements to determine the appropriateness of this vehicle.

City Not Bound

Compliance with the City's rules is important because the City is not bound by any contract unless it complies with the requirements of the Charter and the City's Administrative Code. *CC* § 370; *LAAC* § 10.2. Thus, the City is not bound by a contract entered into for over $1000 that is not a) in writing, b) signed by the General Manager of the DONE on a neighborhood council's behalf [2] and c) approved as to form by the City Attorney. There are also certain standard contractual provisions that must accompany every City contract, depending upon its length and/or monetary amount.

Contracts Longer Than Three Years

There are additional rules for lengthy contracts. In addition to the requirements of the contract needing to be in writing, signed, and approved as to form by the City Attorney, City contracts for longer than three years, including renewal options, must also be approved by the City Council. *CC* § 373; *LAAC* § 10.5.

Competitive Bidding Requirements

Although there are several exceptions, certain types of City contracts are subject to competitive bidding requirements or must be awarded based on competitive proposals. *CC* §§ 371 and 372; *LAAC* §§ 10.15 and 10.17. City contracts subject to competitive bidding requirements are awarded to the lowest responsive and responsible bidder furnishing satisfactory security for performance. *CC* § 371 (a). City contracts subject to competitive proposals are awarded following the review and evaluation of competitive proposals submitted by prospective contractors. Price is not the only factor used in the evaluation of competitive proposals.

Exceptions to Competitive Bidding Requirements

There are some City contracts that are allowed to be executed without complying with the formal competitive bidding requirements. Many neighborhood council contracts may fall within those categories; however, you should contact your DONE Advocate to determine whether your proposed contract meets these requirements, and satisfies all other City rules before attempting to finalize an agreement with a contracting party. The following categories are the type of contracts that are allowed to be executed without complying with the competitive bidding rules:

Contract less than $25,000. City contracts for less than $25,000 or contracts for the purchase of materials, supplies, equipment, or the rental, repair or

[2] However, a board representative of the neighborhood councils may also be a signatory on a contract made on behalf of a neighborhood council, along with the signature of the General Manager of DONE, as is the process for neighborhood council leases.

maintenance of same for an amount not to exceed $100,000. *CC* § 371 (e)(1); *LAAC* § 10.15 (a)(1).

Professional Expertise. City contracts for professional, scientific, expert, technical, or other special services of a temporary and occasional character where competitive bidding is not practical or advantageous. *CC* § 371 (e)(2); *LAAC* § 10.15 (a)(2).

United States Patent. City contracts for the furnishing of articles covered by a United States patent. *CC* § 371 (e)(3); *LAAC* § 10.15 (a)(3).

Leasing. City contracts for leasing (where City is the lessee) or the purchase or real property when approved by majority vote of the City Council. *CC* § 371 (e)(4); *LAAC* § (a)(4). As noted, the City has developed a special program for neighborhood council leases. If your neighborhood council is interested in leasing office space, you should contact your DONE Advocate for assistance. A standard lease has been designed just for neighborhood council office space.

Urgent Necessity. City contracts for repairs, alterations, work or improvements declared to be of urgent necessity for the preservation of life, health or property. *CC* § 371 (e)(5); *LAAC* § 10.15 (a)(5).

Declaration of War. City contracts entered during declared war or declared federal, state or local emergency where the City Council has suspended the competitive bidding requirements. *CC* § 371 (e)(6); *LAAC* § 10.15 (a)(6).

Exclusivity. City contracts for repair or parts obtained from the manufacturer or its exclusive agent. *CC* § 371 (e)(7); *LAAC* § 10.15 (a)(7).

Cooperative Arrangement. City contracts for cooperative arrangement with other governmental entities for the utilization of the purchasing or professional service contracts of those agencies. *CC* § 371 (e)(8); *LAAC* § 10.15 (a)(8).

Competitive Bidding Impractical. City contracts for services where competitive bidding would be undesirable, impractical or impossible or otherwise permitted by law. *CC* § 371 (e)(10); *LAAC* § 10.15 (a)(10).

Competitive Bidding/Proposals Preferred.

Notwithstanding the above exceptions, where competitive bids are not required for a City contract, the City's policy is that competitive proposals or bids shall be obtained as far as reasonably practicable and compatible with the City's interest. *CC* § 372; *LAAC* § 10.17. Other provisions of the City's contracting program require the City to seek Requests for Proposals (also known as "RFP's") before entering into certain agreements.

Practice Tip:

Because of the complexities of the City's contracting process, if your neighborhood council is contemplating spending funds in ways other than using the stored value card, you should contact, as early as possible, your DONE Advocate or the DONE Funding Program Director to determine whether a contract needs to be executed and how to comply with the City's contracting rules.

SECTION VII

BROWN ACT

California Attorney General's Introduction to the Brown Act
New Brown Act Regulation for 2019
Useful Links

THE BROWN ACT

OPEN MEETINGS FOR LOCAL LEGISLATIVE BODIES

2003

CALIFORNIA ATTORNEY
GENERAL'S OFFICE

THE BROWN ACT

OPEN MEETINGS FOR LOCAL LEGISLATIVE BODIES

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Throughout California's history, local legislative bodies have played a vital role in bringing participatory democracy to the citizens of the state. Local legislative bodies - such as boards, councils and commissions - are created in recognition of the fact that several minds are better than one, and that through debate and discussion, the best ideas will emerge. The law which guarantees the public's right to attend and participate in meetings of local legislative bodies is the Ralph M. Brown Act.

While local legislative bodies generally are required to hold meetings in open forum, the Brown Act recognizes the need, under limited circumstances, for these bodies to meet in private in order to carry out their responsibilities in the best interests of the public. For example, the law contains a personnel exception based on notions of personal privacy, and a pending litigation exception based upon the precept that government agencies should not be disadvantaged in planning litigation strategy. Although the principle of open meetings initially seems simple, application of the law to real life situations can prove to be quite complex.

The purpose of this pamphlet is to provide a brief description of the Brown Act, along with a discussion of court decisions and opinions of this office that add to our understanding by applying it in specific factual contexts. We hope this pamphlet will assist both public officials and those who monitor the performance of local legislative bodies to minimize and resolve disputes over interpretations of the Brown Act. In recent years, both the California Supreme Court and the courts of appeal have recognized the benefit of pamphlets issued by our office. This recognition by the courts, along with many favorable comments from members of the public, strengthens our resolve to continue producing reliable informational materials on the Brown Act and other California laws. Publication of these materials constitutes a tradition of service that we value greatly.

Ideas and suggestions for future editions of this pamphlet are welcomed and should be addressed to the editor.

Sincerely,

BILL LOCKYER
Attorney General

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INTRODUCTION

This pamphlet concerns the provisions of the Ralph M. Brown Act, which govern open meetings for local government bodies. The Brown Act is contained in section 54950 et seq. of the Government Code. Accordingly, all statutory references in this pamphlet are to the Government Code unless otherwise noted. The pamphlet contains a table of contents, which may also serve as a topical outline for the reader. The pamphlet also includes a brief summary of the main provisions of the Brown Act, along with references to the appropriate Government Code sections and chapters of the text. The text includes a discussion of the law along with tips on how the law should be applied in particular situations. Numerous references are made to legal authorities throughout the text. A copy of the Brown Act in its entirety is set forth in the appendix to the pamphlet. Lastly, the pamphlet contains a table of authorities so that the reader can determine all of the places in the text where references are made to a particular authority.

In preparing this pamphlet, we relied on a variety of legal resources. Appellate court cases were consulted and are cited throughout the pamphlet. While most of the more significant cases are discussed, this pamphlet is not intended to be a compendium of all court cases in this area. In addition, we drew upon published opinions and unpublished letter opinions issued by this office. Attorney General opinions, unlike appellate court decisions, are advisory only and do not constitute the law of the state. However, with respect to the Brown Act, the courts have frequently adopted the analysis of Attorney General opinions, and have commented favorably on the service afforded by those opinions and this pamphlet. (*Bell* v. *Vista Unified School Dist.* (2000) 82 Cal.App.4th 672; *Freedom Newspapers* v. *Orange County Employees Retirement System* (1993) 6 Cal. 4th 821, 829.)

Published opinions are cited by volume and page number (e.g., 32 Ops.Cal.Atty.Gen. 240 (1958)). Unpublished letter opinions are cited as indexed letters by year and page number (e.g., Cal.Atty.Gen., Indexed Letter, No. IL 76-201 (October 20, 1976).) Published opinions are available through law libraries and some attorneys' offices. As a general rule, indexed letters are available only in the Office of the Attorney General. Copies may be obtained by a request to the Public Inquiry Unit of the Office of the Attorney General.

If you have specific questions or problems, the statutes, cases and opinions should be consulted. You also may wish to refer the matter to the attorney for the agency in question, a private attorney or the district attorney.

The pamphlet is current through January 2003 with respect to statutes, case law, and Attorney General opinions.

SUMMARY OF KEY BROWN ACT PROVISIONS

COVERAGE

PREAMBLE:

Public commissions, boards, councils and other legislative bodies of local government agencies exist to aid in the conduct of the people's business. The people do not yield their sovereignty to the bodies that serve them. The people insist on remaining informed to retain control over the legislative bodies they have created.	54950	Ch. I

GOVERNING BODIES:

Includes city councils, boards of supervisors, and district boards. Also covered are other legislative bodies of local government agencies created by state or federal law.	54952(a)	Ch. I & II

SUBSIDIARY BODIES:

Includes boards or commissions of a local government agency as well as standing committees of a legislative body. A standing committee has continuing subject matter jurisdiction or a meeting schedule set by its parent body. Less-than-a-quorum advisory committees, other than standing committees, are exempt.	54952(b)	Ch. II

PRIVATE OR NONPROFIT CORPORATIONS OR ENTITIES:

Covered only if:

a.	A legislative body delegates some of its functions to a private corporation or entity; or	54952(c)(1)(A)	Ch. II
b.	If a legislative body provides some funding to a private corporation or entity and appoints one of its members to serve as a voting member of entity's board of directors.	54952(c)(1)(B)	

MEETING DEFINED

INCLUDES:

Any gathering of a quorum of a legislative body to discuss or transact business under the body's jurisdiction; serial meetings are prohibited.	54952.2	Ch. III

EXEMPTS:

(1)	Individual contacts between board members and others which do not constitute serial meetings;	54952.2(c)(1)	Ch. III
(2)	Attendance at conferences and other gatherings which are open to public so long as members of legislative bodies do not discuss among themselves business of a specific nature under the body's jurisdiction;	54952.2(c)(2), (3) and (4)	
(3)	Attendance at social or ceremonial events where no business of the body is discussed.	54952.2(c)(5)	

LOCATIONS OF MEETINGS:

A body must conduct its meetings within the boundaries of its jurisdiction unless it qualifies for a specific exemption.	54954	Ch. IV

TELECONFERENCE MEETINGS:

Teleconference meetings may be held under carefully defined conditions. The meeting notice must specifically identify all teleconference locations, and each such location must be fully accessible to members of the public.	54953	Ch. III

PUBLIC RIGHTS

PUBLIC TESTIMONY:

Public may comment on agenda items before or during consideration by legislative body. Time must be set aside for public to comment on any other matters under the body's jurisdiction.	54954.3	Ch. IV & V

NON-DISCRIMINATORY FACILITIES:		
Meetings may not be conducted in a facility that excludes persons on the basis of their race, religion, color, national origin, ancestry, or sex, or that is inaccessible to disabled persons, or where members of the public may not be present without making a payment or purchase.	54953.2; 54961	Ch. V
COPY OF RECORDING:		
Public may obtain a copy, at cost, of an existing tape recording made by the legislative body of its public sessions, and to listen to or view the body's original tape on a tape recorder or viewing device provided by the agency.	54953.5	Ch. V
PUBLIC VOTE:		
All votes, except for those cast in permissible closed session, must be cast in public. No secret ballots, whether preliminary or final, are permitted.	54953(c)	Ch. VI
CLOSED MEETING ACTIONS/DOCUMENTS:		
At an open session following a closed session, the body must report on final action taken in closed session under specified circumstances. Where final action is taken with respect to contracts, settlement agreements and other specified records, the public may receive copies of such records upon request.	54957.1	Ch. IV, V & VI
TAPING OR BROADCASTING:		
Meetings may be broadcast, audio-recorded or video-recorded so long as the activity does not constitute a disruption of the proceeding.	54953.5; 54953.6	Ch. V
CONDITIONS TO ATTENDANCE:		
Public may not be asked to register or identify themselves or to pay fees in order to attend public meetings.	54953.3; 54961	Ch. V
PUBLIC RECORDS:		
Materials provided to a majority of a body which are not exempt from disclosure under the Public Records Act must be provided, upon request, to members of the public without delay.	54957.5	Ch. V

REQUIRED NOTICES AND AGENDAS

REGULAR MEETINGS:		
Agenda containing brief general description (approximately twenty words in length) of each matter to be considered or discussed must be posted at least 72 hours prior to meeting.	54954.2	Ch. IV
SPECIAL MEETINGS:		
Twenty-four hour notice must be provided to members of legislative body and media outlets including brief general description of matters to be considered or discussed.	54956	Ch. IV
EMERGENCY MEETINGS:		
One hour notice in case of work stoppage or crippling activity, except in the case of a dire emergency.	54956.5	Ch. IV
CLOSED SESSION AGENDAS:		
All items to be considered in closed session must be described in the notice or agenda for the meeting. A model format for closed-session agendas appears in section 54954.5. Prior to each closed session, the body must orally announce the subject matter of the closed session. If final action is taken in closed session, the body generally must report the action at the conclusion of the closed session.	54954.2; 54954.5; 54957.1 and 54957.7	Ch. IV
AGENDA EXCEPTION:		
Special procedures permit a body to proceed without an agenda in the case of emergency circumstances, or where a need for immediate action came to the attention of the body after posting of the agenda.	54954.2(b)	Ch. IV

CLOSED-SESSION MEETINGS

PERSONNEL EXEMPTION:		
The body may conduct a closed session to consider appointment, employment, evaluation of performance, discipline or dismissal of an employee. With respect to complaints or charges against an employee brought by another person or another employee, the employee must be notified, at least 24 hours in advance, of his or her right to have the hearing conducted in public.	54957	Ch. VI
PUBLIC SECURITY:		
A body may meet with law enforcement or security personnel concerning the security of public buildings and services.	54957	Ch. VI
PENDING LITIGATION:		
A body may meet in closed session to receive advice from its legal counsel concerning existing litigation, initiating litigation, or situations involving a significant exposure to litigation. The circumstances which constitute significant exposure to litigation are expressly defined in section 54956.9(b)(3).	54956.9	Ch. VI
LABOR NEGOTIATIONS:		
A body may meet in closed session with its negotiator to consider labor negotiations with represented and unrepresented employees. Issues related to budgets and available funds may be considered in closed session, although final decisions concerning salaries of unrepresented employees must be made in public.	54957.6	Ch. VI
REAL PROPERTY NEGOTIATIONS:		
A body may meet in closed session with its negotiator to consider price and terms of payment in connection with the purchase, sale, exchange or lease of real property.	54956.8	Ch. VI

REMEDIES AND SANCTIONS

CIVIL REMEDIES:

Individuals or the district attorney may file civil lawsuits for injunctive, mandatory or declaratory relief, or to void action taken in violation of the Act.	54960; 54960.1	Ch. VII
Attorneys' fees are available to prevailing plaintiffs.	54960.5	

CRIMINAL SANCTIONS:

The district attorney may seek misdemeanor penalties against a member of a body who attends a meeting where action is taken in violation of the Act, and where the member intended to deprive the public of information which the member knew or has reason to know the public was entitled to receive.	54959	Ch. VII

Return to Main Body

NEW Brown Act regulation for 2019.

The following documents talk about the implantation of the Brown Act in a Board meeting. The full text of the 2019 update to the Brown Act, which puts new stipulations on digital posting, can be found online at the California Legislative Information website.

https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=2.&title=5.&part=1.&chapter=9.

Below is the update language reflecting required posting for organizations with a website, of which, HHWNC is one.

Code 54954.2. (a) (1) At least 72 hours before a regular meeting, the legislative body of the local agency, or its designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public and on the local agency's Internet Web site, if the local agency has one. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

(2) For a meeting occurring on and after January 1, 2019, of a legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state that has an Internet Web site, the following provisions shall apply:

> (A) An online posting of an agenda shall be posted on the primary Internet Web site homepage of a city, county, city and county, special district, school district, or political subdivision established by the state that is accessible through a prominent, direct link to the current agenda. The direct link to the agenda shall not be in a contextual menu; however, a link in addition to the direct link to the agenda may be accessible through a contextual menu.
>
> (B) An online posting of an agenda including, but not limited to, an agenda posted in an integrated agenda management platform, shall be posted in an open format that meets all of the following requirements:
>
> > (i) Retrievable, downloadable, indexable, and electronically searchable by commonly used Internet search applications.
> >
> > (ii) Platform independent and machine readable.
> >
> > (iii) Available to the public free of charge and without any restriction that would impede the reuse or redistribution of the agenda.
>
> (C) A legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state that has an Internet Web site and an integrated agenda

management platform shall not be required to comply with subparagraph (A) if all of the following are met:

(i) A direct link to the integrated agenda management platform shall be posted on the primary Internet Web site homepage of a city, county, city and county, special district, school district, or political subdivision established by the state. The direct link to the integrated agenda management platform shall not be in a contextual menu. When a person clicks on the direct link to the integrated agenda management platform, the direct link shall take the person directly to an Internet Web site with the agendas of the legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state.

(ii) The integrated agenda management platform may contain the prior agendas of a legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state for all meetings occurring on or after January 1, 2019.

(iii) The current agenda of the legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state shall be the first agenda available at the top of the integrated agenda management platform.

(iv) All agendas posted in the integrated agenda management platform shall comply with the requirements in clauses (i), (ii), and (iii) of subparagraph (B).

(D) For the purposes of this paragraph, both of the following definitions shall apply:

(i) “Integrated agenda management platform” means an Internet Web site of a city, county, city and county, special district, school district, or political subdivision established by the state dedicated to providing the entirety of the agenda information for the legislative body of the city, county, city and county, special district, school district, or political subdivision established by the state to the public.

(ii) “Legislative body” has the same meaning as that term is used in subdivision (a) of Section 54952.

(E) The provisions of this paragraph shall not apply to a political subdivision of a local agency that was established by the legislative body of the city, county, city and county, special district, school district, or political subdivision established by the state.

(3) No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of a legislative body, or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

(b) Notwithstanding subdivision (a), the legislative body may take action on items of business not appearing on the posted agenda under any of the conditions stated below. Prior to discussing any item pursuant to this subdivision, the legislative body shall publicly identify the item.

(1) Upon a determination by a majority vote of the legislative body that an emergency situation exists, as defined in Section 54956.5.

(2) Upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

(3) The item was posted pursuant to subdivision (a) for a prior meeting of the legislative body occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

(c) This section is necessary to implement and reasonably within the scope of paragraph (1) of subdivision (b) of Section 3 of Article I of the California Constitution.

(d) For purposes of subdivision (a), the requirement that the agenda be posted on the local agency's Internet Web site, if the local agency has one, shall only apply to a legislative body that meets either of the following standards:

(1) A legislative body as that term is defined by subdivision (a) of Section 54952.

(2) A legislative body as that term is defined by subdivision (b) of Section 54952, if the members of the legislative body are compensated for their appearance, and if one or more of the members of the legislative body are also members of a legislative body as that term is defined by subdivision (a) of Section 54952

EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA

EXECUTIVE ORDER N-25-20

WHEREAS on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS despite sustained efforts, the virus remains a threat, and further efforts to control the spread of the virus to reduce and minimize the risk of infection are needed; and

WHEREAS state and local public health officials may, as they deem necessary in the interest of public health, issue guidance limiting or recommending limitations upon attendance at public assemblies, conferences, or other mass events, which could cause the cancellation of such gatherings through no fault or responsibility of the parties involved, thereby constituting a force majeure; and

WHEREAS the Department of Public Health is maintaining up-to-date guidance relating to COVID-19, available to the public at http://cdph.ca.gov/covid19; and

WHEREAS the State of California and local governments, in collaboration with the Federal government, continue sustained efforts to minimize the spread and mitigate the effects of COVID-19; and

WHEREAS there is a need to secure numerous facilities to accommodate quarantine, isolation, or medical treatment of individuals testing positive for or exposed to COVID-19; and

WHEREAS, many individuals who have developmental disabilities and receive services through regional centers funded by the Department of Developmental Services also have chronic medical conditions that make them more susceptible to serious symptoms of COVID-19, and it is critical that they continue to receive their services while also protecting their own health and the general public health; and

WHEREAS individuals exposed to COVID-19 may be temporarily unable to report to work due to illness caused by COVID-19 or quarantines related to COVID-19 and individuals directly affected by COVID-19 may experience potential loss of income, health care and medical coverage, and ability to pay for housing and basic needs, thereby placing increased demands on already strained regional and local health and safety resources such as shelters and food banks; and

WHEREAS in the interest of public health and safety, it is necessary to exercise my authority under the Emergency Services Act, specifically Government Code section 8572, to ensure adequate facilities exist to address the impacts of COVID-19; and

WHEREAS under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19 pandemic.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567, 8571 and 8572, do hereby issue the following order to become effective immediately:

IT IS HEREBY ORDERED THAT:

1. All residents are to heed any orders and guidance of state and local public health officials, including but not limited to the imposition of social distancing measures, to control the spread of COVID-19.

2. For the period that began January 24, 2020 through the duration of this emergency, the Employment Development Department shall have the discretion to waive the one-week waiting period in Unemployment Insurance Code section 2627(b)(1) for disability insurance applicants who are unemployed and disabled as a result of the COVID-19, and who are otherwise eligible for disability insurance benefits.

3. For the period that began January 24, 2020 through the duration of this emergency, the Employment Development Department shall have the discretion to waive the one-week waiting period in Unemployment Insurance Code section 1253(d) for unemployment insurance applicants who are unemployed as a result of the COVID-19, and who are otherwise eligible for unemployment insurance benefits.

4. Notwithstanding Health and Safety Code section 1797.172(b), during the course of this emergency, the Director of the Emergency Medical Services Authority shall have the authority to implement additions to local optional scopes of practice without first consulting with a committee of local EMS medical directors named by the EMS Medical Directors Association of California.

5. In order to quickly provide relief from interest and penalties, the provisions of the Revenue and Taxation Code that apply to the taxes and fees administered by the Department of Tax and Fee Administration, requiring the filing of a statement under penalty of perjury setting forth the facts for a claim for relief, are suspended for a period of 60 days after the date of this Order for any individuals or businesses who are unable to file a timely tax return or make a timely payment as a result of complying with a state or local public health official's imposition or recommendation of social distancing measures related to COVID-19.

6. The Franchise Tax Board, the Board of Equalization, the Department of Tax and Fee Administration, and the Office of Tax Appeals shall use their administrative powers where appropriate to provide those individuals and businesses impacted by complying with a state or local public health official's imposition or recommendation of social

distancing measures related to COVID-19 with the extensions for filing, payment, audits, billing, notices, assessments, claims for refund, and relief from subsequent penalties and interest.

7. The Governor's Office of Emergency Services shall ensure adequate state staffing during this emergency. Consistent with applicable federal law, work hour limitations for retired annuitants, permanent and intermittent personnel, and state management and senior supervisors, are suspended. Furthermore, reinstatement and work hour limitations in Government Code sections 21220, 21224(a), and 7522.56(b), (d), (f), and (g), and the time limitations in Government Code section 19888.1 and California Code of Regulations, title 2, sections 300-303 are suspended. The Director of the California Department of Human Resources must be notified of any individual employed pursuant to these waivers.

8. The California Health and Human Services Agency and the Office of Emergency Services shall identify, and shall otherwise be prepared to make available—including through the execution of any necessary contracts or other agreements and, if necessary, through the exercise of the State's power to commandeer property – hotels and other places of temporary residence, medical facilities, and other facilities that are suitable for use as places of temporary residence or medical facilities as necessary for quarantining, isolating, or treating individuals who test positive for COVID-19 or who have had a high-risk exposure and are thought to be in the incubation period.

9. The certification and licensure requirements of California Code of Regulations, Title 17, section 1079 and Business and Professions Code section 1206.5 are suspended as to all persons who meet the requirements under the Clinical Laboratory Improvement Amendments of section 353 of the Public Health Service Act for high complexity testing and who are performing analysis of samples to test for SARS-CoV-2, the virus that causes COVID-19, in any certified public health laboratory or licensed clinical laboratory.

10. To ensure that individuals with developmental disabilities continue to receive the services and supports mandated by their individual program plans threatened by disruptions caused by COVID-19, the Director of the Department of Developmental Services may issue directives waiving any provision or requirement of the Lanterman Developmental Disabilities Services Act, the California Early Intervention Services Act, and the accompanying regulations of Title 17, Division 2 of the California Code of Regulations. A directive may delegate to the regional centers any authority granted to the Department by law where the Director believes such delegation is necessary to ensure services to individuals with developmental disabilities. The Director shall describe the need justifying the waiver granted in each directive and articulate how the waiver is necessary to protect the public health or safety from the threat of COVID-19 or necessary to ensure that services to individuals with developmental disabilities are not disrupted. Any waiver granted by a directive shall expire 30 days from the date of its issuance. The Director may grant one or more 30-day extensions if the waiver continues to be necessary

to protect health or safety or to ensure delivery of services. The Director shall rescind a waiver once it is no longer necessary to protect public health or safety or ensure delivery of services. Any waivers and extensions granted pursuant to this paragraph shall be posted on the Department's website.

11. Notwithstanding any other provision of state or local law, including the Bagley-Keene Act or the Brown Act, a local legislative body or state body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to attend and to address the local legislative body or state body, during the period in which state or local public officials impose or recommend measures to promote social distancing, including but not limited to limitations on public events. All requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived.

In particular, any otherwise-applicable requirements that

(i) state and local bodies notice each teleconference location from which a member will be participating in a public meeting;
(ii) each teleconference location be accessible to the public;
(iii) members of the public may address the body at each teleconference conference location;
(iv) state and local bodies post agendas at all teleconference locations;
(v) at least one member of the state body be physically present at the location specified in the notice of the meeting; and
(vi) during teleconference meetings, a least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction

are hereby suspended, on the conditions that:

(i) each state or local body must give advance notice of each public meeting, according to the timeframe otherwise prescribed by the Bagley-Keene Act or the Brown Act, and using the means otherwise prescribed by the Bagley-Keene Act or the Brown Act, as applicable; and
(ii) consistent with the notice requirement in paragraph (i), each state or local body must notice at least one publicly accessible location from which members of the public shall have the right to observe and offer public comment at the public meeting, consistent with the public's rights of access and public comment otherwise provided for by the Bagley-Keene Act and the Brown Act, as applicable (including, but not limited to, the requirement that such rights of access and public comment be made available in a manner consistent with the Americans with Disabilities Act).

In addition to the mandatory conditions set forth above, all state and local bodies are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the provisions of the Bagley-Keene Act and the Brown Act, and other applicable local laws regulating the conduct of public meetings, in order to maximize transparency and provide the public access to their meetings.

IT IS FURTHER ORDERED that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 12th day of March 2020.

GAVIN NEWSOM
Governor of California

ATTEST:

ALEX PADILLA
Secretary of State

Useful Links

The League of California Cities has a very good guide on the practice of open and transparent meetings demanded by the Ralph M. Brown Act. You can find the guide here: https://www.cacities.org/Resources-Documents/Resources-Section/Open-Government/Open-Public-2016.aspx

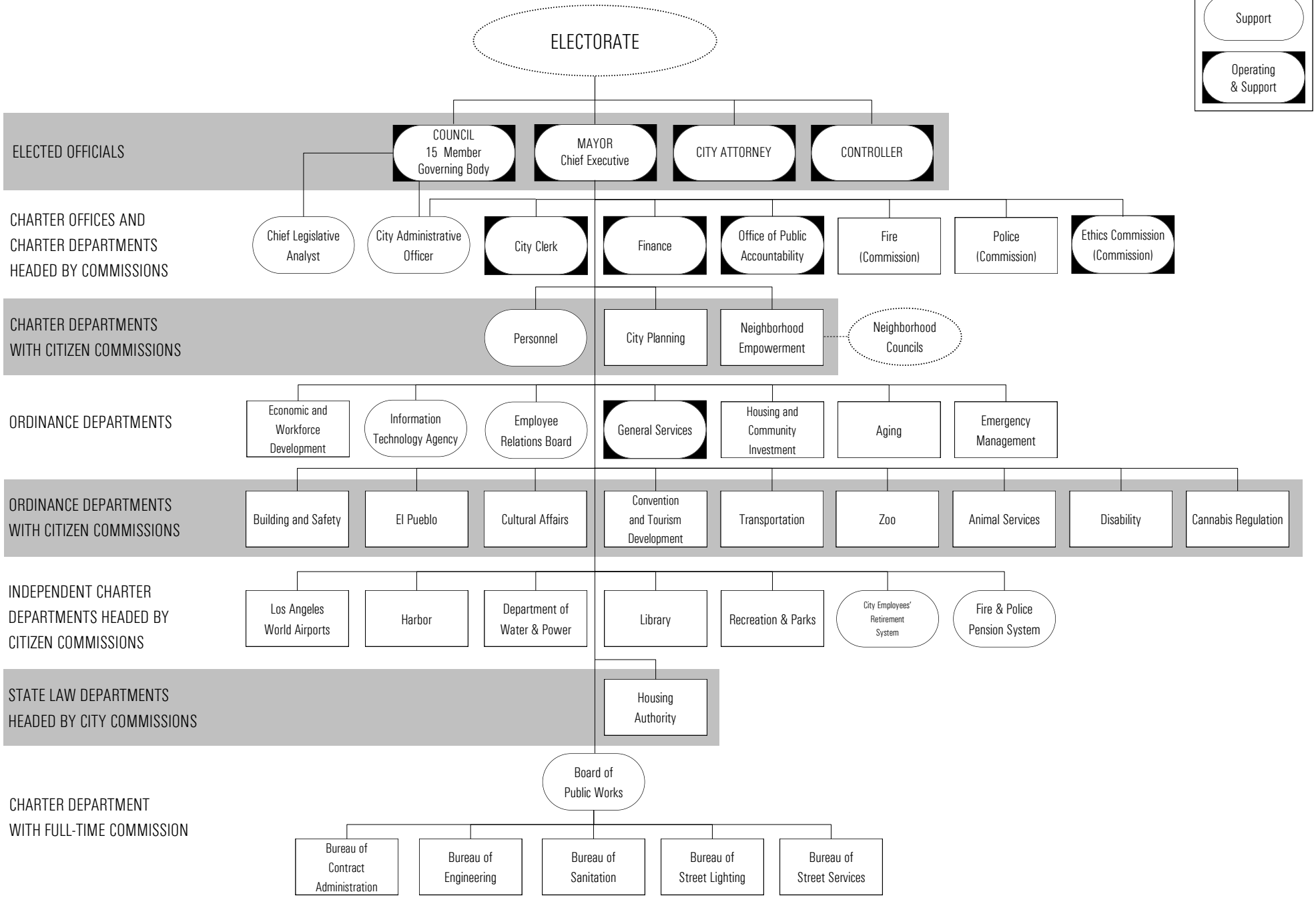
SECTION VIII

CITY ORGANIZATION & CONTACTS

Los Angeles Organization Chart Council District 2
Council District 4
Council District 13
City Attorney Useful Community Numbers
City Council Committee Assignments
Department of Transportation
Department of Building and Safety
Department of Planning
Hollywood Police Department

ORGANIZATION OF THE CITY OF LOS ANGELES

As of July 1, 2018



COUNCILMEMBER PAUL KREKORIAN
COUNCIL OF THE CITY OF LOS ANGELES
SECOND DISTRICT
200 N. Spring Street, Room 435, Los Angeles 90012
Internet: www.paulkrekorian.org
E-mail: councilmember.krekorian@lacity.org

Mail Stop

202 **SECOND DISTRICT**..... **213 473-7002**
..... **FAX** 213 978-3092

Councilmember, Paul Krekorian
Chief of Staff, Karo Torossian
Scheduling Director/Executive Assistant, Sara Ibranossian
Office Manager, Yolanda Ramos
Council Aide, Andrea Delgado

Deputy Chief of Staff, Matt Hale
Communications Director, Tom Waldman
Senior Policy Deputy, Julia Gould
Legislative Deputy, Hannah Levien
Planning Deputy, Adrienne Asadoorian
Director of Transportation and Planning, Doug Mensman

203 **DISTRICT OFFICES**
North Hollywood District Office
5240 N. Lankershim Blvd., Suite 200 North Hollywood, 91601 **818 755-7676**
……**FAX** 818 755-7862

District Director, Jackie Keene
Director of District Operations, Geoffrey Yazzetta
Senior Field Deputy and Homeless Services Administrator, Lorraine Diaz
Senior Field Deputy and Special Events Coordinator, Sahag Yedalian
Field Deputy, Jessica Fugate
Field Deputy, Morgan Sutton
Caseworker, Denise Schall
Caseworker, Narek Jalladyan
Caseworker, Tiffany Zeytounian
Clean-up Crew, Javier Frias
Clean-up Crew, Edwin Cea
Clean-up Crew, Sean Cady

Contact Council District 4

200 N Spring St, Suite 415
Los Angeles, CA 90012
Phone: 213-473-7004

E-mail: contactCD4@lacity.org

Nithya Raman – Council member

Andrea Conant – Deputy Chief of Staff and District Director

Alexandria Naseef (she/her); contactCD4@lacity.org: Field Manager - Sherman Oaks & Van Nuys,

Rachel Fox (she/her); rachel.fox@lacity.org; Field Manager - Bel Air-Beverly Crest, Toluca Lake, Hollywood Hills West (northern portion)

Tabatha Yelos (they/ella); Tabatha Yelos tabatha.yelos@lacity.org - Field Manager – Historic Hollywood

Su In Lee (she/her) suin.lee@lacity.org; Field Manager - Wilshire

??- Silver Lake, Los Feliz:

Sarah Tanberg (she/her) - Central Hollywood, Mid-City West, Hollywood Hills West (southern portion):

Moniquea Roberson – Government Affairs Liaison

Deepika Sharma – Tenant Protections Specialist

Ivette Serna – Deputy Legislative Director

Isabel Naturman – Communications Manager

Liz Oh – liz.oh@lacity.org - Homeless

COUNCIL OF THE CITY OF LOS ANGELES
13TH DISTRICT: COUNCILMEMBER MITCH O'FARRELL

200 N. Spring Street, Room 480
Los Angeles, CA 90012
Main: (213) 473-7013
Fax: (213) 473-7734
Internet: https://cd13.lacity.org/
E-Mail: councilmember.ofarrell@lacity.org

Mail Stop		
222	**13TH DISTRICT**……	**Room 480**
	Councilmember, Mitch O'Farrell…….....	213-473-7013
	Executive Assistant/Scheduler, David Cano…….....	213-473-2328
	Chief of Staff, Jeanne Min…….....	213-473-2336
	Operations Manager, Gigi Galias……	213-473-7571
	Communications Director, Tony Arranaga……..	213-473-2337
	Communications Deputy, Kevin Brunke……..	213-473-6899
	Senior Advisor: Strategic Initiatives, David Giron……..	213-978-3199
	Legislative Director, Star Parsamyan …….....	213-473-7721
	Legislative Deputy, Adrienne Epstein……..	213-473-2339
	Policy Director, Christine Peters……...	213-473-2333
	Planning Director, Craig Bullock…….……	213-473-7569
	Planning Deputy, (vacant)……	213-978-2809
	Special Assistant, William Ayala……	213-978-3165
929	**District Office**……..	213-207-3015
	1722 Sunset Blvd., Los Angeles 90026…… FAX	213-207-3031
	Marisol Rodriguez, District Director……	213-207-3022
	Juan Fregoso, Field Deputy…… (Historic Filipinotown, Rampart Village, Echo Park)	213-207-3024
	George Hakopiants, Field Deputy …….. (East Hollywood, Koreatown)	213-207-3023
	Sean Starkey, Field Deputy…… (Hollywood)	213-207-3027
	Mary D. Rodriguez, Field Deputy…… (Atwater Village, Silver Lake	213-207-3021
	Hector Vega, Field Deputy……..... (Elysian Valley, Glassell Park)	213-207-3019
	Sylvan De La Cruz, Community Organizer…….....	213-207-3026
	Steve Jaramillo, Special Assistant…….…….....	213-847-3893
	Hollywood Office ……..6501 Fountain Ave., Los Angeles 90028…….	213-473-2187
	Daniel Halden, Director, HEART of Hollywood……	213-473-2187

FIREWORKS

It is a misdemeanor to use, sell, possess, or discharge fireworks in the City of Los Angeles. (LAMC 57.5608.1.2)

CITY PROPERTY

Posting yard sale and other signs is not permitted on public property. (LAMC 28.04(a))
BUREAU OF STREET SERVICES, Street-Use (800) 996-2489

Property owners and renters are responsible for keeping the sidewalk in front of their house or business free of trash and debris. (LAMC 41.46)
BUREAU OF STREET SERVICES, Street-Use (800) 996-2489

Trash containers can be put out no earlier than 6 PM before collection and must be removed by 8 PM afterwards. (LAMC 66.27)
BUREAU OF STREET SERVICES, Street-Use (800) 996-2489

It is illegal to dump garbage of any kind on any street. (LAMC 66.27)
BUREAU OF STREET SERVICES, Street-Use (800) 996-2489

LA CITY ATTORNEY NEIGHBORHOOD PROSECUTORS *IN LAPD WEST BUREAU*

LAPD Hollywood (213) 972-2971
Neighborhood Prosecutor:
Ethan Weaver (213) 978-7904
ethan.weaver@lacity.org

LAPD Olympic 213) 382-9102
Neighborhood Prosecutor:
Andrew Said (213) 978-8788
andrew.said@lacity.org
@AndrewSaidLA

LAPD Pacific (310) 482-6334
Neighborhood Prosecutor:
Claudia Martin (310) 202-3824
claudia.martin@lacity.org

LAPD West LA (310) 444-0702
Neighborhood Prosecutor:
Veronica de la Cruz Robles
(310) 202-3861
veronica.delacruzrobles@lacity.org

LAPD Wilshire (213) 473-0476
Neighborhood Prosecutor:
Mehrnoosh Zahiri Naderi
(213) 978-2220
mehrnoosh.zahiri@lacity.org

Community Specialist
Kimberly Morosi (213) 473-5861
kimberly.morosi@lacity.org

GOOD NEIGHBOR LAWS

MIKE FEUER, LA CITY ATTORNEY

FOR LAPD WEST BUREAU

The Office of the LA City Attorney
200 North Main Street - 8th Floor
Los Angeles, California 90012
www.lacityattorney.org
213-978-8100 | @CityAttorneyLA

NOISE

LAPD NON-EMERGENCY HOTLINE:
877 ASK-LAPD / 877-275-5273

Construction in residential areas is limited to the hours of 7 AM to 9 PM during the week and 8 AM to 6 PM on Saturdays. It is banned on Sundays and national holidays. (LAMC 41.40)

Loud Noises from any musical instrument, stereo or other amplified device is prohibited if it interferes with someone's peace and quiet. No sound should be audible more than 150 feet away from the boundary where it is being played. (LAMC 112.01(a)(b))

Car Alarms must become automatically silenced within five minutes. (LAMC 114.06)

Leaf Blowers may not be used before 7 AM. (LAMC 112.04)

Loud or Unruly Gatherings are prohibited and shall constitute a public nuisance subjecting the owner and responsible party to fines and penalties under this section. (LAMC 41.58.1(b))

CARS

Home Car Repair must be done in a building or area that is hidden by a wall or fence. (LAMC 12.21A1(a), 12.21A8(a))
DEPT. OF BUILDING & SAFETY
(888) 524-2845

Inoperable Cars must be garaged or somewhere hidden, not in a driveway or on the street.
(LAMC 12.21A8(b))
DEPT. OF TRANSPORTATION
Abandoned Vehicles
(800) 222-6366

Except for emergency vehicles, parking is never allowed in alleys.
(Vehicle Code 22951)
DEPT. OF TRANSPORTATION
Parking Enforcement
(213) 485-4184

OUTSIDE STORAGE

Indoor furniture, plumbing fixtures, construction and car parts can not be stored in the yard.
(LAMC 12.21A(a), 12.08A, 12.21C1(g)
DEPT. OF STREET SERVICES
Lot Cleaning (800) 996-2489

RESIDENCES

Sanitation laws require dog owners to clean up after their dogs immediately. (LAMC 53.49)
ANIMAL SERVICES DEPT.
(888) 452-7381

A maximum of five 2-day yard sales are allowed per year. Sale items must be used only, not new. Sales are not allowed on sidewalks or streets. Hours 9 AM – 5 PM only.
(LAMC 12.03)
CITY CLERK, OFFICE OF FINANCE
(213) 626-9271

BASIC MAINTENANCE & REPAIR OF BUILDINGS

Houses must be painted, maintained and in good repair, including siding, porch flooring, steps, railings, windows, screens, roofs and exteriors.
(LAMC 91.8104.1). Properties must be free of trash, debris and overgrown vegetation.
(LAMC 91.8104)
DEPT. OF BUILDING & SAFETY
(888) 524-2845
HOUSING & COMMUNITY
INVESTMENT DEPT. (866) 557-7368

						Effective January 12, 2021
COMMITTEE	TIME AND LOCATION	CHAIR	VICE CHAIR	MEMBER(S)	LEGISLATIVE ASSISTANT	ALTERNATE
ARTS, PARKS, HEALTH, EDUCATION, AND NEIGHBORHOODS	2nd, 4th Tuesdays	LEE	BONIN	RIDLEY-THOMAS	Eric Villanueva	Michael Espinosa
	2:00 p.m.				978-1075	978-1064
BUDGET AND FINANCE	2nd, 4th Mondays	KREKORIAN	BLUMENFIELD	DE LEÓN	Mandy Morales	Sharon Gin
	2:00 p.m.			RODRIGUEZ	978-1082	978-1056
				PRICE		
ECONOMIC DEVELOPMENT AND JOBS	2nd, 4th Tuesdays	PRICE	KREKORIAN	BLUMENFIELD	Adam Lid	Keyonna Kidd
	3:30 p.m.			RAMAN	978-1076	978-1071
				HARRIS-DAWSON		
ENERGY, CLIMATE CHANGE, ENVIRONMENTAL JUSTICE, AND RIVER	1st, 3rd Thursdays	O'FARRELL	RIDLEY-THOMAS	KORETZ	Eric Villanueva	Adam Lid
	10:00 a.m.			DE LEÓN	978-1075	978-1076
				KREKORIAN		
HOMELESSNESS AND POVERTY	2nd, 4th Thursdays	RIDLEY-THOMAS	DE LEÓN	BUSCAINO	Leyla Campos	Michael Espinosa
	10:00 a.m.			RODRIGUEZ	978-1078	978-1064
				RAMAN		
HOUSING	2nd, 4th Wednesdays	CEDILLO	RAMAN	HARRIS-DAWSON	Keyonna Kidd	Eric Villanueva
	3:00 p.m.			KREKORIAN	978-1071	978-1075
				LEE		
IMMIGRANT AFFAIRS, CIVIL RIGHTS, AND EQUITY	3rd Thursday	DE LEÓN	PRICE	O'FARRELL	Leyla Campos	Erika Pulst
	12:30 p.m.			CEDILLO	978-1078	978-1057
				RAMAN		
INFORMATION, TECHNOLOGY, AND GENERAL SERVICES	1st, 3rd Thursdays	RAMAN	BLUMENFIELD	PRICE	Michael Espinosa	Rita Moreno
	10:00 a.m.				978-1064	978-1074
PERSONNEL, AUDITS, AND ANIMAL WELFARE	1st, 3rd Wednesdays	KORETZ	HARRIS-DAWSON	BONIN	Adam Lid	John White
	2:00 p.m.				978-1076	978-1072
PLANNING AND LAND USE MANAGEMENT	1st, 3rd Tuesdays	HARRIS-DAWSON	CEDILLO	BLUMENFIELD	Armando Bencomo	Leyla Campos
	2:00 p.m.			RIDLEY-THOMAS	978-1080	978-1078
				LEE		
PUBLIC SAFETY	1st, 3rd Wednesdays	RODRIGUEZ	OFARRELL	BUSCAINO	Keyonna Kidd	Rita Moreno
	3:30 p.m.			DE LEÓN	978-1071	978-1074
				HARRIS-DAWSON		
PUBLIC WORKS	2nd, 4th Wednesdays	BLUMENFIELD	LEE	DE LEÓN	Michael Espinosa	John White
	2:00 p.m.			O'FARRELL	978-1064	978-1072
				KORETZ		
RULES, ELECTIONS, AND INTERGOVERNMENTAL RELATIONS	3rd Wednesday	MARTINEZ	BUSCAINO	RIDLEY-THOMAS	Eric Villanueva	Mandy Morales
	2:30 p.m.				978-1075	978-1082
TRADE, TRAVEL, AND TOURISM	2nd, 4th Tuesdays	BUSCAINO	BONIN	LEE	John White	Rita Moreno
	3:30 p.m.				978-1072	978-1074
TRANSPORTATION	1st, 3rd Tuesdays	BONIN	KORETZ	BUSCAINO	John White	Adam Lid
	3:00 p.m.				978-1072	978-1076
BOARD OF REFERRED POWERS		MARTINEZ	KREKORIAN	BUSCAINO	Erika Pulst	Sharon Gin
				O'FARRELL	978-1057	978-1056
				CEDILLO		
AD HOC COMMITTEE ON THE 2028 OLYMPICS AND PARALYMPIC GAMES		O'FARRELL	BUSCAINO	MARTINEZ	John White	Adam Lid
				KORETZ	978-1072	978-1076
				RODRIGUEZ		
				PRICE		
				KREKORIAN		
AD HOC COMMITTEE ON COVID-19 RECOVERY AND NEIGHBORHOOD INVESTMENT		MARTINEZ	HARRIS-DAWSON	PRICE	Leyla Campos	Erika Pulst
				CEDILLO	978-1078	978-1057
				O'FARRELL		
COUNCIL CLERKS Erika Pulst 978-1057 Sharon Gin 978-1056 Mandy Morales 978-1082						

DEPARTMENT OF TRANSPORTATION

100 South Main Street, 10th Floor, Los Angeles, CA 90012
TEL: 213-972-8470
TDD: 213-977-7032
Internet: http://ladot.lacity.org/
E-Mail: ladot@lacity.org
Public Records: ladot.publicrecords@lacity.org

MAIL STOP

725 BOARD OF TRANSPORTATION COMMISSIONERS
President, Eric R. Eisenberg
Vice President, Tafarai M. Bayne
Members:
Donna Choi
Cris Liban
John Ly
Jazmin Ortega
Sheila Tejada
Acting Commission Executive Assistant, Jasmin San Luis 213-972-8448

725 BOARD OF TAXICAB COMMISSIONERS
President, Eric Spiegelman
Vice President, *vacant*
Members:
Boris Gorbis
Jacqueline Le Kennedy
Andrea D. Martinez
Mampre Pomakian
Acting Commission Executive Assistant, Barron Lightner 213-972-4950

PARKING ENFORCEMENT INFORMATION AND EMERGENCY CALLS 213-485-4184
PARKING ENFORCEMENT EMERGENCY CALLS AFTER HOURS 818-374-4823
..... **TDD** 818-752-5124
PARKING VIOLATIONS BUREAU 866-561-9742
Report Broken Parking Meters 877-215-3958
Report Abandoned Vehicles 800-ABANDON
..... **FAX** 800-222-6366
Traffic Officer Complaints 213-972-4929
LADOT General Service and Information 213-972-8470
..... **FAX** 866-515-9904

725 EXECUTIVE OFFICE
..... **FAX** 866-530-3154
General Manager, Seleta J. Reynolds 213-972-8480
Chief of Staff, Bridget B. Smith 213-972-8424
Executive Administrative Assistant III, Jasmin San Luis 213-972-8448

Acting Executive Administrative Assistant II, Dennis To 213-972-4950
Executive Administrative Assistant II, Izabella Hovhanisian 213-972-8456

ADMINISTRATION & FIELD SERVICES GROUP

Assistant General Manager, Monique Earl 213-972-8420

PROJECT DELIVERY GROUP

Assistant General Manager, Daniel Mitchell 213-972-8432
..... **FAX** 213-972-8410

MOBILITY MANAGEMENT GROUP

Assistant General Manager, Jay Kim 213-972-8422

OFFICE OF EXTERNAL AFFAIRS

Assistant General Manager, Connie Llanos 213-972-8404
Government Affairs Director, *vacant* 213-972-
Public Information Officer II, *vacant* 213-972-8406

PARKING ENFORCEMENT & TRAFFIC CONTROL GROUP

Chief of Parking Enforcement, Devon Farfan 213-972-8426

TRANSPORTATION TECHNOLOGY

Chief Management Analyst, Marcel Porras 213-972-8434

LEGAL SUPPORT

City Attorney Liaison, Michael Nagle 213-978-8141
..... **FAX** 213-978-8211

725-51 HUMAN RESOURCES/PERSONNEL DEPARTMENT LIAISON

Personnel Director II, Howard Wada 213-972-8402
HR Consolidated Records 213-972-5980
Employment Verifications 213-972-5980
Release Date Requests 213-972-5980
..... **FAX** 213-972-5916

Administration & Field Operations, and Mobility Management

Senior Personnel Analyst I, Jazmine Bennett 213-972-5933

Crossing Guards Program and External Affairs

Personnel Analyst, Kathie Nguyen 213-972-5970

Central Parking Enforcement, Southern Parking Enforcement, Project Delivery

Senior Personnel Analyst I, Bryan Tamashiro 213-972-5986

Hollywood Parking Enforcement and Western Parking Enforcement

Senior Personnel Analyst I, Andrea Karcher..... 213-972-5987

Hiring Unit Manager

Senior Personnel Analyst I, Stephanie Castro 213-972-5988

Valley Parking Enforcement and Communications Center

Personnel Analyst, Samantha English 213-972-5994

Transportation Technology, Workers' Compensation Coordinator, And Reasonable Accommodations

Senior Personnel Analyst I, Joe Cruz 213-972-5995

FINANCE AND FIELD OPERATIONS GROUP

725-53 Accounting Division

Departmental Chief Accountant IV, Sue Chen 213-972-8440

General Fund, Revenue Management, Measure M, DOT Trust Fund, Permit Parking Fund, Fiscal Systems & Payroll

Fiscal Systems Specialist II, Bernie Apolonio 213-972-5930

Payroll Section

Payroll Supervisor, Regina Ivery 213-972-5933

..... **FAX** 866-693-5208

Proposition C, Special Parking Revenue, Transportation Development Act, Mobile Source, Parking Violation Trust, Mitigation, and ATSAC Trust Funds

Principal Accountant II, Baljit Soni 213-972-5922

Measure R, Proposition A, and Transportation Grant Funds

Principal Accountant II, May Ly 213-972-5939

..... **FAX** 866-243-9503

725 Budget and Administration Division

Chief Management Analyst, Angela Berumen 213-972-5099

Budget

Senior Management Analyst II, Angela de la Rosa 213-972-5949

Senior Management Analyst II, Greta Stanford 213-972-8465

Administration

Senior Management Analyst I, Miranda Ow 213-972-5925

725-54 Facilities, Fleet Services, Procurement, and Work Orders

Senior Management Analyst II, Mario Interiano 213-972-5957

Contract Administration

Management Analyst, Stewart Young 213-972-8416

725-52 Material Services – Commodity Contracts and Procurement

Senior Storekeeper, John Mireles 213-928-9639

Service and Information 213-928-9636

..... **FAX** 866-243-9506

725 Information Technology Division

Information System Manager II, Michael Shimokochi 213-972-5999

Administration and Financial Support

Fiscal Systems Specialist II, Richard Harada 213-972-5908

Help Desk and IT Infrastructure

Senior Systems Analyst II, Lon Soh 213-972-8454

725-66 Risk Management Division

Risk Manager II, Monica Dove 213-972-5954

Emergency Management

Emergency Management Coordinator I, Paul Weinberg 213-972-5063

Claims Management
Management Analyst II, *vacant* 213-972-5951
Occupational Health and Safety / Wellness
Safety Engineer, Vilma Boada-Tellez 213-978-9638
Records Management
Principal Clerk, *vacant* 213-972-5065
Senior Administrative Clerk, Creshanda Miller 213-972-4980
Administrative Clerk, Daylon Powell 213-972-5060
Contractual Insurance
Senior Administrative Clerk, *vacant* 213-972-5953

725-67 Audit and Investigation Division
Senior Auditor, *vacant* 213-972-5968
Auditor II, Bien Gan 213-928-9630
..... **FAX** 866-255-8069

Field Operations

738 Signal Operations
14832 Raymer Street, Van Nuys, CA 91405
Signal Systems Superintendent, Brian Kolacinski 818-779-7435
..... **FAX** 818-756-8732

732 Traffic Signal Lab
Acting Signal Systems Supervisor II, Bill Encinas 213-473-8467
Cabinet Preparation Lab
Signal Systems Supervisor I, Marco Garcia 213-473-8468
Electronic Repair Lab
Signal Systems Supervisor I, Norbert Melkonjan 213-473-8466
ATSAC Field Implementation
Signal Systems Supervisor I, Jon Patten 213-473-8286
ATSAC Field Implementation 213-473-8469
Cabinet Preparation Lab 213-473-8463
City-wide USA Underground Utility "Mark Out" Desk 213-473-8460
Electronic Repair Lab 213-473-8464
..... **FAX** 213-473-8462

734 City-wide Traffic Signal Emergency (TSR) and Maintenance
1831 Pasadena Avenue, Los Angeles, CA 90031
Signal Systems Supervisor II, Elton Louie 213-485-6818

AREA OFFICES – TSR and Maintenance

734 Central Area – TSR and Maintenance
1831 Pasadena Avenue, Los Angeles, CA 90031
Signal Systems Supervisor I, Vince Cruces 213-485-6665
..... **FAX** 213-485-8382

738 Valley Area – Signal Maintenance
14832 Raymer Street, Van Nuys, CA 91405
Repair and Maintenance
Signal Systems Supervisor I, David Spencer 818-779-7437
..... **FAX** 818-756-8732

739 Western Area – Signal Maintenance
2801 Exposition Boulevard, Los Angeles, CA 90018
Signal Systems Supervisor I, Maria Delgado 213-485-6790
..... **FAX** 213-485-8374

739 City-wide Signal Construction and Heavy Duty (Wreck) Repair
Signal Systems Supervisor II, George Nocifore 213-485-7689

AREA OFFICES – Signal Construction and Wreck

734 Central Area – Signal Construction and Wreck
1831 Pasadena Avenue, Los Angeles, CA 90031
Signal Systems Supervisor I, Shawn Flinn 213-485-7721
Contract Administration Project Inspection
Signal Systems Electrician, Daniel Camargo 213-485-1071
..... **FAX** 213-485-8382

738 Valley Area – Signal Construction and Wreck
14832 Raymer Street, Van Nuys, CA 91405
Signal Systems Supervisor I, Deshane Miller 818-779-7432
Contract Administration Project Inspection
Signal Systems Electrician, Maury Bullard 818-779-7433
Metro Major Construction Inspection
Signal Systems Electrician, Temo Ortega 213-792-7637
..... **FAX** 818-756-8732

739 Western Area – Signal Construction and Wreck
2801 Exposition Boulevard, Los Angeles, CA 90018
Signal Systems Supervisor I, Victor Campa 213-847-3724
Contract Administration Project Inspection
Signal Systems Electrician, Armando Hurtado 213-216-9739
Metro Major Construction Inspection
Signal Systems Electrician, Kevin Ramos ..... **CELL** 213-248-6345

736 City-wide Mark Out & Striping
Avenue 19 Yard
401 North Avenue 19, Los Angeles, CA 90031
Traffic Marking & Sign Superintendent III, Manuel Viramontes 213-485-9331
..... **CELL** 213-216-6239
Mark Out and Striping
Acting Traffic Marking & Sign Superintendent I, Allen Riddell 213-485-9329
..... **CELL** 213-344-8782
Temporary Signs
Traffic Marking & Sign Superintendent I, Jose Chavez 213-485-9333
..... **CELL** 213-572-9944

741 Equipment Repair Shop
430 East Commercial Street, Los Angeles, CA 90012
Equipment Repair Supervisor, Vincent Jackson 213-485-5103
..... **CELL** 213-326-6162

Paint and Sign Yard – Central
1831 Pasadena Avenue, Los Angeles, CA 90031
Traffic Marking & Sign Superintendent II, Guillermo Villalpando 213-485-3448
..... **CELL** 213-216-6230

Paint and Markings
Traffic Marking & Sign Superintendent I, Rafik Khachikan 213-485-7495
..... **CELL** 213-792-5725

Signs
Traffic Marking & Sign Superintendent I, Dennis Hall 213-485-6765
..... **CELL** 213-792-5673

738 Paint and Sign Yard – Valley
14832 Raymer Street, Van Nuys 91405
Traffic Marking & Sign Superintendent II, Earl Brown 818-779-7440
..... **CELL** 213-216-8911

Paint and Markings
Traffic Marking & Sign Superintendent I *vacant*..... TBD
..... **CELL**

Signs – Valley
Acting Traffic Marking & Sign Superintendent I, Rafael Urzua 818-779-7448
..... **CELL** 213-216-8891

739 Paint and Sign Yard – Western
2801 Exposition Boulevard, Los Angeles, CA 90018
Traffic Marking & Sign Superintendent II, Willie Navarro 213-485-6943
..... **CELL** 213-219-9205

Paint and Markings
Traffic Marking & Sign Superintendent I, Ron McCollum 213-485-6960
..... **CELL** 213-216-8665

Signs
Traffic Marking & Sign Superintendent I, Louis Fernandez 213-847-3723
..... **CELL** 213-216-6197

Sign Manufacturing Shop
555 Ramirez Street, Los Angeles, CA 90012
Sign Shop Supervisor, Charles Andrews 213-473-7954
..... **CELL** 213-294-8778

PROJECT DELIVERY GROUP

725-34 Vision Zero Programs
Principal Transportation Engineer, Nader Asmar 213-972-8662

748 Project Coordination and Evaluation Division
Senior Transportation Engineer, Tim Conger 213-972-5015

	Project Coordination	
	Transportation Engineer, Kartik Patel	213-928-9603
	Traffic Surveys and Evaluation	
	Transportation Engineer, John Sam	213-928-9624
	Speed Hump Program	
	Transportation Engineer, Lan Nguyen	213-972-5039
725-34	**Vision Zero Planning Division**	
	Supervising Transportation Planner II, Mariana Valdivia	213-928-9714
	Policy and Programs, Great Streets	
	Supervising Transportation Planner I, Valerie Watson	213-928-9706
	Urban Design Studio	
	Supervising Transportation Planner I, Jarqui Swartz	213-972-8602
725-34	**Vision Zero Engineering Division**	
	Senior Transportation Engineer, Daniel Samaro	TBD
	Transportation Safety Engineering	
	Transportation Engineer, Carlos Rodriquez	213-972-8494
	Vision Zero Design Team	
	Transportation Engineer, Adam Driscoll	951-741-3406
725-34	**Bureau of Capital Projects**	
	Principal Transportation Engineer, Carlos Rios	213-972-4963
725-34	**Active Transportation Division**	
	Senior Transportation Engineer, Pauline Chan	213-928-9705
	Complete Streets Engineering	
	Transportation Engineer, Shahin Khajavi	213-972-4959
	Bike Path Engineering	
	Transportation Engineer, Abbass Vajar	213-972-4965
753-01	**Complete Streets Implementation Division**	
	Senior Transportation Engineer, Michael Hunt	213-972-5007
	Grants Management	
	Transportation Engineer Garland Seto	213-972-5066
	Mobility Grants Program	
	Supervising Transportation Planner I, Arsen Mangasarian	213-972-4981
	Streets and Freeways	
	Transportation Engineer, Uy Tran	213-972-5008
	Active Mobility and Safety Implementation	
	Transportation Engineer, Marco Arroyo	213-972-4976
725-32	**Bureau of Design & Construction Management**	
	Principal Transportation Engineer, Bill Shao	213-972-8668
	Design Division	
	Senior Transportation Engineer, John Varghese	213-928-9681
	Geometric Design Section	
	Transportation Engineer, Mike Naini	213-928-9610
	Traffic Signal Design Section	
	Transportation Engineer, Scott Brown	213-972-8660

Complete Streets Design Section
Transportation Engineer, Steve Gaur 213-928-9633
BOE Bridge and DWP Water Trunk Line Construction Programs
Transportation Engineer, Bearj Sarkis 213-972-8491
Construction Management Section
Transportation Engineer, Mat Talag 213-972-8649

725 Permit and Other Agencies Plan Review Division
Senior Transportation Engineer, Randall Tanijiri 213-972-8687
Development Plan Review Section, Team # 1
Transportation Engineer, Vincent Chan 213-972-4994
Development Plan Review Section, Team # 2
Transportation Engineer, Joseph Keung 213-972-4977
Citywide Temporary Traffic Control Plan Review Section
Transportation Engineer, Maurice Camacho 213-972-8607
LAWA LAMP Construction Program
Transportation Engineer, Fabio Arias 213-972-8685

725 ATSAC Operations & Metro Programs
Principal Transportation Engineer, Sean Skehan 213-972-8428
ATSAC Operations Division
Senior Transportation Engineer, Bill Chan 213-928-9682

759 ATSAC Center Operations
200 North Main Street, C-430, CHE, Los Angeles, CA 90012
Information Line 213-978-0011
Transportation Engineer, Erik Zambon 213-972-8681
..... **FAX** 213-485-8143
Special Projects Signal Timing
Transportation Engineer, Jeannie Shen 213-972-5057

725 ATSAR, RCSP,& STO DIVISION
Senior Transportation Engineer, George Chen 213-972-5058

725 Advanced Transportation Systems and Research (ATSAR) Section
Transportation Engineer, Jonathan Hui 213-972-5036
Communications Systems
Transportation Engineering Associate IV, An Nguyen 213-978-0601
Video Systems
Transportation Engineer Associate IV, Bakhtiar Billah 213-978-0150
Information Technology
Transportation Engineering Associate IV, Aaron Kurihara 213-972-5037
..... **FAX** 213-972-5079

725 Railroad Crossing Safety Program (RCSP) Section
100 South Main Street, 9th Floor, Los Angeles, CA 90012
Transportation Engineer, Sandra Herrera 213-972-5050
..... **FAX** 213-972-5079

746 Special Traffic Operations and Emergency Response Division
1016 Mission Road, Building B, Suite 105, Los Angeles, CA 90033
Transportation Engineer, Lupe Sandoval 323-224-6560
Information 323-224-6556
..... **FAX** 323-224-6533

725-31 Metro Programs Division
Senior Transportation Engineer, Judy Wong 213-928-9690
Senior Administrative Clerk, *vacant* 213-928-9692
..... **FAX** 213-928-9615

Metro Projects Team I
Transportation Engineer, Ricardo Rivera 213-928-9680

Metro Projects Team II
Transportation Engineer, Christopher Hy 213-972-8477

Metro Projects Team III
Transportation Engineer, Manuel Anaya 213-972-8606

Metro Projects Team IV
Transportation Engineer, Emmanuel Fabiyi 213-928-9663

599 Temporary Traffic Management Division
Transportation Engineer, Don Schima 213-972-5968

725 District Operations Division
100 South Main Street, 9th Floor, Los Angeles, CA 90012
Principal Transportation Engineer, Brian Gallagher 213-500-0651

740 District Operations – Metro Area
100 South Main Street, 9th Floor, Los Angeles, CA 90012
Senior Transportation Engineer, Roy Kim 213-972-4990

Central District – CD 1, 9, 14
100 South Main Street, 9th Floor, Los Angeles, CA 90012
Transportation Engineer, Mehrdad Moshksar 213-972-4990
Transportation Engineer, Edward Yu..... 213-972-4990

726 Hollywood/Wilshire District – CD 4, 10, 13
6501 Fountain Avenue, Los Angeles, CA 90028
Transportation Engineer, Bhuvan Bajaj 323-957-6843
..... **FAX** 323-957-4576

730 District Operations – Coastal Area
1828 South Sawtelle Boulevard, Room 108, Los Angeles, CA 90025
Senior Transportation Engineer, *vacant* 310-575-8138
..... **FAX** 310-575-8143

730 Western District – CD 5, 11
1828 South Sawtelle Boulevard, Room 108, Los Angeles, CA 90025
Transportation Engineer, Rudy Guevara 310-575-8138

733 Southern District – CD 8, 15
638 South Beacon Street, Room 204, San Pedro, CA 90731
Transportation Engineer, Crystal Killian 310-732-4599

728 District Operations – Valley Area
6262 Van Nuys Blvd, Suite 320, Van Nuys, CA 91401
Senior Transportation Engineer, Tim Fremaux 818-374-4688
East Valley District – CD 2, 4, 6, 7
6262 Van Nuys Blvd, Suite 320, Van Nuys, CA 91401
Transportation Engineer, Steve Rostam 818-374-4688
..... **FAX** 818-374-4676

729 West Valley District – CD 3, 5, 6, 12
19040 Vanowen Street, Reseda, CA 91335
Transportation Engineer, Ken Firoozmand 818 774-4306
..... **FAX** 818 756-8204

MOBILITY MANAGEMENT GROUP

725 Bureau of Parking Management
Principal Transportation Engineer, Ken Husting 213-972-8430

725 Parking Facilities Division
Supervising Transportation Planner II, Linda Evans 213-972-4925
Operations and Contract Management Section
Senior Management Analyst I, David Cataldo 213-972-4938
Senior Management Analyst I, Dick Wong 213-972-4937
Engineering and Maintenance Section
Transportation Engineer, Sophia Fong 213-972-4942
..... **FAX** 213-972-4911

742 Parking Operations and Support Division
221 North Figueroa Street, Suite 1300, Los Angeles, CA 90012
Senior Management Analyst II, Mark Granado 213-978-4404
Service, Information, Official Mileage Placards 213-978-4400
..... **TDD** 213-972-4914
..... **FAX** 866-430-8039
Contract Administration Section 213-972-4400
Community Assistance Parking Program 213-978-4400
Parking Citation Escalation Section
Management Analyst, Cordelia Williams 213-978-4435
Parking Citation Initial Review Section
Management Analyst, Steven Banales 213-978-4436

735-03 Meter Collection, Security, and Investigation
555 Ramirez Street, Space 310, Los Angeles, CA 90012
Service and Information 213-473-8430
Senior Transportation Investigator, Ramon Chacon 213-473-8425
Senior Transportation Investigator, Milan Romero 213-473-8430
Senior Transportation Investigator, Julio Zacarias 213-473-8428
..... **FAX** 213-473-8431

725 Parking Adjudication Division

Senior Management Analyst I, Phillip Wong 213-972-4922

761 Downtown Los Angeles Civic Center Hearing Office

201 North Los Angeles Street, Space #21, Los Angeles, CA 90012

Service and Information 213-978-7544

Management Analyst, *vacant* 213-978-6781

..... **FAX** 213-978-7992

754 Van Nuys Hearing Office

14553 Delano Street, Suite 212, Van Nuys, CA 91411

Service and Information 818-576-8341

Management Analyst, Ricardo Sanchez 818-756-8215

..... **FAX** 818-756-8586

723 West Los Angeles Hearing Office

1575 Westwood Boulevard, Suite 100A, Los Angeles, CA 90024

Service and Information 310-473-0402

Management Analyst, James Carlin 310-473-4106

..... **FAX** 310-473-4879

735-04 Parking Meters Division

555 Ramirez Street, Space 315, Los Angeles, CA 90012

Senior Transportation Engineer, Jose Hernandez 213-473-8270

LA ExpressPark and Meter Support Section

Senior Management Analyst I, Peer Ghent 213-473-0651

Transportation Engineering Associate IV, Richard Chu 213-473-8281

Meter Planning and Maintenance

Transportation Engineer, Ray Lau 213-473-8270

Service and Information 213-473-8270

To Report Broken Parking Meters 877-215-3958

..... **FAX** 213-473-8271

735-05 Central Area Meter Shop

555 Ramirez Street, Space 100, Room 5, Los Angeles, CA 90012

Service and Information 213-473-0641

..... **FAX** 213-485-3325

722 Valley Area Meter Shop

12544 South Saticoy Street, North Hollywood, CA 91605

Service and Information 818-752-5152

..... **FAX** 818-982-5784

744 Western Area Meter Shop

11214 Exposition Boulevard, Los Angeles, CA 90064

Service and Information 310-312-3529

725	**Parking Permits Division**	
	Supervising Transportation Planner II, Linda Evans	213-972-4925
	Service and Information	213-473-8260
	Supervising Transportation Planner I, Michelle Cayton	213-972-4935
	Transportation Planning Associate I, Dorothy Tate	213-972-4951
	Management Analyst, Barron Lightner	213-972-4931
	Management Analyst, Aron Thompson	213-972-4908
	Management Analyst, Felix Valde	213-972-4939
725-69	**Transportation Planning & Development Services**	
	Principal Transportation Engineer, Tomas Carranza	213-972-5900
	Transportation Planning & Metro Development Review	
	Senior Transportation Engineer, Edward Guerrero Jr.	213-972-8476
	Metro Development Review	
	Transportation Engineer, Wes Pringle	213-972-8482
	Transportation Planning & Policy	
	Supervising Transportation Planner II, Rubina Ghazarian	213-972-8628
	Supervising Transportation Planner I, David Somers	213-972-5966
720	**Development Services Center**	
	201 North Figueroa Street, Room 550, Los Angeles, CA 90012	
	Transportation Engineer, Taimour Tanavoli	213-482-6505
	Service and Information	213-482-7024
728	**Valley Development Review**	
	6262 Van Nuys Boulevard, Room 320, Van Nuys, CA 91401	
	Senior Transportation Engineer, Jesus Serrano	818-374-4695
	Transportation Engineer, Vicente Cordero	818-374-4697
	Service and Information	818-374-4699
769	**West Los Angeles Development Review**	
	7166 West Manchester Avenue, Los Angeles, CA 90066	
	Senior Transportation Engineer, Edward Guerrero Jr.	310-642-1623
769	**West Los Angeles and Coastal Development Review**	
	Transportation Engineer, Hamed Sandoghdar	310-642-1624
	Special Projects	
	Transportation Engineer, Robert Sanchez	310-642-1625
	Service and Information	213-485-1062
725-43	**For-Hire Policy and Enforcement Division**	
	For-Hire Policy and Enforcement Administrator, Jarvis Murray	213-972-8431
	E-FAX	866-316-8169
	General Information	213-928-9600
	City-wide Taxi Enforcement	
	Senior Transportation Investigator, Eric Cavarlez	213-972-5091
	City-Wide Non-Taxi Enforcement	
	Senior Transportation Investigator, Patricia Barker	213-972-5998

Non-Taxi Vehicle Permits, Rates, and Regulations
Sr. Management Analyst I, Irene Sae Koo 213-972-4933
Insurance and Bonds
Senior Administrative Clerk, Lourdes Li 213-972-8439
Permits, Administration & Records
Senior Management Analyst II, Brian Bass 213-928-9735
Hearing Notices and Bandit and Driver Files
Senior Administrative Clerk, Tiffany Coleman 213-972-5012
Vehicle Permit System & Clerical Support
Senior Administrative Clerk, Tiffany Coleman 213-972-5012
..... **FAX** 213-928-9601
Permit Processing & Public Counter
Senior Administrative Clerk, Beatris Lopez 213-928-9698
Taxi Franchises and Permits, Rates, Bonds, and Insurance
Senior Administrative Clerk, *vacant* 213-972-8403

725-42 Transit Services Group
Chief of Transit Programs, Corinne Ralph 213-972-8408
..... **FAX** 213-972-8410
Transit Service Information ..... 213, 310, or 818-808-2273
Specialized Transit & Grants Division
Supervising Transportation Planner II, Martha D'Andrea 213-928-9769
Transit Grants Section
Supervising Transportation Planner I, Mariana Valdivia 213-928-9779
Specialized Transit Section
Supervising Transportation Planner I, Luz Echavarria 213-972-8447
Charter Bus 213-928-9774

725-41 Transit Development Division
Supervising Transportation Planner II, Kari Derderian 213-928-9741
Transit Planning Section
Supervising Transportation Planner I, Chun Leung 213-928-9780
Transit Centers Section
Supervising Transportation Planner I, *vacant* 213-928-9783
..... **FAX** 213-928-9768

725-42 Transit Operations Division
Supervising Transportation Planner II, Brian Lee 213-928-9745
Commuter Express/Community Dash (Central/South Region)
Supervising Transportation Planner I, Yanna Loewy 213-928-9740
Dash Downtown/Community Dash
Supervising Transportation Planner I, Julie Vazquez 213-928-9784

725 PARKING ENFORCEMENT & TRAFFIC CONTROL GROUP

100 South Main Street, 10th Floor, Los Angeles, CA 90012

Chief Parking Enforcement Operations, Devon Farfan	213-972-8426
Deputy Chief, Richard Rea	213-972-5090
Deputy Chief, Jody Perez	213-972-8438
Adjutant Senior Traffic Supervisor II, Iral Turner	213-972-8449
Adjutant Senior Traffic Supervisor I, Toni Bowie	213-972-4903
Adjutant Senior Traffic Supervisor I, *vacant*	213-972-4941
Management Analyst II, Wilma Nabong	213-972-4927
Professional Standards Group	
Traffic Officer Complaints	213-972-4929
Senior Traffic Supervisor II, Kimmi Porter	213-972-4948
Senior Traffic Supervisor I, Alden Marsh	213-972-4934
Senior Traffic Supervisor I, Leon Raggett	213-972-4936
Return to Work Coordinator	
Senior Traffic Supervisor I, Alicia Cordova	213-972-4904
FAX	866-430-8039

746 Central Enforcement Area Division

1016 North Mission Road, Los Angeles, CA 90033

Public Line	323-224-6565
Senior Traffic Supervisor III, R.C. Smith	323-224-6598
Senior Traffic Supervisor II, Susan Rahtz	323-224-6570
Senior Traffic Supervisor II, Damon Bergeron	323-224-6569
Senior Administrative Clerk, *vacant*	323-224-6574
Administrative Clerk, Rosie Sandoval	323-224-6572
FAX	323-224-6554

745 Southern Enforcement Area Division

7510 South Figueroa Street, Los Angeles, CA 90003

Public Line	213-485-6909
Senior Traffic Supervisor III, *vacant*	213-485-7374
Senior Traffic Supervisor II, Yolanda Barnes	213-485-6267
Administrative Clerk, Cheryl Jones	213-485-6909
FAX	213-485-8377

747 Harbor Enforcement Substation

544 North Avalon Boulevard, Suite 310, Wilmington, CA 90744

Public Line	213-485-6909
Senior Traffic Supervisor III, *vacant*	213-485-7374
FAX	310-233-7212

718 Hollywood Enforcement Area Division

411 North Vermont Avenue, Los Angeles, CA 90004

Public Line	323-913-4460
Senior Traffic Supervisor III, Freddie Nuno	323-913-4462
Senior Traffic Supervisor II, Jessie Dyar	323-644-6643
Senior Traffic Supervisor II, August Johnson	323-913-4757

	Senior Administrative Clerk, Lonietta Townsend	323-913-4460
	FAX	323-913-4464
	Abatement Investigation Unit	
	Senior Traffic Supervisor I, Garth Romero	323-913-4460
722	**Valley Enforcement Area Division**	
	12544 Saticoy Street South, North Hollywood, CA 91605	
	Public Line	818-756-8438
	Senior Traffic Supervisor III, Tom Villarreal	818-756-9441
	Senior Traffic Supervisor II, Brian Hartman	818-756-9975
	Senior Administrative Clerk, Tametria Fuller	818-756-8438
	FAX	818-756-8733
744	**Western Enforcement Area Division**	
	11214 Exposition Boulevard, Los Angeles, CA 90064	
	Public Line	310-312-3500
	Senior Traffic Supervisor III, La Tonya Allen	310-312-3526
	Senior Traffic Supervisor II, Tovonni Price	310-312-3504
	Senior Traffic Supervisor II, Manny Garcia	310-312-3528
	Senior Administrative Clerk, Zakiya Sheaffers	310-312-3525
	Administrative Clerk, *vacant*	310-312-3505
	FAX	310-312-3539
722	**Communications Section**	
	12544 Saticoy Street South, North Hollywood, CA 91605	
	Public Line	213-485-4184
		818-374-4823
	Senior Traffic Supervisor III, Tom Villarreal	818-756-9441
	Senior Traffic Supervisor II, Rodney Smith	818-756-0110
	FAX	818-752-5123
718	**Special Event Section**	
	411 North Vermont Avenue, Los Angeles, CA 90004	
	Public Line	323-913-4652
		323-913-4655
	Senior Traffic Supervisor III, R. C. Smith	323-913-4757
	Senior Traffic Supervisor II, Kenneth Hill	323-913-4604
	Training and Recruitment Section	
	Senior Traffic Supervisor III, Freddie Nuno	310-312-3526
	Senior Traffic Supervisor II, Luciano Meza	323-644-6631
	Senior Traffic Supervisor I, Ron Haywood	323-913-4615
	FAX	213-485-1672
	City-wide Crossing Guard Operations Section	
	Senior Traffic Supervisor III, La Tonya Allen	323-224-6598
	Senior Traffic Supervisor II, Carl Jones	323-913-4605

Central/Hollywood Area Crossing Guard Office

	Public Line	323-913-4649
	Senior Traffic Supervisor I, Raul Mazariego	323-913-4613
	Administrative Clerk, *vacant*	323 644-9470
	FAX	213-485-7385
755	**Southern/Harbor Area Crossing Guard Office**	
	544 North Avalon Boulevard, Suite 201, Wilmington, CA 90744	
	Public Line	310-233-7208
	Senior Traffic Supervisor I, Rafael Garcia	310-233-7207
	FAX	310-233-7216
722	**Valley Area Crossing Guard Office**	
	12544 Saticoy Street South, North Hollywood, CA 91605	
	Senior Traffic Supervisor I, Elizabeth Quesada	818-756-9843
	Administrative Clerk, *vacant*	818-756-9981
	FAX	818-982-9262
744	**Western Area Crossing Guard Office**	
	11214 Exposition Boulevard, Los Angeles, CA 90064	
	Public Line	310-312-3521
	Senior Traffic Supervisor I, Steve Dixon	310-312-3521
	FAX	310-312-3539
722	**Vehicle Information Processing Unit**	
	12544 Saticoy Street South, North Hollywood, CA 91605	
	Public Line	818-756-9984
		818-756-9985
	FAX	818-756-9245
	Senior Traffic Supervisor III, Tom Villarreal	818-756-9441
725	**TRANSPORTATION TECHNOLOGY**	
	Chief Sustainability Officer	
	Chief Management Analyst, Marcel Porras	213-972-8434
	New Mobility Team	
	Transportation Planning Associate I, Reed (Joseph) Sherlock	213-972-8412
	GIS Specialist, Vladimir (Hector) Gallegos	213-972-4964
	Mobility Hubs	
	Transportation Planning Associate II, Robin Aksu	213-972-4945
	Bike Share	
	Transportation Planning Associate II, Jose Elias	213-972-4944
	Transportation Technology	
	Transportation Planning Associate II, Janna Smith	213-972-5098
	Car Share	
	Management Analyst, Anita Tang	213-972-8425
	Applications/Business Solutions	
	Senior Systems Analyst II, Manish Patel	213-972-5973

Employee Phone List

January 19, 2021

Employee Name	Classification	Bureau	Division	Telephone	Email
ABAJAN, MICHEL	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 374-1179	MICHEL.ABAJIAN@LACITY.ORG
ABDULLAH, SOLOMON	SAFETY ENGR PRESS VES	INSPECTION	PRES VES INSP	(310) 914-3972	SOLOMON.ABDULLAH@LACITY.ORG
ABEL, DARLA	SR SAFETY ENG ELEVATORS	INSPECTION	ELEV INSP	(213) 202-9839	DARLA.ABEL@LACITY.ORG
ABRAMYAN, DANIEL	ADMINISTRATIVE CLERK (HT)	PERMIT AND ENGINEERING	STR PLAN CK	(818) 374-7541	DANIEL.ABRAMYAN@LACITY.ORG
ABREU, JAMES	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV THREE/NORTH	(818) 374-9862	JAMES.ABREU@LACITY.ORG
ACEVEDO, MAGDALENA	STUDENT PROF WORKER	PERMIT AND ENGINEERING	STRUC PLAN CK		
ACEVEDO-LEIJA, CRISTINA	MECH ENGRG ASSC III	PERMIT AND ENGINEERING	MECH ENGR	(213) 202-9902	CRISTINA.CASTRO@LACITY.ORG
ACOSTA, ADOLFO JESUS	GEOTECH ENGINEER III	INSPECTION	GRADING	(213) 482-6967	JESUS.ACOSTA@LACITY.ORG
ACOSTA, JAMES	SAFETY ENGR ELEVATORS	INSPECTION	ELEV INSP	(310) 914-3969	
ADUO, ENOCK	ADMINISTRATIVE CLERK	RES MGMT	FINANCIAL SVCS	(213) 482-6827	ENOCK.ADUO@LACITY.ORG
AGUIRRE, CASSANDRA	ADMINISTRATIVE CLERK	RES MGMT	RISK & RECORDS	(213) 482-6759	
AGUIRRE, JAIME	STUDENT PROF WORKER	CODE ENFCMNT	DIV TWO/CENTRAL		
AKELYAN, SHAHEN	ASST DEP SUP OF BLDG II	PERMIT AND ENGINEERING	ENGR BUREAU	(213) 482-6708	SHAHEN.AKELYAN@LACITY.ORG
ALARCON, ALEJANDRO	SYSTEMS ANALYST	TECH SERVICES	OPER & INFRASTR		
ALBAS, AUGUSTUS	SR BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/CENTRAL	(213) 252-3038	AUGUSTUS.ALBAS@LACITY.ORG
ALEXANDER, CARLOS	ADMINISTRATIVE CLERK	CODE ENFCMNT	DIV TWO/CENTRAL	(213) 978-4510	CARLOS.ALEXANDER@LACITY.ORG
ALEXANDRIAN, EMIL	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/CENTRAL	(818) 374-9863	EMIL.ALEXANDRIAN@LACITY.ORG
ALGER, HOWARD	ENVIRONMENTAL SPEC II	CODE ENFCMNT	ENVIRONMENTAL AFFAIRS DIVISION	(213) 252-3971	HOWARD.ALGER@LACITY.ORG
ALI, SYED	STRUC ENGR ASSC IV	PERMIT AND ENGINEERING	GREEN BUILDING DIV	(213) 202-3450	SYED.ALI@LACITY.ORG
ALIMOHAMADI, FARSHAD	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 978-4467	FARSHAD.ALIMOHAMADI@LACITY.ORG
ALLAHVERDIAN, ARIS	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/CENTRAL	(213) 252-3048	ARIS.ALLAHVERDIAN@LACITY.ORG
ALLEN, JONATHAN	SR BUILD INSPECTOR	INSPECTION	LAX	(213) 473-2153	JONATHAN.ALLEN@LACITY.ORG
ALLEN, RONALD	OFFICE ENGRG TECH II	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 202-3185	RONALD.ALLEN@LACITY.ORG
ALMARAZ, ISAAC	ELECTRCL ENGRG ASSC III	PERMIT AND ENGINEERING	ELEC ENGR	(213) 482-0035	ISAAC.ALMARAZ@LACITY.ORG
ALONSO, DELIA	ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	VN DIST OFFICE	(818) 374-4345	DELIA.ALONSO@LACITY.ORG
ALONSO, SABAS	ASST INSPECTOR III	INSPECTION	TRAINING		
ALRAZAA, KHEDER	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	GREEN BUILDING DIVISION	(213) 482-7378	KHEDER.ALRAZAA@LACITY.ORG
ALTUNKARYAN, ZABEL	ADMINISTRATIVE CLERK	RES MGMT	FINANCIAL SVCS	(818) 374-4337	ZABEL.ALTUNKARYAN@LACITY.ORG

Employee Phone List

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Employee Name	Classification	Bureau	Division	Telephone	Email
ALVARENGA, MILTON	120-DAY APPT	PERMIT AND ENGINEERING	GREEN BUILDING DIVISION		
ALVAREZ, GEORGE	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-6961	GEORGE.ALVAREZ@LACITY.ORG
ALVAREZ MORALES, AGUSTIN	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/SOUTH	(213) 978-4507	AGUSTIN.ALVAREZ@LACITY.ORG
AMAYA, JULIAN	SR BUILD MECH INSPECTOR	TECH SERVICES	PROJ MGT	(213) 202-5569	JULIAN.AMAYA@LACITY.ORG
AMMAR UL HASSAN, FNU	ELECTRCL ENGRG ASSC I	PERMIT AND ENGINEERING	ELEC PLN CHK	(213) 259-8026	FNU.AMMAR-UL-HASSAN@LACITY.ORG
ANDERSON, MARVINA	ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	STRUC PLAN CK		MARVINA.ANDERSON@LACITY.ORG
ANDREWS, ALEXANDER	BUILD INSPECTOR	INSPECTION	GRADING	(818) 374-4339	ALEXANDER.ANDREWS@LACITY.ORG
ANTONIO, JONATHAN	ADMINISTRATIVE CLERK (HT)	PERMIT AND ENGINEERING	ENGR DIST OFC		JONATHAN.ANTONIO@LACITY.ORG
ARDESSI, EDDY	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV ONE/SPEC	(213) 252-3033	
ARELLANO, JESSE	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-6879	
AREVALO, DEISY	ADMINISTRATIVE CLERK	CODE ENFCMNT	DIV ONE/CENTRAL		
ARIAS, RODOLFO	STRUC ENGR ASSC III	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 202-9903	RODOLFO.ARIAS@LACITY.ORG
ARIOSA, REBECCA	SR SYSTEMS ANALYST I	TECH SERVICES	PROJ MGT	(213) 482-0041	REBECCA.ARIOSA@LACITY.ORG
ARNICK, LARRY	SR BUILD INSPECTOR	INSPECTION	BLDG INSP	(213) 482-0372	LARRY.ARNICK@LACITY.ORG
ARNOLD, DARRYL	BUILD INSPECTOR	INSPECTION	BLDG INSP	(213) 482-0314	
ARREOLA, HERNAN	STRUC ENGR ASSC III	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 978-4464	HERNAN.ARREOLA@LACITY.ORG
ARTHER, KIM	FIRE SPRINKLER INSP	INSPECTION	PLBG/MECH	(818) 374-9846	KIM.ARTHER@LACITY.ORG
ARUTYUNYAN, VLADIMIR	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STR PLAN CK WLA	(310) 575-8098	VLADIMIR.ARUTYUNYAN@LACITY.ORG
ARYAN, RAWAND	MECH ENGRG ASSC III	PERMIT AND ENGINEERING	MECH ENGR	(213) 482-0406	RAWAND.ARYAN@LACITY.ORG
ASHMAN, DAVID	HEATING/REFRIG INSP	INSPECTION	PLBG & HTG INSP	(213) 482-0340	DAVID.ASHMAN@LACITY.ORG
ATYAM, SUNEETA	SR ADMINISTRATIVE CLERK	RES MGMT	RISK & RECORDS	(213) 482-6772	SUNEETA.ATYAM@LACITY.ORG
AVEDISIAN, ARAM	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 374-1165	ARAM.AVEDISIAN@LACITY.ORG
AYALA, JENNY	PR CLERK	PERMIT AND ENGINEERING	EXPRESS PERMIT	(213) 482-6851	JENNY.AYALA@LACITY.ORG
AYERS, MICHAEL SCOTT	STRUC ENGR ASSC IV	PERMIT AND ENGINEERING	GREEN BUILDING DIVISION	(818) 374-4308	MICHAELSCOTT.AYERS@LACITY.ORG
BABAYAN, LUSINE	ADMINISTRATIVE CLERK (HT)	PERMIT AND ENGINEERING	ENGR DIST OFC	(818) 374-4390	LUSINE.BABAYAN@LACITY.ORG
BACK, STEVEN	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 774-4343	
BADOSSIAN, HAGOP	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV THREE/NORTH	(818) 374-9842	
BAGHDASSARIAN, HENRY	PR INSPECTOR	INSPECTION	BLDG INSP	(310) 914-3905	HENRY.BAGHDASSARIAN@LACITY.ORG

Employee Phone List

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Employee Name	Classification	Bureau	Division	Telephone	Email
BALANDRA, ALFREDO	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV THREE/NORTH	(323) 526-9346	
BANE, ERIC	SR ELECTRCL INSPECTOR	INSPECTION	LAX	(213) 473-2150	ERIC.BANE@LACITY.ORG
BANKS, BUD	SR PLUMBING INSPECTOR	INSPECTION	PLBG/MECH	(310) 914-3950	ROBERT.BANKS@LACITY.ORG
BANKS, RAYMOND	SR SAFETY ENG ELEVATORS	INSPECTION	ELEV INSP	(310) 914-3965	RAYMOND.BANKS@LACITY.ORG
BANOS, JENNIFER	DEPUTY SUPT OF BLDG I	TECH SERVICES	ADMIN & MGMT	(213) 482-0001	JENNIFER.BANOS@LACITY.ORG
BARAJAS, JEANEAN	EMERGNCY MGT COORD I	INSPECTION	TRAINING	(213) 482-7370	JEANEAN.BARAJAS@LACITY.ORG
BARAJAS, RAUL	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(213) 202-3244	RAUL.BARAJAS@LACITY.ORG
BARBATO, DOMENICO	BUILD MECH ENGR II	PERMIT AND ENGINEERING	GREEN BUILDING DIV	(213) 482-0410	DOMENICO.BARBATO@LACITY.ORG
BARBEAU, EUGENE	STRUC ENGR ASSC IV	MANAGEMENT	CASE MANAGEMENT	(213) 978-4454	EUGENE.BARBEAU@LACITY.ORG
BARBOZA, JESSE	SR PLUMBING INSPECTOR	INSPECTION	PLBG/MECH	(213) 482-0422	JESSE.BARBOZA@LACITY.ORG
BARNES, RYAN	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV THREE/NORTH	(213) 732-4501	RYAN.BARNES@LACITY.ORG
BARRALES, LUIS	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(213) 202-3250	LOUIS.BARRALES@LACITY.ORG
BARROZO, DAVID	ACCOUNTING CLERK	RES MGMT	FINANCIAL SVCS	(213) 482-6950	DAVID.BARROZO@LACITY.ORG
BARTON, JOHN	SR FIRE SPRINKLER INSP	INSPECTION	PLBG/MECH	(310) 914-3955	JOHN.BARTON@LACITY.ORG
BATSON, MARLEEN	SR ADMINISTRATIVE CLERK	MANAGEMENT	COMMISSION OFFICE	(213) 482-0467	MARLEEN.BATSON@LACITY.ORG
BAUTISTA, ESTER	ACCOUNTING CLERK	RES MGMT	FINANCIAL SVCS	(213) 482-6954	ESTER.BAUTISTA@LACITY.ORG
BAYDALINE, NICHOLAS	ACCOUNTING CLERK	RES MGMT	FINANCIAL SVCS	() -	
BEAUCHAMP, KIM	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV ONE/CENTRAL	(213) 252-3900	
BECERRA, ERIKA	ADMINISTRATIVE CLERK	CODE ENFCMNT	DIV THREE/NORTH	(818) 374-9803	ERICA.BECERRA@LACITY.ORG
BECKER, PAUL	SR BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/SOUTH	(310) 732-4530	PAUL.BECKER@LACITY.ORG
BEELI, ANDREW	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/SOUTH	(310) 732-4532	ANDREW.BEELI@LACITY.ORG
BELLEFONTAINE, WILLIAM	PLUMBING INSPECTOR	INSPECTION	PLBG/MECH	(818) 374-1144	WILLIAM.BELLEFONTAINE@LACITY.ORG
BELTRAN, STEVEN	PLUMBING INSPECTOR	CODE ENFCMNT	DIV TWO/SOUTH	(213) 978-4506	STEVE.BELTRAN@LACITY.ORG
BENICIA, BRYANNA	MECH ENGRG ASSC II	PERMIT AND ENGINEERING	MECH PLAN CHK		
BENYAMIN, SELLA	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STRUC PLAN CK	(818) 374-4392	SELLA.BENYAMIN@LACITY.ORG
BERNARDINO, DEREK	OFFICE ENGRG TECH II	PERMIT AND ENGINEERING	GREEN BUILDING DIVISION	(213) 482-6929	DEREK.BERNARDINO@LACITY.ORG
BERNI, JOANNA	MANAGEMENT ANALYST	RES MGMT	ADMIN SVCS	(213) 482-6542	JOANNA.BERNI@LACITY.ORG
BERUMEN, MARIA				(213) 482-6726	MARIA.BERUMEN@LACITY.ORG

Employee Phone List

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Employee Name	Classification	Bureau	Division	Telephone	Email
BESCOS, BRAD	SR BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(213) 202-3431	BRAD.BESCOS@LACITY.ORG
BEVELAQUA, MARK	SR BUILD INSPECTOR	CODE ENFCMNT	DIV ONE/CENTRAL	(213) 252-3352	MARK.BEVELAQUA@LACITY.ORG
BEVERIDGE, KRISTEN	ASST INSPECTOR II	INSPECTION	TRAINING		
BEVERIDGE, MICHAEL	PR INSPECTOR	CODE ENFCMNT	DIV TWO/SOUTH	(818) 374-9806	MICHAEL.BEVERIDGE@LACITY.ORG
BEYENE, RACHEL	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	STRUC PLAN CK	(123) 482-0411	RAHEL.BEYENE@LACITY.ORG
BIEZINS, JOHN	DEPUTY SUPT OF BLDG I	CODE ENFCMNT	BUREAU	(213) 482-6712	JOHN.BIEZINS@LACITY.ORG
BITANGCOL, JENNIFER	ACCOUNTING CLERK	RES MGMT	FINANCIAL SVCS		
BLACKER, MARIA	ACCOUNTING CLERK	RES MGMT	FINANCIAL SVCS		MARIA.A.HERNANDEZ@LACITY.ORG
BLAINE, JON	PR CLERK	PERMIT AND ENGINEERING	ENGR DIST OFC	(818) 374-7538	JON.BLAINE@LACITY.ORG
BLANCHER, JOSHUA	SR ADMINISTRATIVE CLERK	RES MGMT	RISK & RECORDS	(213) 482-7143	JOSHUA.BLANCHER@LACITY.ORG
BLAND, ROBERT	SR BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(213) 202-3445	ELMER.BLAND@LACITY.ORG
BLOCKSON, JACQUELYN	ACCOUNTING CLERK	RES MGMT	FINANCIAL SVCS	(213) 482-6771	JACQUELYN.BLOCKSON@LACITY.ORG
BOBADILLA, DORAN	ELECTRCL INSPECTOR	INSPECTION	ELEC INSP	(310) 914-3943	DORAN.BOBADILLA@LACITY.ORG
BODEA, RARES	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	STR PLAN CK	(818) 374-4322	RARES.BODEA@LACITY.ORG
BODOLAI, ARPAD	SR PLUMBING INSPECTOR	INSPECTION	PLBG/MECH	(213) 482-9890	ARPAD.BODOLAI@LACITY.ORG
BOGHOSKHAN, CHARLES	SR BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(213) 202-3261	CHARLES.BOGHOSKHAN@LACITY.ORG
BOLOUS, SAMEH	MECH ENGRG ASSC III	PERMIT AND ENGINEERING	MECH ENGR	(213) 482-6524	SAMEH.BOLOUS@LACITY.ORG
BONILLA, DAISY				(213) 482-6718	DAISY.BONILLA@LACITY.ORG
BONVOULOIR, RUSSELL	BUILD INSPECTOR	INSPECTION	MAT CONTROL	(213) 482-0360	
BOROUGH, JOHN	STOREKEEPER II	RES MGMT	FINANCIAL SVCS	(213) 482-6813	JOHN.BOROUGH@LACITY.ORG
BORUTA, JASON	BUILD INSPECTOR	INSPECTION	BLDG INSP	(213) 295-4080	JASON.BORUTA@LACITY.ORG
BOUVET, MICHAEL	MANAGEMENT ANALYST	RES MGMT	RISK & RECORDS	(213) 482-6704	MICHAEL.BOUVET@LACITY.ORG
BRANNON, JASON	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV ONE/CENTRAL		
BRASHEARS, BYRON	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/CENTRAL	(213) 252-3030	BYRON.BRASHEARS@LACITY.ORG
BRENEK, JOSEPH	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV ONE/CENTRAL	(213) 252-3368	JOE.BRENEK@LACITY.ORG
BROMMER, DENNIS	ELECTRCL INSPECTOR	INSPECTION	ELEC INSP	(213) 482-0375	DENNIS.BROMMER@LACITY.ORG
BROWN, DOMINICK	STUDENT PROF WORKER	PERMIT AND ENGINEERING	STRUC PLAN CK		DOMINICK.BROWN@LACITY.ORG
BROWN, KEVIN	SR HEATING/REFRIG INSP	INSPECTION	PLBG & HTG INSP	(818) 374-1153	KEVIN.BROWN@LACITY.ORG

Employee Phone List

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Employee Name	Classification	Bureau	Division	Telephone	Email
BUCHANAN, ADRIANE	ADMINISTRATIVE CLERK	RES MGMT	RISK & RECORDS	(213) 482-6945	ADRIANE.BUCHANAN@LACITY.ORG
BUCHANAN, JOSEPH	BUILD INSPECTOR	INSPECTION	BLDG INSP	(310) 732-4552	JOEY.BUCHANAN@LACITY.ORG
BUCK, NATHAN	PLUMBING INSPECTOR	INSPECTION	PLBG/MECH	(818) 374-9936	NATHAN.BUCK@LACITY.ORG
BUITRAGO, HECTOR	120-DAY APPT	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 923-3292	HECTOR.BUITRAGO@LACITY.ORG
BUQUIS, ARNEL	SAFETY ENGR PRESS VES	INSPECTION	PRES VES INSP	(818) 374-9930	ARNEL.BUQUIS@LACITY.ORG
BURGESS, ADAM	PR INSPECTOR	INSPECTION	CASE MANAGEMENT	(213) 202-9856	ADAM.BURGESS@LACITY.ORG
BURKHEAD, DAVID	BUILD INSPECTOR	INSPECTION	BLDG INSP	(213) 482-7294	DAVID.BURKHEAD@LACITY.ORG
BURTON, MARK	PLUMBING INSPECTOR	INSPECTION	PLBG/MECH	(213) 202-9892	MARK.A.BURTON@LACITY.ORG
BUTTERWORTH, KATHRYN	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 774-4319	KATHRYN.BUTTERWORTH@LACITY.ORG
BUXTON, TIMOTHY	BUILD INSPECTOR	INSPECTION	BLDG INSP		
BYLES, STUART	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV ONE/SPEC	(213) 252-3949	STUART.BYLES@LACITY.ORG
BYRNE, ANDREW	PAYROLL SUPERVISOR I	RES MGMT	FINANCIAL SVCS	(213) 482-6538	ANDREW.BYRNE@LACITY.ORG
BYTHEWAY, JEFF	SR BUILD INSPECTOR	INSPECTION	CASE MANAGEMENT	(310) 914-3914	JEFF.BYTHEWAY@LACITY.ORG
CABASAC, JESSIE	SR ADMINISTRATIVE CLERK	CODE ENFCMNT	DIV ONE/CENTRAL	(213) 252-3361	JESSIE.CABASAC@LACITY.ORG
CALDERON, JASMINE	ADMINISTRATIVE CLERK	RES MGMT	RISK & RECORDS	(213) 482-6566	JASMINE.CALDERON@LACITY.ORG
CALLAS, PETER	120-DAY APPT	INSPECTION	PRES VES INSP	(213) 202-9831	PETER.CALLAS@LACITY.ORG
CAMERON, RICHARD	HEATING/REFRIG INSP	INSPECTION	PLBG & HTG INSP	(213) 482-0334	RICHARD.CAMERON@LACITY.ORG
CAMERON, VALERIE	ADMINISTRATIVE CLERK	CODE ENFCMNT	DIV TWO/CENTRAL	(213) 252-3965	VALERIE.CAMERON@LACITY.ORG
CAMPBELL, BRUCE	BUILD INSPECTOR	INSPECTION	BLDG INSP		
CAMPBELL, DENISE	ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	COUNTER OPERS	(213) 482-6862	DENISE.CAMPBELL@LACITY.ORG
CANNING, CHARLES	OFFICE ENGRG TECH III	PERMIT AND ENGINEERING	STR PLAN CK WLA	(310) 575-8027	CHARLES.CANNING@LACITY.ORG
CANTIMBUHAN, LEO	ACCOUNTANT	RES MGMT	FINANCIAL SVCS	(213) 482-6817	LEO.CANTIMBUHAN@LACITY.ORG
CAPASSO SMITH, LAURE	ACCOUNTING CLERK	RES MGMT	FINANCIAL SVCS	(818) 374-4336	LAURE.CAPASSO-SMITH@LACITY.ORG
CARBAJAL, CHRISTOPHE	ELECTRCL ENGRG ASSC I	PERMIT AND ENGINEERING	ELEC ENGR	(213) 473-7496	CHRISTOPHER.CARBAJAL@LACITY.ORG
CARPENTER, JOHN	SR BUILD INSPECTOR	INSPECTION	MAT CONTROL	(213) 482-0388	JOHN.CARPENTER@LACITY.ORG
CARPENTER, RICK	SR BUILD MECH INSPECTOR	CODE ENFCMNT	DIV THREE/NORTH	(213) 252-3349	ULRIC.CARPENTER@LACITY.ORG
CARRILLO RAMIREZ, LUCY	ADMINISTRATIVE CLERK	RES MGMT	RISK & RECORDS	(213) 482-6944	LUCY.CARRILLO@LACITY.ORG
CARTER, CYLE	STUDENT PROF WORKER	TECH SERVICES	OPER & INFRASTR		

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CARTER, OLLIE	OFFICE ENGRG TECH II	PERMIT AND ENGINEERING	DISABLED ACCESS	(818) 374-4333	OLLIE.CARTER@LACITY.ORG
CASSIDY, EUGENE	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(310) 548-2508	
CASTILLO, CINDY	SR ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-0072	
CASTILLO, DAVID	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STRUC PLAN CK	(310) 575-8294	DAVID.X.CASTILLO@LACITY.ORG
CASTILLO, NATALIE	SR ADMINISTRATIVE CLERK	INSPECTION	COMMUNITY INSP	(213) 482-0316	NATALIE.CASTILLO@LACITY.ORG
CASTILLO, VINCE	ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	ELEC ENGR	(213) 202-3447	VINCE.CASTILLO@LACITY.ORG
CASTRO, ALBERT	STUDENT PROF WORKER	PERMIT AND ENGINEERING	GREEN BUILDING DIV		
CASTRO, ANTHONY				(213) 482-7400	ANTHONY.CASTRO@LACITY.ORG
CEBALLOS, FELIX	BUILD INSPECTOR	INSPECTION	BLDG INSP	(213) 482-7359	FELIX.CEBALLOS@LACITY.ORG
CENTENO, JORGE	MECH ENGRG ASSC I	PERMIT AND ENGINEERING	MECH ENGR	(213) 482-7365	JORGE.CENTENO@LACITY.ORG
CESSOR, DARREL	OFFICE ENGRG TECH II	MANAGEMENT	CASE MANAGEMENT	(213) 202-3462	DARREL.CESSOR@LACITY.ORG
CHABAN, CAMERON	SR BUILD INSPECTOR	INSPECTION	ADMIN/SPEC INSP	(818) 374-9940	CAMERON.CHABAN@LACITY.ORG
CHALLITA, PASCAL	DEPUTY SUPT OF BLDG I	INSPECTION	BUREAU ADMIN	(213) 482-0435	PASCAL.CHALLITA@LACITY.ORG
CHAN, DAVID	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(213) 202-3275	DAVID.CHAN@LACITY.ORG
CHANG, CHARLES	SR STRUC ENGINEER	PERMIT AND ENGINEERING	HIGH RISE & SEISMIC RETROFIT	(213) 202-9815	CHARLES.CHANG@LACITY.ORG
CHANG, DAVID	SR STRUC ENGINEER	PERMIT AND ENGINEERING	SOFT STORY	(213) 482-6714	DAVID.CHANG@LACITY.ORG
CHANG, ROSA	APPLICATIONS PROGRAMMER	TECH SERVICES	APP SVCS	(213) 482-0022	ROSA.CHANG@LACITY.ORG
CHANG, SAM	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-6839	SAM.CHANG@LACITY.ORG
CHAPANYAN, YERVAND	PR INSPECTOR	INSPECTION	ELEC INSP	(213) 482-0302	YERVAND.CHAPANYAN@LACITY.ORG
CHAPARRO, ANDEY	BUILD MECH INSPECTOR	INSPECTION	SPECIALTY INSP	(323) 218-7167	ANDEY.CHAPARRO@LACITY.ORG
CHAPMAN, STUART	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(213) 202-3432	
CHAVEZ, JUAN CARLOS	SR SAFETY ENG PRESS VES	INSPECTION	PRES VES INSP	(310) 914-3973	JUANCARLOS.CHAVEZ@LACITY.ORG
CHAVEZ, ROBERT	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV ONE/CENTRAL	(213) 252-3920	ROBERT.CHAVEZ@LACITY.ORG
CHEGENI, ABDUL	STRUC ENGR ASSC III	PERMIT AND ENGINEERING	STRUC PLAN CK	(818) 374-4326	ABDUL.CHEGENI@LACITY.ORG
CHEN, CATHERINE	STRUC ENGR ASSC II	MANAGEMENT	CASE MANAGEMENT	(213) 482-7334	CATHERINE.CHEN@LACITY.ORG
CHEN, JESSE	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/SOUTH	(213) 252-3952	JESSE.CHEN@LACITY.ORG
CHEN, STARR	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 978-4473	STARR.CHEN@LACITY.ORG
CHOI, PAMELA	SR ADMINISTRATIVE CLERK	CODE ENFCMNT	DIV TWO/CENTRAL	(213) 252-3316	PAMELA.CHOI@LACITY.ORG

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CHOPP, PAUL	SR BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 774-4354	PAUL.CHOPP@LACITY.ORG
CHRISTENSEN, CHRISTOPHE	BUILD MECH INSPECTOR	INSPECTION	DIST INSP		
CHRISTIAN, BRIAN	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV THREE/NORTH	(310) 732-4531	BRIAN.CHRISTIAN@LACITY.ORG
CHRISTIAN, JT	SR BUILD INSPECTOR	INSPECTION	CASE MANAGEMENT	(213) 202-9846	JEFFREY.CHRISTIAN@LACITY.ORG
CHUANG, CHUNGWEN	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	STRUC PLAN CK		
CIRSTOIU, SORIN	BUILD INSPECTOR	INSPECTION	BLDG INSP	(310) 914-3920	SORIN.CIRSTOIU@LACITY.ORG
CLAIBORNE THOMPSON, MICHEL	PERS RECORDS SUPV	PERMIT AND ENGINEERING	GREEN BUILDING DIVISION	(213) 482-0467	MICHEL.THOMPSON@LACITY.ORG
CLARKE, JONATHAN	HEATING/REFRIG INSP	INSPECTION	PLBG & HTG INSP	(213) 482-0337	JONATHAN.CLARKE@LACITY.ORG
CLARO, ESTEBAN	ELECTRCL ENGRG ASSC III	PERMIT AND ENGINEERING	ELEC ENGR	(213) 202-9987	ESTEBAN.CLARO@LACITY.ORG
CLAYTON,				(213) 482-6727	JACYN.CLAYTON@LACITY.ORG
COCHRAN, CHRISTOPHE	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 374-1163	CHRIS.COCHRAN@LACITY.ORG
COFFEY, CHARLES	SR ELECTRCL INSPECTOR	INSPECTION	ELEC INSP	(213) 202-3135	CHARLES.COFFEY@LACITY.ORG
COLIN, AMY	ASST INSPECTOR II	INSPECTION	TRAINING		AMY.COLIN@LACITY.ORG
COLLAY, AJA	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(213) 202-3433	AJA.COLLAY@LACITY.ORG
COLLINS, BEAU	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 374-1168	BEAU.COLLINS@LACITY.ORG
COLLINS, DANIEL	BUILD INSPECTOR	INSPECTION	BLDG INSP	(213) 482-0362	DANIEL.COLLINS@LACITY.ORG
COMISARI, ALBERT	BUILD INSPECTOR	INSPECTION	LAX	(213) 473-2453	ALBERT.COMISARI@LACITY.ORG
CONGER, JACK	CH INSPECTOR	INSPECTION	ELEC INSP	(213) 202-9906	JACK.CONGER@LACITY.ORG
COONEY, MICHAEL	SAFETY ENGR ELEVATORS	INSPECTION	ELEV INSP	(213) 202-9857	MICHAEL.COONEY@LACITY.ORG
COOPER, DARIUS	STUDENT PROF WORKER	PERMIT AND ENGINEERING	ELEC ENGR		
COOPER, EVAN	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(310) 914-3893	EVAN.COOPER@LACITY.ORG
COPE, SABRINA	ADMINISTRATIVE CLERK	CODE ENFCMNT	DIV ONE/CENTRAL	(818) 374-9803	SABRINA.COPE@LACITY.ORG
CORBIN, CHIP	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV ONE/CENTRAL	(213) 252-3913	JOHN.CORBIN@LACITY.ORG
CORCORAN, DARREN	PLUMBING INSPECTOR	INSPECTION	PLBG/MECH	(310) 914-3952	DARREN.CORCORAN@LACITY.ORG
CORDON, JOHN	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV ONE/CENTRAL	(213) 252-3981	JOHN.CORDON@LACITY.ORG
CORNELL, ROBERT	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(213) 202-3250	
CORONEL, JEREMY	ACCOUNTANT	RES MGMT	FINANCIAL SVCS	(482) 734-7347	JEREMY.CORONEL@LACITY.ORG
CORPUZ, JEFFREY	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV ONE/SPEC	(213) 252-3946	JEFFREY.CORPUZ@LACITY.ORG

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CORRAL, ERNESTO	SR BUILD INSPECTOR	INSPECTION	BLDG INSP	(213) 482-0363	ERNESTO.CORRAL@LACITY.ORG
CORTES VIGUERAS, HECTOR	PLUMBING INSPECTOR	INSPECTION	PLBG/MECH	(213) 978-4452	HECTOR.CORTES@LACITY.ORG
CORTEZ, MICHELLE	SR ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	ENGR DIST OFC	(818) 374-4394	MICHELLE.CORTEZ@LACITY.ORG
COSTA, AARON	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	GREEN BUILDING DIVISION	(818) 374-4381	
COTA, GRACIELA	SR ADMINISTRATIVE CLERK	INSPECTION	COMMUNITY INSP	(213) 482-0318	GRACIELA.COTA@LACITY.ORG
COTTER, MATTHEW	ELECTRCL INSPECTOR	INSPECTION	ELEC INSP	(818) 374-1140	MATTHEW.COTTER@LACITY.ORG
COTTON, STEVE	PR INSPECTOR	INSPECTION	DIST INSP	(310) 914-3904	VINCENT.COTTON@LACITY.ORG
COWAN, JUSTIN	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 774-4324	RONALD.COWAN@LACITY.ORG
COWAN, THOMAS	PLUMBING INSPECTOR	INSPECTION	PLBG/MECH	(213) 202-9887	THOMAS.COWAN@LACITY.ORG
CRICHLOW, DONALD	SR BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(213) 202-3410	DONALD.CRICHLOW@LACITY.ORG
CROWDER, TIMOTHY	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV THREE/NORTH	(213) 252-3395	
CRUZ, JOSE	STUDENT PROF WORKER	PERMIT AND ENGINEERING	ENGR BUREAU		JOSE.CRUZ@LACITY.ORG
CRUZ, LEYDY	ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	COUNTER OPERS		
CRUZ-RIVAS, SAMUEL	SR ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	EXPRESS PERMIT	(213) 482-6840	SAMUEL.CRUZ@LACITY.ORG
CUEVAS, MARIO	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/SOUTH	(213) 978-4497	MARIO.CUEVAS@LACITY.ORG
CUEVAS, VICTOR	ASST DEP SUP OF BLDG II	PERMIT AND ENGINEERING	ENGR BUREAU	(213) 482-0447	VICTOR.CUEVAS@LACITY.ORG
CUIZON, VERN	SAFETY ENGR PRESS VES	INSPECTION	PRES VES INSP		
CUMBIE, SEAN				(213) 482-6729	SEAN.CUMBIE@LACITY.ORG
CUMMINGS, GREGG	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/CENTRAL		
CURTIS, JUSTIN	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/CENTRAL	(213) 252-3920	JUSTIN.J.CURTIS@LACITY.ORG
CUSATO, NICHOLAS	STUDENT PROF WORKER	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-0412	NICHOLAS.CUSATO@LACITY.ORG
DABADGE, RAMA	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	STRUC PLAN CK		
DANERI, NANCY	ADMINISTRATIVE CLERK	RES MGMT	BUREAU		
DANERI, NICK	SR BUILD INSPECTOR	INSPECTION	BLDG INSP	(213) 202-5615	NICK.DANERI@LACITY.ORG
DANG, ALAN	STRUC ENGR ASSC II	INSPECTION	GRADING	(213) 482-0485	ALAN.DANG@LACITY.ORG
DANG, ANTHONY	ELECTRCL ENGRG ASSC I	PERMIT AND ENGINEERING	ELEC ENGR	(818) 374-4364	ANTHONY.DANG@LACITY.ORG
DANG, SEAN	BUILD CIVIL ENGR I	PERMIT AND ENGINEERING	GREEN BUILDING DIVISION	(213) 482-6564	SEAN.DANG@LACITY.ORG
DAS, MANATOSH	OFFICE ENGRG TECH II	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-0078	MANATOSH.DAS@LACITY.ORG

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DAVIDSON, PAUL	BUILD INSPECTOR	INSPECTION	BLDG INSP	(310) 914-3927	PAUL.DAVIDSON@LACITY.ORG
DAVIS, CRAIG	SR BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(310) 732-4558	CRAIG.DAVIS@LACITY.ORG
DAVIS, LAMAR	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 202-9816	LAMAR.DAVIS@LACITY.ORG
DAVIS, ROBERT	BUILD INSPECTOR	INSPECTION	BLDG INSP	(818) 374-1125	ROBERT.X.DAVIS@LACITY.ORG
DAWSON, STEPHEN	ENGRG GEOLOGIST II	INSPECTION	GRADING	(213) 482-0495	STEPHEN.DAWSON@LACITY.ORG
DAY, TIM	SR BUILD INSPECTOR	INSPECTION	MAT CONTROL	(213) 482-0383	TIM.DAY@LACITY.ORG
DE ARTOLA, ALEJANDRO	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(213) 202-3422	ALEJANDRO.DEARTOLA@LACITY.ORG
DE CORSE, ZACHARY	SR MGMT ANALYST II	RES MGMT	ADMIN SVCS	(213) 482-6746	ZACHARY.DECORSE@LACITY.ORG
DE GUZMAN, TROY	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	STRUC PLAN CK	(818) 374-4324	TROY.DEGUZMAN@LACITY.ORG
DE LA CRUZ BARRAZA, MARVEL	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STRUC PLAN CK	(818) 374-4385	MARVEL.DELACRUZ@LACITY.ORG
DE LA PAZ SANCHEZ, JOSELYN	ADMINISTRATIVE CLERK	RES MGMT	FINANCIAL SVCS		JOSELYN.DELAPAZ@LACITY.ORG
DE LEON, ANGEL	ADMINISTRATIVE CLERK	RES MGMT	RISK & RECORDS		
DE SANTIS, ANTHONY	SR HEATING/REFRIG INSP	INSPECTION	PLBG & HTG INSP	(213) 202-9894	ANTHONY.DESANTIS@LACITY.ORG
DELGADO, GINA	ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	COUNTER OPERS	(310) 732-4545	
DELLEFIELD, CHRISTOPHE	ASST INSPECTOR III	INSPECTION	TRAINING		CHRISTOPHER.DELLEFIELD@LACITY.ORG
DESPARD, JOHN	SR ELECTRCL INSPECTOR	INSPECTION	LAX	(213) 473-2150	JOHN.DESPARD@LACITY.ORG
DEVINE, DOUG	SR BUILD INSPECTOR	INSPECTION	BLDG INSP	(213) 202-5416	DOUG.DEVINE@LACITY.ORG
DIAZ, MICHAEL	PLUMBING INSPECTOR	INSPECTION	CASE MANAGEMENT	(213) 482-0358	MICHAEL.J.DIAZ@LACITY.ORG
DIAZ, VICENTE	FIRE SPRINKLER INSP	INSPECTION	PLBG/MECH	(310) 914-3953	VICENTE.DIAZ@LACITY.ORG
DIAZ GONZALEZ, ALEXIS	STUDENT PROF WORKER	PERMIT AND ENGINEERING	STRUC PLAN CK		
DIAZ RODRIGUEZ, TEO	STRUC ENGR ASSC III	PERMIT AND ENGINEERING	COUNTER OPERS	(323) 789-2781	TEO.DIAZ@LACITY.ORG
DIFIORE, JEFFREY	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV THREE/NORTH	(818) 374-9838	JEFFREY.DIFIORE@LACITY.ORG
DOCKUS, RICHARD	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV THREE/NORTH	(818) 374-9854	RICHARD.DOCKUS@LACITY.ORG
DODGE, JOHN	BUILD INSPECTOR	INSPECTION	BLDG INSP	(310) 914-3927	JOHN.DODGE@LACITY.ORG
DOEPPING, KIM	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/SOUTH	(213) 978-4514	KIM.DOEPPING@LACITY.ORG
DOI, CHAD	BUILD CIVIL ENGR II	MANAGEMENT	CASE MANAGEMENT	(213) 482-6877	CHAD.DOI@LACITY.ORG
DOKHANISHABESTARI, ARSALAN	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-7364	ARSALAN.SHABESTARI@LACITY.ORG
DONADO, CHAZMINE	STUDENT PROF WORKER	RES MGMT	BUREAU		CHAZMINE.TORRESDONADO@LACITY.ORG

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DORSO, ANDREW	BUILD INSPECTOR	INSPECTION	BLDG INSP	(818) 374-7520	ANDREW.DORSO@LACITY.ORG
DOUGLASS LAWSON, APRIL	SR ADMINISTRATIVE CLERK	RES MGMT	ADMIN SVCS		
DOVICO, MARK	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV THREE/NORTH	(818) 374-9840	MARK.DOVICO@LACITY.ORG
DREW, DANIEL	BUILD MECH INSPECTOR	INSPECTION	DIST INSP		
DUBOIS, ALAN	ADMINISTRATIVE CLERK	RES MGMT	ADMIN SVCS		
DUNN, ANDREW	MECH ENGRG ASSC I	PERMIT AND ENGINEERING	MECH PLAN CHK	(213) 978-4516	ANDREW.DUNN@LACITY.ORG
DUNNING, WINSTON	SR BUILD INSPECTOR	INSPECTION	BLDG INSP	(213) 482-0373	WINSTON.DUNNING@LACITY.ORG
DUONG, LAURA	STRUC ENGR ASSC IV	MANAGEMENT	CASE MANAGEMENT	(213) 482-0434	LAURA.DUONG@LACITY.ORG
DURAN, JEFFREY	SR BUILD INSPECTOR	INSPECTION	BLDG INSP	(818) 374-1127	JEFFREY.DURAN@LACITY.ORG
DURAN, ROCIO	STRUC ENGR ASSC II	INSPECTION	GRADING	(213) 482-6918	ROCIO.DURAN@LACITY.ORG
EALEY, FREDRICK	MANAGEMENT ASSISTANT	RES MGMT	ADMIN SVCS		
ECHEVARRIA, JOHN	ADMINISTRATIVE CLERK	RES MGMT	FINANCIAL SVCS	(213) 482-6950	JOHN.ECHEVARRIA@LACITY.ORG
EDGHILL, KEITH	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/SOUTH	(310) 732-4533	KEITH.EDGHILL@LACITY.ORG
EDWARDS, SABRENA	ADMINISTRATIVE CLERK	CODE ENFCMNT	DIV TWO/CENTRAL	(213) 252-4021	
EIKENBERRY, JOSEPH	SR ELECTRCL INSPECTOR	INSPECTION	ELEC INSP	(213) 482-7106	JOSEPH.EIKENBERRY@LACITY.ORG
ELKINAWY, DINA	STRUC ENGR ASSC IV	MANAGEMENT	COMMISSION OFFICE	(213) 482-9586	DINA.ELKINAWY@LACITY.ORG
EMPERO, JAMES	SR PLUMBING INSPECTOR	INSPECTION	PLBG/MECH	() -	JAMES.EMPERO@LACITY.ORG
EPSTEIN, BRYAN	SR BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/CENTRAL	(213) 252-3393	BRYAN.EPSTEIN@LACITY.ORG
ESCOTO, ADAM	ASST INSPECTOR II	INSPECTION	TRAINING		
ESCOTO DELGADO, JUAN	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/SOUTH	(323) 526-9347	
ESHBACH, SHAWN	SR BUILD MECH INSPECTOR	CODE ENFCMNT	DIV ONE/CENTRAL	(213) 252-3909	SHAWN.ESHBACH@LACITY.ORG
ESMAILI, MOHAMMAD A	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	STR PLAN CK	(818) 374-5430	
ESPARZA, MISAEL	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 374-1171	
ESPINOZA, LORENA	SR ADMINISTRATIVE CLERK	RES MGMT	RISK & RECORDS	(213) 482-6549	LORENA.ESPINOZA@LACITY.ORG
ESPINOZA, RAFAEL	BUILD INSPECTOR	INSPECTION	BLDG INSP	(310) 732-4552	RAFAEL.ESPINOZA@LACITY.ORG
ESPINOZA, SHAVONNE	ASST INSPECTOR II	INSPECTION	TRAINING		
ETAAT, LEILA	STRUC ENGR ASSC II	INSPECTION	GRADING	(213) 482-6537	LEILA.ETAAT@LACITY.ORG
EVANGELISTA, DAN RYAN	STRUC ENGR ASSC III	INSPECTION	GRADING	(213) 482-6810	DAN.EVANGELISTA@LACITY.ORG

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EVERDING, PATRICK	MANAGEMENT ANALYST	RES MGMT	ADMIN SVCS	(213) 482-6741	PATRICK.EVERDING@LACITY.ORG
EWELL, CORNELL	SR PLUMBING INSPECTOR	INSPECTION	PLBG/MECH	(818) 374-1154	CORNELL.EWELL@LACITY.ORG
FABIAN, RENATO	SR SAFETY ENG PRESS VES	INSPECTION	PRES VES INSP	(818) 374-1149	RENATO.FABIAN@LACITY.ORG
FAUNCE, MICHAEL	SR BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(213) 202-3122	MICHAEL.FAUNCE@LACITY.ORG
FAVELA, HECTOR	SAFETY ENGR ELEVATORS	INSPECTION	ELEV INSP		
FEILER, DAVID	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(213) 202-3436	DAVID.FEILER@LACITY.ORG
FELDER, WILLEM	FIRE SPRINKLER INSP	INSPECTION	PLBG/MECH	(213) 482-9585	WILLEM.FELDER@LACITY.ORG
FERGUSON, PHILIP	SR ELECTRCL INSPECTOR	INSPECTION	ELEC INSP	(310) 914-3940	PHILIP.FERGUSON@LACITY.ORG
FERRARI, MARK	BUILD INSPECTOR	INSPECTION	BLDG INSP	(213) 202-2643	MARK.FERRARI@LACITY.ORG
FIGUEROA, FELIX	BUILD CIVIL ENGR I	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-0082	FELIX.FIGUEROA@LACITY.ORG
FIGUEROA, LUIS	SR SAFETY ENG ELEVATORS	INSPECTION	ELEV INSP	(213) 202-9840	LUIS.F.FIGUEROA@LACITY.ORG
FINNILA, SCOTT	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(213) 482-0384	SCOTT.FINNILA@LACITY.ORG
FINNILA, THOMAS	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 374-1169	THOMAS.FINNILA@LACITY.ORG
FLORES, ALFREDO	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV THREE/NORTH	(818) 374-9827	ALFREDO.FLORES@LACITY.ORG
FLORES, ALYSSA	STUDENT PROF WORKER	MANAGEMENT	EXEC OFFICE		
FLORES, AMY	STUDENT PROF WORKER	RES MGMT	RISK & RECORDS		
FLORES, FERNANDO	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-6593	
FLORES, SAMMY	SAFETY ENGR ELEVATORS	INSPECTION	ELEV INSP		
FOLLING, PETER	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 774-4320	PETER.FOLLING@LACITY.ORG
FONSECA, DAVID	BUILD INSPECTOR	INSPECTION	GRADING	(213) 482-0480	DAVID.FONSECA@LACITY.ORG
FRANCIA, JOHN	STRUC ENGR ASSC IV	MANAGEMENT	CASE MANAGEMENT	(213) 482-0010	JOHN.FRANCIA@LACITY.ORG
FRANCISCO, LEYDY	ADMINISTRATIVE CLERK	CODE ENFCMNT	DIV ONE/CENTRAL	(213) 482-6792	LEYDY.FRANCISCO@LACITY.ORG
FRANKLIN, VEANUS	SR ADMINISTRATIVE CLERK	RES MGMT	PERSONNEL SVCS	(213) 482-6725	
FRIAS, RUBEN	OFFICE SVCS ASSISTANT	RES MGMT	FINANCIAL SVCS	(213) 482-6819	RUBEN.FRIAS@LACITY.ORG
FRONDA, KASANDRA	OFFICE ENGRG TECH I	PERMIT AND ENGINEERING	GREEN BUILDING DIVISION	(213) 978-4463	
FUENTES, BEATRICE	ADMINISTRATIVE CLERK	RES MGMT	RISK & RECORDS	(213) 482-6774	BEATRICE.FUENTES@LACITY.ORG
FUENTES, BYRON	BUILD INSPECTOR	INSPECTION	SPECIALTY INSP	(213) 482-0392	BYRON.FUENTES@LACITY.ORG
FULTON, JEFFREY	BUILD INSPECTOR	INSPECTION	BLDG INSP	(818) 374-3303	JEFF.FULTON@LACITY.ORG

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Employee Name	Classification	Bureau	Division	Telephone	Email
FULTZ, HAL	SR BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(213) 202-3211	HAL.FULTZ@LACITY.ORG
GAINES, KEITH	ADMINISTRATIVE CLERK	MANAGEMENT	COMMISSION OFFICE	(213) 482-0073	
GALLAGHER, DONALD	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV ONE/SPEC	(213) 252-3943	DONALD.GALLAGHER@LACITY.ORG
GALVEZ CRUZ, JOCELYN	CLERK STENO	PERMIT AND ENGINEERING	EXPRESS PERMIT	(213) 482-0319	
GAMBLE, AL	BUILD INSPECTOR	INSPECTION	GRADING	(310) 914-3932	AL.GAMBLE@LACITY.ORG
GAMBOA, SAUL	ACCOUNTING CLERK	RES MGMT	FINANCIAL SVCS	(213) 482-6808	SAUL.GAMBOA@LACITY.ORG
GANT, KAREN	ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	VN DIST OFFICE	(818) 374-4379	KAREN.GANT@LACITY.ORG
GARCIA, DANIELLE	ADMINISTRATIVE CLERK	RES MGMT	RISK & RECORDS		DANIELLE.GARCIA@LACITY.ORG
GARCIA, EDWARD	SR BUILD MECH INSPECTOR	INSPECTION	ADMIN/SPEC INSP	(213) 482-6786	EDWARD.GARCIA@LACITY.ORG
GARCIA, ELVIA	SR ADMINISTRATIVE CLERK	RES MGMT	RISK & RECORDS	(213) 482-6761	ELVIA.GARCIA@LACITY.ORG
GARCIA, MANUEL	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STRUC PLAN CK	(310) 575-8093	MANUEL.GARCIA@LACITY.ORG
GARCIA, RICHARD	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	GREEN BUILDING DIVISION	() -	RICHARD.GARCIA@LACITY.ORG
GARCIA, SELENIA	ADMINISTRATIVE CLERK	RES MGMT	FINANCIAL SVCS	(213) 482-6547	SELENIA.GARCIA@LACITY.ORG
GARCIA, STACEY	ADMINISTRATIVE CLERK	CODE ENFCMNT	DIV TWO/SOUTH		
GARIN, EDDIE	OFFICE ENGRG TECH III	PERMIT AND ENGINEERING	DISABLED ACCESS	(213) 482-0097	EDDIE.GARIN@LACITY.ORG
GARNICA, OMAR	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	STRUC PLAN CK		
GARRISON, JAMES	CH INSPECTOR	INSPECTION	BLDG INSP	(213) 482-0492	JIM.GARRISON@LACITY.ORG
GAUFF, MARSHAWNO	ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	WLA DIST OFFICE	(310) 575-8292	MARSHAWNO.GAUFF@LACITY.ORG
GEORGE, RYAN	ELECTRCL INSPECTOR	INSPECTION	ELEC INSP	(213) 202-9905	RYAN.GEORGE@LACITY.ORG
GETTLE III, ROLLIN	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 374-1174	ROLLIN.GETTLE@LACITY.ORG
GHOTBI RAVANDI, KAMRAN	STRUC ENGR ASSC IV	PERMIT AND ENGINEERING	STRUC PLAN CK	(310) 575-8064	KAMRAN.RAVANDI@LACITY.ORG
GIAIMO, JONATHON	SAFETY ENGR ELEVATORS	INSPECTION	ELEV INSP		
GILL, KEN	STRUC ENGR ASSC IV	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-7489	KEN.GILL@LACITY.ORG
GILLIARD, PRESTON	SR PLUMBING INSPECTOR	INSPECTION	LAX	(213) 473-2151	PRESTON.GILLIARD@LACITY.ORG
GIRON, SELVYN	ACCOUNTING CLERK	RES MGMT	FINANCIAL SVCS		SELVYN.GIRON@LACITY.ORG
GOBUTY, BOB	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(310) 732-4557	BOB.GOBUTY@LACITY.ORG
GOLD, ROBERT	SR BUILD MECH INSPECTOR	CODE ENFCMNT	DIV ONE/CENTRAL	(818) 374-9859	ROBERT.GOLD@LACITY.ORG
GOMEZ, ALEXANDER	SR ADMINISTRATIVE CLERK	CODE ENFCMNT	DIV TWO/CENTRAL	(213) 252-4021	ALEXANDER.GOMEZ@LACITY.ORG

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Employee Name	Classification	Bureau	Division	Telephone	Email
GOMEZ, JACQUELINE	EXEC ADMIN ASST II	MANAGEMENT	EXEC OFFICE	(213) 482-0330	JACKIE.GOMEZ@LACITY.ORG
GOMEZ, LAUREN				(213) 482-6724	LAUREN.GOMEZ@LACITY.ORG
GOMEZ, OSCAR	SR ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	COUNTER OPERS	(323) 789-2785	
GONZALES, LUKE	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	COUNTER OPERS	(323) 798-2824	LUKE.GONZALES@LACITY.ORG
GONZALES, VINCENT	PROGR ANALYST II	TECH SERVICES	APP SVCS	(213) 482-0040	
GONZALEZ, DANIEL	SR BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/CENTRAL	(213) 978-4504	DANIEL.A.GONZALEZ@LACITY.ORG
GONZALEZ, DAVID	SAFETY ENGR ELEVATORS	INSPECTION	ELEV INSP		
GONZALEZ, EZEQUIEL	PLUMBING INSPECTOR	INSPECTION	PLBG/MECH	(213) 482-0349	EZEQUIEL.GONZALEZ@LACITY.ORG
GONZALEZ, JACKELINE	ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	COUNTER OPERS	(213) 482-6857	
GONZALEZ, SAMUEL	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	STRUC PLAN CK	() -	SAMUEL.GONZALEZ@LACITY.ORG
GORMAN, ADAM	ADMINISTRATIVE CLERK	INSPECTION	COMMUNITY INSP	(818) 374-1101	ADAM.GORMAN@LACITY.ORG
GOSHORN, JEREMY	SAFETY ENGR ELEVATORS	INSPECTION	ELEV INSP		
GOSS, ERIC	ELECTRCL ENGRG ASSC III	PERMIT AND ENGINEERING	ELEC ENGR	(818) 374-4367	ERIC.GOSS@LACITY.ORG
GRABATIN, JIMMIE	SR SAFETY ENG ELEVATORS	INSPECTION	ELEV INSP	(818) 374-1139	JIM.GRABATIN@LACITY.ORG
GRAHAM, CLAYTON	ASST INSPECTOR II	INSPECTION	TRAINING		
GRANT, BERNARD	HEATING/REFRIG INSP	INSPECTION	LAX	(213) 473-2142	BERNARD.GRANT@LACITY.ORG
GREAVES, DANIEL	STUDENT PROF WORKER	INSPECTION	RESTAURANT & HOSPITALITY		
GREENOUGH, JOAQUIN	BUILD MECH INSPECTOR	INSPECTION	CASE MANAGEMENT		JOAQUIN.GREENOUGH@LACITY.ORG
GREGORYONA, ARMOND	PR INSPECTOR	CODE ENFCMNT	DIV TWO/CENTRAL	(213) 252-3082	ARMOND.GREGORYONA@LACITY.ORG
GREGORYONA, EDWIN	BUILD INSPECTOR	INSPECTION	BLDG INSP	(213) 482-7357	EDWIN.GREGORYONA@LACITY.ORG
GRIFFITH, TIMOTHY	PR INSPECTOR	INSPECTION	PLBG/MECH	(213) 482-0354	TIM.GRIFFITH@LACITY.ORG
GUEVARRA, AMY	STUDENT PROF WORKER	MANAGEMENT	EXEC OFFICE		
GUILLEN, DAISY	ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	ENGR DIST OFC		DAISY.GUILLEN@LACITY.ORG
GUNER, CLAUDIA	ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	ENGR BRANCH	(310) 732-4570	CLAUDIA.GUNER@LACITY.ORG
GUTIERREZ, JOSE	ENVIRONMENTAL SUPVR II	CODE ENFCMNT	ENVIRONMENTAL AFFAIRS DIVISION	(213) 252-3348	JOSE.GUTIERREZ@LACITY.ORG
GUTIERREZ AGUIRRE, SERGIO	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 978-4468	SERGIO.GUTIERREZ@LACITY.ORG
HAAS, DOMINIQUE	ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	SOFT STORY	(213) 482-7638	

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Employee Name	Classification	Bureau	Division	Telephone	Email
HAAS, SHANNON	SYST PROGRAMMER I	TECH SERVICES	BUILD LA	(213) 482-0050	SHANNON.HAAS@LACITY.ORG
HABIB, MINA	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-0446	MINA.HABIB@LACITY.ORG
HABILI, MINA	STUDENT PROF WORKER	PERMIT AND ENGINEERING	ENGR BUREAU		
HAENDLE, DAVID	SR ELECTRCL INSPECTOR	INSPECTION	ELEC INSP	(213) 482-0378	DAVID.HAENDLE@LACITY.ORG
HAGEBECK, RACHAEL	ADMINISTRATIVE CLERK	RES MGMT	RISK & RECORDS	(213) 482-6770	
HAGHIGHAT, REZA	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	STRUC PLAN CK	(310) 575-8025	REZA.HAGHIGHAT@LACITY.ORG
HAGHNAZARIAN, ARA	HEATING/REFRIG INSP	INSPECTION	PLBG & HTG INSP	(213) 914-3946	ARA.HAGHNAZARIAN@LACITY.ORG
HAJIZADEH, HOOMAN	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	STR PLAN CK		
HALTMAN, CREGG	SR PLUMBING INSPECTOR	INSPECTION	PLBG/MECH	(213) 202-3131	
HAMILTON, JOHN	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV THREE/NORTH	(818) 374-9856	JOHN.HAMILTON@LACITY.ORG
HAN, ZAW	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-6570	ZAW.HAN@LACITY.ORG
HANLEY, VINCENT	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 774-4319	VINCENT.HANLEY@LACITY.ORG
HANSON, CHARLES	SR ADMINISTRATIVE CLERK	CODE ENFCMNT	DIV THREE/NORTH	(818) 374-7545	CHARLES.HANSON@LACITY.ORG
HARABEDIAN, NICHTA	MECH ENGRG ASSC I	PERMIT AND ENGINEERING	MECH ENGR	(818) 374-7536	NICHTA.HARABEDIAN@LACITY.ORG
HARABEDIAN, SARKIS	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	GREEN BUILDING DIVISION	(818) 374-4655	SARKIS.HARABEDIAN@LACITY.ORG
HAREGOT, KESETE	STRUC ENGR ASSC III	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 978-4466	KESETE.HAREGOT@LACITY.ORG
HARGIS, DALTON	STUDENT PROF WORKER	MANAGEMENT	EXEC OFFICE	(213) 482-6864	DALTON.HARGIS@LACITY.ORG
HARGIS, SHAWN	ASST DEP SUP OF BLDG II	INSPECTION	BUREAU ADMIN	(213) 482-6787	DENVER.HARGIS@LACITY.ORG
HARTOUNIAN, HAMIK	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(213) 202-3224	HAMIK.HARTOUNIAN@LACITY.ORG
HARWOOD, RICK	HEATING/REFRIG INSP	INSPECTION	PLBG & HTG INSP	(213) 202-9899	RICHARD.HARWOOD@LACITY.ORG
HASAN, JANIE	SR ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	VN DIST OFFICE	(818) 374-4320	JANIE.HASAN@LACITY.ORG
HASHEMI, BEHROUZ	BUILD INSPECTOR	CODE ENFCMNT	DIV THREE/NORTH	(818) 374-9836	BEHROUZ.HASHEMI@LACITY.ORG
HAUFF, BRIAN	PR INSPECTOR	INSPECTION	DIST INSP	(213) 482-0323	DEROLD.HAUFF@LACITY.ORG
HAUFF, JOSHUA	STUDENT PROF WORKER	PERMIT AND ENGINEERING	ENGR BUREAU		
HAWLEY, JUSTIN	ASST INSPECTOR II	INSPECTION	TRAINING	(213) 202-9883	JUSTIN.HAWLEY@LACITY.ORG
HAWORTH, JASON	WAREHOUSE & T/R WKR I	RES MGMT	ADMIN SVCS	(213) 482-6742	JASON.HAWORTH@LACITY.ORG
HAYES, CARMEN	SR ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	VN DIST OFFICE	(818) 374-4345	CARMEN.HAYES@LACITY.ORG
HAYES, JOHN	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 374-1170	JOHN.HAYES@LACITY.ORG

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Employee Name	Classification	Bureau	Division	Telephone	Email
HAZUKA, JULIE	SR ELECTRCL INSPECTOR	INSPECTION	ELEC INSP	(818) 374-1133	JULIE.HAZUKA@LACITY.ORG
HE, WEIBIN	PROGRAMMER/ANALYST V	TECH SERVICES	APP SVCS	(213) 482-0037	WEI.HE@LACITY.ORG
HEALEY, JASON	BUILD CIVIL ENGR I	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 213-5569	JASON.HEALEY@LACITY.ORG
HEDAYAT, NICKAN	STRUC ENGR ASSC III	PERMIT AND ENGINEERING	STRUC PLAN CK	(818) 374-4389	OMID.HEDAYAT@LACITY.ORG
HEGAZI, ADAM	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-6881	ADAM.HEGAZI@LACITY.ORG
HEINE, DAVID	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(310) 914-3981	DAVID.HEINE@LACITY.ORG
HELFER, ALEXANDER	ASST INSPECTOR III	INSPECTION	TRAINING		ALEX.HELFER@LACITY.ORG
HERDEZ RODRIGUEZ, SAUL	SAFETY ENGR ELEVATORS	INSPECTION	ELEV INSP	(310) 914-3966	SAUL.HERDEZRODRIGUEZ@LACITY.ORG
HERNANDEZ, ADRIAN	OFFICE ENGRG TECH II	PERMIT AND ENGINEERING	SOFT STORY	(213) 482-7638	ADRIAN.HERNANDEZ@LACITY.ORG
HERNANDEZ, CRYSTAL	SR ADMINISTRATIVE CLERK	INSPECTION	COMMUNITY INSP	(213) 482-0315	CRYSTAL.HERNANDEZ@LACITY.ORG
HERNANDEZ, FELIPE	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	STRUC PLAN CK		FELIPE.D.HERNANDEZ@LACITY.ORG
HERNANDEZ, MANUEL	MECH ENGRG ASSC III	PERMIT AND ENGINEERING	MECH ENGR	(213) 277-6442	MANUEL.HERNANDEZ@LACITY.ORG
HERNANDO, JYLL MARIE	ELECTRCL ENGRG ASSC II	PERMIT AND ENGINEERING	ELEC ENGR	(213) 482-7068	JYLL.HERNANDO@LACITY.ORG
HERR, TERRY	PR INSPECTOR	INSPECTION	BLDG INSP	(213) 202-2784	TERRY.HERR@LACITY.ORG
HERRERA, GABRIEL	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/CENTRAL	(323) 526-9347	GABRIEL.HERRERA@LACITY.ORG
HICKMAN, DAVID	SR BUILD MECH INSPECTOR	CODE ENFCMNT	DIV ONE/CENTRAL	(213) 252-3049	DAVID.HICKMAN@LACITY.ORG
HODGE, TREVIA	ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	EXPRESS PERMIT	(213) 482-6843	TREVIA.HODGE@LACITY.ORG
HOFFMAN, DE ANDRE	ASST INSPECTOR II	INSPECTION	TRAINING		
HOLMES, BARTON	SR BUILD INSPECTOR	INSPECTION	GRADING	(818) 374-4355	BARTON.HOLMES@LACITY.ORG
HOM, JONATHAN	BUILD MECH INSPECTOR	INSPECTION	GRADING	(310) 914-3937	JONATHAN.HOM@LACITY.ORG
HOORIANI, BEHROOZ	ELECTRCL ENGRG ASSC IV	PERMIT AND ENGINEERING	ELEC PLN CHK	(818) 374-4343	BEHROOZ.HOORIANI@LACITY.ORG
HORN, RICHARD	SR ELECTRCL INSPECTOR	INSPECTION	ELEC INSP	(213) 482-0057	RICHARD.HORN@LACITY.ORG
HORSLEY, JENNY	ADMINISTRATIVE CLERK	MANAGEMENT	COMMISSION OFFICE	(213) 482-0019	JENNY.HORSLEY@LACITY.ORG
HOUN, HANNAH	ACCOUNTING CLERK	RES MGMT	FINANCIAL SVCS		RAKSMEY.HOUN@LACITY.ORG
HU, EMILY	SR ACCOUNTANT I	RES MGMT	FINANCIAL SVCS	(213) 482-6534	EMILY.HU@LACITY.ORG
HUA, JOHN	ELECTRCL ENGRG ASSC III	PERMIT AND ENGINEERING	ELEC ENGR	(213) 482-7468	JOHN.HUA@LACITY.ORG
HUA, TU	STRUC ENGR ASSC III	MANAGEMENT	CASE MANAGEMENT	(213) 978-7086	TU.HUA@LACITY.ORG
HUANG, KEVIN	STUDENT PROF WORKER	INSPECTION	GRADING		

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HUANG, TSE MING	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-7434	TSE-MING.HUANG@LACITY.ORG
HUDAK, PAULA				(213) 482-7091	PAULA.HUDAK@LACITY.ORG
HUGHES, ROBERT	BUILD INSPECTOR	INSPECTION	GRADING	(213) 482-7452	ROBERT.HUGHES@LACITY.ORG
HUPP, COREY	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(213) 202-3439	COREY.HUPP@LACITY.ORG
HUYNH, CHARMIE	ASST DEP SUP OF BLDG II	MANAGEMENT	EXEC OFFICE	(213) 482-6875	CHARMIE.HUYNH@LACITY.ORG
HY, DIANA	ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-0455	DIANA.HY@LACITY.ORG
HYDE, KAREN	ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	VN DIST OFFICE	(818) 374-4300	KAREN.HYDE@LACITY.ORG
IBRAHIM-WATKINS, RACHEL	ADMINISTRATIVE CLERK	CODE ENFCMNT	BUREAU		RACHEL.IBRAHIM-WATKINS@LACITY.ORG
ILLO, RUTH	OFFICE TRAINEE ADMIN CLERK	INSPECTION	COMMUNITY INSP	(213) 482-2721	
INGERSOLL, ROBERT	PLUMBING INSPECTOR	INSPECTION	PLBG/MECH	(213) 482-7297	ROBERT.INGERSOLL@LACITY.ORG
IRIGOYEN, MICHAEL	ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	COUNTER OPERS	(213) 482-6858	MICHEAL.IRIGOYEN@LACITY.ORG
ISIDRO, LARRY	PR INSPECTOR	INSPECTION	ELEV INSP	(213) 202-9830	LARRY.ISIDRO@LACITY.ORG
ITANI, HASSAN	MECH ENGRG ASSC I	PERMIT AND ENGINEERING	MECH PLAN CHK	(213) 482-7275	HASSAN.ITANI@LACITY.ORG
IVES, BRANDON	SR PLUMBING INSPECTOR	INSPECTION	TRAINING	(213) 482-0346	BRANDON.IVES@LACITY.ORG
IZUMI, KARIN	SR FIRE SPRINKLER INSP	INSPECTION	PLBG/MECH	(818) 374-1142	KARIN.IZUMI@LACITY.ORG
IZUMI, STANLEY	FIRE SPRINKLER INSP	INSPECTION	PLBG/MECH	(213) 482-6702	STANLEY.IZUMI@LACITY.ORG
JACKSON, BENEVA	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/SOUTH	(213) 252-3984	BENEVA.JACKSON@LACITY.ORG
JACKSON, DAVID	ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	GREEN BUILDING DIVISION	(213) 202-3463	DAVID.JACKSON@LACITY.ORG
JACKSON, DEVON	ADMINISTRATIVE CLERK	CODE ENFCMNT	DIV TWO/CENTRAL		
JACKSON, DEXTER	SR PLUMBING INSPECTOR	INSPECTION	PLBG/MECH	(213) 482-0061	DEXTER.JACKSON@LACITY.ORG
JACKSON, MORRIS	ASST INSPECTOR II	INSPECTION	TRAINING		
JACKSON, RICKEY	PR INSPECTOR	INSPECTION	BLDG INSP	(818) 374-1104	RICKEY.JACKSON@LACITY.ORG
JAEGERS, JOHN	SR BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/SOUTH	(213) 252-3964	JOHN.JAEGERS@LACITY.ORG
JAKEMAN, ERIC	ASST DEP SUP OF BLDG II	INSPECTION	BUREAU ADMIN	(213) 202-9869	ERIC.JAKEMAN@LACITY.ORG
JALALI, MOHAMMAD	MECH ENGRG ASSC II	PERMIT AND ENGINEERING	MECH ENGR	(818) 374-9980	MOHAMMAD.KHORASSANI@LACITY.ORG
JAMES, DAVID	SR BUILD MECH INSPECTOR	CODE ENFCMNT	DIV THREE/NORTH	(818) 374-9858	DAVE.JAMES@LACITY.ORG
JAMIL, AZHAR	SAFETY ENGR PRESS VES	INSPECTION	PRES VES INSP	(818) 374-1150	AZHAR.JAMIL@LACITY.ORG
JANGADA, JASON	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STR PLAN CK SP	(310) 732-4554	JASON.JANGADA@LACITY.ORG

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Employee Name	Classification	Bureau	Division	Telephone	Email
JANSON, JOHN	SR BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 774-4335	JOHN.JANSON@LACITY.ORG
JARA, ALFREDO	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	STRUC PLAN CK	(310) 575-8129	ALFREDO.JARA@LACITY.ORG
JAVELONA, RAMONA	OFFICE TRAINEE ADMIN CLERK	PERMIT AND ENGINEERING	VN DIST OFFICE	(818) 374-4303	
JELKS, KANDYCE	ADMINISTRATIVE CLERK	RES MGMT	RISK & RECORDS		KANDYCE.JELKS@LACITY.ORG
JENKINS, MATTHEW	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(310) 914-3899	
JENNINGS, DAVID	SR SAFETY ENG ELEVATORS	INSPECTION	ELEV INSP	(213) 202-9832	DAVID.JENNINGS@LACITY.ORG
JENSEN, CASEY	ENGRG GEOLGST ASSOC III	INSPECTION	GRADING	(213) 482-0490	CASEY.JENSEN@LACITY.ORG
JENSEN, JAMES	SR PLUMBING INSPECTOR	INSPECTION	PLBG/MECH	(213) 482-0420	JAMES.JENSEN@LACITY.ORG
JIMENEZ, HEIDI	ACCOUNTANT	RES MGMT	FINANCIAL SVCS	(213) 202-5606	
JIMENEZ, JESSE	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 202-9882	JESSE.JIMENEZ@LACITY.ORG
JIMENEZ, JUSTIN	STUDENT PROF WORKER	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-9924	JUSTIN.JIMENEZ@LACITY.ORG
JIMENEZ, SANDI	STUDENT PROF WORKER	PERMIT AND ENGINEERING	STRUC PLAN CK	(310) 575-8181	SANDI.JIMENEZ@LACITY.ORG
JIVALAGIAN, ARMEN	STRUC ENGR ASSC IV	MANAGEMENT	CASE MANAGEMENT	(213) 482-6870	ARMEN.JIVALAGIAN@LACITY.ORG
JOHNSON, CANDACE	STUDENT PROF WORKER	MANAGEMENT	EXEC OFFICE		CANDACE.JOHNSON@LACITY.ORG
JOHNSON, CHASE	STUDENT PROF WORKER	RES MGMT	ADMIN SVCS	(213) 482-6715	
JOHNSON, DAVID	FIRE SPRINKLER INSP	INSPECTION	PLBG/MECH	(213) 482-0424	DAVID.P.JOHNSON@LACITY.ORG
JOHNSON, DUANE	BUILD INSPECTOR	CODE ENFCMNT	DIV ONE/SPEC	(213) 252-3947	DUANE.JOHNSON@LACITY.ORG
JOHNSON, JUANELDA	BUILD INSPECTOR	INSPECTION	BLDG INSP	(213) 482-0387	JUANELDA.JOHNSON@LACITY.ORG
JOHNSON, MARK	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 374-1160	MARK.X.JOHNSON@LACITY.ORG
JOHNSTON, SARAH	SR ADMINISTRATIVE CLERK	CODE ENFCMNT	BUREAU	(213) 252-3375	SARAH.JICK@LACITY.ORG
JONES, BEATRICE	ADMINISTRATIVE CLERK	RES MGMT	RISK & RECORDS	(213) 482-6762	BEATRICE.JONES@LACITY.ORG
JUACALLA, CAROLYNN	STRUC ENGR ASSC III	MANAGEMENT	EXEC OFFICE	(213) 482-0096	CAROLYNN.NEPOMUCENO@LACITY.ORG
JUAREZ, CRYSTAL	OFFICE ENGRG TECH II	PERMIT AND ENGINEERING	GREEN BUILDING DIVISION	(213) 482-7034	CRYSTAL.JUAREZ@LACITY.ORG
KALBS, JORDAN	PLUMBING INSPECTOR	INSPECTION	PLBG/MECH	(213) 482-0348	JORDAN.KALBS@LACITY.ORG
KALIBBALA, CHARLES	SR ACCOUNTANT I	RES MGMT	FINANCIAL SVCS	(213) 202-9829	CHARLES.KALIBBALA@LACITY.ORG
KAO, ANDY	INDUSTRIAL HYGIENIST	CODE ENFCMNT	ENVIRONMENTAL AFFAIRS DIVISION	(213) 252-3967	ANDY.KAO@LACITY.ORG
KARGODORIAN, JACK	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 374-1176	JACK.KARGODORIAN@LACITY.ORG

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Employee Name	Classification	Bureau	Division	Telephone	Email
KASIKARIN, GEORGE	ENVIRONMENTAL SPEC III	CODE ENFCMNT	ENVIRONMENTAL AFFAIRS DIVISION	(213) 252-3993	GEORGE.KASIKARIN@LACITY.ORG
KE, LING	DATA BASE ARCHITECT	TECH SERVICES	APP SVCS	(213) 482-0026	
KELLERMAN, MATT	SR BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(310) 914-3908	MATT.KELLERMAN@LACITY.ORG
KENNEDY, DOUGLAS	FIRE SPRINKLER INSP	INSPECTION	LAX	(213) 473-2143	DOUGLAS.KENNEDY@LACITY.ORG
KESHISH GHAZAIAN, MIKO	ELECTRCL ENGRG ASSC II	PERMIT AND ENGINEERING	ELEC ENGR	(818) 374-9998	MIKO.GHAZAIAN@LACITY.ORG
KEY, CHRISTOPHE	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV THREE/NORTH	(818) 374-9823	
KHA, LINDA	SYSTEMS PROGRAMMER III	TECH SERVICES	OPER & INFRASTR	(213) 482-0051	LINDA.KHA@LACITY.ORG
KHACHATOURIAN, MEL	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/SOUTH	(213) 978-4494	MEL.KHACHATOURIAN@LACITY.ORG
KHACHATRYAN, RUZANNA	ACCOUNTING CLERK	RES MGMT	FINANCIAL SVCS		
KHO, CYNTHIA	DEPT CHIEF ACCT IV	RES MGMT	FINANCIAL SVCS	(213) 482-6815	CYNTHIA.KHO@LACITY.ORG
KHO, JEREMIAH	MECH ENGRG ASSC II	PERMIT AND ENGINEERING	MECH PLAN CHK	(213) 482-0063	JEREMIAH.KHO@LACITY.ORG
KHOSRAVI, SINA	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-6506	SINA.KHOSRAVI@LACITY.ORG
KHUM, SAI	BUILD CIVIL ENGR I	PERMIT AND ENGINEERING	HIGH RISE & SEISMIC RETROFIT	(213) 202-9927	SAI.KHUM@LACITY.ORG
KIDD, KEVIN	SR HEATING/REFRIG INSP	INSPECTION	PLBG & HTG INSP	(310) 914-3961	KEVIN.KIDD@LACITY.ORG
KIDWELL, JOHN	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 774-4312	JOHN.KIDWELL@LACITY.ORG
KIDWELL, RONALD	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/CENTRAL	(213) 252-3055	RON.KIDWELL@LACITY.ORG
KIM, HENRY	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 774-4317	HENRY.KIM@LACITY.ORG
KIM, PETER	STRUC ENGR ASSC IV	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-6855	PETER.KIM@LACITY.ORG
KIM, STEVEN	BUILD CIVIL ENGR I	PERMIT AND ENGINEERING	STRUC PLAN CK	(818) 374-4325	STEVEN.KIM@LACITY.ORG
KIM, YOUNG	STRUC ENGR ASSC III	PERMIT AND ENGINEERING	HIGH RISE & SEISMIC RETROFIT	(213) 482-0428	YOUNG.KIM@LACITY.ORG
KIMBLE, STEVEN	PR INSPECTOR	INSPECTION	PLBG/MECH	(213) 202-9885	STEVEN.KIMBLE@LACITY.ORG
KINAR MELIKOFF, RUDOLF	STRUC ENGR ASSC III	MANAGEMENT	CASE MANAGEMENT	(818) 374-4332	RUDOLF.MELIKOFF@LACITY.ORG
KINERMON, KIMBERLY	OFFICE TRAINEE ADMIN CLERK	RES MGMT	RISK & RECORDS	(213) 482-0080	
KITCKO, JOHN	SR BUILD INSPECTOR	INSPECTION	BLDG INSP	(818) 374-1182	JOHN.KITCKO@LACITY.ORG
KLARIN, JOHN	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(310) 732-4557	JOHN.KLARIN@LACITY.ORG
KNOTTS, CHARLES	SAFETY ENGR ELEVATORS	INSPECTION	ELEV INSP	(818) 374-1147	CHARLES.KNOTTS@LACITY.ORG
KNOWLES, JOHN	PLUMBING INSPECTOR	INSPECTION	PLBG/MECH	(818) 374-1151	JOHN.KNOWLES@LACITY.ORG

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KOMANCHECK, CHRISTOPHE	STRUC ENGR ASSC III	PERMIT AND ENGINEERING	STR PLAN CK SP	(310) 732-4578	TOPHER.KOMANCHECK@LACITY.ORG
KOSKI, DAVID	ELECTRCL INSPECTOR	INSPECTION	ELEC INSP	(818) 374-1135	DAVID.KOSKI@LACITY.ORG
KUC, GEORGE	ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-0074	GEORGE.KUC@LACITY.ORG
KUEHN, WILLIAM	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 374-1162	WILLIAM.KUEHN@LACITY.ORG
KUHN, MARGARET	EXEC ADMIN ASST II	PERMIT AND ENGINEERING	ENGR BUREAU	(213) 482-0442	MARGO.KUHN@LACITY.ORG
KUHN, MICHAEL	SR BUILD INSPECTOR	INSPECTION	BLDG INSP	(213) 202-2683	MICHAEL.KUHN@LACITY.ORG
KUO, JOE	STRUC ENGR ASSC III	PERMIT AND ENGINEERING	STRUC PLAN CK	(818) 374-4388	CHON-CHIO.KUO@LACITY.ORG
LA, JOSHUA	OFFICE ENGRG TECH I	PERMIT AND ENGINEERING	STRUC PLAN CK	() -	
LADOH TIOMELA, LIONEL	STUDENT PROF WORKER	INSPECTION	BLDG INSP		LIONEL.TIOMELA@LACITY.ORG
LAI, CALVIN	STUDENT PROF WORKER	TECH SERVICES	OPER & INFRASTR		
LAM, KEN	SYSTEMS PROGRAMMER III	TECH SERVICES	OPER & INFRASTR	(213) 202-9962	KEN.LAM@LACITY.ORG
LAO, VIVIAN	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	GREEN BUILDING DIVISION	(213) 202-3429	
LARA, FRANK	ASST DEP SUP OF BLDG II	CODE ENFCMNT	BUREAU	(213) 252-3310	FRANK.LARA@LACITY.ORG
LAROCCA, NICK	SR BUILD INSPECTOR	INSPECTION	BLDG INSP	(310) 732-4553	NICK.LAROCCA@LACITY.ORG
LAY, MUI	SR ADMINISTRATIVE CLERK	INSPECTION	GRADING	(213) 482-0405	MUI.LAY@LACITY.ORG
LEE, DAVID	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/CENTRAL	(323) 526-9388	DAVID.Y.LEE@LACITY.ORG
LEE, DEAN	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-0425	DEAN.LEE@LACITY.ORG
LEE, EDMOND	ENGRG GEOLGST ASSOC III	INSPECTION	GRADING	(213) 482-0488	EDMOND.LEE@LACITY.ORG
LEE, GRACE	STUDENT PROF WORKER	PERMIT AND ENGINEERING	GREEN BUILDING DIV		
LEE, JENNIFER	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STR PLAN CK	(818) 374-4377	JENNIFER.K.LEE@LACITY.ORG
LEE, LARRY	STRUC ENGR ASSC III	PERMIT AND ENGINEERING	HIGH RISE & SEISMIC RETROFIT	(213) 482-0431	LARRY.LEE@LACITY.ORG
LEE, MEGAN	ENVIRONMENTAL SPEC II	CODE ENFCMNT	ENVIRONMENTAL AFFAIRS DIVISION	(213) 252-3344	MEGAN.LEE@LACITY.ORG
LEE, WON	SR ELECTRCL INSPECTOR	INSPECTION	ELEC INSP	(310) 732-4549	WON.LEE@LACITY.ORG
LEKO, CHRISTOPHER	SR BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/SOUTH	(213) 252-3041	CHRISTOPHER.LEKO@LACITY.ORG
LEYVA, JESUS	SAFETY ENGR ELEVATORS	INSPECTION	ELEV INSP	(213) 202-9857	JESSE.LEYVA@LACITY.ORG
LIEBREGT, PATRICK	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/CENTRAL	(213) 252-3938	
LIEU, SUEN	STRUC ENGR ASSC IV	PERMIT AND ENGINEERING	HIGH RISE & SEISMIC RETROFIT	(213) 482-0452	SUEN.LIEU@LACITY.ORG

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LIN, SHINE	OFFICE ENGRG TECH III	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-6737	SHINE.LIN@LACITY.ORG
LINKLATER, KIRK	SR BUILD MECH INSPECTOR	INSPECTION	GRADING	(310) 914-3934	KIRK.LINKLATER@LACITY.ORG
LIRA, VICTORIA	CH CLERK	RES MGMT	RISK & RECORDS	(213) 482-6757	VICTORIA.LIRA@LACITY.ORG
LIU, ANTHONY	STUDENT PROF WORKER	INSPECTION	COMMUNITY INSP	() -	
LIU, DA	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/CENTRAL	(213) 252-3042	DA.LIU@LACITY.ORG
LIU, YING	GEOTECH ENGINEER II	INSPECTION	GRADING	(213) 482-0494	YING.LIU@LACITY.ORG
LOGRASSO, THOMAS	ASST INSPECTOR III	INSPECTION	TRAINING		THOMAS.LOGRASSO@LACITY.ORG
LOMELI, WILFRED	SR ELECTRCL INSPECTOR	INSPECTION	ELEC INSP	(213) 202-0378	WILFRED.LOMELI@LACITY.ORG
LOMENZO, DENTON	PLUMBING INSPECTOR	CODE ENFCMNT	DIV ONE/CENTRAL	(213) 252-3988	DENTON.LOMENZO@LACITY.ORG
LOMONACO, BRIAN	FIRE SPRINKLER INSP	INSPECTION	PLBG/MECH	(213) 482-0336	BRIAN.LOMONACO@LACITY.ORG
LONGORIA, ANDREW	CH INSPECTOR	INSPECTION	ELEV INSP	(213) 202-3467	ANDREW.LONGORIA@LACITY.ORG
LOONEY, BRENDAN	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/CENTRAL	(213) 978-4499	BRENDAN.LOONEY@LACITY.ORG
LOPEZ, KENYA	OFFICE TRAINEE ADMIN CLERK	PERMIT AND ENGINEERING	COUNTER OPERS	(213) 482-7427	
LOPEZ, MICHAEL	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-7126	MICHAEL.X.LOPEZ@LACITY.ORG
LOPEZ, NELLY	ADMINISTRATIVE CLERK	INSPECTION	GRADING	(213) 482-0401	NELLY.LOPEZ@LACITY.ORG
LOPEZ, STEPHANIE	ELECTRCL ENGRG ASSC I	PERMIT AND ENGINEERING	ELEC ENGR	(213) 482-0068	STEPHANIE.J.LOPEZ@LACITY.ORG
LOPEZ, VERONICA	STRUC ENGR ASSC II	MANAGEMENT	COMMISSION OFFICE	(213) 482-7429	VERONICA.LOPEZ@LACITY.ORG
LOPEZ PEREZ, HAVANNA	STUDENT PROF WORKER	INSPECTION	RESTAURANT & HOSPITALITY	(213) 482-0487	HAVANNA.LOPEZPEREZ@LACITY.ORG
LOREDO, COLIN	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	GREEN BUILDING DIVISION	() -	COLIN.LOREDO@LACITY.ORG
LOREDO, JEFF	STUDENT PROF WORKER	PERMIT AND ENGINEERING	STRUC PLAN CK	(805) 268-4332	
LOVELY, CAMILLE				(213) 482-6723	
LU, FREDERICK	SR SAFETY ENG ELEVATORS	INSPECTION	ELEV INSP	(213) 202-9843	FREDERICK.LU@LACITY.ORG
LUCERO, ANGELA	STUDENT PROF WORKER	RES MGMT	BUREAU		ANGELA.R.LUCERO@LACITY.ORG
LUERA, ROBERTO	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(213) 202-3436	ROBERT.LUERA@LACITY.ORG
LUERA SIERRA, DANIEL	ADMINISTRATIVE CLERK	RES MGMT	RISK & RECORDS		DANIEL.SIERRA@LACITY.ORG
LUM, EDMUND	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV ONE/SPEC	(213) 252-3959	EDMUND.LUM@LACITY.ORG
LUNA VALENZUELA, JUAN	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(310) 914-3979	JUAN.VALENZUELA@LACITY.ORG
LUNG, MICHAEL	SR PLUMBING INSPECTOR	INSPECTION	PLBG/MECH	(310) 914-3949	MICHAEL.LUNG@LACITY.ORG

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Employee Name	Classification	Bureau	Division	Telephone	Email
LUONG, ALVIN	SYSTEMS ANALYST	TECH SERVICES	OPER & INFRASTR	(213) 202-9912	ALVIN.LUONG@LACITY.ORG
LUU, ERIC	STUDENT PROF WORKER	TECH SERVICES	OPER & INFRASTR	(213) 275-3434	
LUX, ERIC	OFFICE TRAINEE ADMIN CLERK	RES MGMT	RISK & RECORDS	(213) 482-6777	
LY, JEANNE	SYSTEMS PROGRAMMER III	TECH SERVICES	APP SVCS	(213) 482-0046	JEANNE.LY@LACITY.ORG
MAALOUF, CRYSTEL	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 978-4472	CRYSTEL.MAALOUF@LACITY.ORG
MAALOUF, NABIL	BUILD ELECTRCL ENGR II	PERMIT AND ENGINEERING	ELEC ENGR	(213) 482-0052	NABIL.MAALOUF@LACITY.ORG
MAGALLON, SAMANTHA	STUDENT PROF WORKER	CODE ENFCMNT	ENVIRONMENTAL AFFAIRS DIV	(213) 252-3941	SAMANTHA.MAGALLON@LACITY.ORG
MAGEE, DERRICK	STUDENT PROF WORKER	PERMIT AND ENGINEERING	MECH ENGR	() -	DERRICK.MAGEE@LACITY.ORG
MAGLASANG, ANSON	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(310) 732-4556	ANSON.MAGLASANG@LACITY.ORG
MAH, STEVEN	SYSTEMS ANALYST	TECH SERVICES	PROJ MGT	(213) 482-9959	STEVEN.MAH@LACITY.ORG
MALDONADO, ANTONIO	ELECTRCL ENGRG ASSC I	PERMIT AND ENGINEERING	ELEC ENGR	(213) 482-7382	
MALDONADO FIGUEROA, PAULINA	STUDENT PROF WORKER	MANAGEMENT	EXEC OFFICE		
MALKI, FUAD	MECH ENGRG ASSC I	PERMIT AND ENGINEERING	GREEN BUILDING DIVISION	(213) 482-0475	FUAD.MALKI@LACITY.ORG
MANALANSAN, ALLEN	SR STRUC ENGINEER	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-0463	ALLEN.MANALANSAN@LACITY.ORG
MANUEL, CORLETO	ACCOUNTANT	RES MGMT	FINANCIAL SVCS	(213) 482-6801	CORLETO.MANUEL@LACITY.ORG
MANZUR, YORAM	PLUMBING INSPECTOR	INSPECTION	PLBG/MECH	(213) 978-4453	YORAM.MANZUR@LACITY.ORG
MARCANO, WILFREDA	SR ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	MECH ENGR		
MARDEN, CAROL	ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	VN DIST OFFICE	(818) 374-4350	CAROL.MARDEN@LACITY.ORG
MARIANO, ADELA	ADMINISTRATIVE CLERK	INSPECTION	GRADING	(213) 482-6969	ADELA.MARIANO@LACITY.ORG
MARRUJO, JOE	BUILD MECH INSPECTOR	INSPECTION	MAT CONTROL	(213) 482-7080	JOE.MARRUJO@LACITY.ORG
MARTIN, CHAUNTEL	PR CLERK	RES MGMT	RISK & RECORDS	(213) 482-6560	CHAUNTEL.MARTIN@LACITY.ORG
MARTIN, VIOLA	SR ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	VN DIST OFFICE	(818) 374-4370	VIOLA.MARTIN@LACITY.ORG
MARTINEK, JAKE	SR ELECTRCL INSPECTOR	INSPECTION	ELEC INSP	(310) 732-4544	JAKE.MARTINEK@LACITY.ORG
MARTINEZ, ANGELICA	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STR PLAN CK	(818) 374-4335	ANGELICA.MARTINEZ@LACITY.ORG
MARTINEZ, GLENDY	STUDENT PROF WORKER	TECH SERVICES	OPER & INFRASTR	() -	
MARTINEZ, ROMAN	PLUMBING INSPECTOR	INSPECTION	PLBG/MECH	(310) 914-3947	ROMAN.MARTINEZ@LACITY.ORG
MARTINEZ RAMIREZ, KATY	BUILD INSPECTOR	INSPECTION	BLDG INSP	(213) 482-7361	KATY.RAMIREZ@LACITY.ORG
MATAMOROS, CARLOS	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(310) 914-3878	CARLOS.MATAMOROS@LACITY.ORG

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MATHIAS, BENEDICT	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/CENTRAL	(213) 252-3033	BEN.MATHIAS@LACITY.ORG
MATSON, DAVID	SR BUILD MECH INSPECTOR	INSPECTION	DIST INSP		DAVE.MATSON@LACITY.ORG
MATTILLO, JACK	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV ONE/CENTRAL	(213) 252-3928	JACK.MATTILLO@LACITY.ORG
MATTILLO, JOHN	SR BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/CENTRAL	(213) 978-4498	JOHN.MATTILLO@LACITY.ORG
MAULUPE, FAITH	PR CLERK	CODE ENFCMNT	DIV TWO/CENTRAL	(213) 252-3376	FAITH.MAULUPE@LACITY.ORG
MAULUPE, SUATAUTE	ADMINISTRATIVE CLERK	INSPECTION	COMMUNITY INSP		
MAVIZI, KATRINA	SR ADMINISTRATIVE CLERK	INSPECTION	COMMUNITY INSP	(818) 374-1103	KATRINA.MAVIZI@LACITY.ORG
MAYA FLORES, BERENICE	OFFICE ENGRG TECH II	PERMIT AND ENGINEERING	COUNTER OPERS	(323) 789-7861	BERENICE.FLORES@LACITY.ORG
MAYAGOITIA, ALIZAH	ASST INSPECTOR II	INSPECTION	TRAINING		
MC AULIFFE, DANIEL	SR BUILD INSPECTOR	INSPECTION	BLDG INSP	(213) 482-0352	DAN.MCAULIFFE@LACITY.ORG
MC NULTY, DAWN	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STRUC PLAN CK	(818) 374-4375	DAWN.MCNULTY@LACITY.ORG
MCCONNAUGHY, WILL	SR BUILD MECH INSPECTOR	TECH SERVICES	PROJ MGT	(213) 482-0049	WILL.MCCONNAUGHY@LACITY.ORG
MCCURDY, TIMOTHY	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/CENTRAL	(213) 252-3053	
MCDOWALL, ANTHONY	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(310) 914-3861	ANTHONY.MCDOWALL@LACITY.ORG
MCDOWELL, ROBERT	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(213) 482-0325	ROBERT.MCDOWELL@LACITY.ORG
MCGARRY, JOSEPH	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(213) 202-3432	JOSEPH.MCGARRY@LACITY.ORG
MCHALE, JOHN	FIRE SPRINKLER INSP	INSPECTION	PLBG/MECH		JOHN.MCHALE@LACITY.ORG
MCLAY, MICHAEL	SR HEATING/REFRIG INSP	INSPECTION	PLBG & HTG INSP	(213) 202-9893	MICHAEL.MCLAY@LACITY.ORG
MEDINA, ROSENDO	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	STR PLAN CK	(818) 374-4323	ROSENDO.MEDINA@LACITY.ORG
MEDRANO, NORLITO	OFFICE ENGRG TECH III	PERMIT AND ENGINEERING	STRUC PLAN CK	(818) 374-4328	NORLITO.MEDRANO@LACITY.ORG
MEHRAIN, NILOOFAR	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STRUC PLAN CK	(818) 374-7540	NILOOFAR.MEHRAIN@LACITY.ORG
MEISTER, CALEB	ASST INSPECTOR II	INSPECTION	TRAINING		
MEJIA, JIMMY	ELECTRCL INSPECTOR	INSPECTION	ELEC INSP	(818) 374-9998	JIMMY.MEJIA@LACITY.ORG
MELVIN, LINN	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV THREE/NORTH	(213) 482-0371	TREY.MELVIN@LACITY.ORG
MENDEZ, ALEX	ADMINISTRATIVE CLERK	RES MGMT	RISK & RECORDS	(213) 482-6548	ALEX.MENDEZ@LACITY.ORG
MENDEZ, MARCOS	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/SOUTH	(213) 252-3983	MARCOS.MENDEZ@LACITY.ORG
MENDEZ, REGINA	ADMINISTRATIVE CLERK	CODE ENFCMNT	BUREAU		
MENDEZ, TERESA	STUDENT PROF WORKER	TECH SERVICES	OPER & INFRASTR		

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MENDOZA, ALDO	SAFETY ENGR ELEVATORS	INSPECTION	ELEV INSP	(213) 482-6580	
MENDOZA, LEOPOLDO	BUILD INSPECTOR	INSPECTION	BLDG INSP		
MENDOZA, NELIA	ACCOUNTING CLERK	RES MGMT	FINANCIAL SVCS		NELIA.MENDOZA@LACITY.ORG
MERRICK, LANNY	BUILD INSPECTOR	INSPECTION	BLDG INSP		
MERTEKHANIAN, HAGOP	MECH ENGRG ASSC III	PERMIT AND ENGINEERING	GREEN BUILDING DIVISION	(213) 482-7065	HAGOP.MERTEKHANIAN@LACITY.ORG
MEYER, BRYAN	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV THREE/NORTH	(818) 374-9851	BRYAN.MEYER@LACITY.ORG
MEYROYAN, AZNIV	STUDENT PROF WORKER	PERMIT AND ENGINEERING	ENGR BUREAU		
MICHALAK, WILLIAM	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/CENTRAL	(213) 252-3925	
MIHALEV, VASIL	BUILD INSPECTOR	INSPECTION	GRADING	(213) 482-0404	VASIL.MIHALEV@LACITY.ORG
MIHRANYAN, DAVIT	STUDENT PROF WORKER	PERMIT AND ENGINEERING	EXPRESS PERMIT	(213) 482-0098	DAVIT.MIHRANYAN@LACITY.ORG
MIKANE, MICHAEL	SR BUILD INSPECTOR	INSPECTION	CASE MANAGEMENT	(213) 482-0368	MICHAEL.MIKANE@LACITY.ORG
MILBAUER, LEO	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV ONE/CENTRAL	(213) 252-3996	LEO.MILBAUER@LACITY.ORG
MILLER, BRIAN	BUILD INSPECTOR	INSPECTION	GRADING	(818) 374-4359	BRIAN.E.MILLER@LACITY.ORG
MILLS, KAITLIN	ADMINISTRATIVE CLERK	RES MGMT	RISK & RECORDS		
MINASSIANS, ROBERT	SR BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/SOUTH	(213) 252-3960	ROBERT.MINASSIANS@LACITY.ORG
MIRANDA, IDA	SR ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	ENGR BRANCH	(310) 732-4568	IDA.MIRANDA@LACITY.ORG
MIRANDA, JOHNNY	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(310) 914-3885	
MIRELES, ENRIQUE	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(213) 202-3439	RICK.MIRELES@LACITY.ORG
MIRZA, YAQUB	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STR PLAN CK	(818) 374-9938	YAQUB.MIRZA@LACITY.ORG
MISCHLICH, PATRICK	SR BUILD INSPECTOR	INSPECTION	GRADING	(213) 482-0396	PAT.MISCHLICH@LACITY.ORG
MITCHELL, WILLIAM	PR INSPECTOR	INSPECTION	ELEC INSP	(213) 482-0377	WILLIAM.MITCHELL@LACITY.ORG
MOGHRABI MARINI, BILAL	MECH ENGRG ASSC III	PERMIT AND ENGINEERING	MECH ENGR	(213) 482-7081	BILAL.MOGHRABIMARINI@LACITY.ORG
MONTES, ANDREW	STUDENT PROF WORKER	PERMIT AND ENGINEERING	MECH ENGR		
MONTES, CARLOS	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-0310	CARLOS.A.MONTES@LACITY.ORG
MONTES, CYNTHIA	OFFICE TRAINEE ADMIN CLERK	PERMIT AND ENGINEERING	COUNTER OPERS	(213) 482-6856	
MONTGOMERY, JEANNETTE	PR CLERK	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-0461	JEANNETTE.MONTGOMERY@LACITY.ORG
MONTUFAR, MANUEL	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	SOFT STORY	(213) 202-9915	MANUEL.MONTUFAR@LACITY.ORG
MORALES, BLANCA	ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	VN DIST OFFICE	(818) 374-4345	BLANCA.MORALES@LACITY.ORG

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Employee Name	Classification	Bureau	Division	Telephone	Email
MORALES, JESSICA	MANAGEMENT ASSISTANT	RES MGMT	ADMIN SVCS	(213) 482-6744	
MORALES, KEVIN	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 978-4465	KEVIN.MORALES@LACITY.ORG
MORALES, MICHELLE	OFFICE TRAINEE ADMIN CLERK	INSPECTION	COMMUNITY INSP	(213) 482-7360	
MORELOS AGUILAR, ALAN	ASST INSPECTOR II	INSPECTION	TRAINING		
MORENO, CLAUDIO	SR BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/SOUTH	(213) 978-4495	CLAUDIO.MORENO@LACITY.ORG
MORGAN, WILLIAM	PLUMBING INSPECTOR	INSPECTION	PLBG/MECH	(213) 482-7358	WILLIAMJAMES.MORGAN@LACITY.ORG
MORIMOTO, RANDALL	SYSTEMS PROGRAMMER II	TECH SERVICES	APP SVCS	(213) 482-7420	RANDALL.MORIMOTO@LACITY.ORG
MORRIS, MARY	ADMINISTRATIVE CLERK	RES MGMT	RISK & RECORDS	(213) 482-6771	MARY.MORRIS@LACITY.ORG
MOSESIAN, PETER	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STRUC PLAN CK	() -	
MOUSAKHANIAN, ALEC	STUDENT PROF WORKER	INSPECTION	DIST INSP		ALEC.MOUSAKHANIAN@LACITY.ORG
MOUSAKHANIAN, PAULINE	ADMINISTRATIVE CLERK (HT)	INSPECTION	COMMUNITY INSP	(213) 202-9840	PAULINE.MOUSAKHANIAN@LACITY.ORG
MULLER, ALAN	HEATING/REFRIG INSP	INSPECTION	PLBG & HTG INSP	(818) 374-9937	ALAN.MULLER@LACITY.ORG
MUNIZ, SERGIO	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	STR PLAN CK	(818) 374-4346	
MYRICK, DEVIN	CH INSPECTOR	INSPECTION	DIST INSP	(213) 202-3469	DEVIN.MYRICK@LACITY.ORG
NAGLE, KENNETH	SR BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(310) 914-3907	KENNETH.NAGLE@LACITY.ORG
NAJERA, MATHEW	MECH ENGRG ASSC I	PERMIT AND ENGINEERING	MECH ENGR	(213) 482-7309	MATHEW.NAJERA@LACITY.ORG
NAPIER, JEFF	CH INSPECTOR	CODE ENFCMNT	DIV TWO/CENTRAL	(213) 263-6846	JEFF.NAPIER@LACITY.ORG
NARCISO, ALYSSA	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	STRUC PLAN CK	(818) 374-4321	ALYSSA.NARCISO@LACITY.ORG
NASARELDEEN, NIAT	STUDENT PROF WORKER	TECH SERVICES	OPER & INFRASTR		
NAVE, ANDREW	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(310) 914-3886	ANDREW.NAVE@LACITY.ORG
NEIGHBORS, JOHANNA				(213) 482-6724	JOHANNA.ESPINOZA@LACITY.ORG
NEITHER, KIMBERLY	ELECTRCL INSPECTOR	INSPECTION	ELEC INSP		
NEJAD MOHTASHEMI, NEGAR	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	GREEN BUILDING DIVISION	(213) 482-0436	NEGAR.NEJAD@LACITY.ORG
NELSON, MATTHEW	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 374-1174	MATTHEW.NELSON@LACITY.ORG
NESARAJAH, GURUNATH	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	STR PLAN CK	(818) 374-4652	GURUNATH.NESARAJAH@LACITY.ORG
NEVAREZ, RAFAEL	ELECTRCL INSPECTOR	INSPECTION	ELEC INSP	(213) 482-0320	RAFAEL.NEVAREZ@LACITY.ORG
NGHIEM, QUAN	STRUC ENGR ASSC IV	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-0409	QUAN.NGHIEM@LACITY.ORG
NGO, HANH	MANAGEMENT ASSISTANT	TECH SERVICES	OPER & INFRASTR	(213) 482-7441	

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NGUYEN, BRANDON	SR SYSTEMS ANALYST II	TECH SERVICES	OPER & INFRASTR	(213) 482-0027	BRANDON.NGUYEN@LACITY.ORG
NGUYEN, CELESTE	STRUC ENGR ASSC II	MANAGEMENT	CASE MANAGEMENT	(213) 482-6855	CELESTE.NGUYEN@LACITY.ORG
NGUYEN, HELEN	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 202-9821	HELEN.NGUYEN@LACITY.ORG
NGUYEN, HOANG	ELECTRCL ENGRG ASSC I	PERMIT AND ENGINEERING	ELEC ENGR	(213) 277-4648	HOANG.D.NGUYEN@LACITY.ORG
NGUYEN, VU	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 978-4470	VU.NGUYEN@LACITY.ORG
NICIO, LORIE	MANAGEMENT ASSISTANT	RES MGMT	ADMIN SVCS		
NICOSIA, JOSEPH	SR PLUMBING INSPECTOR	INSPECTION	PLBG/MECH	(818) 374-1141	JOSEPH.NICOSIA@LACITY.ORG
NIEMCZUK, KRZYSZTOF	ELECTRCL INSPECTOR	INSPECTION	ELEC INSP	(818) 374-1134	KRZYSZTOF.NIEMCZUK@LACITY.ORG
NORMAN, DWAYNE	GEOG INFO SPECIALIST	TECH SERVICES	PROJ MGT	(213) 482-0030	DWAYNE.NORMAN@LACITY.ORG
NORRIS, CHRISTOPHE	SR HEATING/REFRIG INSP	INSPECTION	LAX	(213) 473-2142	CHRISTOPHER.NORRIS@LACITY.ORG
NOURHASHEMI, MAHNAZ	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	SOFT STORY	(213) 482-6965	
NOVAK, ALAN	BUILD INSPECTOR	INSPECTION	BLDG INSP	(310) 914-3921	ALAN.NOVAK@LACITY.ORG
NOVELO, LESLIE	OFFICE TRAINEE ADMIN CLERK	INSPECTION	COMMUNITY INSP	(213) 482-0313	
NUEZCA GABA, CATHERINE	DEPUTY SUPT OF BLDG I	PERMIT AND ENGINEERING	ENGR BUREAU	(213) 252-3902	CATHERINE.NUEZCAGABA@LACITY.ORG
ODIAZ, MARIA	ACCOUNTING CLERK	RES MGMT	FINANCIAL SVCS	(213) 482-6527	
OHARA, CINDY	SYSTEMS PROGRAMMER II	TECH SERVICES	PROJ MGT	(213) 482-0002	CINDY.OHARA@LACITY.ORG
OKE, RICHARD	SR SAFETY ENG ELEVATORS	INSPECTION	ELEV INSP	(310) 914-3967	RICHARD.OKE@LACITY.ORG
OLMOS, MATTHEW	STUDENT PROF WORKER	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-3189	MATTHEW.OLMOS@LACITY.ORG
OLSON, BRIAN	BUILD INSPECTOR	INSPECTION	GRADING	(310) 914-3936	BRIAN.OLSON@LACITY.ORG
ONG, MINH	BUILD CIVIL ENGR I	TECH SERVICES	PROJ MGT	(213) 482-0029	MINH.ONG@LACITY.ORG
OOI, JOSIEN	MANAGEMENT ANALYST	RES MGMT	ADMIN SVCS	(213) 482-6747	JOSIEN.OOI@LACITY.ORG
OPFFER, EMIL	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/SOUTH	(818) 374-9842	EMIL.OPFFER@LACITY.ORG
ORIGEL, TIFFANY	ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	VN DIST OFFICE		TIFFANY.ORIGEL@LACITY.ORG
ORNELAS, ALEJANDRO	ADMINISTRATIVE CLERK	INSPECTION	COMMUNITY INSP		
ORRANTE, DANIEL	SR BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 374-1157	DANIEL.ORRANTE@LACITY.ORG
ORTEGA, GABRIELA	STUDENT PROF WORKER	TECH SERVICES	OPER & INFRASTR		GABRIELA.ORTEGA@LACITY.ORG
OVIEDO, JONATHAN	STUDENT PROF WORKER	TECH SERVICES	OPER & INFRASTR		
OZLER, IBRAHIM	SAFETY ENGR ELEVATORS	INSPECTION	ELEV INSP	(818) 374-1146	ABE.OZLER@LACITY.ORG

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PACHECO, RONALD	BUILD INSPECTOR	INSPECTION	LAX	(213) 482-0374	RONALD.PACHECO@LACITY.ORG
PAIGE, ANGELICA	ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	COUNTER OPERS	(323) 789-2784	ANGELICA.PAIGE@LACITY.ORG
PAK, MINYE	SR STRUC ENGINEER	PERMIT AND ENGINEERING	DISABLED ACCESS	(213) 482-0453	MINYE.PAK@LACITY.ORG
PALACIOS, MICA	ADMINISTRATIVE CLERK	INSPECTION	COMMUNITY INSP	(213) 202-3120	MICA.PALACIOS@LACITY.ORG
PALMA, JEROME	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STR PLAN CK	(818) 374-4383	JEROME.MAGAT.PALMA@LACITY.ORG
PANGILINAN, EMMA	SR ACCOUNTANT II	RES MGMT	FINANCIAL SVCS	(213) 482-6802	EMMA.PANGILINAN@LACITY.ORG
PANGILINAN, GRACE	ACCOUNTANT	RES MGMT	FINANCIAL SVCS		
PARAMO, OSVALDO	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(213) 202-3124	OSVALDO.PARAMO@LACITY.ORG
PARD, JEFFREY	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 774-4319	JEFFREY.PARD@LACITY.ORG
PASCUA, ERWIN	STRUC ENGR ASSC III	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-0355	ERWIN.PASCUA@LACITY.ORG
PATEL, PINANK	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STRUC PLAN CK	(818) 374-4331	PINANK.PATEL@LACITY.ORG
PELAEZ, TONY	SR MGMT ANALYST II	RES MGMT	FINANCIAL SVCS	(213) 482-6766	TONY.PELAEZ@LACITY.ORG
PELHAM, MICHAEL	BUILD MECH INSPECTOR	INSPECTION	TRAINING	(213) 482-7278	MICHAEL.PELHAM@LACITY.ORG
PELONERO, CATHERINE	ACCOUNTING CLERK	RES MGMT	FINANCIAL SVCS	(213) 482-6528	CATHERINE.PELONERO@LACITY.ORG
PENERA, KAREN	MANAGEMENT ANALYST	PERMIT AND ENGINEERING	MECH ENGR	(213) 482-6749	KAREN.PENERA@LACITY.ORG
PENICHE, FELIPE	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV THREE/NORTH	(818) 374-9825	FELIPE.X.PENICHE@LACITY.ORG
PEREZ, BENJAMIN	SAFETY ENGR ELEVATORS	INSPECTION	ELEV INSP	(213) 202-9836	BENJAMIN.PEREZ@LACITY.ORG
PEREZ, JOSEPH	SR ADMINISTRATIVE CLERK	CODE ENFCMNT	DIV TWO/CENTRAL	(213) 252-3973	JOSEPH.A.PEREZ@LACITY.ORG
PEREZ, MICHAEL	STRUC ENGR ASSC III	MANAGEMENT	EXEC OFFICE	(213) 482-6520	MICHAEL.X.PEREZ@LACITY.ORG
PEREZ, MONIQUE	ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	EXPRESS PERMIT	(213) 482-6841	MONIQUE.I.PEREZ@LACITY.ORG
PEREZ SILVA, SERGIO	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STRUC PLAN CK	(310) 575-8077	SERGIO.PEREZSILVA@LACITY.ORG
PESHEK, BARRY	OFFICE ENGRG TECH II	PERMIT AND ENGINEERING	STR PLAN CK	(818) 374-4371	BARRY.PESHEK@LACITY.ORG
PHAN, BINH	ASST DEP SUP OF BLDG II	PERMIT AND ENGINEERING	ENGR BUREAU	(213) 482-6706	BINH.PHAN@LACITY.ORG
PHAN, TUNG	DATA BASE ARCHITECT	TECH SERVICES	APP SVCS		
PHILLIPS, RICKEY	ELECTRCL INSPECTOR	INSPECTION	ELEC INSP	(818) 374-1130	RICKEY.PHILLIPS@LACITY.ORG
PINA, STEVEN	ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	COUNTER OPERS	(213) 482-6860	STEVEN.PINA@LACITY.ORG
PINEDA, EMILY	ADMINISTRATIVE CLERK	RES MGMT	PERSONNEL	(213) 482-6722	EMILY.PINEDA@LACITY.ORG
PINEDA, JESUS	ASST INSPECTOR II	INSPECTION	TRAINING	(213) 252-3375	JESUS.PINEDA@LACITY.ORG

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Employee Name	Classification	Bureau	Division	Telephone	Email
PINEDA, REY	SR ADMINISTRATIVE CLERK	TECH SERVICES	OPER & INFRASTR	(213) 482-7421	REY.PINEDA@LACITY.ORG
PINEDO, SALVADOR	HEATING/REFRIG INSP	INSPECTION	PLBG & HTG INSP	(818) 374-1148	SALVADOR.PINEDO@LACITY.ORG
PISHEHVAR, HAMID	SR BUILD INSPECTOR	INSPECTION	BLDG INSP	(213) 202-9810	HAMID.PISHEHVAR@LACITY.ORG
PIVNIK, JORDAN	FIRE SPRINKLER INSP	INSPECTION	MAT CONTROL		
PODPORA, MARIAN	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/SOUTH	(213) 978-4500	MARIAN.PODPORA@LACITY.ORG
POLDER, ADAM	ELECTRCL INSPECTOR	INSPECTION	ELEC INSP	(213) 202-3133	ADAM.POLDER@LACITY.ORG
POMISH, GREGORY	SR BUILD INSPECTOR	INSPECTION	BLDG INSP	(213) 482-0360	GREGORY.POMISH@LACITY.ORG
PONGQUAN SIEVEK, SOMAPUN	SR MGMT ANALYST I	RES MGMT	ADMIN SVCS	(213) 482-6748	SOMAPUN.PONGQUAN@LACITY.ORG
POOL TAMAYO, IRENE	MECH ENGRG ASSC III	PERMIT AND ENGINEERING	MECH ENGR	(213) 482-0065	IRENE.POOL@LACITY.ORG
PORTER, DORIS	ADMINISTRATIVE CLERK	RES MGMT	RISK & RECORDS	(213) 482-6553	DORIS.PORTER@LACITY.ORG
PORTILLO, LILIANA	ASST INSPECTOR II	INSPECTION	TRAINING		
PORTILLO, SAMUEL	SR BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/SOUTH	(213) 978-4495	SAM.PORTILLO@LACITY.ORG
POURHASSAN, JAHANSHAH	BUILD CIVIL ENGR II	PERMIT AND ENGINEERING	STR PLAN CK	(310) 575-8096	JOHN.POURHASSAN@LACITY.ORG
POWELL, TIMOTHY	BUILD INSPECTOR	INSPECTION	GRADING	(818) 374-4357	TIMOTHY.POWELL@LACITY.ORG
POWELL II, CHARLES	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 374-9931	CHARLES.POWELL@LACITY.ORG
POWERS, JAMES	SR BUILD INSPECTOR	INSPECTION	BLDG INSP	(213) 482-0361	JAMES.POWERS@LACITY.ORG
PREZA, ENRIQUE	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/SOUTH	(213) 978-4513	ENRIQUE.PREZA@LACITY.ORG
PUKHALSKY, VICTOR	ELECTRCL INSPECTOR	INSPECTION	ELEC INSP	(213) 202-3132	VICTOR.PUKHALSKY@LACITY.ORG
PULIDO, ARMANDO	PLUMBING INSPECTOR	INSPECTION	PLBG/MECH	(213) 482-7228	ARMANDO.PULIDO@LACITY.ORG
PULIDO, SARAH	ADMINISTRATIVE CLERK	MANAGEMENT	CASE MANAGEMENT	(213) 482-6864	SARAH.PULIDO@LACITY.ORG
QUACH, JONATHAN	BUILD INSPECTOR	INSPECTION	MAT CONTROL	(213) 202-3472	JONATHAN.QUACH@LACITY.ORG
QUACH, MATTHEW	OFFICE ENGRG TECH II	TECH SERVICES	OPER & INFRASTR	(213) 202-9960	MATTHEW.Y.QUACH@LACITY.ORG
QUALEY, PATRICK	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/CENTRAL	(213) 252-3035	PATRICK.QUALEY@LACITY.ORG
QUINTANILLA, SALVADOR	STRUC ENGR ASSC II	MANAGEMENT	CASE MANAGEMENT	(213) 482-0471	SALVADOR.QUINTANILLA@LACITY.ORG
QUIRANTE, LAWRENCE	STRUC ENGR ASSC III	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-0454	LAWRENCE.QUIRANTE@LACITY.ORG
QUIROZ, TRACI	EXEC ADMIN ASST II	MANAGEMENT	EXEC OFFICE	(213) 482-6713	TRACI.QUIROZ@LACITY.ORG
RAAD, GLEN	GEOTECH ENGINEER I	INSPECTION	GRADING	(213) 482-0484	GLEN.RAAD@LACITY.ORG
RAAP, STANLEY	STRUC ENGR ASSC III	PERMIT AND ENGINEERING	PLAN CHECK	(213) 482-0084	STANLEY.RAAP@LACITY.ORG

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RABUCHIN, JENNIFER	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 374-1179	JENNIFER.RABUCHIN@LACITY.ORG
RAFOLS, JOSEPH	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	SOFT STORY	(213) 482-7371	
RAMIREZ, ALFRED	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STR PLAN CK WLA		
RAMIREZ, JOSHUA	STUDENT PROF WORKER	RES MGMT	ADMIN SVCS	(213) 482-7119	
RAMIREZ, MONICA	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 202-5466	MONICA.RAMIREZ@LACITY.ORG
RAMIREZ, NOEL	PLUMBING INSPECTOR	INSPECTION	PLBG/MECH	(213) 482-0347	NOEL.RAMIREZ@LACITY.ORG
RAMIREZ SOLIS, RICARDO	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	COUNTER OPERS	(323) 798-2829	RICARDO.X.RAMIREZ@LACITY.ORG
RAMOS, GEORGE	ADMINISTRATIVE CLERK	RES MGMT	FINANCIAL SVCS	(213) 482-6950	GEORGE.RAMOS@LACITY.ORG
RAMOS, JAVIER	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV ONE/CENTRAL	(213) 252-3058	JAVIER.RAMOS@LACITY.ORG
RAMOS, KEVIN	STUDENT PROF WORKER	PERMIT AND ENGINEERING	STRUC PLAN CK		KEVIN.N.RAMOS@LACITY.ORG
RAMOS JR, JAVIER	ASST INSPECTOR IV	INSPECTION	TRAINING		
RAND, GLEN	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/SOUTH	(213) 252-3957	GLEN.RAND@LACITY.ORG
RANGEL, SAMANTHA	ADMINISTRATIVE CLERK	INSPECTION	COMMUNITY INSP		
RATH, BIDYUT K.	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	SOFT STORY	(213) 482-0456	BIDYUT.RATH@LACITY.ORG
RAUDA, EDWIN	OFFICE ENGRG TECH I	TECH SERVICES	OPER & INFRASTR	(213) 482-6814	EDWIN.RAUDA@LACITY.ORG
RAVELLO, KENNETH	SR SAFETY ENG PRESS VES	INSPECTION	PRES VES INSP	(213) 202-9854	KENNETH.RAVELLO@LACITY.ORG
RAYGOZA, KATHLEEN	CH CLERK	PERMIT AND ENGINEERING	ENGR BUREAU	(213) 482-6847	KATHLEEN.RAYGOZA@LACITY.ORG
RAZO, TERESA	SR ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	COUNTER OPERS	(213) 482-6853	TERESA.RAZO@LACITY.ORG
REAVES, NABRIA	MANAGEMENT ASSISTANT	RES MGMT	ADMIN SVCS	(213) 482-0023	
REFAHI, KAVIAN	STRUC ENGR ASSC III	PERMIT AND ENGINEERING	STRUC PLAN CK	(310) 575-8126	KAVIAN.REFAHI@LACITY.ORG
REID, NEVILLE	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/CENTRAL	(213) 482-6887	NEVILLE.REID@LACITY.ORG
REYES, CIRILO	SR SAFETY ENG PRESS VES	INSPECTION	PRES VES INSP	(213) 202-9852	CIRILO.REYES@LACITY.ORG
REYES, DEAN RYAN	STRUC ENGR ASSC III	MANAGEMENT	CASE MANAGEMENT	(213) 847-3774	DEAN.REYES@LACITY.ORG
RIES, TED	SR BUILD INSPECTOR	INSPECTION	BLDG INSP	(310) 914-3917	TED.RIES@LACITY.ORG
RINALDI, SCOTT	ELECTRCL INSPECTOR	INSPECTION	ELEC INSP	(310) 914-3939	
RINCON QUINONES, LUIS	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	STR PLAN CK	(818) 374-4361	LUIS.J.RINCON@LACITY.ORG
RIVAS, GILBERTO	ADMINISTRATIVE CLERK	INSPECTION	COMMUNITY INSP	(310) 914-3903	GILBERTO.RIVAS@LACITY.ORG
RIVERA, DESIREE	ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	COUNTER OPERS	(213) 482-6854	DESIREE.RIVERA@LACITY.ORG

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Employee Name	Classification	Bureau	Division	Telephone	Email
RIVERA, FREDDIE	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(213) 202-3479	FREDDIE.RIVERA@LACITY.ORG
ROBERTS, KENNETH	BUILD INSPECTOR	INSPECTION	CASE MANAGEMENT	(818) 374-1132	KENNETH.ROBERTS@LACITY.ORG
ROBINSON, ANTHONY	SAFETY ENGR ELEVATORS	INSPECTION	ELEV INSP	(213) 482-6521	ANTHONY.ROBINSON@LACITY.ORG
ROBINSON, AREANIA	ADMINISTRATIVE CLERK	RES MGMT	RISK & RECORDS		
ROBINSON, NICOLE	SR ADMINISTRATIVE CLERK	INSPECTION	COMMUNITY INSP	(310) 914-3900	NICOLE.ROBINSON@LACITY.ORG
ROBLES, MARIA	ELECTRCL ENGRG ASSC III	PERMIT AND ENGINEERING	ELEC ENGR		
ROBLES, RICHARD	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV THREE/NORTH	(213) 252-3337	
ROBLES, SUSIE	EXEC ADMIN ASST III	MANAGEMENT	EXEC OFFICE	(213) 482-6800	SUSIE.ROBLES@LACITY.ORG
RODRIGUES, VANESSA	STUDENT PROF WORKER	INSPECTION	BLDG INSP		VANESSA.RODRIGUES@LACITY.ORG
RODRIGUEZ, ANGEL	OFFICE TRAINEE ADMIN CLERK	RES MGMT	RISK & RECORDS		
RODRIGUEZ, DANNY	SR BUILD INSPECTOR	INSPECTION	BLDG INSP	(818) 374-1109	DANIEL.RODRIGUEZ@LACITY.ORG
RODRIGUEZ, EDUARDO	STRUC ENGR ASSC IV	MANAGEMENT	CASE MANAGEMENT	(213) 473-2147	EDUARDO.RODRIGUEZ@LACITY.ORG
RODRIGUEZ, HECTOR	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/SOUTH	(213) 978-4496	HECTOR.RODRIGUEZ@LACITY.ORG
RODRIGUEZ, JESUS	ASST INSPECTOR II	INSPECTION	TRAINING		
RODRIGUEZ, RICK	SR BUILD INSPECTOR	INSPECTION	SPECIALTY INSP	(213) 482-0345	RICK.RODRIGUEZ@LACITY.ORG
RODRIGUEZ, RUBEN	ACCOUNTING CLERK	RES MGMT	FINANCIAL SVCS		
RODRIGUEZ, SERGIO	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV ONE/CENTRAL	(213) 252-3987	SERGIO.RODRIGUEZ@LACITY.ORG
RODRIGUEZ MENDOZA, GERMAN	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(310) 914-3863	GERMAN.RODRIGUEZMENDOZA@LACITY.ORG
ROJAS, MICHAEL	ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	STRUC PLAN CK		
ROJAS, NATALIE	ASST INSPECTOR IV	INSPECTION	TRAINING		
ROQUE, RONALD	ENVIRONMENTAL SPEC II	CODE ENFCMNT	ENVIRONMENTAL AFFAIRS DIVISION	(213) 252-3336	RON.ROQUE@LACITY.ORG
ROSAS, RAPHAEL	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STRUC PLAN CK	(818) 374-4327	RAPHAEL.ROSAS@LACITY.ORG
ROSE, WILLIAM	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(310) 732-4559	WILLIAM.ROSE@LACITY.ORG
ROSEN, MARTIN	ENVIRONMENTAL SUPVR I	CODE ENFCMNT	ENVIRONMENTAL AFFAIRS DIVISION	(213) 252-3936	MARTIN.ROSEN@LACITY.ORG
ROSENBERG, MICHAEL	BUILD INSPECTOR	INSPECTION	ADMIN/SPEC INSP	(213) 202-9859	MIKE.ROSENBERG@LACITY.ORG
ROSIQUE, JASON	ELECTRCL INSPECTOR	INSPECTION	LAX	(213) 473-2150	JASON.ROSIQUE@LACITY.ORG
ROSS, WILLIE	SR BUILD MECH INSPECTOR	CODE ENFCMNT	DIV THREE/NORTH	(818) 374-9837	WILLIE.ROSS@LACITY.ORG

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Employee Name	Classification	Bureau	Division	Telephone	Email
RUANTHONG, SUTTHIPHON	ELECTRCL ENGRG ASSC II	PERMIT AND ENGINEERING	ELEC ENGR	(818) 374-4341	SUTTHIPHON.RUANTHONG@LACITY.ORG
RUDE, MARK	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/CENTRAL	(818) 230-0288	MARK.RUDE@LACITY.ORG
RUIZ, PRISCILLA	ADMINISTRATIVE CLERK	RES MGMT	FINANCIAL SVCS	(213) 202-5602	PRISCILLA.RUIZ@LACITY.ORG
RUMPF, MARSHALL	SR BUILD MECH INSPECTOR	CODE ENFCMNT	DIV THREE/NORTH	(818) 374-9820	MARSHALL.RUMPF@LACITY.ORG
SAGEN, JOSEPH	BUILD MECH INSPECTOR	INSPECTION	DIST INSP		JOSEPH.SAGEN@LACITY.ORG
SAGORY, LIZETH	ADMINISTRATIVE CLERK	RES MGMT	RISK & RECORDS	(213) 482-6551	LIZETH.SAGORY@LACITY.ORG
SALAH EDDINE, ADEL	ASST DEP SUP OF BLDG II	PERMIT AND ENGINEERING	GREEN BUILDING DIVISION	(213) 482-0053	ADEL.SALAH-EDDINE@LACITY.ORG
SALAMON, BISHOY	ELECTRCL ENGRG ASSC I	PERMIT AND ENGINEERING	ELEC ENGR		BISHOY.SALAMON@LACITY.ORG
SALAS, RUBEN	SR BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(213) 482-6962	RUBEN.SALAS@LACITY.ORG
SALAZAR, CRISTINA	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STR PLAN CK	(213) 482-7141	CRISTINA.SALAZAR@LACITY.ORG
SALAZAR, RYAN	ASST INSPECTOR II	INSPECTION	TRAINING		
SALINAS, DAVID	PLUMBING INSPECTOR	INSPECTION	PLBG/MECH	(310) 914-3951	DAVID.SALINAS@LACITY.ORG
SALUMBIDES, VERONICA	CH MANAGEMENT ANALYST	RES MGMT	BUREAU	(213) 482-6782	VERONICA.SALUMBIDES@LACITY.ORG
SAMIIAN, RODNEY	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STRUC PLAN CK	(818) 374-4393	RODNEY.SAMIIAN@LACITY.ORG
SAN AGUSTIN, MELITON	SAFETY ENGR PRESS VES	INSPECTION	PRES VES INSP	(213) 202-9851	MELITON.SANAGUSTIN@LACITY.ORG
SAN JUAN, DANIEL	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	SOFT STORY	(213) 202-2635	DANIEL.SANJUAN@LACITY.ORG
SANCHEZ, ANDREA	ADMINISTRATIVE CLERK	RES MGMT	RISK & RECORDS	(818) 374-4300	
SANCHEZ, CAMERON					
SANCHEZ, CAMERON	ADMINISTRATIVE CLERK	INSPECTION	COMMUNITY INSP		
SANCHEZ, DANIEL	PR INSPECTOR	CODE ENFCMNT	DIV TWO/CENTRAL	(213) 252-3926	DANIEL.SANCHEZ@LACITY.ORG
SANCHEZ, GUINEVERE	ADMINISTRATIVE CLERK	TECH SERVICES	OPER & INFRASTR	(213) 202-9923	GUINEVERE.SANCHEZ@LACITY.ORG
SANDERS, TROY	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV THREE/NORTH	(818) 774-4308	
SANDOVAL, DAVID	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 774-4319	DAVID.SANDOVAL@LACITY.ORG
SANTIAGO, HANSANDREW	STRUC ENGR ASSC III	PERMIT AND ENGINEERING	SOFT STORY	(213) 202-2691	ANDREW.H.SANTIAGO@LACITY.ORG
SAOUD, TARIK	STRUC ENGR ASSC III	PERMIT AND ENGINEERING	STRUC PLAN CK	(310) 575-8097	TARIK.SAOUD@LACITY.ORG
SARGSYAN, ARTHUR	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(213) 202-3252	ARTHUR.SARGSYAN@LACITY.ORG
SARGSYAN, KEVIN	BUILD MECH INSPECTOR	INSPECTION	GRADING	(310) 914-3897	
SARGSYAN, STELLA	ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-0455	STELLA.SARGSYAN@LACITY.ORG

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Employee Name	Classification	Bureau	Division	Telephone	Email
SARKISIAN, VARAND	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	SOFT STORY	(213) 202-2638	VARAND.SARKISIAN@LACITY.ORG
SCANTLIN, DAVID	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 774-4312	
SCHINDLER, RICHARD	SR ELECTRCL INSPECTOR	INSPECTION	ELEC INSP	(818) 374-1131	RICHARD.SCHINDLER@LACITY.ORG
SCHNEIDEREIT, DANIEL	ENGRG GEOLOGIST II	INSPECTION	GRADING	(213) 482-0430	DANIEL.SCHNEIDEREIT@LACITY.ORG
SCHULZINGER, MICHAEL	SR BUILD MECH INSPECTOR	CODE ENFCMNT	DIV ONE/SPEC	(213) 252-3962	MIKE.SCHULZINGER@LACITY.ORG
SERVIN, ALBERT	STRUC ENGR ASSC II	MANAGEMENT	CASE MANAGEMENT	(213) 482-7339	ALBERT.SERVIN@LACITY.ORG
SEZER, FARUK	BUILD CIVIL ENGR I	PERMIT AND ENGINEERING	DISABLED ACCESS	(213) 482-0093	FARUK.SEZER@LACITY.ORG
SHAH, PRANITA	STRUC ENGR ASSC III	MANAGEMENT	CASE MANAGEMENT	(213) 482-6849	PRANITA.SHAH@LACITY.ORG
SHAHMIRI, SEAN	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	STR PLAN CK		
SHAHRESTANI, MANOUCHEHR	MECH ENGRG ASSOC IV	PERMIT AND ENGINEERING	MECH ENGR	(213) 482-6940	MIKE.SHAHRESTANI@LACITY.ORG
SHARIFJOO, PETER	STUDENT PROF WORKER	TECH SERVICES	OPER & INFRASTR		
SHAYESTEH, YASAMAN	ADMINISTRATIVE CLERK	RES MGMT	FINANCIAL SVCS		
SHEETS, JASON	ACCOUNTING CLERK	RES MGMT	FINANCIAL SVCS	(213) 482-6828	
SHELLY, ROBERT	SR BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(310) 914-3906	BOBBY.SHELLY@LACITY.ORG
SHENASI, MARJAN	STRUC ENGR ASSC III	PERMIT AND ENGINEERING	STRUC PLAN CK	(310) 575-8091	MARJAN.SHENASI@LACITY.ORG
SHI, CHUN	ACCOUNTING CLERK	RES MGMT	FINANCIAL SVCS		
SHIA, TERENCE	CLERK STENO	RES MGMT	FINANCIAL SVCS	(213) 482-6809	
SHIAH, LARRY	PROGR ANALYST IV	TECH SERVICES	APP SVCS	(213) 482-0036	LARRY.SHIAH@LACITY.ORG
SIBLEY, JASON	SR BUILD MECH INSPECTOR	CODE ENFCMNT	DIV THREE/NORTH	(818) 374-9853	JASON.SIBLEY@LACITY.ORG
SIGEE, SHIRL	ADMINISTRATIVE CLERK	INSPECTION	COMMUNITY INSP		
SIMONA, JONATHAN	SYSTEMS ANALYST	TECH SERVICES	OPER & INFRASTR	(213) 202-9913	JONATHAN.SIMONA@LACITY.ORG
SIMONDS, KEVIN	SR FIRE SPRINKLER INSP	INSPECTION	PLBG/MECH	(213) 482-7207	KEVIN.SIMONDS@LACITY.ORG
SIMONS, RICHARD	SR BUILD MECH INSPECTOR	CODE ENFCMNT	DIV THREE/NORTH	(818) 374-9864	RICHARD.SIMONS@LACITY.ORG
SIMPSON, ANTHONY	ELECTRCL INSPECTOR	INSPECTION	ELEC INSP	(213) 202-3130	ANTHONY.SIMPSON@LACITY.ORG
SMAY, STEVE	ELECTRCL INSPECTOR	INSPECTION	ELEC INSP	(213) 482-0343	STEVE.SMAY@LACITY.ORG
SMITH, KENNETH	SR SYSTEMS ANALYST I	TECH SERVICES	OPER & INFRASTR	(213) 202-3101	KENNETH.SMITH@LACITY.ORG
SMITH, MICHAEL	PR INSPECTOR	INSPECTION	DIST INSP	(818) 374-1155	MICHAEL.SMITH@LACITY.ORG
SMITH, TIMOTHY	MECH ENGRG ASSC II	PERMIT AND ENGINEERING	MECH ENGR	(213) 482-7022	TIMOTHY.SMITH@LACITY.ORG

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Employee Name	Classification	Bureau	Division	Telephone	Email
SOE, AUNG	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-7364	AUNG.SOE@LACITY.ORG
SOLIS, RYAN	MANAGEMENT ANALYST	RES MGMT	ADMIN SVCS	(213) 482-7318	RYAN.SOLIS@LACITY.ORG
SPENCER, DERRICK	SR BUILD INSPECTOR	INSPECTION	BLDG INSP	(310) 914-3919	DERRICK.SPENCER@LACITY.ORG
SPRINGER, JOHN	ELECTRCL INSPECTOR	INSPECTION	ELEC INSP	(310) 914-3944	JOHN.SPRINGER@LACITY.ORG
STARK, SHERMAN	WAREHOUSE & T/R WKR I	RES MGMT	FINANCIAL SVCS	(213) 482-6808	SHERMAN.STARK@LACITY.ORG
STEINBACH, RICHARD	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(213) 202-3412	RICHARD.STEINBACH@LACITY.ORG
STEPANYAN, DAVID	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 774-4302	DAVID.STEPANYAN@LACITY.ORG
STEPHENS, JOHN	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV ONE/CENTRAL	(213) 252-3980	JOHN.STEPHENS@LACITY.ORG
STEWART, ZEYDI	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV ONE/CENTRAL	(213) 252-3984	
STOICA, DAN	GEOTECH ENGINEER I	INSPECTION	GRADING	(213) 482-0457	DAN.STOICA@LACITY.ORG
STUTSMAN, BILL	STRUC ENGR ASSC IV	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-0453	BILL.STUTSMAN@LACITY.ORG
SUAREZ, CYNTHIA	ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	VN DIST OFFICE		CYNTHIA.CARRASCO@LACITY.ORG
SUEN, WING KAM	STRUCTURAL ENGINEER	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 202-5406	WING.SUEN@LACITY.ORG
SULLIVAN, BRIAN	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(213) 202-3461	BRIAN.SULLIVAN@LACITY.ORG
SUM, MARY	ACCOUNTING CLERK	RES MGMT	FINANCIAL SVCS	(213) 482-6818	MARY.SUM@LACITY.ORG
SUMMERS, JASON	SR BUILD INSPECTOR	INSPECTION	TRAINING	(213) 482-6794	JASON.SUMMERS@LACITY.ORG
SUNSERI, DONALD	SR BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 774-4334	DONALD.SUNSERI@LACITY.ORG
SUNSERI, ROBERT	SR BUILD MECH INSPECTOR	CODE ENFCMNT	DIV THREE/NORTH	(818) 374-9857	ROBERT.SUNSERI@LACITY.ORG
SUPANYACHOTSKUL, SOMKIAT	OFFICE ENGRG TECH II	PERMIT AND ENGINEERING	STRUC PLAN CK	(310) 575-8116	SOMKIAT.SUPANYACHOTSKUL@LACITY.ORG
SUZUKI, CHIHARU	BUILD CIVIL ENGR I	PERMIT AND ENGINEERING	STRUC PLAN CK	(310) 575-8080	CHIHARU.SUZUKI@LACITY.ORG
SVETICH, TAMERA	BUILD CIVIL ENGR II	PERMIT AND ENGINEERING	STRUC PLAN CK	(818) 374-4373	TAMERA.SVETICH@LACITY.ORG
SWANSON, STEPHANIE	ASST INSPECTOR II	INSPECTION	TRAINING		
TABIRARA, CHRISTINA	PR ACCOUNTANT II	RES MGMT	FINANCIAL SVCS	(213) 482-6804	CHRISTINA.TABIRARA@LACITY.ORG
TABLAN, MARK	APPLICATIONS PROGRAMMER	TECH SERVICES	APP SVCS	(213) 482-0382	
TAGUINES, RYAN JAMES	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/SOUTH	(213) 482-0069	RYAN.TAGUINES@LACITY.ORG
TAMASHIRO, BRYAN				(213) 482-6730	BRYAN.TAMASHIRO@LACITY.ORG
TAN, JESSIE	PROGR ANALYST IV	TECH SERVICES	APP SVCS	(213) 202-9958	JESSIE.TAN@LACITY.ORG
TANG, ANNIE	ADMINISTRATIVE CLERK	INSPECTION	COMMUNITY INSP	() -	

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Employee Name	Classification	Bureau	Division	Telephone	Email
TANG, JENNY	STUDENT PROF WORKER	TECH SERVICES	OPER & INFRASTR	() -	
TANGONAN, JEFFREY	STRUC ENGR ASSC III	PERMIT AND ENGINEERING	STR PLAN CK	(818) 374-4369	JEFFREY.TANGONAN@LACITY.ORG
TARAKHCHYAN, OGANES	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(310) 914-3892	
TAYLOR, JOSEPH	SR FIRE SPRINKLER INSP	INSPECTION	PLBG/MECH	(818) 374-9935	JOSEPH.TAYLOR@LACITY.ORG
TCHANG, JOHN	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/SOUTH	(213) 252-3965	
TEJADA, MANUEL	BUILD MECH INSPECTOR	INSPECTION	GRADING	(818) 374-4354	MANUEL.TEJADA@LACITY.ORG
TELMI, GARO	STRUC ENGR ASSC IV	MANAGEMENT	CASE MANAGEMENT	(213) 482-0416	GARO.TELMI@LACITY.ORG
TEMPLE, MICHAEL	SR BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 374-1158	MICHAEL.TEMPLE@LACITY.ORG
TENG, LILY	BUILD CIVIL ENGR I	MANAGEMENT	CASE MANAGEMENT	(213) 482-6871	LILY.TENG@LACITY.ORG
TERVALON, GINA				(213) 482-6720	GINA.TERVALON@LACITY.ORG
THAMIZ, LISA	STUDENT PROF WORKER	PERMIT AND ENGINEERING	STRUC PLAN CK		
THOMAS, ADIMIKA	ACCOUNTING CLERK	RES MGMT	FINANCIAL SVCS	(213) 482-6950	ADIMIKA.THOMAS@LACITY.ORG
THOMAS, HOSIE				(213) 482-6728	HOSIE.THOMAS@LACITY.ORG
THOMAS, ROBERT	ELECTRCL INSPECTOR	INSPECTION	ELEC INSP	(213) 202-3134	ROBERT.THOMAS@LACITY.ORG
THOMPSON, ASHLEY	ASST INSPECTOR II	INSPECTION	TRAINING		
THOMPSON, DAVID	ENVIRN AFFRS OFC	CODE ENFCMNT	ENVIRONMENTAL AFFAIRS DIVISION	(213) 252-3932	DAVID.THOMPSON@LACITY.ORG
THOMPSON, WILLIAM	SR BUILD INSPECTOR	INSPECTION	CASE MANAGEMENT	(213) 482-0370	WILLIAM.THOMPSON@LACITY.ORG
TIEN, LYNNE	STUDENT PROF WORKER	TECH SERVICES	OPER & INFRASTR		
TIKKA, ROY	HEATING/REFRIG INSP	INSPECTION	PLBG & HTG INSP	(213) 482-7323	ROY.TIKKA@LACITY.ORG
TILK, MICHAEL	SR ELECTRCL INSPECTOR	INSPECTION	ELEC INSP	(310) 914-3942	MICHAEL.TILK@LACITY.ORG
TJIA, SULASTRI	OFFICE ENGRG TECH III	PERMIT AND ENGINEERING	STR PLAN CK	(818) 374-4368	SULASTRI.TJIA@LACITY.ORG
TODD, BRUCE	PR INSPECTOR	CODE ENFCMNT	DIV TWO/SOUTH	(213) 978-4502	BRUCE.TODD@LACITY.ORG
TODD, CHET	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV ONE/CENTRAL	(213) 252-3980	CHET.TODD@LACITY.ORG
TOLEDO, GUADALUPE	FIRE SPRINKLER INSP	INSPECTION	LAX	(213) 473-2143	GUADALUPE.TOLEDO@LACITY.ORG
TOLENTINO, DANNY	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(310) 914-3868	DANNY.TOLENTINO@LACITY.ORG
TOMS, ELIZABETH	OFFICE ENGRG TECH II	PERMIT AND ENGINEERING	DISABLED ACCESS	(213) 202-3420	ELIZABETH.TOMS@LACITY.ORG
TONGSON, HENRY	ACCOUNTING CLERK	RES MGMT	FINANCIAL SVCS	(213) 482-6950	HENRY.TONGSON@LACITY.ORG
TORRES, ABEL	ELECTRCL INSPECTOR	INSPECTION	ELEC INSP		

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Employee Name	Classification	Bureau	Division	Telephone	Email
TOWNSEND, ANSINEE	SR ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-7287	ANSINEE.D.SMITH@LACITY.ORG
TRAN, ANDRE	STUDENT PROF WORKER	RES MGMT	BUREAU		
TRAN, JASON	MECH ENGRG ASSC II	PERMIT AND ENGINEERING	MECH ENGR	(818) 374-4363	JASON.TRAN@LACITY.ORG
TRAN, WILSON	SYSTEMS ANALYST	TECH SERVICES	OPER & INFRASTR	(213) 482-7411	
TREMBLE, YVONNE	SR ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	WLA DIST OFFICE	() -	YVONNE.TREMBLE@LACITY.ORG
TRINH, DINH	SYSTEMS ANALYST	TECH SERVICES	OPER & INFRASTR	(213) 482-0006	DINH.TRINH@LACITY.ORG
TRINIDAD, JAZELLE A	ADMINISTRATIVE CLERK	RES MGMT	FINANCIAL SVCS	(213) 482-6825	JAZELLE.TRINIDAD@LACITY.ORG
TRUONG, KHUONG	STRUC ENGR ASSC III	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-0472	
TRUONG, MI	SYSTEMS ANALYST	TECH SERVICES	OPER & INFRASTR	(213) 482-7424	MI.TRUONG@LACITY.ORG
TRUONG, NANCY	ACCOUNTING CLERK	RES MGMT	FINANCIAL SVCS	(213) 482-6822	NANCY.TRUONG@LACITY.ORG
TRUONG, SAMSON	STUDENT PROF WORKER	INSPECTION	BLDG INSP		
TSAU, DAVID	SR BUILD INSPECTOR	INSPECTION	BLDG INSP	(213) 482-0309	DAVID.TSAU@LACITY.ORG
TSUCHIYA, HAYATO	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STR PLAN CK	(818) 374-4342	HAYATO.TSUCHIYA@LACITY.ORG
TUEY, JOEL	HEATING/REFRIG INSP	INSPECTION	PLBG & HTG INSP	(310) 914-3964	JOEL.TUEY@LACITY.ORG
TUNG, ANDY	BUILD CIVIL ENGR I	PERMIT AND ENGINEERING	STRUC PLAN CK	(818) 374-4306	GUANG-MIN.TUNG@LACITY.ORG
UBAU, ALDO	BUILD CIVIL ENGR I	PERMIT AND ENGINEERING	STR PLAN CK	(818) 374-4386	ALDO.UBAU@LACITY.ORG
URBANO, CANDICE	ACCOUNTANT	RES MGMT	FINANCIAL SVCS	(213) 482-6821	CANDICE.JUSAY@LACITY.ORG
VALDEZ, EUSA PRINC	SR ADMINISTRATIVE CLERK	RES MGMT	RISK & RECORDS	(213) 482-6885	EUSA.VALDEZ@LACITY.ORG
VALENZUELA, LUISANGEL	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STRUC PLAN CK		
VALENZUELA, MODESTO				(213) 482-6725	MODESTO.VALENZUELA@LACITY.ORG
VALENZUELA, SERGIO	PR INSPECTOR	INSPECTION	GRADING	(213) 482-0397	SERGIO.VALENZUELA@LACITY.ORG
VAN DO, MICHAEL	MANAGEMENT ASSISTANT	RES MGMT	RISK & RECORDS	(213) 202-3178	MICHAEL.DOVER@LACITY.ORG
VAN SLOOTEN, MARK	SR BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/CENTRAL	(323) 526-9348	MARK.VANSLOOTEN@LACITY.ORG
VARGAS, VICENTE	SR HEATING/REFRIG INSP	INSPECTION	PLBG & HTG INSP	(213) 202-5614	VICENTE.VARGAS@LACITY.ORG
VARNUM, DANIEL	BUILD INSPECTOR	INSPECTION	TRAINING	(213) 202-9861	DANIEL.VARNUM@LACITY.ORG
VASQUEZ, MARIA	ACCOUNTING REC SUPVR II	RES MGMT	FINANCIAL SVCS	(213) 482-6953	MARIAVICTORIA.VASQUEZ@LACITY.ORG
VASQUEZ, RAUL	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/SOUTH	(213) 252-3395	RAUL.VASQUEZ@LACITY.ORG
VASSILIEV, ALEXANDRE	SAFETY ENGR PRESS VES	INSPECTION	PRES VES INSP	(310) 914-3968	ALEXANDRE.VASSILIEV@LACITY.ORG

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VAUGHAN, CRAIG	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(213) 202-3446	CRAIG.VAUGHAN@LACITY.ORG
VEGA, ERIC	ACCOUNTING CLERK	RES MGMT	FINANCIAL SVCS		ERIC.VEGA@LACITY.ORG
VEGA, PIERRE	SR BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 374-1159	PIERRE.VEGA@LACITY.ORG
VELASQUEZ, JOE	SR BUILD INSPECTOR	INSPECTION	CASE MANAGEMENT	(213) 202-9863	JOE.VELASQUEZ@LACITY.ORG
VELAZQUEZ, JOSE	STUDENT PROF WORKER	MANAGEMENT	EXEC OFFICE		
VERRAL, DOUGLAS	SR ELECTRCL INSPECTOR	INSPECTION	ELEC INSP	(818) 374-1136	DOUGLAS.VERRAL@LACITY.ORG
VIDUYA, JESSE	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	SOFT STORY	(213) 978-4469	
VILLANUEVA, MANUEL	SAFETY ENGR PRESS VES	INSPECTION	PRES VES INSP	(213) 202-9845	MANUEL.VILLANUEVA@LACITY.ORG
VIRAMONTES, MELISSA	ADMINISTRATIVE CLERK	CODE ENFCMNT	BUREAU	(213) 978-4510	MELISSA.VIRAMONTES@LACITY.ORG
VISOCKY, MARK	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/CENTRAL	(213) 482-0071	MARK.VISOCKY@LACITY.ORG
VO, JOE	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-6870	JOED.VO@LACITY.ORG
VORHIS, JAMES	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/SOUTH	(213) 978-4512	JAMES.H.VORHIS@LACITY.ORG
VORHIS, LEONARD	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(213) 485-7283	LEONARD.VORHIS@LACITY.ORG
VORHIS, ROBERT	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(213) 202-3418	ROBERT.VORHIS@LACITY.ORG
WADE, TATIA	ADMINISTRATIVE CLERK	INSPECTION	NEW CONSTRUC INSP	(213) 482-0464	TATIA.WADE@LACITY.ORG
WAI, CHRISTINE	SR MGMT ANALYST I	RES MGMT	ADMIN SVCS	(213) 482-6740	CHRISTINE.WAI@LACITY.ORG
WALKER, KIRK	FIRE SPRINKLER INSP	INSPECTION	PLBG/MECH	(818) 374-1138	KIRK.WALKER@LACITY.ORG
WANG, MARK	MECH ENGRG ASSC III	PERMIT AND ENGINEERING	MECH ENGR	(213) 482-0439	MARK.WANG@LACITY.ORG
WANG, MIKE	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV ONE/CENTRAL	(213) 252-3081	MIKE.WANG@LACITY.ORG
WANG, TIENJEN	SR STRUC ENGINEER	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-0432	TIENJEN.WANG@LACITY.ORG
WARNASURIYA, LOUIE	HEATING/REFRIG INSP	INSPECTION	PLBG & HTG INSP	(818) 374-1152	LOUIE.WARNASURIYA@LACITY.ORG
WATTERSON, THERESA	ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	WLA DIST OFFICE	(310) 575-8296	THERESA.WATTERSON@LACITY.ORG
WEBER, RONALD	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(310) 914-3897	RONALD.WEBER@LACITY.ORG
WEHBE, SAMER	ELECTRCL ENGRG ASSC I	PERMIT AND ENGINEERING	ELEC ENGR	(213) 473-7495	SAMER.WEHBE@LACITY.ORG
WEI, SHAO YAO	SYSTEMS ANALYST	TECH SERVICES	OPER & INFRASTR	(213) 482-0033	SAMUEL.WEI@LACITY.ORG
WEIGHT, JOHN	DEPUTY SUPT OF BLDG II	MANAGEMENT	EXEC OFFICE	(213) 482-6800	JOHN.WEIGHT@LACITY.ORG
WILCOX, GREGORY	DIR OF SYSTEMS	TECH SERVICES	ADMIN & MGMT	(213) 482-0031	GREG.WILCOX@LACITY.ORG
WILLIAMS, GEORGE	PLUMBING INSPECTOR	INSPECTION	PLBG/MECH	(818) 374-1143	GEORGE.WILLIAMS@LACITY.ORG

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Employee Name	Classification	Bureau	Division	Telephone	Email
WILLIAMS, JOEL	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/CENTRAL	(213) 482-0469	JOEL.N.WILLIAMS@LACITY.ORG
WILLIAMS, MICAH	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV ONE/CENTRAL	(213) 252-3088	MICAH.WILLIAMS@LACITY.ORG
WILSON, CHRISTOPHE	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(310) 914-3862	CHRISTOPHER.WILSON@LACITY.ORG
WILSON, JASON	FIRE SPRINKLER INSP	INSPECTION	PLBG/MECH	(818) 374-1137	JASON.WILSON@LACITY.ORG
WILSON, JEFFREY	ENGRG GEOLOGIST I	INSPECTION	GRADING	(213) 482-6968	JEFFREY.WILSON@LACITY.ORG
WILSON, JOSHUA	ADMINISTRATIVE CLERK	PERMIT AND ENGINEERING	VN DIST OFFICE	(818) 756-1481	JOSHUA.WILSON@LACITY.ORG
WIRCH, SEAN	BUILD MECH INSPECTOR	INSPECTION	DIST INSP	(818) 774-4314	SEAN.WIRCH@LACITY.ORG
WOHLFARTH, FRED	BUILD INSPECTOR	INSPECTION	BLDG INSP	(213) 202-2651	FRED.WOHLFARTH@LACITY.ORG
WONG, DONALD	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV ONE/CENTRAL	(213) 252-3087	DONALD.WONG@LACITY.ORG
WONG, ERIC	STRUC ENGR ASSC III	MANAGEMENT	CASE MANAGEMENT	(213) 482-6876	ERIC.WONG@LACITY.ORG
WONG, RAYMOND KAI-CHONG	SYSTEMS PROGRAMMER III	TECH SERVICES	APP SVCS		
WOODS, GRANT	BUILD INSPECTOR	INSPECTION	BLDG INSP	(213) 202-5615	GRANT.WOODS@LACITY.ORG
WOODS, THOMAS	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV THREE/NORTH	(818) 374-9848	
WREN JR, WILLIAM	ASST INSPECTOR IV	INSPECTION	TRAINING		
WRIGHT, DAVID	PLUMBING INSPECTOR	INSPECTION	LAX	(213) 473-2151	DAVID.WRIGHT@LACITY.ORG
WU, JOHNNY	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-0054	JOHNNY.WU@LACITY.ORG
XIE, SHANGQIN	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 978-4471	SHANG.XIE@LACITY.ORG
YAKUBYAN, JOHN	BUILD INSPECTOR	INSPECTION	CASE MANAGEMENT	(213) 482-0403	JOHN.YAKUBYAN@LACITY.ORG
YAMAMOTO, SOPHIA	SYSTEMS ANALYST	TECH SERVICES	OPER & INFRASTR	(213) 482-0385	
YAMASHITA, MICKEY	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV THREE/NORTH	(818) 374-9847	MICKEY.YAMASHITA@LACITY.ORG
YAN, CHOI	OFFICE ENGRG TECH II	PERMIT AND ENGINEERING	STR PLAN CK WLA	(310) 575-8101	CHOI.YAN@LACITY.ORG
YANCEY, LISA	PR INSPECTOR	INSPECTION	ADMIN/SPEC INSP	(213) 482-7097	LISA.YANCEY@LACITY.ORG
YIP, DANIEL	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	STRUC PLAN CK	(213) 482-6526	
YO, SEAN	ACCOUNTANT	RES MGMT	FINANCIAL SVCS	(213) 482-6533	SEAN.YO@LACITY.ORG
YOU, PANHNHAPUNG	ELECTRCL INSPECTOR	INSPECTION	ELEC INSP	(213) 482-0375	
YOUNAN, OSAMA	SUPT OF BUILDING	MANAGEMENT	EXEC OFFICE	(213) 482-6800	OSAMA.YOUNAN@LACITY.ORG
YSAGUIRRE, FRANCIS	ELECTRCL ENGRG ASSC IV	PERMIT AND ENGINEERING	ELEC ENGR	(213) 482-0064	FRANCIS.YSAGUIRRE@LACITY.ORG
YUTAN, ANA MAE	DEPUTY SUPT OF BLDG I	RES MGMT	BUREAU	(213) 482-6703	ANAMAE.YUTAN@LACITY.ORG

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Employee Name	Classification	Bureau	Division	Telephone	Email
YUTRONICH, JOHNNY	SR ELECTRCL INSPECTOR	INSPECTION	ELEC INSP	(213) 202-3176	JOHNNY.YUTRONICH@LACITY.ORG
ZADOORIAN MILAGARDI, SEWADA	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	STR PLAN CK	(818) 374-4376	
ZAHABI, PARISA	STRUC ENGR ASSC I	PERMIT AND ENGINEERING	STR PLAN CK WLA	(818) 374-4358	PARISA.ZAHABI@LACITY.ORG
ZAKHARIA, HUSAM	MANAGEMENT ANALYST	RES MGMT	ADMIN SVCS	(213) 482-6739	
ZAMOUR, MOORJAN	SAFETY ENGR ELEVATORS	INSPECTION	ELEV INSP	(818) 374-1145	MOORJAN.ZAMOUR@LACITY.ORG
ZANDI, MEHDI	ELECTRCL ENGRG ASSC IV	PERMIT AND ENGINEERING	ELEC ENGR	(213) 482-7114	MEHDI.ZANDI@LACITY.ORG
ZARUKIAN, ARTIN	STRUC ENGR ASSC II	PERMIT AND ENGINEERING	STR PLAN CK	(818) 374-4382	ARTIN.ZARUKIAN@LACITY.ORG
ZIEGLER, PATRICIA	ADMINISTRATIVE CLERK	RES MGMT	ADMIN SVCS	(213) 482-6750	PATRICIA.ZIEGLER@LACITY.ORG
ZIMMERMAN, LAURA	ADMINISTRATIVE CLERK	RES MGMT	RISK & RECORDS	(213) 482-6288	LAURA.ZIMMERMAN@LACITY.ORG
ZUBER, GORDON	BUILD MECH INSPECTOR	CODE ENFCMNT	DIV TWO/CENTRAL	(213) 263-6884	GORDON.ZUBER@LACITY.ORG
ZUNIGA, DAVID	ADMINISTRATIVE CLERK	CODE ENFCMNT	DIV TWO/CENTRAL		

RECOMMENDED FURTHER REFERENCE

Because of the size of these documents, they are not included. Links are provided below.

“Structure of a City,” is a commissioned report by the League of Women Voter’s on how the City of Los Angeles is organized, including a section on Neighborhood Councils

https://my.lwv.org/sites/default/files/leagues/los-angeles/structureofacity.pdf

“The People’s Business: A guide to the California Public Record’s Act published by the League of California Cities takes you through the process of requesting government records.

https://www.cacities.org/Resources/Open-Government/THE-PEOPLE%E2%80%99S-BUSINESS-A-Guide-to-the-California-Pu.aspx