

**NEIGHBORHOOD COUNCIL BUDGET ADVOCATES  
CITY OF LOS ANGELES DEPARTMENT DESCRIPTION**

<b>City Department/Bureau/Office</b>	<b>Mission/Purpose/Services</b>
Aging, Department of	Administers City-based programs, services and activities for seniors and caregivers; plans for the expected increase in the senior population.
Airports, Los Angeles World (LAWA) – a proprietary department <sup>^</sup>	Operates three airports – LA International, Van Nuys Airport and Palmdale land holdings. It plans, constructs and maintains its own buildings, and controls its own funds in accordance with the City Charter.
Animal Services, Department of	Promotes and protects the health, safety, and welfare of animals. The Department enforces all laws and ordinances regulating the care, custody, control and prevention of cruelty to all animals, including wildlife, within the City; operates and maintains animal establishments; issues animal licenses as required by law; promotes and conducts spay and neuter surgeries; and participates in the County’s rabies control program. The Department also offers educational programs.
Attorney, Office of the City	Legal advisor to the City, prosecutes misdemeanor offenses; defends the City in civil litigation. Examines all contracts and ordinances as to form and legality. Administers a wide range of neighborhood-based diversion and restorative justice efforts.

<p>Building &amp; Safety (LADBS)</p>	<p>Issues permits and code enforcement for all structures in the City. Enforces all ordinances and laws relating to the construction, alteration, repair, demolition, removal or relocation of buildings or structures as well as the installation, alteration, repair, use and operation of heating, plumbing, lighting, ventilating, refrigerating, electrical and mechanical appliances, and equipment. Enforces the zoning ordinance of the City; provides a preventive as well as a corrective program for rehabilitation of substandard private buildings, commercial buildings, schools, hospitals, and places of public assembly; provides a program for inspection of all excavations and fills on private property; enforces the swimming pool fencing ordinance; tests and approves plumbing appliances and equipment for sale in City; inspects boilers and elevators; provides reports of residential building records and pending special assessment liens to potential purchasers prior to sale or exchange; and inspects residential property on request to determine compliance with City code requirements.</p>
<p>Cannabis Regulation, Department of</p>	<p>Administers, licenses, audits, inspects, and regulates licensed commercial cannabis businesses with support from LAPD and LADWP. Develops rules and regulations to implement local and State law pertaining to Cannabis use, administers the application, licensing, renewal and revocation processes for cannabis businesses, and coordinates with other City departments to ensure timely completion of inspections, audits, and other functions related to regulating cannabis businesses within the City.</p>

<p>City Administrative Officer, Office of the (CAO)</p>	<p>Chief financial advisor to the Mayor &amp; City Council and reports directly to both; studies and recommends on management matters and the City budget; represents the City in labor negotiations and coordinates grants, coordinates applications for federal and state grants and claims for disaster relief, provides support for the Innovation and Performance Commission, chairs and participates on the many coordinating committees, and performs other duties required by the Mayor or the Council. This Office assists in the preparation of the City budget; forecasts and manages revenue projections; plans and directs the administration of the budget; manages the City's debt program; manages the City's risk managements program; and directs the development of work programs and standards.</p>
<p>Chief Legislative Analyst (CLA)</p>	<p>Top policy advisor to the City Council - gathers information for the passage of legislation and provides technical assistance on major City initiatives.</p>
<p>City Council</p>	<p>Governing body of the City; enacts ordinances subject to the approval or veto of the Mayor. It orders elections, levies taxes, authorizes public improvements, approves contracts, and adopts traffic regulations. The Council adopts or modifies the budget proposed by the Mayor. Creates positions, fixes salaries, and authorizes the number of employees in budgetary departments.</p>
<p>Civil and Human Rights – a new city department</p>	<p>Partners with community organizations and civic leaders to root out problems of discrimination and address issues of social &amp; racial injustice to “level the playing field.” Develops rules, regulations and outreach programs to promote diversity and proactively address issues of discrimination and equity within the City. Provides programmatic support to the Civil and Human Rights Commission, Commission on the Status of Women and the Human Relations Commission.</p>
<p>Clerk, Office of the City</p>	<p>Facilitates the legislative process; keeps records; preserves the City's history; assists with elections; manages NC funding; administers the Business Improvement District Program</p>

Coliseum, LA Memorial	Preserves and protects the Memorial Coliseum in partnership with USC.
Controller, Office of the City	Paymaster, auditor, and chief accounting officer; reports on finances and provides metrics and data online via a dashboard. Investigates and publicly report problems with City departments, increase governmental efficiency and save taxpayer money by improving operations, conduct financial and performance audits of all city departments, offices, and programs, monitor and report on all matters relating to the City's fiscal health, and supervise all expenditures of the City.
Convention & Tourism Development	Strives to bring economic growth and job creation to the City; contracts with AEG to manage operations of the Convention Center and Visitors Bureau for the purpose of increasing the competitiveness of Los Angeles as a convention and tourist destination; promotes hotel development; contracts with a Board to market the city & attract conventions.
Cultural Affairs Department	Provides access to arts programming; manages cultural centers; preserves historic sites; creates public art; funds artists and arts organizations. Advances the social and economic impact of the arts and ensures access to diverse and enriching cultural activities through grant-making, marketing, fundraising and development, public art, community arts programming and arts education.
Department on Disability	Ensures full access to employment, programs in compliance with federal and state disability law including the Americans with Disabilities Act and administers services to persons with or at risk of acquiring HIV/AIDS; facilities and services to benefit persons with disabilities, providers of essential resources and policy makers.

Economic & Workforce Development	Offers assistance in the areas of business support, employment and youth development designed to grow and improve LA's economy while building a well-trained and job-ready workforce. Promotes economic and workforce development in the City through the implementation of various federal and other grant funded programs. Services include direct and indirect financing and technical assistance programs, including services available for local businesses at the City's BusinessSource Centers. Oversees employment services for job seekers through WorkSource Centers and YouthSource Centers, and employment development for youth through the City's Hire LA and Summer Youth Employment programs.
El Pueblo de Los Angeles Historical Monument Authority	Promotes, safeguards and preserves the City's birthplace and culturally diverse heritage; manages commercial and historical resources and events.
Emergency Management Department	Works with City Departments, municipalities and community organizations to ensure all have the resources and information they need to prepare, respond and recover from emergencies, disasters, and significant events. Arranges municipal, state, federal, and private sector mutual aid, emergency preparedness training and community outreach, develops emergency operations program papers and applications for associated federal and state funds.
Ethics Commission	Preserves the public trust by promoting elections and government decisions that are fair, transparent and accountable; shapes, administers and enforces laws re government ethics, conflicts of interest, campaign financing & lobbying.
Finance, Office of	Assesses and collects fees and taxes and audits licensed businesses; maintains the status of all funds including Special Funds and those approved by ballot measure such as HHH and the cannabis proposition.

Fire Department (LAFD)	Protects life, property and the environment through fire prevention, firefighting, emergency medical services, technical rescue, hazardous materials mitigation, disaster response, public education and community services. Inspects buildings for fire hazard and enforcing fire prevention laws, carries on fire prevention educational program, and investigates suspected cases of arson.
General Services Department	Manages facilities, equipment, supplies, maintenance and support services for elected officials & departments allowing for smooth functioning of departments.
Housing + Community Investment Department (HCIDLA)	Facilitates development of housing; enforces housing regulations including the Rent Stabilization Ordinance; provides funds to low-income communities; coordinates federal grants (HUD, CSBG, HOME, etc.); oversees social services through 5 Commissions addressing affordable housing, poverty, children & families, women, and human relations.
Housing Authority (HACLA)	Owns and manages 9375 housing units; administers monthly housing assistance payments for more than 58,000 families.
Information Technology Agency (ITA)	Provides information technology and digital services; operates the city TV station, the 311 Call Center, public safety radio, microwave communications, helicopter avionics, and social media.
Library, Los Angeles Public (LAPL)^	Provides free access to information, ideas, books and technology that enrich, educate and empower individuals in our diverse communities. Consists of a Central Library, eight regional branches, and 64 branches providing neighborhood services.

Mayor	Head of City government; responsible for the conduct of City affairs; submits proposals and recommendations to the Council, approves or vetoes ordinances, and enforces the City's ordinances; recommends and submits the annual budget and passes upon subsequent appropriations and transfers; appoints, and may remove, certain City officials and commissioners. Director of the Emergency Operations Organization and manages the Gang Reduction and youth Development Office.
Neighborhood Empowerment, Department of (DONE)	Promotes citizen participation in government; makes government more responsive to local needs through a system of 99 Neighborhood Councils.
Pensions Department (LACERS and LAFPP)^	Administers pension and retiree medical plans for City employees - LACERS; LAFPP covers Fire, Police, Harbor & Airport sworn employees
Personnel Department	Provides human resources support; classifies civil service positions, recruits employees, holds examinations & establishes eligible lists; promotes career development; conducts pre-employment medical exams; administers the workers' compensation program; and provides medical care for persons in custody of the Police Department.
Planning, City	Prepares, maintains, and implements the General Plan for city development; provides policy as to Transportation, Housing, Open Space, and Land Use; regulates the use of land according to zoning codes; plans for historic preservation; administers programs that realize a vision of Los Angeles as a collection of healthy and sustainable neighborhoods.

Police Department (LAPD)	Safeguards lives and property; strives to reduce the incidence and fear of crime, and to enhance public safety while working with the diverse communities to improve their quality of life; patrols Metro bus and rail lines. Engages in patrol, prevention of crime, investigation of reported crime, apprehension of suspects, gathering the presentation of evidence, detention of unarranged persons, enforcement of traffic laws, investigations of traffic accidents, custody of property, and such staff services as necessary to engage these activities.
Police Inspector General (OIG)	Provides oversight of the LAPD; Initiates audits and investigations.
Los Angeles Police Protective League (LAPPL)	Represents police officers in negotiations, provides legal representation and insurance coverage.
Port of Los Angeles – a proprietary department (POLA) aka Harbor Department^	Operates the busiest seaport in the Western Hemisphere; handles diverse commodities, passenger and cargo terminals and warehouse facilities. Constructs and maintains its own facilities, and controls its own funds which must be used in connection with maritime commerce, navigation, fisheries and marine recreation in accordance with the City Charter and State.
Public Works – Board of Public Works	Five full time, paid commissioners govern the five bureaus that deliver projects and programs that enhance quality of life, economic growth, and the environment including graffiti removal and neighborhood cleanups.
- Bureau of Contract Administration	Assures that City-wide personal service contracts and Public Works construction contracts are administered and/or constructed safely and in accordance with contract provisions as required by Federal, State, and City mandates. Administers City's Contract Compliance program which includes minority business enterprise utilization, prevailing, living and minimum wage compensation, and local worker and business participation.



<ul style="list-style-type: none"> <li>- Bureau of Engineering (BOE)</li> </ul>	<p>Provides construction management of public buildings, infrastructure and open space projects including bridges, street &amp; transit, stormwater and wastewater systems, parks and restoration of wetlands upon the request of Departments. Conducts real estate and environmental assessments, investigations and research in support of Bureau operations and the City's capital projects.</p>
<ul style="list-style-type: none"> <li>- Bureau of Sanitation (LASAN)</li> </ul>	<p>Collects and disposes of solid waste and sewage; provides programs to reduce waste and recycle to protect watersheds and to assure clean water. Maintains, operates, and repairs all sanitary sewers, storm drains, culverts, and appurtenant structures including watershed treatment plants.</p>
<ul style="list-style-type: none"> <li>- Bureau of Street Lighting</li> </ul>	<p>Designs, constructs, operates, maintains and repairs the street lighting system for vehicular and pedestrian safety. Prepares specifications, Ordinance of Intention, and cost estimates for new installations and maintenance assessments for operation of all streetlights in the City.</p>
<ul style="list-style-type: none"> <li>- Bureau of Street Services (BSS)</li> </ul>	<p>Improves the quality of the street surface; maintains a safe, clean, and green public right of way; builds streetscape improvements; provides motorized street sweeping with the objective to enhance public safety, mobility, health, and neighborhood quality of life. Pavement preservation including resurfacing, slurry seal, small asphalt repairs, and Pavement Management System. Responds to complaints regarding violation of city codes including illegal dumping, vending, and water discharge.</p>
<ul style="list-style-type: none"> <li>- Project Restore</li> </ul>	<p>Protects and improves protect historic buildings – a project of the Department of Public Works</p>
<p>Recreation &amp; Parks^</p>	<p>Stewards to 16,000+ acres of parkland, provides recreational, social and cultural programs at 444 park sites serving youth, adults, and seniors; operates 184 recreation centers, swimming pools, golf courses, museums and youth camps.</p>

Transportation Department (DOT)	Develops plans to meet ground transportation needs; provides traffic control devices; enforces parking regulations; regulates rates and services of taxicabs, ambulances & sightseeing vehicles; issues permits to drivers of public transportation vehicles.
Water & Power, Department of (DWP) – a proprietary department^	Delivers a dependable supply of safe, quality water; operates water treatment facilities, groundwater remediation, and recycled water projects; provides a reliable source of power; constructs solar projects to increase renewable energy, works to reduce pollution and cut greenhouse emissions.
- Public Accountability, The Office of (OPA) (Rate Payer)	Serves as an independent watchdog on DWP's operations and finances; analyzes proposed increases in rates.
Zoo and Botanical Gardens	Home to 1400 animals representing 270 species of which 58 are endangered as well as 800 plant species; inspires appreciation of wildlife; supports preservation of biodiversity.

^Budgets of Departments have control of their own revenues or special funds

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