

**CITY CLERK**  
 200 North Spring Street, Room 360  
 Los Angeles, CA 90012  
 Internet: <http://clerk.lacity.org>

**Mail  
Stop**

|        |   |                            |
|--------|---|----------------------------|
|        | <b>PUBLIC INFORMATION</b>   | <b>311</b>                 |
|        | Filing a new Claim Against City, including refund of fees.....  | 213 978-1133               |
|        | Status of Claims filed against City (City Attorney's Office).....   | 213 978-7050               |
|        | Council Agenda Items.....   | 213 978-1073               |
|        | Election Information (Election Division).....   | 213 978-0444               |
|        | Ordinances, L.A. Administrative Code, L.A. Municipal Code /<br>L.A. City Charter.....   | 213 978-1133               |
|        | Business Taxes / Fire Permits / Police Permits.....<br>(Office of Finance - Tax and Permit Division)<br>Internet: <a href="http://finance.lacity.org">http://finance.lacity.org</a>   | 844 663-4411               |
|        | Los Angeles County Information (County-related matters).....<br>(From within L.A. County)<br>Internet: <a href="http://lacounty.gov">http://lacounty.gov</a>  | 213 974-1234<br><b>211</b> |
|        | Birth / Death / Marriage Records (L.A. County).....<br>Internet: <a href="http://lavote.net/home/records">http://lavote.net/home/records</a>  | 562 462-2137               |
|        | Property and Land Ownership Deeds (within City of L.A.).....<br>(Department of Public Works / Bureau of Engineering)  | 213 482-0060               |
|        | Grant / Quitclaim Deeds / Recording of Documents / Mechanical....<br>Liens<br>Internet: <a href="http://lavote.net/home/records/property-document-recording/forms/deeds">http://lavote.net/home/records/property-document-recording/forms/deeds</a> | 562 462-2125               |
|        | Federal Information.....  | 800 688-9889               |
|        | Immigration / Income Tax<br>Internet: <a href="http://USA.gov">http://USA.gov</a>   |                            |
|        | State of California Information.....  | 800 807-6755               |
|        | Domestic Partnership Registration / Apostille of Documents<br>Internet: <a href="http://ca.gov">http://ca.gov</a>   |                            |
| 160-01 | <b>ADMINISTRATION</b> .....Room 360   |                            |
|        | City Clerk, Holly L. Wolcott.....   | 213 978-1020               |
|        | Executive Officer, Shannon D. Hoppes.....   | 213 978-1023               |
|        | Executive Administrative Assistant III, Gloria Piñon.....   | 213 978-1022               |
|        | Secretary, Anna Martinez.....   | 213 978-1025               |
|        | ..... <b>FAX</b>  | 213 978-1027               |
| 160    | <b>COUNCIL AND PUBLIC SERVICES DIVISION</b> .....Room 395   |                            |
|        | Acting Division Manager, Patrice Lattimore.....   | 213 978-1050               |
|        | ..... <b>FAX</b>  | 213 978-1040               |
|        | <b>Legislative Processing / Public Services</b>   |                            |
|        | Section Manager, Melinda Novoa.....   | 213 978-0420               |
|        | Principal Clerk, Staci Roberts.....   | 213 978-1073               |
|        | Public Services (Front Counter).....  | 213 978-1133               |
|        | Council Index Section (status of Council Files)<br><a href="http://cityclerk.lacity.org/lacityclerkconnect/">http://cityclerk.lacity.org/lacityclerkconnect/</a>  |                            |

Council and Committee Meetings and Audio/Visual Recordings  
<http://lacity.org/your-government/audiovideo/council-and-committee-meetings>

|  |              |
|--|--------------|
| <b>Translation Services</b> .....          | 213 978-6682 |
| <b>Council Clerks for the City Council</b> |              |
| Alan Alietti.....                          | 213 978-1080 |
| Sharon Gin.....                            | 213 978-1056 |
| Erika Pulst.....                           | 213 978-1057 |

**Council Committee Services Section**  
[\(Committee Assignment Listing\)](#)

**Legislative Assistants**

|                       |              |
|-----------------------|--------------|
| Sharon Dickinson..... | 213 978-1077 |
| Zina Cheng.....       | 213 978-1074 |
| Michael Espinosa..... | 213 978-1064 |
| Adam Lid.....         | 213 978-1076 |
| Eric Villanueva.....  | 213 978-1075 |
| John White.....       | 213 978-1072 |
| Richard Williams..... | 213 978-1071 |

**City Health Commission**

|  |              |
|--|--------------|
| Commission Executive Assistant, Candy Rosales..... | 213 978-6682 |
|--|--------------|

173

**ADMINISTRATIVE SERVICES DIVISION**

|   |                         |
|---|-------------------------|
| (City Clerk/ City Council/ Mayor) .....           | Room 224                |
| Division Manager, Petty F. Santos.....            | 213 978-1101            |
| Senior Administrative Clerk, Cristina Flores..... | 213 978-1108            |
| Fiscal Manager, Ruben Viramontes.....             | 213 978-1083            |
| Fiscal - General City Purposes.....               | 213 978-1087            |
| Fiscal - Council.....                             | 213 978-1185            |
| Personnel Manager, Patricia Jimenez.....          | 213 978-1102            |
| Payroll.....                                      | 213 978-1100            |
| Accounting Services.....                          | 213 978-1117            |
| .....   | <b>FAX</b> 213 978-1107 |

**NEIGHBORHOOD AND BUSINESS IMPROVEMENT DISTRICT DIVISION**

|   |                         |
|---|-------------------------|
| (Special Assessments Section)                       |                         |
| Division Manager, Miranda Paster.....               | 213 978-1111            |
| Assistant Division Manager, Rosemary Hinkson.....   | 213 978-1082            |
| Special Assessments Section.....                    | 213 978-1099            |
| Citywide Business Improvement District Program..... | 213 978-1099            |
| .....   | <b>FAX</b> 213 978-1130 |

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM SECTION**

|   |              |
|---|--------------|
| Program Manager, Leyla Campos.....                  | 213 978-0911 |
| Accounting Supervisor, Cheryl Hass.....             | 213 978-1930 |
| Funding Program Supervisor, Andrew Choi.....        | 213 978-1156 |
| Funding Program Supervisor, Melvin Cañas.....       | 213 978-1069 |
| Neighborhood Council Accounting, Martha Cabral..... | 213 978-1066 |
| Neighborhood Council Accounting, Kathya Romero..... | 213 978-1671 |

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM SECTION (continued)**

Funding Representative, Atziri Camarena..... 213 978-1062  
Funding Representative, Shawna Dungo..... 213 978-1692  
Funding Representative, Janet A. Hernandez..... 213 978-1063  
Funding Representative, Angela Pipkin..... 213 978-1060  
Neighborhood Council Help Desk..... 213 978-1058  
[clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org)

168 **ELECTION DIVISION**

555 Ramirez St., Space 300, L.A. 90012  
Division Manager, Jinny Pak..... 213 978-0444  
Accounting and Personnel..... 213 978-0440  
Multilingual Outreach Unit..... 213 978-0304  
Public Information..... 213 978-0444  
Service Center, Space 375..... 213 978-8089  
.....**FAX** 213 978-0376

161 **RECORDS MANAGEMENT DIVISION**

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

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

Division Manager, Richard Truong..... 213 978-0351  
Systems Support..... 213 978-0353  
.....**FAX** 213 978-0343

