



MICHAEL N. FEUER
CITY ATTORNEY

June 20, 2018

Neighborhood Council Board Members
c/o Grayce Liu, General Manager
Department of Neighborhood Empowerment
200 N Spring St 20th Floor
Los Angeles, CA 90012

Re: Procedure for Requesting Legal Advice from the Office of the City Attorney

Dear Neighborhood Council Board Members,

I hope this letter finds you well. Thank you for your efforts toward improving your communities and volunteering for the Neighborhood Council system. The purpose of this letter is to introduce board members to our legal team and explain the process for seeking legal advice from our Office.

The Neighborhood Council Advice Division Attorneys

The Neighborhood Council Advice Division provides legal advice to Neighborhood Councils, the Board of Neighborhood Commissioners, the Department of Neighborhood Empowerment the City Clerk and all City Officials and agencies on issues related to Neighborhood Councils. The Division Attorneys provide advice on the Brown Act, Public Records Act, Conflict of Interest, contracts, leases and any other laws impacting Neighborhood Councils.

The Regional Attorneys assigned to advise the Neighborhood Councils are Deputy City Attorney Carmen D. Hawkins and Deputy City Attorney Elise Ruden. Please see the attached "City Attorney Certified Neighborhood Council Assignments" for each attorney's assignments. Deputy City Attorneys Carmen D. Hawkins and Elise Ruden bring over 60 years of legal experience in the City Attorney's Office to assist your board with its operations and are experienced in a myriad of civil and criminal matters.

Requests for Legal Advice

Due to our limited resources, we are unable to respond to the numerous requests for advice that may be sent from board members regarding the board's general operations and procedures. Accordingly, we will only provide general legal advice regarding your board's operations to the Chair/President ("Chair") of your Neighborhood Council.

For example, if a board member (who is not the Chair) has a question about the rules that impact the board's operations or procedures, *e.g.*, the Brown Act, the Public Records Act, the bylaws, *etc.*, then that board member will direct his or her questions to the Chair of the Neighborhood Council. The Chair will ask the assigned Regional Attorney for their board the question and the assigned Regional Attorney will respond to the Chair. The Chair will then disseminate our advice to his or her fellow board members. If a board member has not gone through the Chair to request general legal advice, then we will refer that board member back to the Chair. If there is no Chair or the Chair is unable to serve in this function, then our Office will select another board member to serve as the person who may seek general legal advice on behalf of the board.

If a board member has a question about a personal conflict of interest on a matter that may be coming before their Neighborhood Council, then the board member with the conflict may directly contact the assigned Regional Attorney for their Neighborhood Council. Deputy City Attorney Carmen Hawkins may be reached at carmen.hawkins@lacity.org and Deputy City Attorney Elise Ruden may be reached at elise.ruden@lacity.org. Please have the person with the conflict contact us for advice because we must obtain the facts from the person with the conflict in order to provide advice.

In addition, please note that all requests for advice should be made in writing, preferably by email. Please include a call back number and the best time to reach you, should we need additional information. Written requests for advice will receive a priority. We attempt to handle each request we receive as soon as possible; however, if you have not received a timely response, please resend your request as a reminder to your Regional Attorney that you need a response.

Thank you and please let us know if you have any questions.

Sincerely,



Darren R. Martinez
Managing Deputy City Attorney
Neighborhood Council Advice Division

City Attorney
Certified Neighborhood Council Assignments
Updated June 2018

Carmen Hawkins:

South/Central/Harbor/West Areas/Porter Ranch

South:

Central Alameda
Community and Neighbors for Ninth District Unity (CANN DU)
Empowerment Congress: Central
Empowerment Congress: Southwest
Empowerment Congress: Southeast
Empowerment Congress: West
Empowerment Congress: North
Mid City
Park Mesa Heights Community Council
South Central
United Neighborhoods
Voices of 90037
Watts
West Adams
Zapata King
Subtotal: 15

Harbor:

Central San Pedro
Coastal San Pedro
Harbor City
Harbor Gateway North
Harbor Gateway South
Northwest San Pedro
Wilmington
Subtotal: 7

Central:

Los Feliz formerly Greater Griffith Park
Greater Wilshire
Mid City West
Olympic Park
P.I.C.O.
Pico Union
Rampart
Wilshire Center Koreatown
Westlake North
Westlake South
Central Hollywood
Downtown Los Angeles
East Hollywood
Historic Cultural
Historic Cultural North
Hollywood Hills West
Hollywood Studios District
Hollywood United
MacArthur Park
Subtotal: 19

West:

Bel-Air Beverly Crest
Del Rey
Mar Vista
Palms
South Robertson
Venice
Westchester/Playa Del Rey
West Los Angeles
Westside
Westwood
North Westwood
Subtotal: 11

North Valley:

Porter Ranch
Subtotal 1

TOTAL: 53

Elise Ruden
North Valley/South Valley/East Areas

South Valley:

Canoga Park
Encino Community Council
Greater Toluca Lake
Greater Valley Glen
Lake Balboa
Mid-Town North Hollywood
North Hollywood North East
North Hollywood West
Reseda
Sherman Oaks
Studio City
Tarzana
Valley Village
Van Nuys
West Hills
Winnetka
Woodland Hills Warner Center
Subtotal: 17

East

Arroyo Seco
Atwater Village
Boyle Heights
Eagle Rock
Elysian Valley Riverside
Glassell Park
Greater Cypress Park
Greater Echo Park Elysian
Historic Highland Park
LA-32
Lincoln Heights
Silver Lake
Hermon
Subtotal: 13

North Valley:

Arleta
Chatsworth
Foothill Trails
Granada Hills North
Granada Hills South
Mission Hills
North Hills West
North Hills East
Northridge East
Northridge South
Northridge West
Pacoima
Panorama City
Sunland Tujunga
Sun Valley
Sylmar
Subtotal: 16

TOTAL: 46

GRAND TOTAL: 99