

**Administrative Services Division (ASD)
Is Practicing Social Distancing**



Effectively Immediately - 7/16/2020

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Services are only available via email, telephone, conference calls, or with advanced appointments.

Walk-in services are not available.

How can ASD help you?

NEED TO DROP OFF DOCUMENTS? Appointment is required or Leave in the BCA Mail Room and leave a message for the appropriate employee.

NEED TO PICK UP DOCUMENTS? Appointment is required.

Function / Inquiry Types	Contact	E-mail	Phone
Admin Services – Division Manager	Angelica H. Samayoa	Angelica.samayoa@lacity.org	213 847-2466
Budget & Finance	Katherine O'Connell	Katherine.oconnell@lacity.org	213 847-2483
Deputy Licensing Reimbursement, Vehicle License and Auto Insurance	Kumiko Masuda	Kumiko.masuda@lacity.org	213 847-2583
Deputy Licensing and Mileage Placards	Kesha Dean	Kesha.dean@lacity.org	213 847-2575
Mobile Phone - Troubleshooting	Martin Silva	martin.x.silva@lacity.org	213 847-2581
Payroll / Timekeeping	Shannone Gauff	BCA.Payroll@lacity.org	213 847-2579
Personnel Department – i.e., DSW, COVID-19 Leaves, Testing, Exposure Concerns	Hector Chavez Annie Kwan	BCA.hr@lacity.org or Hector.a.Chavez@lacity.org Annie.Kwan@lacity.org	213 847-2702 213 847-2564
Project/Job Folders	Art Meza	Arturo.meza@lacity.org	213 847-2570
Purchasing / Personal Protective Equipment	Martin Silva	martin.x.silva@lacity.org	213 847-2581
Purchasing Supplies/Payroll Supervision	Maricel Quirante	Maricel.quirante@lacity.org	213-847-2485
Systems Support – Helpdesk / Telecommute	Help Desk	BCA.Helpdesk@lacity.org	
Timekeeping / Mileage	Ella Cruz	BCA.Payroll@lacity.org	213 847-2484
Work Order Assistance	Main Line	BCA.Workorders@lacity.org	213 847-2580