



FAQ

Questions Regarding Neighborhood Councils

Funding Program (FAQ)

ADDITIONAL FUNDING (see Annual Funding)

ANNUAL FUNDING

How much can we receive?

Upon enrollment in the Funding Program, your Neighborhood Council will be eligible to receive up to \$50,000 per fiscal year, which gets deposited into one city account. After that treasurers can ask for city checks to be issued to vendors ("demand warrants"), or payments to be issued to other departments ("transfers"), or for uploads to the Bank of America commercial prepaid card.

Your initial funding period will commence the quarter of the fiscal year in which the Neighborhood Council is enrolled.

(Revised: 02/09/06)

Do we have to request \$ 50,000 per year?

No. If through the budgeting process your Neighborhood Council decides that you need less money, you can request that lesser amount. If funding needs change later, your Neighborhood Council will have to submit an approved request for additional funding. All requests for additional funding should be approved by your Neighborhood Council board and submitted to your Advocate.

(Revised: 02/09/06)

Can we change our Neighborhood Council funding request after it has been submitted to and approved by Department of Neighborhood Empowerment?

Any major changes should be approved by your Neighborhood Council and submitted to our department. The board may choose to delegate this authority, e.g. Executive Committee or Budget Committee.

(Revised: 02/09/06)

What if we spend our quarterly commercial prepaid card funds before the end of the quarter and need more funds?

You can submit a request for additional funds. Please note that it would be more efficient for your Neighborhood Council and our department if you submit a single request for the funds to cover the shortfall of the present quarter and the needed amount for the following quarter.

(Revised: 02/09/06)

BUDGET

What is the purpose of the budget?

Just like any organization or a company your Neighborhood Council needs a solid annual plan to lead a successful existence. The purpose of the budget is to help your Neighborhood Council to plan in advance all activities it wants to undertake during the year and to ensure that all your spending takes place in accordance with our funding policies. If you have a well-designed budget, allocating enough funds to cover general administrative costs, activities, community improvement and outreach events, you will be on track with your Neighborhood Council's goals.

(Revised: 02/09/06)

Should we use a calendar year or a fiscal year for our budgetary purposes?

Because the accounting for Neighborhood Council funding is aligned with the City's fiscal year, your Neighborhood Council will correspond to the July 1 – June 30 calendar. Your budget should be annualized to minimize quarterly revisions.

(Revised: 02/09/06)

CHECK REQUEST (see DEMAND WARRANT)

CITY CHECK (see DEMEND WARRANT)

What is the purpose of a City Check?

While we encourage Neighborhood Councils to use the commercial prepaid card for most of their transactions, there are some instances where a particular vendor requires a check payment. In this case this Neighborhood Council must submit a completed check request form ("Request For Neighborhood Council Paper Check – Demand Warrant") along with original invoice, Business Tax Registration Certificate Number (BTRC), IRS Form W-9 or Employer Identification Number (EIN). Once received, we will process the request and the City Controller will arrange for the check to be issued.

City policy is to pay for goods or services that have already been received and verified by invoice.

If a Neighborhood Council requests payment for services provided by another City department (for instance Recreations and Parks), the Neighborhood Council will have to submit a demand warrant requesting funds be transferred from the Neighborhood Council's account to the specific department.

(Revised: 02/09/06)

COMMERCIAL PREPAID CARD

Bank of America issues a card with the VISA logo, which accesses Neighborhood Council funding for purchases (up to \$1,000 per transaction) and petty cash withdrawals (once per 30-day cycle, up to \$500 per transaction).

(Revised: 02/09/06)

Can we get more than one card?

The bank indicates that at this time it cannot issue more than one card per Neighborhood Council. Our department will continue to work with the bank to find a way to meet this reasonable request.

(Revised: 02/09/06)

Can I give the card to other people to use?

Yes. However, that will require agreement from your Neighborhood Council, which should develop procedures to ensure that the card is used appropriately.

(Revised: 02/09/06)

What if we want to purchase something priced at more than the \$1,000, the card limit?

In this case, you would submit your request to the Funding Program using the Demand Warrant process. This will allow our department staff to work with you in determining how to best meet this request. Our goal is to get you the money that you need when you need it.

(Revised: 02/09/06)

What happens if we lose our card?

Immediately notify the Bank of America at (888) 748-3965, 24 hours a day to report a lost or stolen card. Next, notify our department's Card Administrator (Kevin McNeely at (213) 483-1810) and provide him with a completed "City of Los Angeles Lost/Stolen Commercial Prepaid Card Notification" form (included as part of your Commercial Prepaid Card Handbook issued at the treasurer training and orientation).

(Revised: 02/09/06)

CONTACT INFO

Who do I contact if I have questions?

Should you have any questions regarding the Funding Program, you can contact:

Kevin McNeely at (213) 485-1810 or at Kevin.McNeely@lacity.org

Steve Baule at (213) 473-5383 or at Steve.Baule@lacity.org

Milena Albert at (213) 473-5115 or at Milena.Albert@lacity.org

(Revised: 02/09/06)

CONTRIBUTIONS

What if, as part of its community improvement and outreach effort, our Neighborhood Council wants to contribute funding, or to purchase needed equipment, supplies or services, for projects or activities operated by another entity in our community, such as a school or community center or another City department?

When a Neighborhood Council votes to spend some of its City funds as an individual contribution, or as part of a cooperative improvement project involving several agencies and other sources of funds, a Demand Warrant for the amount to be contributed by the Neighborhood Council should be prepared and delivered to our department. The Demand Warrant should clearly identify the dollar amount and, if appropriate, identify the organization, agency, or City department that is partnering with your Neighborhood Council. Remember, the request must identify a specific item or service, because payment will be based on an invoice for that item or service.

In addition to the Demand Warrant request to financially assist another entity, such as a LAUSD facility, a nonprofit community center, a senior center, or a Parks and Recreation center managed by another City agency, the Neighborhood Council treasurer should submit two brief, written, very important statements:

(1) A statement from your Neighborhood Council explaining how your Neighborhood Council selected the entity, and how the expenditure of City funds will benefit the Neighborhood Council; and, (2) a statement from the entity itself, on agency letterhead, acknowledging and appreciating the Neighborhood Council's involvement and financial assistance for the project.

This is to protect the Neighborhood Council as well as the recipient. Remember, these are public funds and there has to be a clear public benefit to the community. Also, make sure the entity or agency that you would like to help is fully aware of and supports the project or activity, thereby avoiding any confusion. This is important to remember: In addition to the invoice to be paid, these statements constitute a valuable "paper trail" should an auditor or member of the public or media inquire why the expenditure had occurred.

(Revised: 02/09/06)

COUNCIL BOARD MEMBER

An individual who, through the process of election, has become a voting member of the Neighborhood Council governing board.

(Revised: 02/09/06)

DEMAND WARRANT

How long it takes to process a Demand Warrant?

Processing a demand warrant normally requires 7 to 10 business days from the time the Funding Program staff receives and logs the request until the City Controller issues and mails the check, assuming all the necessary information and supporting documents have been submitted.

(Revised: 02/09/06)

What can delay processing a Demand Warrant?

There are four common situations that can result in processing delays:

1. No original invoice submitted for services or goods received and now requiring payment. An invoice must accompany the demand warrant.
2. Missing information such as the Employer Identification Number (EIN), or Social Security Number, W-9 form, and/or Business Tax Registration Certificate (BTRC) which are all required per City policies to prove that the vendor is legitimate.
3. Turning in an expired price quote for an advance payment item, which must be reviewed by City Controller staff. This can be avoided by submitting an invoice for goods or

services already received to avoid requesting an advance payment, unless no other alternative exists.

4. No Neighborhood Council board-approved budget on file with the department to indicate that a spending plan was approved in a public meeting.

(Revised: 02/09/06)

DONATIONS

Can a Neighborhood Council make a donation or grant to a local nonprofit group or event?

No. Charitable gifts or grants to groups or entities are not permitted at this time. However funds may be used to pay for specific items or services provided to your Neighborhood Council by such groups. For example, you could fund advertising or column space in a community newspaper, a table/display space at a conference or community event, or services performed by a nonprofit. Your Advocate can help you achieve your goals by repackaging your request.

(Revised: 02/09/06)

Can a Neighborhood Council accept donations?

At this time Neighborhood Councils can only receive donations that are formally accepted on its behalf by the City Council. Please contact your Advocate for more information regarding this process.

Currently, an ordinance is in the process of being finalized by the office of the City Attorney that would allow Neighborhood Councils to officially accept most donations of funds, supplies, food, etc. without the City Council's approval. The best way to keep track of the progress of the donations ordinance is to check our home page at www.LACityNeighborhoods.com.

(Revised: 02/09/06)

EQUIPMENT LEASE

How can Neighborhood Councils best obtain photocopiers?

Neighborhood Councils may contact the Department of General Services to take advantage of the City's contract with Canon for lower-priced copiers. The explanation and related contact information is available on the General Services website at <http://www.lacity.org/GSD/pubcopier.htm>. The advantage of the City Wider Copier Program is that it is cost efficient and saves the Neighborhood Council maintenance and repair costs.

(Revised: 02/09/06)

FISCAL YEAR

When does the Neighborhood Council's fiscal year start?

The Neighborhood Council's fiscal year is aligned with the City's fiscal year (July 1 through June 30) and is divided into four quarters: July 1 - September 30; October 1 - December 31; January 1 - March 31; and April 1 - June 30.

(Revised: 02/09/06)

FUNDING USE (see Purchasing)

JOINING CHAMBER OF COMMERCE OR OTHER ORGANIZATION

Can a Neighborhood Council join a chamber of commerce or other such organization?

No. Under the City Charter, a Neighborhood Council is an advisory body and cannot join private organizations such as chambers of commerce. However, a Neighborhood Council can interact with private organizations in activities, such as implementing neighborhood improvement projects. Neighborhood Councils are encouraged to interact with other organizations as much as possible.

This prohibition protects the Neighborhood Council board by preventing conflict of interest issues when private organizations take positions on issues placed before the Neighborhood Council.

An individual stakeholder or board member of a Neighborhood Council is free to join any private organization.

(Rev 2/27/06)

NONPROFIT STATUS

Can Neighborhood Councils establish 501(c)(3) nonprofit entities?

No. Neighborhood Councils are City entities and cannot become independent organizations

Please see:

http://www.lacity.org/done/newsletter2005/donenewsletter2005224234264_12092005.pdf

(Revised: 02/09/06)

NOTIFICATION PROCESS

How long does it take for a notification to be e-mailed to the Neighborhood Council?

Within 48 hours of receipt, Funding Program staff will e-mail the Neighborhood Council treasurer, your Advocate, and the Senior Advocate, printed notifications of all submitted requests for checks and subsequent funding. Within an additional 48 hours, requests for additional information are also e-mailed. Once the process is completed, the staff will e-mail a notification that a check has been issued, or that additional funding uploaded to your account.

(Revised: 02/09/06)

OFFICE DEPOT

Office Depot offers Neighborhood Councils a variety of discounts, and we encourage you to take advantage of this program.

(Revised: 02/09/06)

How do I find out about discounted pricing at Office Depot?

The best way is to be set up online. You can contact Ken Meyer, Account Manager (Office Depot Business Services Division), at 818-557-1724 or email him at Kmeyer@OfficeDepot.com and he will set you up to access their website <http://bsd.officedepot.com>.

(Revised: 02/09/06)

Does this discount program work at my local Office Depot?

Although Office Depot has informed store district managers and most of the store managers, the retail clerks may not be aware of this program. The pricing and discounting is done through the commercial prepaid card link, and that is why all purchases must be completed as a credit card sale and not as a debit card sale.

(Revised: 02/09/06)

Will Office Depot deliver to us?

Yes, free delivery is available. You must first have your Neighborhood Council's address entered into the Office Depot computer system, and then you can order online and have free next day delivery.

(Revised: 02/09/06)

What if I want to purchase items, e.g., furniture or computer equipment, priced over the \$1,000.00 credit card limit?

Office Depot can invoice you on an open account basis through the Department of Neighborhood Empowerment. However, you need prior authorization from the Funding Program before we can do this.

(Revised: 02/09/06)

OFFICE SPACE

Can we lease office space for our Neighborhood Council?

Yes! There are a variety of office space options available to match the specific needs and unique preferences of eligible Neighborhood Councils. Through the new Neighborhood Council Office and Meeting Space, Leasing and Procurement Program Neighborhood Councils may lease office space in privately owned facilities, occupy donated office space in privately owned facilities, or share space in City owned or leased facilities. This comprehensive program can found on facilitates the coordination of all processes associated with acquiring office and meeting space from obtaining premises insurance and locating donated office furniture to establishing telephone service. To participate in the program, eligible Neighborhood Councils must be certified, have an elected board, and be officially enrolled in the Neighborhood Council Funding Program. Contact Jackie Mendez to learn more about the process at (213) 485-4278, or electronically at: Jacqueline.Mendez@lacity.org.

Please visit the Department of Neighborhood Empowerment's online reference library for more office and meeting space information at: www.lacityneighborhoods.com or for more information regarding the program go to http://www.lacity.org/done/facibulletins/donefacibulletins105023364_09212004.pdf.

(Revised: 02/09/06)

TREASURER

If we have a change in our treasurer position (new elections, resignation, etc.), what do we do?

Along with notifying your Advocate, email the Funding Program of your board's action to identify a new treasurer. The current commercial prepaid card will be cancelled. The new treasurer will need to receive training provided by the Funding Program staff. Once the new treasurer completes the required funding forms, a new card will be issued.

(Revised: 02/09/06)

OUTREACH ITEMS

Neighborhood Councils may purchase outreach items such as t-shirts, pens, pencils, etc. The Neighborhood Council should have its name and/or logo affixed to these items so that the item will become outreach in nature rather than a gift of public funds or donation. Outreach items can be an effective tool for advertising your Neighborhood Council. If the Neighborhood Council decides to pay for toys for an event (i.e. holiday gift drive), have the vendor affix a tag or sticker to the toy identifying your Neighborhood Council. Your advocate can help you navigate through this.

(Revised: 02/09/06)

PERSONAL SERVICE CONTRACTS

Can we use city funding to enter into personal service contracts?

Not at this time. Proposals will be presented for City Council review and approval to allow Neighborhood Councils to enter into contracts with vendors/service providers. Such contracts will be processed through the department and the general manager. Until this process is approved, Neighborhood Councils must purchase services on a fee-for-service basis. The Neighborhood Councils board votes to purchase services and includes this item in its publicly approved budget. Once the services have been provided, the vendor/service provider will present the Neighborhood Council with an invoice for payment. Submit that invoice along with a check request (Demand Warrant form) to the Funding Program and a check will be processed to the vendor/service provider.

(Revised: 02/09/06)

PETTY CASH

The purpose of petty cash is to cover incidental miscellaneous purchases including refreshments, postage, and council board member reimbursement for approved expenditures.

(Revised: 02/09/06)

How frequently can we take out petty cash?

Petty cash may be taken out only once every 30 calendar day cycle in any amount up to \$500.

(Revised: 02/09/06)

PURCHASING

There are three options for you in making your purchases:

1. Use the commercial prepaid card, which can be used like a VISA card for purchases up to \$1,000 at a time;
2. Use the check process submitted to the department for purchases over \$1,000 or in cases where the card cannot be used;
3. Use petty cash (up to \$500 per 30 calendar day cycle) for miscellaneous items.

(Revised: 02/09/06)

Can we purchase food with the card?

Yes, food may be purchased when it clearly supports the goal of the Neighborhood Council to encourage public participation in Neighborhood Council activities, e.g., board or committee meetings, training, community forums, neighborhood block parties designed to promote public participation, etc. Please look for the best bargain. Spend the money as if it were your own.

(Revised: 02/09/06)

What if our board meets in a restaurant?

If your council elects to have a meeting or a Neighborhood Council related function in a restaurant you can use your commercial prepaid card so long as a list of those attending and an itemized receipt are submitted with the quarterly reconciliation. A general receipt that fails to list what restaurant items were specifically paid for will not meet the City Controller's standards. In addition, if any of the council board members chose to purchase alcohol, such purchases cannot be placed on the same receipt and cannot be paid for with your commercial prepaid card.

(Revised: 02/09/06)

Can we use our money for month-to-month payments for things like Internet service, telephone bills, etc?

Yes. We encourage you to use your prepaid card for your monthly bills. It will eliminate all the steps in obtaining a city check and prevent unnecessary delay in paying your service provider.

(Revised: 02/09/06)

RECONCILIATION

Before Neighborhood Council can receive an additional commercial prepaid card upload funding for its next quarter (normally \$6,250) as well as processing further city checks, we are required to examine the receipts from the last quarter to ensure that the money has been spent properly and to reconcile all accounts. The Neighborhood Council must submit the Commercial Prepaid Card Reconciliation form and Petty Cash Reconciliation form (both forms are available on our website in PDF and Excel format) along with original receipts, invoices and other documents supporting listed projects and activities, i.e. flyers, lists of attendees, newspaper articles. After the reconciliation has been completed and both the Neighborhood Council and the department agree on the results, all documents are filed in a secured location.

(Revised: 02/09/06)

Will there be a "grace period" for submission of receipts for reconciliation?

Yes. The Funding Program wants to provide the Neighborhood Councils with maximum flexibility in accessing their funds, so a grace period of one quarter (90-calendar days) will be honored. It is expected that the Neighborhood Councils will engage in a good-faith effort to submit original receipts no more than one quarter back, and in turn the department will process a current funding request.

(Revised: 02/09/06)

REIMBURSEMENTS

Can we use our funds to reimburse ourselves for expenses related to our Neighborhood Council?

Yes, but only in special situations. The treasurer or authorized council board member of the Neighborhood Council may be reimbursed for expenses they incurred after their Neighborhood Council has been approved for initial funding and issued commercial prepaid card. A reimbursement can only be made for expenses included in the board approved budget. All requests for reimbursements must be made through a check request and accompanied by the original receipt(s) in order to be processed. Please see Funding Information Bulletin No. 2005-01 Clarification for the Use of Board Member Reimbursements by clicking on the Funding tab on the Home Page.

However, a monthly (30 calendar day cycle) Petty Cash allowance up to \$500 should provide the flexibility for funding last minute expenditures such as meeting refreshments and office supplies, as well as for Neighborhood Council members reimbursements. Due to the complexity and time-length of the process, reimbursements to Neighborhood Council board members by means of city check should be done only when no petty cash funds are available.

(Revised: 02/09/06)

What is the procedure for reimbursing through Petty Cash?

When the Neighborhood Council receives the receipt(s), it must be marked "PAID" and dated by the treasurer. These receipts must be included in the quarterly reconciliation documentation for petty cash and submitted to the Funding Program.

(Revised: 02/09/06)

Can Neighborhood Council board members reimburse themselves for expenses that occurred prior to getting the commercial prepaid card?

No. Your Neighborhood Council would have to be certified and your funding request would have to be approved before any reimbursable expenses can take place.

(Revised: 02/09/06)

Can Neighborhood Council board member be reimbursed on the basis of photocopied receipts?

City policy is that only original receipts will be accepted as a basis for reimbursement. In those cases when the original receipt is not available or lost, a Missing Receipt Affidavit must be completed and submitted for General Manager's approval. Photocopies alone can not be accepted.

(Revised: 02/09/06)

Are reimbursements allowed to third parties for payments made on behalf of our Neighborhood Council?

No. While we recognize individuals not on the board of the Neighborhood Council may sincerely want to help the Neighborhood Council with facilitating their purchases, the City can only issue a check to a Neighborhood Council board member.

(Revised: 02/09/06)

ROLL-OVER

What happens if we don't spend all our money during the current fiscal year?

The City has approved a special policy for Neighborhood Councils and their funds:

- Neighborhood Councils have three (3) full fiscal years to spend each of their fiscal year allocations.
- Neighborhood Council funding that has not been spent after three years will revert to the General Fund to be used for other city needs. This reversion will occur at the end of the fiscal year in which the funds period of time in the Neighborhood Council's account exceeds three years.

How this works:

- Funds received between July 1, 2002 and June 30, 2003 must be spent by the end of the third full year of their receipt — or June 30, 2006.
- Funds received between July 1, 2003 and June 30, 2004 must be spent by June 30, 2007

(Revised: 02/28/06)

STAFFING/PERSONAL

Can we hire our own staff?

Not at the present time. Neighborhood Councils have expressed concerns about liability, harassment charges, retirement, benefits, workers compensation, and a whole host of employment issues. Federal, State, and City rules and requirements regarding employer/employee relationships are extensive. The City is addressing these issues now. As a short term solution, our department has developed a special program for you with the temporary personnel organization Apple One, which has a contract with the City.

(Revised: 02/09/06)

How does the Apple One program work?

Through Apple One you can hire part-time clerical and accounting workers and pay for them with your card. Simply contact Ms. Xochitl (pronounce So Chi) Morales, Asst. Manager at Apple One at (213) 892-0234 or email her at xmorales@appleone.com to get started.

(Revised: 02/09/06)

What if there is an excellent person in our neighborhood we would like to employ?

If there is someone special in your community who you feel meets your needs and can qualify for one of the Apple One positions, simply have them contact Apple One. They will screen them for the necessary skills, and if qualified, will enroll and assign them to your Neighborhood Council. Apple One will handle all the paperwork and ensure compliance with City, State, and Federal requirements.

(Revised: 02/09/06)

Toys (See Outreach Items)

T-shirts (See Outreach Items)

UPLOAD

Transfer of funds from your Neighborhood Council's city account to the commercial prepaid card.

(Revised: 02/09/06)

The City of Los Angeles
Department of Neighborhood Empowerment

EMPOWERMENT ACADEMY



THE EMPOWERMENT ACADEMY

The Empowerment Academy was created to facilitate community stakeholders in their efforts to establish their Neighborhood Councils by providing technical and procedural assistance. The Empowerment Academy strives to promote and enhance the civic capacity of Neighborhood Councils, community groups and individuals by maximizing their ability to engage in grassroots advocacy, community mobilization and outreach, and participatory democracy.

For more information, contact

DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

334B East 2nd Street, Los Angeles CA 90012

Website: www.LACityNeighborhoods.com

E-mail: done@lacity.org

Office: (213) 485-1360

Fax: (213) 485-1360

Toll Free: 311

WORKSHOPS

Ongoing Empowerment Academy Workshops are being conducted throughout the City. Empowerment Academy Workshops such as the Neighborhood Council Funding Program Orientation, Conflict of Interest and Neighborhood Councils, New Board Member Orientation, and the Neighborhood Preparedness Ambassador Program provide valuable resources to stakeholders.

In addition, Neighborhood Council boards may request workshops be scheduled for their area using the Courses by Request process. Courses by Request such as Roles and Responsibilities of Board Members, Board Retreats, Running an Effective Board, Improving and Understanding Your Bylaws, and Advanced Board Orientation are a great opportunity for skills enhancement.

Workshops are free and open to the public.

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, verbal translation, 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 at (213) 485-1360, or via email: done@lacity.org.

COURSES BY REQUEST

The Department offers ongoing EA courses and the ability for Neighborhood Councils to schedule their own courses through the Courses by Request process. Feel free to take advantage of each of these resources.

To schedule a Course by Request, use the steps outlined and submit the appropriate paperwork to the Department. Or for further assistance be sure to work with your Neighborhood Council Advocate.

Courses by Request forms and requested documentation may be returned to the Department using one of the following methods:

**Fax:
(213) 485-4608**

**Email:
done@lacity.org**

**Mail:
334B East 2nd Street
Los Angeles, CA 90012**

COURSES BY REQUEST PROCESS

- **The Neighborhood Council (NC) places an action item on their agenda to vote on scheduling a Workshop for a date that is at least 20 business days in the future. All Workshops should allow for at least a 2 hour block of time.**
- **The Courses by Request Application Form is completed and submitted to DONE with 2 possible future dates along with the meeting's agenda and minutes (or board resolution if no minutes are generated).**
- **When the date is confirmed by the Department, the NC will receive a confirmation notice. The NC will secure and/or confirm a location that is ADA compliant for the Workshop.**
- **The Department will provide a facilitator for the Workshop.**
- **Since the Workshop is open to the public the NC will post flyers for the Workshop at each of the NCs Posting Locations and the location where the Workshop will be held.**
- **One NC may also want to partner with one other or multiple NCs to host the course and solicit attendees.**
- **The NC advertises the Workshop to all stakeholders within the NC boundary area and collects responses.**
- **The NC keeps track of RSVPs from board members and stakeholders who will be attending. A minimum target of 25 stakeholders should be achieved to conduct the Workshop.**
- **The Department will confirm the arrangements with the NC at least 5 days prior to the Workshop. At this time the NC will submit the list of attendees with phone numbers and email addresses to the Department. If, however the interest in the course is low, the Department reserves the right to cancel the Course due to lack of attendance and/or unforeseen circumstances.**
- **On the day of the workshop, the Department will bring all Workshop materials and presentation equipment. The NC will be responsible for the room set up and any other items such as snacks that may be provided to the attendees.**

PLEASE PRINT

COURSES BY REQUEST APPLICATION FORM

Neighborhood Council:

NC PRIMARY CONTACT

Neighborhood Council Contact Person:

First Name

Last Name

Board Member Title:

Mailing Address:

Number

Street/PO Box

Apt/Suite

Phone Number: ()

Cell Number: ()

Fax Number: ()

Email:

Signature:

Date:

NC SECONDARY CONTACT

Neighborhood Council Contact Person (Primary):

First Name

Last Name

Board Member Title:

Mailing Address:

Number

Street/PO Box

Apt/Suite

Phone Number: ()

Cell Number: ()

Fax Number: ()

Email:

Signature:

Date:

COURSE (Complete one form for each Course being requested)

Course Name (i.e. Work Plan Development):

Briefly describe goal(s) for Course:

Primary Date:

Time:

am
pm

to

am
pm

Secondary Date:

Time:

am
pm

to

am
pm

Attached: Meeting Agenda

Attached: Minutes **or** Board Resolution

Return Form to:

Department of Neighborhood Empowerment 334B East 2nd Street, Los Angeles CA 90012 or E-mail dome@lacity.org or Fax: (213) 485-1360

BOARD WILL RECEIVE NOTICE FROM THE DEPARTMENT WITHIN 5 DAYS OF RECEIPT OF REQUEST

HOW TO



Submit a Community Impact Statement

In mid-2003, the City began a new system through which Neighborhood Councils can adopt Community Impact Statements that summarize its official position on City issues and have them printed directly on the meeting agendas. It's a unique and unprecedented way for each Neighborhood Council's voice to be known to the City Hall decision-makers and the world before a vote is taken.

There are several ways to send Community Impact Statements to the City Clerk for inclusion on the agendas of the City Council, its committees, and City commissions. A paper version may be sent via postal mail, hand-delivery, fax, or it may be sent through the Internet at <http://appla1.lacity.org/cis>

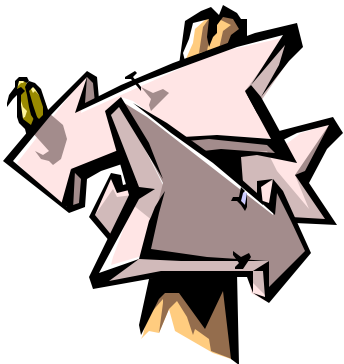
Getting Set Up:

Each Neighborhood Council with an elected board should notify the Department of Neighborhood Empowerment of up to five official representatives who are authorized to submit its statements. The City will trust that they will be transmitting only official and authorized Community Impact Statements.

Please provide the representatives' names and contact information to Ms. Jackie Mendez via e-mail at jacqueline.mendez@lacity.org, or by fax to (213) 485-4608. She will send each one a username, password, and instructions on how to use the system. To reduce the bureaucratic burden on Neighborhood Councils, a copy of board minutes appointing the representatives is not required. However, each Neighborhood Council should have a very clear understanding among its members regarding the submitting of statements.

The Process:

- ❖ Community Impact Statements are limited to 100 words. Usually, it is a summary of a more lengthy position that was adopted. The City Clerk will attach the original statement to the official City Council file, and will scan the statement into the Council File Index system so that it can be retrieved by the public through the Internet.



- ❖ The City Clerk will not edit statements except in accordance with City Council rules. Statements containing offensive or defamatory language will be returned with an explanation by the Department of Neighborhood Empowerment. If the statement is received by the City Clerk in a timely way, it will be printed on the agenda below the Fiscal Impact Statement for the item. The full statement and any attachments will be placed in the City Council file.
- ❖ If the statement is received too late, it will be included in the City Council file, copies will be distributed at the City Council meeting, and the Clerk will announce at the City Council meeting that a statement has been received from a Neighborhood Council. At the direction of the City Council President or the City Council, the statement may be read into the record.
- ❖ A Neighborhood Council may submit only one statement for each agenda item. If several Neighborhood Councils submit statements on the same issue, the agenda will note that fact, and identify the Neighborhood Councils that submitted the statements. The agenda will also note whether the Neighborhood Councils support or oppose the item. The original statement will become part of the official record.
- ❖ Neighborhood Councils may submit a statement on any agenda item it wishes. Neighborhood Councils are not restricted to commenting on matters within its boundaries because many important issues may not be geographically based, or may directly affect more than one Neighborhood Council.
- ❖ Neighborhood Councils may use its statement to request a delay of a vote. However, such a request cannot prevent the City Council from taking an action. The City Attorney has advised the City Council to make reasonable efforts to comply with the spirit and intent of the law, and to notify Neighborhood Councils as soon as possible prior to making decisions.
- ❖ The Department recommends that either the statement, or the larger official position that will be added to the record, if submitted, include other enlightening information about the vote and the position, such as explaining the other side of a divided vote, the results of an advisory vote taken may have been taken among the stakeholders, the results of a community survey, or a reversal of a previous position. For instance, if the vote is less than unanimous, decision-makers may want to know the reasoning of the other side for the sake of clarity.
- ❖ It is also suggested that information be included that explains who made the decision (i.e., was it a vote by the entire governing board, by a committee, or by an officer authorized by the board to take positions, etc.?). The point is that there have already been some problems with individuals within a Neighborhood Council speaking for themselves and giving City agencies the impression that they are speaking for the entire Neighborhood Council.

- ❖ The City Clerk will accept statements only from Neighborhood Councils that have governing boards in place, and have voted in a public meeting to establish the position, or have established in a public meeting some other process for establishing official positions.

The goal is to add the greatest amount of credibility to your position.

Via Fax or Mail:

You may submit a signed statement by faxing it to the City Clerk at (213) 978-1079. It can also be mailed or hand-delivered to the City Clerk at 200 North Spring Street, Room 395, City Hall, Los Angeles 90012.

Council File Index:

To track any City Council file and view its related documents, such as the Community Impact Statements, go to <http://cityclerk.lacity.org/CFI/>

PARKING PERMIT GUIDELINES AND INSTRUCTIONS

Use the Los Angeles Street entrance on **RIGHT HAND SIDE if traveling SOUTH** on Los Angeles Street, cross street is 1st Street and follow the winding road down to P-2. This is the assigned parking area for those with NC Permits.

CITY HALL REQUIREMENTS

1. The permit must be properly displayed on the dashboard, on the driver's side with the face of the permit fully visible.
2. THE PERMIT SHALL NOT BE DUPLICATED.
3. No parking in any reserved stall or designated areas. Parking anywhere other than the Visitor Section
4. Finding a space in the assigned area is the responsibility of the Permit Holder.
5. When a parking permit is lost it should be reported to the DONE Parking Coordinator at (213) 847-7083.
6. Should the permit be forgotten, the Permit Holder should go directly to Lot 7 located at 140 North Judge John Aiso Street (between 1st and Temple Streets). At Lot 7 you will be required to show valid Identification and will be issued a One Day Pass.
7. Permit Holders may be diverted to Lot 7 at any given time.
8. Permit Holder must present valid identification when requested by a Parking Attendant or Security Officer.
9. Vehicles whose conditions present a nuisance or hazard to persons or property (excessive noise, noxious fumes, leakage, etc.) will not be allowed to park.
10. Any person operating a vehicle in a manner that potentially endangers pedestrians or other vehicles or who disobeys parking rules and regulations is subject to revocation of all parking privileges.
11. No children or animals shall be left unattended inside a parked vehicle. Violators will be reported immediately to the proper authorities.

Neighborhood Council Parking

Each Neighborhood Council receives 3 parking passes. The parking pass is transferable among the Neighborhood Council board members. The parking pass is distributed in January of each year and is valid for one year.

Process for making parking arrangements:

The Department is authorized to make parking arrangements in the following parking lots:

- City Hall Parking Level P-2
- Lot 7
- Marvin Braude Center

- 1) When making parking arrangement, the following information is needed:
 - a. Name of person
 - b. Make and Model of Vehicle
 - c. Color of Vehicle
 - d. License Plate Number
 - e. Name of Neighborhood Council (if applicable)

DIRECTIONS CITY HALL PARKING LEVEL P-2

- **Hollywood Freeway 101, South bound**
 1. FROM FWY 101 South
 2. EXIT Los Angeles Street off ramp
 3. RIGHT on Los Angeles Street
 4. GO straight heading South bound; pass Temple Street
 5. ENTRANCE is on the RIGHT SIDE (west) of Los Angeles Street between Temple and First Streets.
 6. CHECK-IN with the Parking Attendant.
 7. PARK in the Visitor's section.

- **Hollywood Freeway (101), North bound**
 1. FROM FWY 101 North
 2. EXIT Alameda Street towards Union Station
 3. RIGHT onto Arcadia St
 4. LEFT Los Angeles Street
 5. GO straight heading South bound; pass Temple Street

6. ENTRANCE is on the RIGHT SIDE (west) of Los Angeles Street between Temple and First Streets.
7. CHECK-IN with the Parking Attendant.
8. PARK in the Visitor's section.

- **Santa Ana Freeway (I-5), South bound**

1. FROM Fwy I-5 South heading towards Los Angeles
2. MERGE onto the Pasadena Fwy (I-110) South towards Los Angeles
3. MERGE onto Fwy I-5 heading towards Santa Ana
4. EXIT Los Angeles Street off ramp
5. RIGHT on Los Angeles Street
6. GO straight heading South bound; pass Temple Street
7. ENTRANCE is on the RIGHT SIDE (west) of Los Angeles Street between Temple and First Streets.
8. CHECK-IN with the Parking Attendant.
9. PARK in the Visitor's section.

- **Santa Ana Freeway (I-5), North bound**

1. FROM Fwy I-5 North heading towards Los Angeles;
2. MERGE into Fwy 101 North
3. EXIT Alameda Street towards Union Station
4. RIGHT onto Arcadia Street
5. LEFT on Los Angeles Street
6. ENTRANCE is on the RIGHT SIDE (west) of Los Angeles Street between Temple and First Streets.
7. CHECK-IN with the Parking Attendant.
8. PARK in the Visitor's section.

- **Pasadena Freeway (I-110) South bound**

1. FROM FWY I-110 South
2. MERGE into FWY 5 South towards Santa Ana / FWY 101 South.
3. EXIT Los Angeles Street off ramp
4. RIGHT on Los Angeles Street
5. GO straight heading South bound; pass Temple Street
6. ENTRANCE is on the RIGHT SIDE (west) of Los Angeles Street between Temple and First Streets.

7. CHECK-IN with the Parking Attendant.
8. PARK in the Visitor's section.

- **Harbor Freeway (I-110) North bound**

1. FROM FWY I-110 North
2. MERGE onto FWY 101 South / FWY I-5 South
3. EXIT Los Angeles Street off ramp
4. RIGHT on Los Angeles Street
5. GO straight heading South bound; pass Temple Street
6. ENTRANCE is on the RIGHT SIDE (west) of Los Angeles Street between Temple and First Streets.
7. CHECK-IN with the Parking Attendant.
8. PARK in the Visitor's section.

- **Santa Monica Freeway (I-10) East bound**

1. FROM FWY I-10 East;
2. MERGE into the Harbor Fwy (I-110) heading North bound.
3. MERGE into FWY 5 South towards Santa Ana / FWY 101.
4. EXIT Los Angeles Street off ramp
5. RIGHT on Los Angeles Street
6. GO straight heading South bound; pass Temple Street
7. ENTRANCE is on the RIGHT SIDE (west) of Los Angeles Street between Temple and First Streets.
8. CHECK-IN with the Parking Attendant.
9. PARK in the Visitor's section.

- **Santa Monica Freeway (I-10) West bound**

1. TAKE FWY I-10 West
2. MERGE into the Harbor Fwy (I-110) heading North bound.
3. MERGE into FWY 5 South towards Santa Ana / FWY 101 South
4. EXIT Los Angeles Street off ramp
5. RIGHT on Los Angeles Street
6. GO straight heading South bound; pass Temple Street
7. ENTRANCE is on the RIGHT SIDE (west) of Los Angeles Street between Temple and First Streets.
8. CHECK-IN with the Parking Attendant.
9. PARK in the Visitor's section.

Once you arrive at parking lot:

1. The guard will verify that guest is on the list. After which, guest will be directed to park under the City Hall Mall which will end up on parking level P-2.
2. Look for the signs pointing to where the elevator is located.
3. When the elevator is taken, the guest is in the City Hall East building elevator (200 North Main Street).

4. If guest needs to go to
 - ***CITY HALL - 200 North Spring Street, press 2nd Floor, exit heading West (Spring Street)***
 - ***CITY HALL EAST - 200 North Main Street, remain in the same elevator and press the appropriate floor***
 - ***THE DEPARTMENT office - press 1stFloor, exit at Los Angeles Street, head towards East.***

DIRECTIONS TO LOT 7

ENTRANCE to Lot 7 is on the East side of Judge John Aiso Street between 1st St. and Temple Streets next to East West Theatre. The parking attendant leaves at 3:30 p.m. If guest will arrive after 3:30 pm, parking arrangements still need to be made to avoid the risk of being towed and GSD needs to know who owns the vehicle in case of emergency.

Please do not enter or use Lot 3, the multi-level parking structure in the corner of Judge John Aiso St. and Temple Streets. Lot 3 is strictly used by LAPD.

- **Hollywood Freeway 101, South bound**
 1. FROM FWY 101 South
 2. EXIT Los Angeles Street off ramp
 3. RIGHT on Los Angeles Street
 4. LEFT on Temple Street
 5. RIGHT on Judge John Aiso Street
 6. CHECK-IN with the Parking Attendant.
 7. PARK in the Visitor's section.

- **Hollywood Freeway (101), North bound**
 1. FROM FWY 101 North
 2. EXIT Alameda Street towards Union Station
 3. RIGHT onto Arcadia St
 4. LEFT Los Angeles Street
 5. LEFT on Temple Street
 6. RIGHT on Judge Aiso Street

9. CHECK - IN with the Parking Attendant.
10. PARK in the Visitor's section.

- **Santa Ana Freeway (I-5), North bound**

1. FROM Fwy.I-5 North heading towards Los Angeles;
2. MERGE into Fwy.101 North
3. EXIT First Street - Exit 1B
4. LEFT onto First Street
5. RIGHT onto Judge John Aiso Street
6. CHECK - IN with the Parking Attendant.
7. PARK in the Visitor's section.

- **Pasadena Freeway (I-110) South bound**

1. FROM FWY I-110 South
2. MERGE into FWY 5 South towards Santa Ana / FWY 101 South.
3. EXIT Los Angeles Street off ramp
4. RIGHT on Los Angeles Street
5. LEFT on Temple Street
6. RIGHT on Judge John Aiso Street
7. CHECK - IN with the Parking Attendant.
8. PARK in the Visitor's section.

- **Harbor Freeway (I-110) North bound**

1. FROM FWY I-110 North
2. MERGE onto FWY 101 South / FWY I-5 South
3. EXIT Los Angeles Street off ramp
4. RIGHT on Los Angeles Street
5. LEFT on Temple Street
6. RIGHT on Judge Aiso Street
7. CHECK - IN with the Parking Attendant.
8. PARK in the Visitor's section.

- **Santa Monica Freeway (I-10) East bound**

1. FROM FWY I-10 East;
2. MERGE into the Harbor Fwy (I-110) heading North bound.
3. MERGE into FWY 5 South towards Santa Ana / FWY 101.
4. EXIT Los Angeles Street off ramp
5. RIGHT on Los Angeles Street
6. LEFT on Temple Street
7. RIGHT on Judge John Aiso street
8. CHECK - IN with the Parking Attendant.
9. PARK in the Visitor's section.

- **Santa Monica Freeway (I-10) West bound**

1. TAKE FWY I-10 West

2. MERGE into the Harbor Fwy (I-110) heading North bound.
3. MERGE into FWY 5 South towards Santa Ana / FWY 101 South
4. EXIT Los Angeles Street off ramp
5. RIGHT on Los Angeles Street
6. LEFT on Temple Street
7. RIGHT on Judge John Aiso Street
8. CHECK - IN with the Parking Attendant.
9. PARK in the Visitor's section

Once you arrive at Parking Lot 7:

To get to City Hall:

Exit Lot 7 on JUDGE JOHN AISO ST.
Make a LEFT going South towards FIRST ST.
Make a RIGHT on FIRST St.
Proceed West towards MAIN ST.
Make a RIGHT on MAIN ST.
City Hall is on the left-hand side

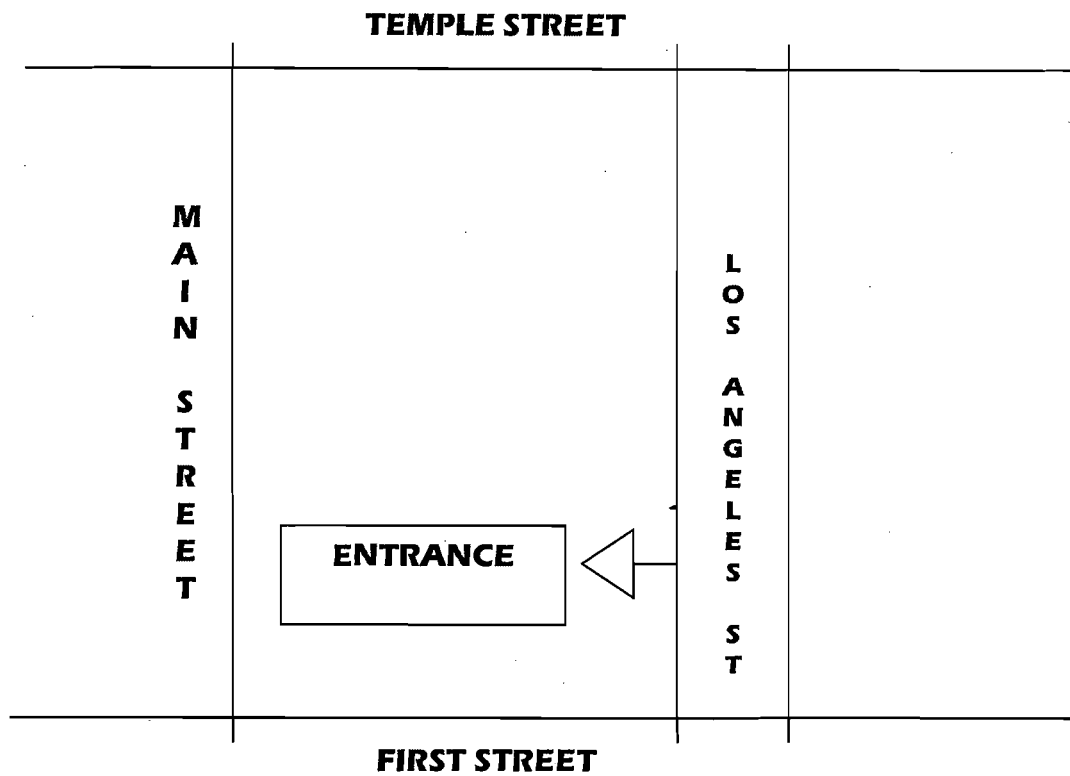
To get to Department of Neighborhood Empowerment, Empowerment Academy Office (305 E. First St. Los Angeles, CA 90012)

Exit the Lot 7 on JUDGE JOHN AISO ST.
Make a LEFT going South towards FIRST ST.
Make a LEFT on FIRST ST.
The office is on the left-hand side.

To get to Department of Neighborhood Empowerment, Main Office (334-B E. 2nd St. Los Angeles, CA 90012)

Exit the Lot 7 on JUDGE JOHN AISO ST. (JUDGE JOHN AISO ST turns into SAN PEDRO ST. after FIRST STREET).
Make a LEFT going South towards SECOND ST.
Make a LEFT on SECOND ST.
The office is on the right-hand side (South side), next to "Via Dolce" coffee shop.

Map of City Hall Parking Level P-2, Lot 7 and DONE Main Office and Empowerment Academy Office is attached.



**YOUR GOVERNMENT AT
A GLANCE**

**FACTS ABOUT THE CITY
OF LOS ANGELES**

**COMPILED
BY**

**FRANK T. MARTINEZ
CITY CLERK
2004 EDITION**

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LOS ANGELES AT A GLANCE

FOUNDED

September 4, 1781

INCORPORATED

April 4, 1850

POPULATION

2000 U.S. Census.....	3,684,820
1994 U.S. Census.....	3,451,900
1990 U.S. Census.....	3,485,398
1980 U.S. Census.....	2,966,763
1970 U.S. Census.....	2,811,801
1960 U.S. Census.....	2,479,015
1950 U.S. Census.....	1,970,358
1940 U.S. Census.....	1,504,277
1930 U.S. Census.....	1,238,048

AREA

Total area.....	472.08 square miles
Extreme distance north and south.....	44 miles
Extreme east and west.....	29 miles
Length of City Boundary.....	342 miles

TOPOGRAPHY

Elevation range	from sea level to 5,080 feet (Elsie Peak)
Average elevation	275 feet

TEMPERATURE

Mean over 40-year period (1960-2000).....	64.4°F
Highest - June 26, 1990.....	112.0°F
Lowest - January 4, 1949.....	27.9°F

RAINFALL

30 year annual mean (1960-1990).....	14.77 inches
--------------------------------------	--------------

FORM OF GOVERNMENT

The City of Los Angeles is a Mayor-Council-Commission form of government, as originally adopted by voters of the City of Los Angeles, effective July 1, 1925 and reaffirmed by a new Charter effective July 1, 2000. A Mayor, City Controller, and City Attorney are elected by City residents every four years. Fifteen City Council members representing fifteen districts are elected by the people for four-year terms, for a maximum of two terms. Members of Commissions are generally appointed by the Mayor, subject to the approval of the City Council. General Managers of the various City departments are also appointed by the Mayor, subject to confirmation by the City Council. Most employees of the City are subject to the civil service provisions of the City Charter.

The City of Los Angeles was incorporated on April 4, 1850. At that time, it had a population of 1,610 (U.S. Census) and an area of 28 square miles. It did not have a graded street, a sidewalk, a water system, lights, nor a single public building of its own. Residents on Saturday morning swept or cleaned the street in front of their houses. Street lighting was simple, as owners of houses, which faced streets, were obligated to place a light at the door in front of their houses during the first two hours of darkness each night.

LOS ANGELES TODAY

Today, Los Angeles has a population of nearing four million people, an area of 465 square miles, 7,366 miles of streets, water and power brought from mountains hundreds of miles away, and thousands of publicly-owned structures of various types. The friendly lanterns that once hung at the door have been replaced with electrolier lights and utilitarian lights. Adobe houses have been replaced with modern buildings and residences, volunteer police and fire departments have been succeeded by highly trained, properly equipped, and well organized municipal forces, and mud flats have been dredged to become one of the world's busiest harbors at Wilmington and San Pedro.

CITIZENS' INTERESTS

Your City government touches your life at more points more frequently than any other governmental agency, be it federal, state, or county. City government furnishes water, supplies electricity, provides ambulance, police, sanitation, and fire services, maintains streets, maintains parks and provides other essential services to citizens.

In a very real sense, the City government is a huge corporation with nearly four million stockholders -- the second largest city in the United States. This City, in which you are a stockholder, is engaged in business exceeding several billion dollars a year.

MUNICIPAL ORGANIZATION

The basic law of the government of the City of Los Angeles is found in the City Charter, first adopted by a vote of the people in 1924, effective July 1, 1925, and subsequently amended from time to time. In 1999, the voters approved a new City Charter that addresses government in this new century. The Charter provides for a mayor-council type of municipal system, the Mayor being the executive branch and the Council the legislative. The governmental machinery consists of approximately 42 departments and bureaus which are headed by General Managers or advisory or controlling Boards or Commissions appointed by the Mayor subject to confirmation of the Council. The Board of Public Works is the only full-time board.

[Click here to view City of Los Angeles' Organization Chart prepared by the City Administrative Officer](#)

For more information on programs administered by the Department, please call (800) 510-2020.

LOS ANGELES WORLD AIRPORTS

The Los Angeles World Airports, under its Board of Commissioners, is responsible for the management, supervision, and control of all airports and airport facilities under the jurisdiction of the City of Los Angeles.

These airports are:

The Los Angeles International Airport (LAX);
The Ontario International Airport (ONT);
The Van Nuys Airport (VNY); and
The Palmdale Regional Airport (PMD)

These airports are among the busiest in the world.

ANIMAL SERVICES DEPARTMENT

The Department of Animal Services provides services that enable people and animals to live together in safety in the City of Los Angeles. The Department houses and cares for lost and abandoned animals in its six shelters located throughout the City, enforces animal-related laws, and acts to prevent cruelty to animals. The Department issues dog and equine licenses, collects license fees, and participates in the State rabies control program. The Department also issues cat identification tags and collects tag fees. The Department enforces the Leash Law; inspects medical research laboratories; and accepts unwanted animals.

Main Office
419 South Spring Street
Los Angeles, CA 90013

District Offices:
8:00 a.m. to 5:00 p.m. Tuesday-Saturday; 12:00 p.m. to 4:00 p.m. Sundays
(for adoptions)
(24-hour emergency service available)

North Central Animal Care and Control Center
(East of Hollywood Freeway and South of Ventura Freeway)
3201 Lacy Street, Los Angeles, CA 90031

South Central Animal Care and Control Center
3612 Eleventh Avenue, Los Angeles, CA 90018

Harbor Animal Care and Control Center
735 Battery Street, San Pedro, CA 90731

Spay-Neuter - This surgery sterilizes dogs and cats. Spaying and neutering promotes a longer, healthier life for pets and helps control animal overpopulation. The Department and many humane organizations provide subsidies and referrals for sterilization. For more information, call (800) Spay4LA.

Dangerous Animal Problem - An animal may be considered dangerous if it has attacked a person or another animal. Report it to the nearest shelter, and the Department will respond.

Animal Cruelty - If you observe or suspect the mistreatment of an animal, contact your local shelter, and personnel will investigate.

Sick, Injured or Stray Animals - Bring the animal to the nearest shelter, or contact the shelter and field personnel will respond. Veterinary medical staff will examine the animal, provide treatment if appropriate, and make the animal available for adoption if it is not claimed by its owner. If it is critically ill or injured, or does not respond to treatment, an animal will be humanely euthanized.

Dead Animal Pickup - For removal, call the City's Bureau of Sanitation at (800) 773-2489.

BUILDING AND SAFETY DEPARTMENT

Goals and Responsibilities:

The mission of the Department of Building and Safety is to protect the lives and safety of the residents and visitors of Los Angeles, preserve the City's quality of life, and contribute to the City's economic development. This is accomplished through the implementation of the Zoning, Building, Plumbing, Mechanical, and Electrical Codes, as well as Engineering, Energy, and Disabled Access Regulations, and local and State laws for construction and maintenance of commercial, industrial, and residential buildings.

The Department inspects all types of structures for work under permit relating to new construction, alteration, repair, demolition, removal or relocation. Inspections are conducted, upon request or complaint, for existing single family residential and commercial structures (except apartment buildings) to determine compliance with City Codes. Code enforcement activities carried out by this Department include providing for the fencing, cleaning, boarding-up and/or demolition of vacant and abandoned buildings and the annual inspection of auto repair garages and storage yards. The Department also conducts inspection of boilers and elevators and tests and reviews electrical and mechanical appliances and equipment for sale in the City. Many public safety-related ordinances are administered by the Department including the City's Earthquake Hazards Reduction, Security Bars and Grills, Fire Safety Standards For High-Rise Retrofit, Seismic Gas Shut Off Valve, and Swimming Pool Fencing Ordinances. In addition upon request, the Department also completes reports of residential building records and provides information regarding pending special assessment liens to potential purchasers of residential properties prior to sale or exchange.

Construction Services Centers: All building, plumbing, mechanical, and electrical permits are processed through Building and Safety public counters in the following locations. The following phone numbers are listed for each location.

<u>Office</u>	<u>Address</u>	<u>Phone Numbers</u>
Metro	201 North Figueroa Street First Floor Los Angeles, CA 90012	(213) 482-0098
Van Nuys	6262 Van Nuys Boulevard, Room 251 Van Nuys, CA 91401	(818) 374-4320
West L.A.	1828 Sawtelle Boulevard Second Floor Los Angeles, CA 90025	(310) 575-8181
San Pedro	638 South Beacon Street, Room 276 San Pedro, CA 90731	(310) 732-4545
South L.A.	8475 South Vermont Avenue Los Angeles, CA 90044	(323) 789-2782

CITY ADMINISTRATIVE OFFICER

The City Administrative Officer (CAO) is the chief financial advisor to the Mayor and the Council and reports directly to both. The CAO conducts studies and investigations, carries out research and makes recommendations on a wide variety of City management matters for the Mayor and Council. The CAO assists the Mayor and Council in the preparation of the City budget, plans and directs the administration of the budget and directs the development of work programs and standards. The CAO represents the management of the City in negotiating all labor contracts. In addition, the CAO coordinates applications for federal and state grants and claims for disaster relief, provides support for the Quality and Productivity Commission, chairs and participates on many coordinating committees, and performs other duties required by the Mayor or the Council.

CITY ATTORNEY

The City Attorney is elected by the people of Los Angeles to represent the City and serves as legal advisor to the Mayor, City Council, and all city boards, departments, officers and entities. As the City's general counsel, the City Attorney provides advice and opinions on matters of municipal concern, examines contracts and ordinances as to form and legality, and is frequently called upon to interpret the City Charter, federal and state statutes, and other laws that govern Los Angeles.

As the City's chief prosecutor, the City Attorney prosecutes all misdemeanor criminal offenses and infractions occurring in the City of Los Angeles, including domestic violence, child abuse, driving under the

assure government decisions are made in the public interest, unattained by any consideration of private gain.

The City Ethics Commission is responsible for administering and enforcing the City's laws relating to ethics, campaign financing and lobbying. The programs administered by a full-time staff of 25 include: a campaign finance audit and disclosure program, a public matching funds program for City candidates, a lobbyist registration and disclosure program, and an ethics and financial disclosure program for City officials. To assist City employees, candidates and others in complying with the laws, the Commission provides oral and written advice, conducts training sessions, and produces manuals and informational materials.

Further, the City Charter mandates that the Commission make legislative recommendations to the Council in these policy areas and authorizes it to investigate and enforce violations of the ethics, campaign finance and lobbying laws. To this end the Commission conducts audits of City campaigns and maintains a 24-hour Whistleblower Hotline (800) 824-4825 to receive confidential complaints and reports of violations.

For more information, telephone, write or e-mail the City Ethics Commission at:

City Ethics Commission
200 North Spring Street, 24th Floor
Los Angeles, CA 90012
(213) 978-1960
FAX (213) 978-1988
TDD (213) 978-2609
website: www.ethics.lacity.org

COMMISSION ON THE STATUS OF WOMEN

The Los Angeles City Commission on the Status of Women was established by ordinance in 1975 and made a permanent City department in 1980. Its purpose is to assist in ensuring to women the opportunity for full and equal participation in the affairs of City government and promote the general welfare of women in the Los Angeles community. The Commission is authorized to: inform and advise the Mayor and City Council of the needs of women, investigate conditions which adversely affect women and recommend remedies, and maintain an active liaison with community groups. Activities include: conferences, workshops, and seminars; public hearings; special events, and exhibits; publications; information and referral services; legislative advocacy; special programs for at risk young women; and the elimination of all forms of discrimination against women. Additional information can be obtained by calling (213) 978-0300.

agencies; monthly and yearly financial reports are submitted to the Mayor and Council. Also, the Controller submits to the Mayor the estimated revenue for budget purposes (other than property taxes) for the City. The Controller prepares annually the computation of the City tax rate for the City Council.

Internal auditing of all departments is done by the Controller. Audit reports are submitted to the department heads, the Mayor, the City Council and are available to the public.

The City Controller is also the Controller for the following governmental agencies:

- Community Redevelopment Agency of the City of Los Angeles
- Los Angeles Coliseum and Sports Arena
- Los Angeles Convention and Exhibition Center Authority
- Municipal Improvement Corporation of Los Angeles
- Pueblo de Los Angeles State Historical Park
- South Central Los Angeles Multiservice and Child Development Center Agency

CONVENTION CENTER DEPARTMENT

The City is responsible for the operation and maintenance of the Convention and Exhibition Center in accordance with the lease and leaseback agreements between the City of Los Angeles and the Los Angeles Convention and Exhibition Center Authority.

The Los Angeles Convention Center Department markets and rents its facilities for conventions, trade shows, public shows, private functions, meetings, banquets and other special events. After completion of a major expansion in 1993, the Center capacity increased to 860,000 square feet with nine exhibit halls, 64 meeting rooms, and 6,000 parking spaces. The Department operates the parking facilities, provides client services and maintains the entire complex.

The Convention Center is located at 1201 South Figueroa Street in downtown Los Angeles. Telephone: (213) 741-1151

CULTURAL AFFAIRS DEPARTMENT

The Department is responsible for the operation of a number of arts centers throughout the greater Los Angeles area. The centers offer classes and programs in their respective communities and provide exhibition and performance space as well. Some are located next to cultural and historic architectural monuments such as the Watts Towers and Frank Lloyd Wright's Hollyhock House. It is these monuments, and a variety of other structures which have cultural and historic significance, that the Cultural Heritage Commission (under the auspices of the Cultural Affairs Department) strives to preserve and protect.

Another adjunct to the department, the Cultural Affairs Commission, is primarily responsible for approving the design of any structure being built on or over City property.

Croatian Cultural Center.....(310) 548-7630
643 South Pacific Avenue FAX (310) 548-7635
San Pedro, CA 90731

Junior Arts Center.....(213) 473-8457
4814 Hollywood Boulevard FAX (213) 473-8527
Los Angeles, CA 90027

Hollyhock House
(Temporarily Closed for Repairs)
4800 Hollywood Boulevard
Los Angeles, CA 90027

Municipal Art Gallery.....(213) 473-8432
4808 Hollywood Boulevard FAX (213) 473-8527
Los Angeles, CA 90027

Performing Arts Firehouse.....(310) 548-2496
438 North Mesa Street FAX (310) 548-7429
San Pedro, CA 90731

Watts Towers Arts Center.....(213) 847-4646
1727 East 107th Street FAX (323) 564-7030
Los Angeles, CA 90002

Watts Towers Conservation Office.....(213) 847-0877
1765 East 107th Street FAX (213) 847-0876
Los Angeles, CA 90002

William Grant Still Arts Center.....(323) 734-1164
2520 West View Street FAX (213) 485-1610
Los Angeles, CA 90016

Youth Arts and Education.....(323) 473-7550
433 South Spring Street, 6th Floor FAX (213) 485-1610
Los Angeles, CA 90013

DEPARTMENT ON DISABILITY

The Mayor and the City Council created the Department on Disability in 1998 to improve the quality of life for people with disabilities. The Department replaced the Office on Disability, a division of the City of Los Angeles Mayor's Office, in response to the Rehabilitation Act of 1973. The Department is supported by a nine-member advisory commission established in 1989, in recognition of the City's commitment to expand equal opportunities and to provide the full extent of municipal services to persons with disabilities. Transferred from the City's Community Development Department in 2000, the AIDS Coordinator's Office became part of the Department on Disability. As an integrated system, the AIDS Coordinator's Office devises strategies and develops policies to address the epidemic of AIDS, and implements prevention programs in the City.

EMERGENCY PREPAREDNESS DEPARTMENT

The mission of the Emergency Preparedness Department (EPD) is to provide Citywide emergency management program leadership, continuity, and direction to enable the City and its partners to respond to, recover from, and mitigate the impact of natural, manmade, or technological disasters upon its people and property. Although the Department was established in July 2000, its lineage and the City's commitment to disaster preparedness are decades old.

The Department coordinates the interdepartmental preparedness, planning, training and recovery activities of the City's Emergency Operations Organization, its divisions and all City departments. Additionally, it serves as the City's emergency preparedness liaison with other municipalities, state and federal agencies, and the private sector; and performs related education and community preparedness activities.

For more information on EPD programs and activities, you can visit its website at: www.lacity.org/epd, or call its offices at (213) 978-2222.

EMPLOYEE RELATIONS BOARD

The functions of the Employees Relations Board include determining representation units for City employees, arranging for election in such units, determining the validity of charges of unfair practices by management or employee organizations, maintaining lists of impartial third parties for use in the resolution of impasses, and arbitration of grievances, and acting upon requests for mediation or fact-finding in the resolution of impasses. The Board is authorized to conduct investigations and hold public hearings on all matters relating to the composition of representation units and unfair employee relation practices.

ENVIRONMENTAL AFFAIRS DEPARTMENT

The City of Los Angeles Environmental Affairs Department is an independent City department supported by a five-member Environmental Affairs Commission. The Department recommends environmental policies and programs to the Mayor and City Council, coordinates and secures resources for City-wide environmental initiatives, and ensures that solid waste facilities are operated in a manner that protects the public health, safety, and environment. The Department also represents the City on environmental issues. It serves as a liaison among other City departments and environmental agencies coordinating unified approaches to critical environmental issues. Additionally, the Department provides a Public Information Clearinghouse, providing information and referrals about environmental programs and services.

A major division in this Bureau is the Operations Control Division (OCD). This Division is extensively involved in communications and dispatching Fire Department personnel and equipment to emergencies. The OCD also coordinates the status of fire companies and ambulances in the field.

The Bureau of Human Resources consolidates all human resources functions of the Department into one Bureau. These functions include In-Service and Recruitment Training, EMS Quality Improvement, Medical Liaison, Stress Management, Medical Advisor, and Department Safety Officer.

The fifth major bureau is the Bureau of Administrative Services. This bureau contains the Accounting Services Section, Management Services Section, Map and Drafting Unit, Personnel Services Section, Manuals and Orders Section, and the EMS Billing Unit.

FIRE AND POLICE PENSIONS DEPARTMENT

This Department administers the Fire and Police Pension System for all uniformed fire, paramedic and police employees. The Department is responsible for the investment of pension funds in stocks, bonds, real estate and money market instruments.

GENERAL SERVICES DEPARTMENT

The Department of General Services was established to provide centralized support services to City departments, elected officials, and non-City organizations, as directed by the Mayor and City Council. The Department's responsibilities include: purchasing (the General Manager acts as the City's Purchasing Agent); materials management and warehousing; mail and messenger services; maintenance and repair of the City's vehicle and helicopter fleet; testing of soils, asphalt, and building construction materials; printing and duplication services; construction and maintenance of City-owned buildings; property leasing and management (including the Los Angeles Mall); custodial, security, and parking services for City facilities; and coordination of and logistical support for special events such as the El Grito and Watts Towers festivals, visits by foreign dignitaries, the Mayor's inauguration, and fund raisers for charitable organizations.

HARBOR DEPARTMENT

The Port of Los Angeles is overseen by the Board of Harbor Commissioners, appointed by the Mayor to guide the 700 Harbor Department employees that work for the Port of Los Angeles. This policy of citizen control has helped shape the destiny of the Harbor Department, one of the busiest ports in the United States. When it became designated by the State as the Port of Los Angeles in 1907, the area was little more than mud flats. It has since grown into one of the most significant factors in Southern California's economy.

Section 8 Division. The HACLA also provides extensive economic development, employment, education and social programs via its Resident Relations Division as part of a commitment to foster healthy communities and promote economic self-sufficiency.

The Housing Services Division operates a variety of housing throughout the City and all sites are fully occupied, but have a normal monthly turnover making units available to applicants on the waiting list. Applicants must be determined eligible and pass a criminal history screening. Residents generally pay 30% of adjusted income, and can participate at the Conventional Application Center at (213) 252-5316, in HACLA offices, and via the Internet at the Housing Authority's website: www.hacla.org. The website provides the locations of housing and provides information regarding the Housing Authority's programs and activities, including extensive information for owners and participants in the Section 8 program.

The Section 8 Division provides rent subsidies via housing voucher payments to enable low and very low-income households to rent from private owners. Applicants may rent a dwelling that meets the Section 8 Housing Quality Standards. Participants pay between 30 and 40 percent of adjusted income as rent to the owner, and the Housing Authority pays the owner a Voucher Payment. There is no emergency housing provided in the Section 8 program and the waiting list is very long. Those interested in Section 8 assistance may register for the waitlist for a Section 8 Voucher at the website or by calling (213) 252-6199. Owners interested in listing their property in the Section 8 Property Listing may do so at the website or by calling (213) 252-4227.

In addition to being a designated City "One-Stop" Employment Services provider and a member of the City's Workforce Investment Board (WIB), the HACLA promotes educational achievement, employment, and increased self-sufficiency in all its Resident Relations Division programs. Resident Relations has a wide range of programs in both age specific and intergenerational formats from youth Spelling Bees, Homework Assistance, Vocabulary Basketball, and other sports, to a wide network of Computer Learning Centers, to job training, parenting, leadership, and business development programs. With a motto of "Partners for Success," the HACLA works positively with residents, elected resident leaders, and with private and public agencies to insure that residents have access to a diverse network of services needed to foster health and success.

HOUSING DEPARTMENT

The Los Angeles Housing Department (LAHD) was created in August 1990 to address the City's housing crisis. The Department's mission is to advocate safe and livable neighborhoods through the promotion, development, and preservation of decent, safe, and affordable housing.

To achieve this mission, the Department utilizes federal resources including HOME and CDBG funds, tax-exempt bonding authority, and tax credits in addition to leveraging other funds from the public and private sectors. The Department uses these tools to assist in the development of single-family homes, rental housing, mixed-use (commercial/residential) developments, and

franchise enforcement, municipal cable programming and utilization, operates the City's cable channel, and related matters.

LOS ANGELES CITY EMPLOYEES' RETIREMENT SYSTEM

This Department, under its Board of Administration, is vested with the exclusive management control of the investments of the Los Angeles City Employees' Retirement Fund. Additionally, the Department is charged with the administration of provisions of the City Charter and Administrative Code relative to the retirement, disability, and death benefits provided for all City employees, except the sworn forces of the Fire and Police Departments, and the employees of the Department of Water and Power.

LOS ANGELES PUBLIC LIBRARY

The Los Angeles Public Library (LAPL) provides free and easy access to information and opportunities for life-long learning. The LAPL is one library (one collection of books and other materials and one staff of librarians and support personnel), which is accessed through a Central Library downtown, eight regional branch libraries, 59 community branches, four bookmobiles, and at <http://www.lapl.org>.

The LAPL has more than six million books and other materials in its collection; over two million are at the Richard Riordan Central Library. More than 12 million people visit the LAPL and borrow nearly 13 million books during the year.

To meet the unprecedented demands for its services, the LAPL is rebuilding and improving its libraries. The LAPL is nearing completion on a 1989 bond-funded program that built 27 new, expanded or renovated branch libraries. Following the passage of a 1998 bond, the library is also improving or rebuilding 28 other branches and creating branches in four communities without libraries.

All LAPL libraries provide state-of-the-art technology that includes a computerized catalog of library materials, Internet access, databases for a wide range of topics, and information about library locations, hours of service, events and programs. Patrons can also reserve materials and have them delivered from anywhere in the system to their local LAPL facility. These features are available from any computer with Internet access.

The LAPL offers a variety of programs and services for infants, children, teens and adults. Many LAPL facilities, for instance, provide homework centers designed to help children succeed in school by developing reading and study skills. The Central Library is the location for "teen scape" one of the nation's largest and most technologically advanced libraries designed specifically for teenagers.

The Library Foundation of Los Angeles (www.libraryfoundationla.org), a non-profit organization, supports LAPL by raising funds to enhance the library's services, programs and technology.

City's system of governance.

More than half of the Department's employees are the community organizers who form the field staff. They operate from the main office in Little Tokyo, and out of five additional access centers located throughout the City in Van Nuys, Reseda, Boyle Heights, the Eighth District Constituent Center, and San Pedro. The field staff, known as Project Coordinators, work closely with over 100 groups that are preparing to be officially certified as neighborhood councils.

The DONE is now accepting applications from groups wishing to be officially certified by the City. The certification process requires approximately 60 days to complete. The seven-member Board of Neighborhood Commissioners can grant approval or reject an application following a public hearing. Once certified, neighborhood councils can apply for up to \$50,000 in grants twice a year. Telephone: (213) 485-1360. Fax: (213) 485-4608. E-mail: DONE@mailbox.lacity.org, website: www.lacityneighborhoods.com.

PERSONNEL DEPARTMENT

The Personnel Department recruits employees, administers competitive examinations, and establishes eligible lists for employment. In addition, the Department recruits and examines sworn police and fire candidates and conducts background investigations. It establishes rules and regulations governing the promotion, transfer, leave of absence, removal, and reinstatement of City employees; administers the City's classification plan; administers the City's affirmative action and equal employment programs; and maintains a variety of employment records for all City employees. The Personnel Department assists other departments with in-service training, placement, and counseling; administers employee health and dental insurance and other benefit programs; investigates grounds for removal or suspension of employees; investigates discrimination complaints; and conducts hearings. The Department administers pre-employment health examinations; administers a workers' compensation program, including vocational rehabilitation for City employees; and provides medical care for persons in custody of the Police Department. It administers the City's Trip Reduction/Commuter Services Program which includes ridesharing, vanpooling, mass transit subsidies and employee parking.

Additional information regarding Personnel Department programs and services is available through its website at www.lacity.org/PER. Employment information may be obtained by calling the 24-hour job hotline at (213) 847-9424.

PLANNING DEPARTMENT

The City of Los Angeles is guided in its land use development and infrastructure decisions by a series of planning documents, prepared by the Department of City Planning, which address population distribution, traffic circulation, public facilities, location of housing, commercial and industrial facilities, and protection of the natural environment and the health welfare, and safety of the general public. The role of the Planning Department is to recommend goals, objectives, policies and implementation programs to the Mayor and City Council, and, upon adoption, to implement and

POLICE DEPARTMENT
www.LAPDOnline.org

This Department has the duty and power to enforce the penal divisions on the City Charter, the ordinances of the City, and the laws of the state and the nation for the purpose of protecting persons and property and for the preservation of the peace of the community. To these ends, the department engages in patrol, prevention of crime, investigation of reported crimes, apprehension of suspects, the gathering and presentation of evidence, the detention of unarraigned persons, the regulation of traffic, the investigation of traffic accidents, the custody of property, and such staff services as are necessary to engage in these activities.

- LIFE THREATENING EMERGENCIES.....911
- NON-EMERGENCY:.....311
- Narcotics Hot Line.....(800) 662-BUST

The Police Commission Investigation Division, Charitable Services Section, investigates and regulates solicitations for charitable projects, grants, endorsements to qualified charitable agencies, and determines eligibility of charitable organizations for exemption from payment of license and permit fees. It also investigates applicants, issues licenses, and regulates the conduct of bingo games in the City.
LAPD website: www.LAPDOnline.org.

- Commission Investigation Division.....(213) 485-3231
- Charitable Services.....(213) 978-1144

PUBLIC WORKS DEPARTMENT
BOARD OF PUBLIC WORKS

The five Commissioners on the Board of Public Works manage the Department of Public Works and are responsible for operation of the six Bureaus: Contract Administration, Engineering, Financial Management and Personnel Services, Sanitation, Street Lighting and Street Services. The Board also manages Operation Clean Sweep, the anti-graffiti, anti-litter program. The Board's Public Affairs Office provides public relations, media information and educational programs which enhance the understanding of the Department's activities and facilitate community involvement. The Board advertises for bids and awards contracts for the construction or repair of public buildings, streets, streetlights, sewers, storm drains, treatment facilities, and for vital services such as tree trimming and processing yard trimmings and recyclables.

Additional information or assistance can be obtained by contacting the following:

- Board of Public Works.....(213) 978-0265
TDD (213) 978-2310
- Operation Clean Sweep.....(213) 978-0231

**PUBLIC WORKS DEPARTMENT
BUREAU OF ENGINEERING**

The Bureau of Engineering has primary responsibility for the design and construction of public facilities, streets, sewers, storm drains, and private development affecting the public right of way for the City. The head of the Bureau is the City Engineer.

The Bureau plans, designs and manages the construction of municipal buildings, streets, storm drains, sewers, treatment plants, bridges and other structures, service yards and related public improvements. To do this, the Bureau prepares environmental assessments, preliminary designs, final plans, specifications and estimates; reviews plans and specifications prepared by private engineers and architects for public facilities; checks plans and prepares structural, electrical, and mechanical engineering details; and prepares preliminary and final construction cost estimates. The Bureau also acquires rights-of-way and easements required for City streets, sewers and storm drains; examines titles and processes title transfers and property matters.

The Bureau is responsible for the engineering features and standards of all privately developed subdivisions and tracts. The Bureau maintains public counters in various areas of the City for research into City records, review of private projects and the issuing of permits for work involving the City's rights-of-way or public properties, and also provides many of these services over the internet.

The Bureau is charged with the responsibility for all basic and project surveying, the preparation of all official City maps, and is the custodian of all records pertaining thereto. It is also the custodian of all original maps, plans, profiles, field books, estimates, records and other data relating to the public works with which the Bureau is concerned.

The Bureau provides specialized services in support of capital projects and for other City departments and agencies in such areas as sustainable design evaluation, structural analysis, environmental compliance, hydraulic modeling research, and research into geology and soil conditions. It also conducts research into all aspects of Public Works engineering, develops standard plans for its use in design, and distributes this information to the private sector for continuity and standardization.

For more information: www.eng.lacity.org (213) 847-8704

**PUBLIC WORKS DEPARTMENT
BUREAU OF FINANCIAL MANAGEMENT AND PERSONNEL SERVICES**

The City Charter established a new Director of Public Works position in the Department of Public Works. The Director serves as the Chief Financial Officer for the Department and directs the Bureau of Financial Management and Personnel Services along with oversight responsibilities for the Offices of Accounting and Management-Employee Services. The following areas are also assigned to the Chief Financial Officer: Financial Management, Capital Improvement Program oversight, Strategic Planning, Department-wide Systems and Technology and Department-wide Emergency Preparedness.

**PUBLIC WORKS DEPARTMENT
BUREAU OF SANITATION**

The Bureau of Sanitation collects, treats and disposes of sewage from homes and businesses throughout the greater Los Angeles Metropolitan Area, and for 27 other cities and agencies on a contractual basis. The Bureau also provides refuse collection, and disposal and recycling services to 720,000 households in the City of Los Angeles and to various City facilities.

The Bureau controls the discharge of sewage, industrial wastes and storm waters into sewers, storm drains, open channel and navigable waters; inspects and maintains open storm water channels; maintains, operates and repairs all sanitary sewers, storm drains, culverts and appurtenant structures such as sewage and storm water pumping plants and sewer ventilating plants; and operates and maintains wastewater treatment plants, some of which reclaim water and produce electrical energy.

Requests for refuse collection and sewer services or information can be made by calling one of the following offices:

- Solid Resources-Refuse Collection.....(800) 773-CITY (2489)

- South Central District
Headquarters, 786 South Mission Road

- North Central District
Headquarters, 452 San Fernando Road

- Western District
Headquarters, 2027 Stoner Avenue, West Los Angeles

- East Valley District
Headquarters, 9701 San Fernando Road

- West Valley District
Headquarters, 8840 Vanalden Avenue, Northridge

- Harbor District
Headquarters, 1400 North Gaffey Street, San Pedro

- Emergency Sewer Overflows.....(213) 485-5884
- Night Emergencies.....(213) 485-5391
(4:00 p.m. - 12:30 a.m.).....(213) 485-7575

- Sewage Spill Hotline
Watershed Protection Division.....(800) 974-9794

- Request for recycling information:.....(800) 773-CITY
or (800) CITY-SAN
- Request for Household Hazardous Information:.....(800) 98-TOXIC
(86942)

Requests for service or information can be made by calling (800) 996-CITY (2489) or (818) 756-8121.

DEPARTMENT OF RECREATION AND PARKS

The Department of Recreation and Parks, which has been serving the residents of Los Angeles for nearly 100 years, operates and maintains 385 parks (375 of which are neighborhood and community facilities) on 15,600 acres of parkland, as well as 176 recreation centers, 19 state licensed child-care centers, and 13 senior centers. Some of the regional parks include Griffith, Sepulveda Basin, Hansen Dam, Ken Malloy, and Ernest Debs.

Other Department facilities include 13 golf courses and a youth golf academy, 372 children's play areas including two that are specifically designed for children with disabilities, 253 ball fields, 52 soccer fields, 287 tennis courts, 58 swimming pools, 92 miles of hiking trails, a skateboard park, and an outdoor roller hockey rink.

Venice and Cabrillo beaches are also part of the Department, as are Balboa, Echo Park, Hansen Dam, Hollenbeck, Lincoln, MacArthur, and Harbor Regional lakes, at which activities vary, but include fishing, canoeing/kayaking, and paddle boats. Seven residential campsites at locations within and outside City limits, offer a variety of nature-oriented experiences.

Among the museums, historic sites, and horticultural locations that are maintained by the Department are Griffith Observatory, the Los Angeles Maritime Museum, Banning Residence Museum, the Cabrillo Marine Aquarium, Travel Town (in Griffith Park), Fort MacArthur, Exposition Park Rose Garden and other community gardens, Orcutt Ranch, Campo de Cahuenga, Barnsdall Art Park, and the Drum Barracks Museum.

The Department has nearly 2,000 full-time and about 6,000 part-time employees, as well as 10,000 volunteers who work at Department facilities and conduct Department programs. A five-member Board of Recreation and Park Commissioners sets Department policy, which is implemented by the General Manager and Department staff. Construction of new facilities and improvement of existing ones is also supervised by the Department.

The Department offers a wide range of recreational, educational, and cultural programs, numerous annual festivals (such as Lotus, Salute to Recreation, Venice Showcase, and Kids Day L.A.), and plenty of entertainment opportunities, including summer and winter concerts (in conjunction with the annual "Downtown on Ice" outdoor ice skating rink) at Pershing Square, performances of Shakespeare at Pershing and at a park in San Pedro, concerts at the Greek Theater, and through other activities.

The Department's objective is identified in its motto of "Community! Through People, Parks, and Programs," with the goal of meeting the needs of residents of all ages, abilities, and interests.

For more information about Department of Recreation and Parks programs, events, facilities, and services, please call our general information line at (888) LA-PARKS (527-2757) or visit our website at www.laparks.org.

West Los Angeles, Harbor Areas.....(800) 342-5397
San Fernando Valley Area.....(818) 342-5397

ELECTRIC TROUBLE

Metro/Harbor Area.....(800) 821-5278
San Fernando Valley/West Los Angeles
Areas.....(800) 821-5279

WATER TROUBLE

All Districts.....(800) 499-4611

HEARING - SPEECH IMPAIRED CUSTOMERS

with TDD equipment.....(800) 432-7397

ZOO DEPARTMENT

The Los Angeles Zoo nurtures wildlife and enriches the human spirit. Accessible to everyone who lives in or visits the Los Angeles area, the Zoo is a great place to explore with friends and family. But the mission goes beyond the excitement and wonderment of seeing exotic animals. The Zoo is committed to education and conservation. Each year thousands of school children enjoy tours with Zoo volunteer docents. In-depth classes, summer camp, preschool programs and community outreach introduce audiences of all ages to the wonderful wildlife of the world. Accredited by the American Association of Zoos and Aquariums, the L.A. Zoo cooperates with a network of other zoos to save rare and endangered species.

Located at the junction of the Golden State (5) and Ventura (134) freeways, the Los Angeles Zoo is open daily (except Christmas) from 10:00 a.m.- 5:00 p.m.

Visit our website at www.lazoo.org.

Zoo information.....(323) 644-6400

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Legal Framework

***Currently Unavailable**

City of Los Angeles

E-Democracy L.A. – September 2006

The City has launched several E-Democracy web applications that get at the heart of engaging citizen participation to increase involvement in the public decision making process.

The City has launched:

- 1) **“Online Council Votes”** – citizens can access their Council representative voting records for all items that went before Council. The system allows searching by date range, Council member, vote result and subject.
<http://citycouncil.lacity.org/cvvs/search/search.cfm>
- 2) **Enhanced “Online Council File Index”** – citizens can access an enhanced system that allows searching on all current and past legislative summary actions that now are integrated with new online Council documents that are part of each council file.. This system also integrates with the Council Votes system so citizens can access a complete history of any votes taken on the selected legislative matter.
<http://cityclerk.lacity.org/CFI/>
- 3) **“Online Council Docs”** – Citizens can access through the Council Calendar enhanced Meeting Agendas that hyperlink to the online Council Docs. This feature increases citizen access to government documents and reports without having to come downtown for hard copies.
http://lacity.org/clk/councilagendas/clkcouncilagendas330004_06012005.pdf
- 4) **“Community Impact Statement”** - Neighborhood Council representatives can provide input electronically regarding issues or agenda items before Committees, Commissions, Boards and City Council. Authorized representatives e-submit feedback or positions to the City Clerk which then incorporates their feedback on the Brown Act Agenda denoting Neighborhood Council positions.
<http://appla1.lacity.org/cis/>
- 5) **“Council Web Casts”** (existing) – Citizens can view full Council meetings video casting and listen to Council Committee meetings via audio web casting. *The City is now working on enhancing the system to allow ad hoc access to web casts segments for specific agenda items rather than watching an entire Council meeting web cast. A search feature will also be implemented for accessing video segments by Council File number etc.*

<http://www.lacity.org/cdvideo.htm>

- 6) **“Early Notification System”** (existing) – Citizens can subscribe to receive E-mail agendas from the City Council, Council and Ad Hoc Committees, Boards and Commissions. *The City’s now working on enhancing the system to allow citizens to filter subscription and viewing of information by geography and subject matter lessening the burden of information overload. The City will test feasibility of keyword based subscriptions early 2007.*

<http://www.lacity.org/lacity161.htm>

- 7) **L.A. Cityview35 – Government Access Channel** Emmy awarding winning LA Cityview Channel35 is the City’s government access channel whose mission is providing accurate/current information about the policies, services and activities of City Government. In addition to live coverage of Council Meetings and taped Commission Meetings. Channel 35 also produces original programming on a variety of topics such as crime prevention, women’s issues, the arts and other City services. LA Cityview Channel35 by cable subscribers in over 500,000 homes in within the City.

<http://www.lacity.org/ita/itacv1.htm>

Key Stats:

- Council File Index is accessed 25,000 times per month
- 38 Neighborhood Councils are currently registered to provide input via the Community Impact Statement system.
- Council Webcast average 929 viewers per day
- The City has 72 Boards and Commissions that distribute their meeting notices via the Early Notification System. There are over 78,400 subscriptions to the ENS.
- Overall Web site - 16,000,000 hits per month with 174,000+ unique visitors

The City of Los Angeles was recognized in 2005 by the Center for Digital Government for the best of “Government-to-citizen” category for our e-Democracy L.A. systems.



The following are useful links/phone numbers:

Department of Neighborhood Empowerment
www.lacityneighborhoods.com

You can find:

- **Board of Neighborhood Commissioners**
- **Budget Process**
- **City Attorney Opinions**
- **Community Impact Statement Procedure**
- **Congress of Neighborhoods**
- **Election Procedures**
- **Funding Status Reports**
- **Neighborhood Council Boundary Maps**
- **Newsletters**
- **Office Space Directives**
- **Roster of Neighborhood Councils**
- **Staff Directory**

City of Los Angeles

www.lacity.org

You can find:

- **3-1-1 Los Angeles City Information Line**
- ***Councilmember Directory- Committee Assignments; Office Locations; and Website information***
- **Directory of City Departments and Services**
- ***Early Notification System- Subscription service that allows anyone to receive agendas from City Council, Council and Ad Hoc Committees, Boards and Commissions.***
- **Newsletters**