

# CITY OF LOS ANGELES

CALIFORNIA

JAIME H. PACHECO-OROZCO  
GENERAL MANAGER



**DEPARTMENT OF AGING**  
AN AREA AGENCY ON AGING  
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KAREN BASS  
MAYOR

## INFORMATION BULLETIN NO. 22-06

**DATE:** February 9, 2023

**TO:** All Service Providers

**FROM:** Jaime H. Pacheco-Orozco, General Manager *Jaime H. Pacheco-Orozco*  
Department of Aging

**SUBJECT: NOTICE OF UPDATE TO SALVAGE REQUEST PROCESS**

### EFFECTIVE DATE

This bulletin is effective as of February 9, 2023.

### PURPOSE

The purpose of this bulletin is to share information directly affecting the Aging network.

### ALERT NOTICE

The Los Angeles Department of Aging's Administration Unit is excited to announce the creation of a centralized salvage request email. Please begin to submit all vehicle and equipment salvage requests to [LADOASalvage@lacity.org](mailto:LADOASalvage@lacity.org), effective the date of this notice.

As a friendly reminder the process to initiate salvage requests is posted on page two of this notice.

**Requesting Agency Responsibility:**

- Email a formal Salvage Request Letter, on your organization's letterhead, to the Administrative Services Division at [LADOASalvage@lacity.org](mailto:LADOASalvage@lacity.org) addressed to the following:
  - Jaime H. Pacheco-Orozco, General Manager Los Angeles Department of Aging
- The letter should include the following information:
  - Year/Make/Model of vehicle
  - Agency Vehicle Equipment Number
  - Vehicle VIN Number
  - Vehicle License Plate Number
  - Actual Odometer Mileage
  - Vehicle funding source
  - Reason for vehicle to be salvaged (e.g. replaced by new vehicle, inoperative and too costly to repair, damaged, totaled by insurance company)
- Attachments to the letter:
  - Estimated cost of repairs from legitimate repair shop
  - Copy of any police reports
  - Copy of any letter from insurance agency
  - Photos of vehicle and stated damage
  - Any other document supporting your request

**LADOA CONTACT**

Please feel free to contact the Administration Unit directly with any questions regarding this change. We can be reached at the following:

- Quin Mayagoitia – [quin.mayagoitia@lacity.org](mailto:quin.mayagoitia@lacity.org)
- Ryan Ellefson - [ryan.ellefson@lacity.org](mailto:ryan.ellefson@lacity.org)