



**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](mailto:carmen.hawkins@lacity.org) and Deputy City Attorney Elise Ruden may be reached at [elise.ruden@lacity.org](mailto: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**