

**CITY CLERK**  
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| 160-01 | <b>ADMINISTRATION</b> .....   | Room 360 |              |
|        | City Clerk, June Lagmay .....   |          | 213 978-1020 |
|        | Executive Officer, Holly L. Wolcott .....   |          | 213 978-1023 |
|        | Exec. Admin. Assistant, Judith Ortega .....   |          | 213 978-1022 |
|        | Exec. Admin. Assistant, Anna Martinez .....   |          | 213 978-1025 |
|        | ..... <b>FAX</b>  |          | 213 978-1027 |
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|        | Ordinances, L.A. Administrative Code, L.A. Municipal Code /<br>L.A. City Charter .....  |          | 213 978-1133 |
| 160    | <b>COUNCIL AND PUBLIC SERVICES</b> .....  | Room 395 |              |
|        | Acting Division Manager, Shannon Hoppes .....   |          | 213 978-1050 |
|        | ..... <b>FAX</b>  |          | 213 978-1040 |
|        | ..... <b>OR</b>   |          | 213 978-1079 |
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|        | Sharon Dickinson .....  |          | 213 978-1073 |
|        | <br>Council File and Public Services Unit (Front Counter and Index)   |          |              |
|        | Council Index (location and status of Council Files) .....  |          | 213 978-1043 |
|        | .....   |          | 213 978-1044 |
|        | ..... <b>OR</b>   |          | 213 978-1045 |
|        | <br>Records Services Unit (Vault) .....   |          | 213 978-1046 |
|        | (Retrieval of Council Files, copies of Council and Committee  |          | 213 978-1047 |
|        | Agendas and Council and Committee audio/video tapes) .....  |          | 213 978-1048 |
|        | <br><u>Council Committee Services Section Manager</u>   |          |              |
|        | Brian Walters .....   |          | 213 978-1081 |
|        | <br>Legislative Assistants, Council Committee Services  |          |              |
|        | (Committee assignment list available at:<br><a href="http://cityclerk.lacity.org/cps/pdf/clkasgn.pdf">http://cityclerk.lacity.org/cps/pdf/clkasgn.pdf</a> ) |          |              |
|        | Alan Alietti .....  |          | 213 978-1057 |
|        | Michael Espinosa .....  |          | 213 978-1064 |
|        | Maria Espinoza .....  |          | 213 978-1078 |
|        | Sharon Gin .....  |          | 213 978-1074 |
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Council Clerks for the City Council and Legislative Processing Section

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(Council Files scheduled for Council Consideration /  
Notifications to departments for Council action)

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**ADMINISTRATIVE SERVICES**

(CITY CLERK / CITY COUNCIL / MAYOR) ..... Room 224

Acting Division Manager, Miranda Paster ..... 213 978-1111  
Division Secretary, Gloria Piñon..... 213 978-1108  
..... **FAX** 213 978-1107  
Assistant Division Manager, (Vacant) ..... 213 978-1082  
Fiscal - City Clerk / Mayor ..... 213 978-1088  
Fiscal - Council / General City Purposes..... 213 978-1088  
Personnel Director, (Vacant) ..... 213 978-1100  
Payroll ..... 213 978-1100  
Personnel Services ..... 213 978-1100  
Accounting Section ..... 213 978-1088  
Special Assessments Section, Rosemary Hinkson, Supervisor... 213 978-1122  
Citywide Business Improvement District Program..... 213 978-1099  
..... **FAX** 213 978-1130  
Fire Tax Refund Program (Information)..... 213 978-1129

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**ELECTION DIVISION**

555 Ramirez St., Space 300, L.A. 90012

..... **FAX** 213 978-0376  
Division Manager, Jacob Wexler ..... 213 978-0444  
Accounting and Personnel ..... 213 978-0440  
Multilingual Outreach Unit ..... 213 978-0304  
Public Information..... 213 978-0444  
Polling Place Recruitment ..... 213 978-0434  
Pollworker Recruitment ..... 213 978-0379  
Service Center, Space 375 ..... 213 978-8089  
Vote-By-Mail ..... 213 978-8050

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**RECORDS MANAGEMENT DIVISION**

555 Ramirez St. Space 320, L.A. 90012 ..... **FAX** 213 473-8450  
Records Management Officer, Todd Gaydowski..... 213 473-8449  
City Archives ..... 213 473-8441  
City Records Center ..... 213 473-8440

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**SYSTEMS DIVISION**..... Room 232

Division Manager, Greg Allison ..... 213 978-0351  
..... **FAX** 213 978-0343  
Systems Support ..... 213 978-0353