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# how to contact City officials + commissions



**TO SHARE YOUR LETTERS &  
COMMUNITY IMPACT STATEMENTS**

**Guide to finding and writing to LA City officials,  
agencies + commissions:**

**Get the greatest impact with your Community Impact  
Statements, comments + letters**

You should always write to the City Councilmember serving your Neighborhood Council's area. But who else should you write to? What's their email address? And how else can your voice and your NC's voice be heard?

## **CITY COUNCIL: WHO TO WRITE TO + HOW TO REACH THEM**

### **Find your City Councilmember**

To find your City Councilmember and Council District, enter your address or cross streets into the search bar at <http://neighborhoodinfo.LAcity.gov>.

## **Look up which City Council Committee oversees what**

It's also helpful to write to the members of the City Council Committee that have oversight over the matter your Community Impact Statement (CIS) or letter is about. To find out which Committees oversee which topics, City departments, or programs, use CTRL+F to look up keywords in this Council Committees overview: <https://clkrep.LAcity.org/onlinedocs/clk/CommitteeStructureResolution.pdf>

## **Members list for all City Council Committees**

Write to each member of a City Council Committee that oversees the subject matter your letter is about, and also include that committee's Legislative Assistant. Here's the list of members of each Committee: <https://clkrep.lacity.org/onlinedocs/clk/CommitteeAssignments.pdf>

## **City Council / Legislative Assistant email addresses**

- City Councilmember email format is:  
**Councilmember.LastName@LAcity.org**
- Legislative Assistant email format is: **FirstName.LastName@LAcity.org**  
(this is true for all City of LA employees except LADWP and LAPD, which have their own address formats)

Legislative Assistant names appear at the top of each Committee's agenda.

## **Find City Council agendas:**

Current and archived agendas are here: <https://Clerk.LAcity.gov/calendar>.

## **SHARING LETTERS + COMMENTS WITH CITY COUNCIL**

A Neighborhood Council's official position letter – aka a **Community Impact Statement (CIS)** – is uploaded through the [CIS portal](#), but comments from individuals need to be submitted via the **Public Comment portal** (see below).

A CIS or an individual's letter or comment should cite the Council File number for that matter. Items shared will appear as part of the Council File and will become public records.

### **Look up City Council Files: Council File Management System**

Each matter before the City Council has its own Council File. To look up a Council File, use the Council File Management System to search by keyword, mover, or topic: <https://CityClerk.LAcity.org/LACityClerkConnect/index.cfm>

### **Council Files summary: The Legislative Report**

You can also use the Department of Neighborhood Empowerment's monthly **Legislative Report**, to see a summary of Council Files that are of interest to Neighborhood Councils. These reports are available at

<https://tiny.cc/LegislativeReport> - click the arrow next to "Last Modified" to see the reports in chronological order.

### **Submit NC Community Impact Statements via the CIS Portal**

If you are sharing an official NC position letter, or Community Impact Statement, which your NC has voted on, upload it to the CIS Portal at

<https://CityOfLApod.service-now.com/cis>. To upload files, you'll need to be an assigned **CIS filer** for your NC, and, you'll need to open an **Angeleno Account** using the link on that webpage if you don't already have one. [Contact your NC's Neighborhood Empowerment Advocate](#) if you need help.

### **Public Comment Portal: Send individual letters + comments to a Council File:**

You can also share your personal views with the City Council and its committees by sending your letters and comments to the Council File for a matter, at

<https://CityClerk.LAcity.org/PublicComment/>.

Note that in order for your comment to be uploaded, you will need to click a **verification link** which will be emailed to you after you hit the SUBMIT button. The

email will go to the address you entered on the form. It will say, “Your Public Comment is now pending,” and will ask you to verify that the comment you shared is correct and ready to upload, by clicking a button that says, “Click Here to Validate.” If that validation button is not clicked, your comment will not be uploaded. Once it is uploaded, your comment becomes public record.

It's still a good idea to also share a copy of any comments you upload with your City Councilmember, by emailing them directly.

**\*\*If you're an NC member sending a personal letter or making a public comment, please make sure to note that you are an NC board member who is speaking as an individual.\*\***

## **To make a public comment at a City Council meeting**

You will need to be present in-person, to make a public comment at a City Council meeting. Take a **Speaker Card** - usually available at the back of the room - fill it out; and turn it in for your chance to speak. Prepare your speech, for the best results. It's a good idea to plan 1 and 2-minute versions of your comment, as you won't know until you get there how much time is allotted per comment.

## **FINDING AND WRITING TO CITY BOARDS + COMMISSIONS**

For any issue, it's always a good idea to check if there is a **City commission** tied to the subject matter you're writing a comment or letter about. If there is a relevant commission, make sure to share your letter with the members and copy any Executive or Board Assistant listed for that Commission. This list of City Boards and Commissions has links to the webpage for each:

<https://LAcity.gov/government/boards-commissions>

### **Planning & Land Use issues**

Letters on these issues should be sent to your City Councilmember as well as your **Area Planning Commission**, the **City Planning Commission**, and any City

Planning Department staff whose name or contact info is listed in the case materials:

**City Planning Commission:** [CPC@LAcity.org](mailto:CPC@LAcity.org)

**Area Planning Commissions:** [see a map + list of NCs by City Planning areas here:](#)

- South LA - [APCSouthLA@LAcity.org](mailto:APCSouthLA@LAcity.org)
- East LA - [APCEastLA@LAcity.org](mailto:APCEastLA@LAcity.org)
- Central LA - [APCCentral@LAcity.org](mailto:APCCentral@LAcity.org)
- Harbor - [APCHarbor@LAcity.org](mailto:APCHarbor@LAcity.org)
- North Valley - [APCNorthValley@LAcity.org](mailto:APCNorthValley@LAcity.org)
- West LA - [APCWestLA@LAcity.org](mailto:APCWestLA@LAcity.org)

**Cultural Heritage Commission** - for cases tied to [Historic Cultural Monuments \(HCM\)](#), write to [CHC@LAcity.org](mailto:CHC@LAcity.org).