

**Office of the City Clerk  
Council and Public Services Division**

**FREQUENTLY ASKED QUESTIONS**

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*How can I obtain a copy of Your Government at a Glance?*

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### **When and where are Council meetings held?**

Council meetings are held on Tuesdays, Wednesdays, and Fridays, at 10:00 a.m. in the John Ferraro Council Chamber, Room 340, City Hall, 200 N. Spring St. (entrance on Main St.), Los Angeles, 90012.

On the first Friday of every month, the Council meeting is held at 10:00 a.m., at the Van Nuys City Hall, 14410 Sylvan St., Van Nuys, 91401.

To view the calendar of Council meeting dates and times, please visit the following website:

<http://parc1.lacity.org/appldept/calendarme/filedocs/all/councilcalendar.cfm>

Occasionally the City Council is in recess or meets at a different time. Please visit the website above to confirm the meeting time and that Council is in session, or call the Council and Public Services Division at (213) 978-1133.

### **When and where are the Council Committee meetings held?**

The schedule of Council Committee meetings and locations is available on the City Clerk's website at <http://cityclerk.lacity.org>.

If you do not have access to the internet, please contact the Council and Public Services Division at (213) 978-1133 for assistance.

### **Who do I contact if I require special accommodations at a Council or Committee meeting?**

For special accommodations at any meeting, please contact the Department on Disability at (213) 485-6334 at least 72 hours prior to the meeting you wish to attend.

TDD (213) 485-5034

### **Who do I contact if I require translation services at a Council or Committee meeting?**

The City Clerk's Office only provides translation services for Council and Committee meetings. If you require translation services, please contact the Council and Public Services, Translation Services Section, at (213) 978-1051, at least 72 hours prior to the meeting you wish to attend. Please specify the language for which you require translation.

The City Clerk Office has contracts with two translation service providers which can be utilized by any City department wishing to provide translation services at their own meetings. Please contact Ruben Viramontes, Administrative Services Division, at (213) 978-1083, for contract information. For translation equipment, please contact Council Audio at (213) 978-2000.

### **Where can I obtain copies of Council/Committee agendas?**

Copies of agendas are available outside of Room 395, City Hall, 200 N. Spring St., (entrance on Main St.), Los Angeles, 90012, or at the City Clerk's Vault window. Please visit the following website to view electronic versions of these documents:

<http://parc1.lacity.org/appldept/calendarme/filedocs/all/councilcalendar.cfm>

### **What is the status of a Council file?**

The status of Council files can be obtained from the *Council File Index* at the following web site:

<http://cityclerk.lacity.org/cfi>

The *Council File Index* is a tracking system of all legislation considered and/or acted upon by the Los Angeles City Council. It allows the user to search for Council files by Council file number, keywords, names, phrases or dates. If you do not have access to the internet, please contact the Council and Public Services Division, Index Unit, at (213) 978-1045 for assistance.

### **To which Committee was a certain item referred and what is its status? Who do I contact and what is his/her phone number?**

Council file referral information can be obtained by either searching the *Council File Index* at <http://cityclerk.lacity.org/cfi> or by viewing the Referral Memoranda at <http://cityclerk.lacity.org> (choose "View Referral Memoranda" under "Council Files and Documents"). The Referral Memoranda is a daily listing of documents received for Council consideration and the Committees to which they have been referred.

Each Committee is assigned a Legislative Assistant who prepares agendas and reports, attends meetings, and answers inquiries from the public and City personnel regarding items to be considered by Council. For a listing of Legislative Assistants, their assigned Committees, and contact information, please visit the website below:

<http://cityclerk.lacity.org/cps/pdf/clkasgn.pdf>

If you do not have access to the internet, please contact the Council and Public Services Division, Index Unit at (213) 978-1045 for assistance.

### **When will an item be scheduled in Council?**

To find out the date that an item will be scheduled for Council, please contact the Council and Public Services Division, Calendar Unit at (213) 978-1059.

For accelerated files, please contact Adam Lid, Legislative Assistant at (213) 978-1076. Accelerated files are those files that bypass Committee consideration and are submitted directly to Council for consideration. Prior to Council consideration, accelerated files only require the approval of the affected Council District and Public Works Committee chairperson. Examples of accelerated files include requests for stars on the Hollywood Walk of Fame, dedication of easements, and Resolutions to Vacate submitted in response to Council action.

### **What was the action taken on a Council meeting agenda item? How can I obtain a copy of the minutes?**

Council action information can be obtained by accessing the *Council File Index* (CFI) at <http://cityclerk.lacity.org/cfi>. CFI allows the user to search for Council files by Council file number, keywords, names, phrases or dates.

If you do not have access to the internet, please contact the Council and Public Services Division, Index Unit, at (213) 978-1045 for assistance.

If you require information on an agenda item that was just heard by Council, please contact the Council and Public Services Division, Calendar Unit at (213) 978-1059. Please do not call until after the Council meeting on which your particular item was scheduled, has ended.

Copies of Council Journals (minutes) can be obtained on the City Clerk's web site at <http://cityclerk.lacity.org> (choose "View Council Actions" under "Council Files and Documents") or at Room 395 - Vault, City Hall, 200 N. Spring St. (entrance on Main St.), Los Angeles, 90012.

### **Where do I go to look at Council files and contracts?**

Council files established within the last three years or contracts submitted within the last two years, are available for review at Room 395 - Vault, City Hall, 200 N. Spring St. (entrance on Main St.), Los Angeles, 90012.

Older Council files and contracts can be viewed at our Records Management Division, located at Piper Technical Center, 555 Ramirez St., Space 320. Requests to review files and contracts should be made in advance by calling (213) 485-3510.

### ***How can I obtain a copy of a report, entire Council file or contract?***

Reports submitted for Council consideration for Council files established since January 2005, are now available online at <http://cityclerk.lacity.org>. To obtain copies of older reports, entire Council files and/or contracts, please visit the City Clerk's Office at Room 395 - Vault, City Hall, 200 N. Spring St. (entrance on Main St.), Los Angeles, 90012.

Prices for duplication for the public are as follows:

\$0.10 per page  
\$1.00 for certification stamps  
\$10.00 for certification copy

There is no cost to City or other government employees for duplication.

The Vault only stores Council files established within the last three years and contracts submitted within the last two years. Older Council files and contracts are stored at our Records Management Division, located at Piper Technical Center, 555 Ramirez St., Space 320. Requests to review files and contracts should be made in advance by calling (213) 485-3510.

### ***How can I obtain a copy of an audio tape and/or video tape of a Council/Committee meeting?***

Requests can be made in person at Room 395 - Vault, City Hall, 200 N. Spring St. (entrance on Main St.), Los Angeles, 90012, or by calling (213) 978-1046. Copies will be available within two to seven business days.

Prices for duplication for the public are as follows:

Audio tape: \$10.00  
Video tape: \$25.00

There is no cost to City or other government employees for duplication.

### ***Is there an ordinance or City rule/code regarding a certain matter?***

Ordinances can be searched at <http://cityclerk.lacity.org/ordinance> using ordinance numbers, keywords, names, phrases and dates.

The City's rules and codes are contained in documents such as the City Charter, Administrative Code, and Municipal Code. These codes can be accessed by visiting the following website:

<http://lacity.org/lacity102.htm>

If you do not have access to the internet, please contact the Council and Public Services Division at (213) 978-1133 or (213) 978-1045 for assistance.

### **[How can I obtain a copy of an ordinance?](#)**

Ordinances adopted since 1979 are available on line at the following web site:

<http://cityclerk.lacity.org/ordinance>

This website can be utilized for searching ordinances by ordinance numbers, keyword(s), phrases, or dates. Copies of recently adopted ordinances (Nos. 174400 to the present) can be obtained at Room 395, City Hall, 200 N. Spring St., Los Angeles, 90012. Older ordinances are available at our Records Management Division, located at Piper Technical Center, 555 Ramirez St., Space 320, Los Angeles, 90012. Requests to review ordinances should be made in advance by calling (213) 485-3510.

Fees for the duplication of ordinances are as follows:

\$0.10 per page

\$1.00 for certification stamps

\$10.00 for certification copy

There is no cost to City or other government employees for duplication.

For a legal interpretation of ordinances, please contact the City Attorney's Office, at (213) 978-7100.

### **[How do I file a claim for damages with the City?](#)**

Please complete a Claim for Damages form, available online at the following website:

<http://lacity.org/lacity63.htm>

If you do not have access to the internet, claim forms can be obtained at our Public Counter, located at Room 395, City Hall, 200 N. Spring St. (entrance on Main St.), or by calling (213) 978-1133 and one will be mailed to you.

Completed claim forms can only be received in person at the City Clerk's Public Counter or by mail. Faxes will not be accepted.

After receipt by our office, the completed claim forms will be assigned a number for tracking purposes, and forwarded to the City Attorney's Office for processing. The City Clerk's Office will mail the applicant a letter confirming receipt of the claim form and assigned number.

To obtain the status of your claim, after it has been filed with the City Clerk's Office, please contact the City Attorney's Office, Liability Division, at (213) 978-7050.

### **[How do I file a claim for refund with the City?](#)**

There are two Claim for Refund forms available on line - one for claims for refunds less than \$5,000 and the other for claims for refunds over \$5,000. Both are accessible at the following website:

<http://lacity.org/lacity63.htm>

If you do not have access to the internet, Claim for Refund forms can be obtained at our Public Counter, located at Room 395, City Hall, 200 N. Spring St. (entrance on Main St.), or by calling (213) 978-1133 and one will be mailed to you.

Completed Claim for Refund forms can only be received in person at the City Clerk's Public Counter or by mail. Faxes will not be accepted.

Completed claim forms will be assigned a number for tracking purposes, and forwarded to the appropriate City department for processing.

### **[How can I obtain a copy of Your Government at a Glance?](#)**

Copies can be obtained in Room 395 - Vault, City Hall, 200 N. Spring St. (entrance on Main St.), Los Angeles, 90012. Only one copy will be provided per customer. Electronic versions of the document (English and Spanish) can be obtained at the following website:

<http://lacity.org/lacity79.htm>

### **[How can I apply to name or rename my community?](#)**

The policy (instructions), application and petition forms can be downloaded at the following website, under the heading, *On-line Reference and Forms*:

<http://cityclerk.lacity.org/>

The Community Naming/Renaming Application and Petitions will be reviewed for completeness and accuracy, and the applicant(s) will be notified within 10 business days whether or not the application has been approved for filing. A list of applicants and communities can be viewed at the website noted above.

(revised 2/13/07)