

User Guide

City Officials Historical Database

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PREFACE TO THE USER GUIDE

The individuals found in this database are the founders of the City of Los Angeles government. They were and are the “Movers and Shakers” of the second largest City in the United States of America.

Background History of the Evolution of Los Angeles City Government Officials:

Before the User Guide is presented, it is necessary that researchers become aware of some issues relating to the subject matter of the database. From 1850-1875, the City of Los Angeles received all its direction from the California State Assembly; from 1876-1888 – the City received its first Charter from the State of California; from 1889-1924, the City had its first Home Rule Charter. This Charter had been amended a number of times; from 1925-1999, the Charter, also amended many times, took the City of Los Angeles into the modern era; and since 2000, the City of Los Angeles abides by the current Charter.

Council, first, has had two different titles: Common Council from 1850-1878; and City Council from 1878 to the present. Second, political term limits have varied over the years for the City of Los Angeles government: Included have been: One (1) year terms were from 1850-1889, there were elections each year; Two (2) year terms were from 1890-1904, there were elections every two years; Three (3) year terms (only one time) from 1906-1909; From 1909-1923, there were elections every two (2) years for 2 year terms (City Council began having Districts); and Starting in 1925 to the present, elections every two years for four year terms for Mayor and Council seats. On the year when there was no Mayoral election, no Mayor is listed for that year. This the same for Council seats also not up for election. Elections for Council were based on district even or odd numbers. Today there are fifteen in all. Same holds true for those appointed officials not appointed or reappointed during that election year.

Over the years the City of Los Angeles Council has varied in numbers and components within each jurisdiction as well as the two titles listed above. From 1850-1869 council men were known as members; from 1870-1877- there were 10 members in 3 Wards; from 1878-1888, there were 15 members in 5 Wards; from 1889-1909, there were 9 members in 9 Wards; from 1909-1924, the Council was only listed as 9 Members; and in 1925 to the present there have been 15 members in 15 Districts.

Notice to Researchers:

This database program is **NOT** a narrative history. It is **ONLY A COMPILATION** of individuals, both men and women, who held certain offices at certain time periods from one City government election to the next, beginning in 1850 through to the present time. **Please review** the Organization Charts link found on this database which shows the growth and development of City government over the years. For further information regarding individuals, offices, time periods, etc., please see the Reference link. Thank you.

USER GUIDE

Welcome to the City of Los Angeles City Officials Historical Database.

This new database has been tested on Internet Explorer, Chrome and Firefox, on MAC and PC, and a variety of computers of different ages and configurations. If you have any suggestions or have any problems, please feel free to click on the FEEDBACK/COMMENT link at the bottom of every page and send us the information.

Every single item on the website is a "link" which brings up everything attached to that item. When you click on a name, every committee or position held by the person appears on the screen.

It has been suggested that if you have any problem navigating back and forth through the database, you may need to clear your cache, browsing history and cookies before opening the database again.

ELECTION DATE

This website is driven by the Election Date section on the left side of the screen. The date will always default to the most current election entry. The dates range from the very first election in 1850 to the most recent election. With every election thereafter, the results will be entered to keep the database up-to-date.

At the top of all the web pages you will see SEARCH ORGANIZATION and SEARCH OFFICE HOLDER. These are the two main ways to search the database.

SEARCH ORGANIZATION

SEARCH ORGANIZATION is just what it says. For the purpose of this database, the word ORGANIZATION is a catch-all. Through the years, the names of different committees and departments have changed due to instructions from the City Charter, at the request of the City Council or the Mayor. ORGANIZATION encompasses the following:

Committees	Boards	Directors
Agencies	Commissions	Authorities
Councils	Bureaus	Panels
Departments		

In the beginning, the organizations were called Committees. For a number of years after that, they were called Boards. In your research, you will need to keep in mind that an organizational name may change or that organization's work will merge with another organization. If your research is following a special organization and it disappears from the lists after a particular date, the first place to check would be the organizational charts.

***There is a link to the organization charts in the left margin below the election date window.*

When you click on SEARCH ORGANIZATION, you will see a list of all the organizations in service at that time of the election date you have selected in the Election Date window on the left. If you know the exact name of the organization you can use the alphabet at the top of the window to take you straight there.

To the right of the alphabet, you'll see "SHOW ALL YEARS". If you click on this link you will see every single organization that has been entered into this database from 1850 to present.

On the far right margin directly below SEARCH OFFICE HOLDER, you will see a small window with a drop-down menu.

When you select **Elected / Appointed**, the program will show you only those people elected or appointed at the election date you selected.

When you select **All Active Officials**, the program will provide you a list of all people currently serving each organization as of that election date.

For example: On the June 3, 1997 Election Date, Council members were elected for Districts 1, 3, 5, 7, 9, 11, 13 & 15. Board of Education members were elected for Districts 2, 4, 5, 6 & 7. If you select **All Active Officials** in the drop-down menu and Expand All, you will now see all the Council members from all the 15 districts listed with their term information. The Board of Education will now show all currently serving members from all 7 Districts.

As long as **All Active Officials** appears in the drop down menu, you can move from each Election Date and see every person currently serving as of that Election Date.

SEARCH OFFICE HOLDER

SEARCH OFFICE HOLDER can be used to bring up any name of an elected official or appointee. This area defaults to the complete range of election dates – 1850 to the most recent election. You can put in your own range of dates. The Term End Date field must be higher than the Term Start Date.

You do not have to fill in every field. The only fields you can actually type in are Organization Name, First Name and/or Last Name. When you type in the first few letters in these fields, a list will appear for you to choose from. You can type in one field or all fields for your search.

When you type in an Organization Name, a list of all the Offices in that Organization appears in the Office Field below it. You have the option of selecting one of the offices and clicking on "Search". Your search will bring up the name of the person holding that office at that time.

The other choice you have on this page is search by Election Date, First Name or Last Name. This field will default to Election Date.

You also have the option of using the small drop-down menu in the right margin. Depending on your range of dates, selecting **All Active Officials** will bring up all the appointees currently serving in that organization.

When you have received your search results, you have the option of printing a PDF document or a Text document (text file). The Text document will be exported to a spreadsheet compatible format. Depending on the setup of your computer, you may be presented with an Excel spreadsheet layout to give you an opportunity to manipulate the columns and rows. You can also use the Import feature within your spreadsheet or database software of choice. This will enable you to massage the data, explore it further, and create your own customized reports and layouts. Please refer to your software product's user guide for more information on how to import data from a text file. It will vary depending on what software program you are using.

Any footnotes appearing on the screen will not appear on your printed document.

ELECTED OFFICIALS

Depending on the election year chosen in the Election Date window, you will see the list of offices that appeared on the ballot that year. For Example, on May 17, 2005 we elected the Mayor, members of the City Council, City Attorney, City Controller and members of the Board of Education (Districts 1-7).

On May 20, 2003 only members of the City Council and Board of Education (Districts 1, 3, 5 and 7) were up for election. The reason you don't see the other Districts or the Mayor is because they were elected in the June 5, 2001 election and were still serving their terms.

To access all offices and people serving during that election year, select **All Active Officials** in the small drop-down menu in the right margin.

APPOINTED OFFICIALS

Depending on the election year chosen in the Election Date window, you will see all the organizations that appeared on the ballot that year.

Clicking on any one of the organizations will expand it to bring up a list of the members who were appointed following this election. Their actual appointment dates appear in the right margin.

To access all appointees currently serving in those organizations, select **All Active Officials** in the small drop-down menu in the right margin.

Once again, please feel free to click on the FEEDBACK/ COMMENT link at the bottom of every page and send us any comments or suggestions you have for the web site.