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	City Clerk, Holly L. Wolcott.....	213 978-1020
	Executive Officer, Petty F. Santos.....	213 978-1023
	Executive Administrative Assistant III, Izabella Hovhanisian.....	213 978-1022
	Secretary, Vacant.....	213 978-1025
	..... <b>FAX</b>	213 978-1027
160	<b>COUNCIL AND PUBLIC SERVICES DIVISION</b> .....Room 395	
	Division Manager, Patrice Y. Lattimore.....	213 978-1050
	Assistant Division Manager, Vacant.....	213 978-1081
	..... <b>FAX</b>	213 978-1079
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	Translation Services.....	213 978-1081
	<b>Legislative Processing / Public Services</b>	
	Section Manager, Melinda Novoa.....	213 978-0420
	Principal Clerk, Vacant.....	213 978-1073

**City Council and Council Committee Services Section**  
(Committee Assignment Listing)

**City Health Commission**

Rita Moreno..... 213 978-1074

173 **ADMINISTRATIVE SERVICES DIVISION**

(City Clerk/ City Council/ Mayor) .....Room 224  
 Division Manager, Mayra Puchalski..... 213 978-1101  
 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  
 .....**FAX** 213 978-1107

**BUSINESS IMPROVEMENT DISTRICT DIVISION**

Division Manager, Patrice Y. Lattimore..... 213 978-1050  
 Assistant Division Manager, Christopher Garcia..... 213 978-1954  
**General Information**..... **213 978-1099**  
 .....**FAX** 213 978-1130

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM SECTION**

Program Manager, Melvin Cañas ..... 213 978-1069  
 Funding Program Supervisor, Janet A.Hernandez..... 213 978-1063  
 Funding Program Supervisor, Cheryl Hass..... 213 978-1930  
 Funding Program Supervisor, Vacant..... 213 978-1156  
 Neighborhood Council Accounting, Vacant..... 213 978-1066  
 Neighborhood Council Accounting, Kathya Romero..... 213 978-1671  
 Funding Representative, Monica Aquino..... 213 978-1062  
 Funding Representative, Shawna Dungo..... 213 978-1692  
 Funding Representative, Paola Posada..... 213 978-1060  
**Neighborhood Council Help Desk**..... **213 978-1058**  
[clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org)

168 **ELECTION DIVISION**

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

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<b>SYSTEMS DIVISION</b> .....	Room 232	
Division Manager, Phenh Lam.....		213 978-0351
Systems Support.....		213 978-0353
.....	<b>FAX</b>	213 978-0343

