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DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

305 E. FIRST STREET
LOS ANGELES, CA 90012

TELEPHONE: (213) 485-1360
TOLL-FREE: (866) LA HELPS
FAX: (213) 485-4608
E-MAIL: DONE@mailbox.lacity.org

GREG NELSON
GENERAL MANAGER

CLAUDIA DUNN
ASSISTANT GENERAL MANAGER

www.lacityneighborhoods.com

DATE: January 13, 2004

TO: All City of Los Angeles Neighborhood Council Boards

FROM: Claudia Dunn, Assistant General Manager
Department of Neighborhood Empowerment

SUBJECT: **FACILITIES INFORMATION BULLETIN NO. 04-001
INTRODUCTION OF NEIGHBORHOOD COUNCIL FACILITIES
PROGRAM ADMINISTRATOR AND ESTABLISHMENT OF
COMMUNICATION POLICY**

The purpose of this Information Bulletin is to introduce the Facilities Program Administrator and to establish an official means of communication between the Department of Neighborhood Empowerment (DONE) and the network of Neighborhood Councils for all office and meeting space related issues.

Background

As part of the Plan for a Citywide System of Neighborhood Councils, the Department of Neighborhood Empowerment's responsibility is to assist the network of Neighborhood Councils with securing meeting and office space. To address this task, DONE, with the assistance of players within the City to develop a proposal for the acquisition of Neighborhood Council office space in City-owned or leased facilities, privately owned facilities, and donated facilities.

The proposal was presented before City Council on December 2, 2003, and unanimously approved. The matter will be back before the City Council when the City Attorney drafts the ordinance.

Facilities Program Administrator

Formerly of the Funding Program, Donya Plazo is now reassigned as the Facilities Program Administrator. Her primary responsibilities will include:

- ◆ Assisting with the coordination of office and meeting space for Neighborhood Councils.
- ◆ Identifying office and meeting space with the assistance of the Department of General Services and other City Departments.

- ◆ Tracking all Neighborhood Council leases, acknowledgement letter, and ensuring timely implementation and move-in.
- ◆ Functioning as liaison and coordinator with all involved individuals, groups, and vendors on facilities and equipment issues for the Neighborhood Councils occupying office space.

Communication Policy

In an effort to ensure efficient and consistent communication between DONE and the Neighborhood Councils, a series of information bulletins and directives will be issued electronically and via United States mail to disseminate new policies and procedures that will be established related to securing office and meeting space.

- ◆ Information Bulletins – Information bulletins are a means of notifying all Neighborhood Councils of important available resources, events, and information relevant to office and meeting space that are useful, but will not require any action or written response to DONE by the Neighborhood Council.
- ◆ Directives – Directives are instructional notices that will identify new policies and procedures associated with office and meeting space that will require action or a written response to DONE by the Neighborhood Council to implement policies and procedures within the Neighborhood Council's area.

This information bulletin and all that follow will be available online at DONE's website at:

www.lacityneighborhoods.com

Simply click on Newsroom and the link for information bulletins or directives to access essential information.

Role of Project Coordinator

Please be reminded that the assigned Project Coordinator is the first point of contact for identification of potential office and meeting space, as well as all other Neighborhood Council issues. Bypassing the Project Coordinator will only result in delays to obtaining office and meeting space for your Neighborhood Council.

The role of the Project Coordinator is to 1) assist the Neighborhood Council with identifying office and meeting space within the community, 2) communicate with the building owner or owner's representative to gather preliminary details regarding the space, and 3) coordinate with the Facilities Program Administrator to arrange an on-site assessment of the facility.

Once the on-site assessment is completed and satisfactorily meets the City's minimum requirements, an acknowledgement letter will be sent to the Neighborhood Council and the building owner or representative to formalize the agreement. Specifics of the on-site assessment and types of agreements are forthcoming.

The Department is extremely excited about moving forward with securing office and meeting space for the Citywide System of Neighborhood Councils realizing it is critical to your success and to becoming a cornerstone within the community.

We look forward to working with all Neighborhood Councils as we begin this process and extend our appreciation to the dedication, commitment, and patience of all Neighborhood Council members and stakeholders.

Should any questions arise regarding the contents of this information bulletin, please contact Donya Plazo at (213) 473-5390, or via e-mail at dplazo@mailbox.lacity.org.

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