County of Los Angeles – Department of Public Health

**ATTACHMENT E**

Substance Abuse Prevention and Control

**POLITICAL RECORD REVIEW FORM**

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| **AGENCY** |  | **AGENCY CODE** |  |
| **CONTRACT TYPE**  |  | **SEARCH DATES**  |  |
| **CITY REVIEWED** |  |

**PURPOSE:** To understand the positions of local politicians on alcohol and other drug (AOD) specific topics, their record on introducing and/or voting for AOD related actions, and what AOD measures/ordinances have passed for the jurisdiction. Reviewing past political actions, and understanding what AOD issues the community does and does not support will also assist in identifying allies and opponents later in the assessment and implementation process.

The review will focus on 1) identifying local politicians/council members for the target city(ies), 2) searching city websites and council member(s) webpage(s) for AOD related topics/positions, and 3) determining what, if any, AOD related ordinances, resolutions, or motions have been introduced or passed in target city(ies). This information will be used to complete the *Political Record Review* form that also includes a section on how the findings impact the assessment, and eventually resulting services.

**SCOPE & TIME COMMITMENT:** A separate form must be completed for each *assigned* city reviewed. The search should be limited to the past two (2) years unless recommended otherwise**.** When managed efficiently and thoroughly, this part of the *Local Data Review* should take no more than 12 hours (1 ½ days) per city reviewed.

**DIRECTIONS:** The following information is collected by reviewing a specific city’s website and related links. If the city does not have a website or it is limited in scope, the information requested in the tables can still be found and/or supplemented via phone calls and in-person inquiries with the City Clerk and other City staff**.**

**City Council Members Table –** The following table is to identify the Council Members for the *assigned* city and their duration in office. The city’s website should include biographies to facilitate completion of the table.

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| **COUNCILMEMBER NAME / TITLE** | **LENGTH** **IN OFFICE** | **NEXT** **ELECTION YEAR** | **CITY/JURISDICTION** |
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**CITY ORDINANCES TABLES –** The following tables are to identify whether the *assigned* city has introduced any on-sale (bars, restaurants) or off-sale (grocery/liquor store) alcohol outlet or medical marijuana dispensary related ordinances or policies. For those that *passed*, the table should include information on the requirements and scope of the identified ordinance(s). For those that were introduced but *not passed*, the table should include information on what prevented passage and any other comments/barriers listed in the agenda minutes.

The following options are available to identify whether the identified ordinance exists for that city/jurisdiction:

1. Conduct a general internet search and/or use the city’s website search engine and insert the ordinance term (e.g. conditional use permit, deemed approved ordinances, drug free zones, social host ordinances. Review any resulting findings such as resolutions, motions, and related agendas/minutes; and/or
2. Conduct a general internet search and/or use the city’s website and find the municipal code online, and locate sections where AOD related ordinances are likely located (e.g. *Health and Safety, Public Safety, City Policies, Business License* and/or *Zoning*); and/or
3. Contact the city clerk and/or other city staff to inquire about the listed ordinances/policies.

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| **Alcohol Related Ordinances****ATTACHMENT E** |
| **Ordinance Type** | **ADOPTED? Indicate if city adopted this Ordinance** | **If yes, include the ordinance number and effective date and describe the ordinance’s requirements and/or restrictions, who introduced the ordinance and who voted in support or opposition. *See council minutes and agenda for this information*.**  | **If no, indicate if the council ever introduced this ordinance and if so any details on why it did not pass those in support or opposition where available. *See council minutes and agenda for this information*.** |
| Conditional Use Permit (CUP) |  |  |  |
| Deemed Approved Ordinance |  |  |  |
| Social Host Ordinance |  |  |  |
| Zoning/Alcohol Density |  |  |  |
| Drug Free Zones  |  |  |  |
| [insert others if applicable to the city] |  |  |  |
| **NOTE:** At the end of each ordinance is a month and date of adoption, often written as: (Ord. 6962 § 2, 7-18-2004). The last four numbers indicates the year the ordinance was adopted (most codes will also list the month and day); the number written to the right of “§**”** symbol is the section of the ordinance listed in the municipal code, and the first four numbers is the ordinance number designated by the City. This date should assist in locating the appropriate council meeting date and associated agenda and minutes to complete the table.  |

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| **Medical Marijuana Related Ordinances** |
| **Ordinance Type** | **ADOPTED? Indicate if city adopted this Ordinance** | **If yes, include the ordinance number and effective date and describe the ordinance’s requirements and/or restrictions, who introduced the ordinance and who voted in support or opposition. *See council minutes and agenda for this information*.**  | **If no, indicate if the council ever introduced this ordinance and if so any details on why it did not pass those in support or opposition where available. *See council minutes and agenda for this information*.** |
| Conditional Use Permit (CUP) |  |  |  |
| Zoning Restrictions |  |  |  |
| [insert others if applicable to the city] |  |  |  |
| **NOTE:** At the end of each ordinance is a month and date of adoption, often written as: (Ord. 6962 § 2, 7-18-2004). The last four numbers indicates the year the ordinance was adopted (most codes will also list the month and day); the number written to the right of “§**”** symbol is the section of the ordinance listed in the municipal code, and the first four numbers is the ordinance number designated by the City. This date should assist in locating the appropriate council meeting date and associated agenda and minutes to complete the table.  |