

## OVERVIEW OF OUR CITY GOVERNMENT

### A. CITY ORGANIZATION

The City of Los Angeles is a municipal organization established as a Mayor-Council Commission form of government headed by elected officials and appointed

officers. Through various departments, the City provides essential services such as water, electricity, fire, police, street and park maintenance, to a population of four million. More information about the City can be found on the City of Los Angeles' website

<http://www.lacity.org/government/index.htm> .

#### 1. ELECTED OFFICIALS

The citizens of the City of Los Angeles elect officials into office. The elected officials serve as government leaders and direct the daily functions and activities of the City to the benefit of the citizenry. Elected officials include: Mayor, City Council, City Attorney and City Controller.

**MAYOR** – As the Executive Officer, oversees the functions of the Executive Branch of City government. Specific duties include proposing the annual budget, appointing Department General Managers and Commission Members, and approving or vetoing Council Ordinances. <http://www.lamayor.org/>

**CITY COUNCIL** – Members constitute the Legislative Branch of City government, responsible for activities such as enacting ordinances, adopting the annual budget, and confirming Mayoral appointments.

<http://www.lacity.org/government/ElectedOfficialOffices/CityCouncil/index.htm>

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CITY ATTORNEY – The legal advisor to the City, who is responsible for approving contracts, defending against lawsuits, prosecuting misdemeanors, and reviewing legislation. <http://atty.lacity.org/index.htm>

CONTROLLER – The auditor and chief accounting officer for the City, is responsible for preparing official financial reports, estimating revenues, approving payments, preparing City payroll, and other related activities.

<http://controller.lacity.org/index.htm> June 2015 Handbook for City Employees 8

## 2. APPOINTED OFFICERS

The Mayor, with the approval of City Council, appoints various officers to direct the day-to-day operations of the City of Los Angeles. The officers include: City Administrative Officer, City Clerk, Department General Managers and Commission members. The Chief Legislative Analyst is appointed solely by the City Council.

CITY ADMINISTRATIVE OFFICER (CAO) - The chief financial advisor, reporting directly to both Mayor and Council, prepares the City budget, negotiates labor contracts, and oversees administrative processes and procedures.

<http://cao.lacity.org> or <http://caodocs.ci.la.ca.us/> (CAO Documents – Intranet)

CITY CLERK – The Clerk of the City Council, in addition to maintaining official City records, conducts elections, and provides other administrative services to Council.

<http://clerk.lacity.org/index.htm>

GENERAL MANAGERS (GM) - Department heads responsible for managing and/or overseeing the various functions and services of the departments, to which they are appointed.

COMMISSION MEMBERS - Serve in an advisory, management, and/or oversight capacity with regard to the various functions and services of the department they are assigned.

<http://www.lacity.org/city-government/boards-and-commissions>

CHIEF LEGISLATIVE ANALYST - Advises Council on pending legislation and provides technical assistance to Council Committees.

### 3. CITY DEPARTMENTS

<http://www.lacity.org/government/DepartmentsandBureaus/index.htm>

There are approximately 42 Departments and Bureaus within the organizational structure of the City of Los Angeles. These Departments are charged with providing a vast number of functions and services for citizens, visitors, and other agencies. In accordance with the type of functions/services a department/bureau is responsible for, Departments and Bureaus are grouped into three separate categories: Infrastructure, People Services, and Support.