

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

**MAIL
STOP**

160-01	ADMINISTRATION Room 360	
	City Clerk, Karen E. Kalfayan.....	213 978-1020
	Executive Officer, Holly L. Wolcott	213 978-1023
	Executive Administrative Assistant, Judith Ortega	213 978-1022
	Executive Administrative Assistant, Gloria Perez	213 978-1025
 FAX	213 978-1027
	 GENERAL INFORMATION	
	Claims against City, including refund of fees	213 978-1133
	Elections information (Election Division)	213 978-0444
	Ordinances, L.A. Administrative Code, L.A. Municipal Code / L.A. City Charter.....	213 978-1133
	Property Ownership (Land Records Division)	213 977-6014
160	COUNCIL AND PUBLIC SERVICES Room 395	
	Acting Division Manager, Konrad Carter	213 978-1081
	Division Secretary, Anna Marie Martinez	213 978-1049
 FAX	213 978-1040
 OR	213 978-1079
	 <u>City-Community Liaison Services</u>	
	Shannon Hoppes	213 978-1073
	<u>Council File Index, Public Services and Translation Section</u>	
	Senior Management Analyst II, Himiko Nishiyama	213 978-1051
	Project Management and Statistics	
	Management Analyst, Sharon Dickinson	213 978-1067
	 Council File and Public Services Unit (Front Counter and Index)	
	Council Index (location and status of Council Files)	213 978-1043
	213 978-1044
 OR	213 978-1045
	 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
	 <u>Council Committee Services Section Manager</u>	
	Senior Management Analyst II,	213 978-1081
	 Legislative Assistants, Council Committee Services (Committee assignment list available at: http://cityclerk.lacity.org/cps/pdf/clkasgn.pdf)	
	Alan Alietti	213 978-1080

Lauraine Braithwaite.....	213 978-1075
Maria Espinoza	213 978-1078
Barbara Greaves	213 978-1068
Patrice Lattimore	213 978-1074
Adam Lid	213 978-1076
Erika Pulst	213 978-1071
John White	213 978-1072
Eric Villanueva	213 978-1077

Council Clerks for the City Council and Legislative Processing Section

Maria Kostrencich.....	213 978-1057
Brian Walters.....	213 978-1056
Sharon Gin	213 978-1064

Legislative Processing Unit	213 978-1059
(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

Division Manager, Glenn R. Robison	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, Harriett Lietz	213 978-1100
Payroll	213 978-1100
Personnel Services	213 978-1100
Accounting Section, Juliana Chung, Supervisor	213 978-1088
Special Assessments Section, Miranda Paster, Supervisor.....	213 978-1099
Citywide Business Improvement District Program.....	213 978-1099
..... FAX	213 978-1130
Fire Tax Refund Program (Information).....	213 978-1129

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CREATIVE SERVICES - MAYOR AND COUNCIL

Division Manager, Sebouh Terzian	Room 215	213 978-1030
..... FAX		213 978-1039
Calligraphers		213 978-1030

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ELECTION DIVISION

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

..... FAX	213 978-0376
Division Manager, Arleen P. Taylor.....	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

169	LAND RECORDS DIVISION		
	201 North Figueroa St., Room 730, L.A. 90012.....	FAX	213 977-6600
	Division Manager, Alan Yuge.....		213 977-6014
	Cartographics.....		213 977-6008
	Public Notices.....		213 977-6018
	Public Counter / LUPAMS.....		213 977-6014
161	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
104	SYSTEMS DIVISION	Room 232	
	Division Manager, Greg Allison.....		213 978-0351
	FAX	213 978-0343
	Systems Support.....		213 978-0353

