

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0220-03385-0000

Date: April 7, 1998

To: The Governmental Efficiency Committee

From: Ronald Deaton, Chief Legislative Analyst
Keith Comrie, City Administrative Officer

Subject: **NEIGHBORHOOD COUNCILS PROPOSALS FOR THE CITY OF LOS ANGELES**

At the April 1, 1998 meeting of the Governmental Efficiency Committee (GE), the Chief Legislative Analyst (CLA) and the City Administrative Officer (CAO) were asked to: 1) address the similarities and differences between the various motions introduced by the GE members; 2) identify decentralized City services; and 3) identify the operations of City departments which involve community participation activities.

The City department information in this report includes: the Library; Building and Safety; Planning; Housing; Community Development; Community Redevelopment; the Commission on Children, Youth and their Families; Recreation and Parks; and the Los Angeles Police Department. Information about other City departments with programs in which your Committee may be interested will be provided at your next Committee meeting.

At the April 15, 1998 meeting, staff will also report on existing structures in the business community and provide proposals for ways in which neighborhood councils and the business community may interact.

RECOMMENDATION

Note and File.

Fiscal Impact Statement

There is no General Fund impact at this time.

Findings

I. City Council Motions

The following five motions were introduced at various times regarding the creation and structure of neighborhood councils:

- I. Motion (Wachs; Ridley-Thomas, Chick, Alatorre, Braude, Feuer, Svorinch) for the GE Committee to develop and present to the City Council for adoption a plan to reform City government through the establishment of independent neighborhood councils - introduced June 1996 (C.F. 96-1157);
- II. Motion (Ridley-Thomas; Wachs, Chick, Goldberg, Hernandez) to adopt a three-year Citywide neighborhood congress pilot project which respects community and council district boundaries, as appropriate - introduced February 1997 (C.F. 96-1157);
May 1997 (C.F. 97-0731);
- III. Motion (Chick; Wachs) for the CLA and CAO to: 1) work with various City departments to present a proposal to restructure existing City resources without adding new bureaucracy to create a DON, 2) examine how other cities, such as Portland and Seattle, structure their neighborhood programs, 3) explore possible grant funds for this effort and 4) prepare a plan and time line for setting up the DON - introduced April 1997 (C.F. 96-1157-S1);
- IV. Motion (Ridley-Thomas; Wachs) for the CAO to chair a working group of various City departments to determine funding options for the DON and report back to the Budget and Finance and GE Committees within 30 days - introduced May 1997 (C.F. 97-0731); and,
- V. Motion (Ridley-Thomas - Hernandez) to add \$3 million to the Unappropriated Balance of the FY 1997-98 Proposed Budget to create a new City Department of Neighborhoods.

A. City Council Motions Addressing Similar Issues

1. Establish a city-wide system of neighborhood councils;
2. Establish a City Hall infrastructure to support the neighborhood councils;
3. Empower residents to participate in their neighborhoods (I and III);
4. Create an Office/Department of Neighborhoods using existing resources (III and IV);

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5. Allow each neighborhood council to establish its own by-laws and procedures for selecting representatives (I and II);
6. Examine the neighborhood councils of other cities, such as Seattle and Portland (I and IV); and,
7. Examine possible funding options to establish the Office/Department of Neighborhoods (III and IV);

B. City Council Motions Addressing Different Issues

1. Adapt neighborhood boundaries to council district boundaries (II);
2. Allow neighborhoods to define their boundaries, form their councils and select their leaders (I);
3. Model other neighborhood council programs after the Eighth District Empowerment Congress (II);
4. Establish an early warning system, guaranteed by ordinance, to allow residents sufficient time to review, debate and make recommendations on a wide range of matters including, but not limited to: transportation, planning and zoning decisions, street closures, police permits for parades, design of libraries, placement of park benches and determination of City budget and spending priorities (I);
5. Allow neighborhood councils to bid on contracts to perform local services such as park maintenance and graffiti removal and prevention to provide neighborhood job opportunities (I);
6. Fund councils from a combination of City funds, new and/or redirected state and federal grant funds, private foundation grants and fundraising by the councils themselves; funding accountability is required for City funds (I);
7. Add \$3 million to the Unappropriated Balance of the FY 1997-98 Proposed Budget to create a new City Department of Neighborhoods (V);
8. Convene neighborhood council leaders at least quarterly to discuss Citywide matters (I);
9. Insure that neighborhood representatives are not be appointed by government officials and that neighborhood issues come from the neighbors (I); and,
10. Inventory the City's neighborhood efforts to explore how City government may be restructured to advance and efficiently serve neighborhood groups (IV).

II. Decentralized City Services

In April 1995, the City Council and Mayor authorized the Department of General Services to contract with Gensler and Associates (GA), to create a database of City properties and recommend a strategic plan to maximize the use of the City's assets (C.F. 94-1152). The study also includes an assessment of the City's long range facilities needs as well as an assessment of how the City may decentralize its operations.

Based on the preliminary results of that study, GA proposes eight areas throughout the City for decentralized services. The eight areas are: 1) South Central, 2) West Valley, 3) West LA, 4) Sunland-Tujunga, 5) San Pedro, 6) Hollywood - Mid-Wilshire, 7) Northeast LA and 8) Van Nuys. As proposed, several existing leases in a given area may be consolidated into one large leased or purchased building.

The Department of Building and Safety provides decentralized service at five locations (Attachment I) and the Planning Department at two locations, a full service office in Van Nuys and part-time service in the Eighth District Constituent Services Center. Both departments have stated that consideration for further decentralization should include an assessment of the: 1) need for additional 'fixed post' positions such as office managers, supervisors and cashiers, 2) impact a smaller decentralized staff would have on nine-eighty and other flex-time schedules, 3) need for additional fixed equipment items such as copiers, microfilm readers, etc. and 4) cost of additional communication and network resources for both voice and data.

III. City Departments with Community Participation Boards

The following is a preliminary list of City departments with community participation activities. Each department's program focuses on a specific activity. Information on other City departments with participation activities will be provided at subsequent meetings.

- **Los Angeles Police Department (LAPD)**

Program

Administrative Order N. 10 from the Chief of Police established the basis on which each of the 18 LAPD Divisions created a Community Police Advisory Board (CPAB). Each of the CPABs consists of residents and business owners from that area who meet monthly with the Division Captain. Initially, the representatives are selected by the Division Captain for one to two year terms and reflect the diversity in that area. Subsequent selections are made by CPAB members. They meet monthly to identify community police problems and to improve communication between the LAPD and the neighborhoods.

Level of Staff

One officer per division is assigned as a CPAB liaison officer.

- **Los Angeles Public Library Department (LAPL)**

Program

LAPL has over 70 libraries throughout the City, including the Central Library in Downtown Los Angeles. The Friend's Group at each branch library consists of volunteers from the neighborhood surrounding the library. Their activities include fundraising, book drives and creating programs for children, youth and the elderly.

Level of Staff

Although no LAPL staff are directly assigned to the Friend's Groups, about eight to 10 staff are assigned to the Volunteer Office of LAPL to assist with all volunteer programs system-wide.

- **Department of Recreation and Parks (R&P)**

Program

R&P has over 150 recreation facilities throughout the City. Park Advisory Boards (PAB), now in the developmental stages, will provide a means of communication between the neighborhoods and the recreation center directors on all issues related to the facility. PABs will meet between four and 12 times per year in the recreation facilities. As proposed, the volunteers will be selected by the recreation center manager and may serve no more than three consecutive years as a board member and no more than six months as an officer of the PAB. Center directors will insure that the diversity of the community is served through these appointments.

Level of Staff

The recreation center director will be the direct liaison to the PABs.

- **Community Development Department (CDD)**

Program

CDD has six Community Improvement Planning Areas (CIPA). A Community Action Board (CAB) with 18 members advises CDD on the various human services programs needed in each CIPA. A representative from each CIPA is elected to the CAB every four years. The City Council President assigns six Councils Offices to the CAB. Each Office assigns a representative from his/her staff. The Mayor nominates the last six members. The CAB meets once/month. In addition, under

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the LA Bridges program, CDD has established Neighborhood Advocacy Councils (NAC). The purpose of the NACs is to bring neighborhoods together to deal with community issues of crime, cultural diversity, education, economics, health and safety and to improve the quality of life.

Level of Staff

There are 10 CDD staff assigned to the LA Bridges program.

- **Commission on Children, Youth and their Families (CCYF)**

Program

CCYF has been charged with creating at least one Neighborhood NETWORKS4KIDS program for every 20,000 residents in the City of Los Angeles. CCYF is working with City departments, non-profit agencies, businesses, schools, parents and youth to provide facilities, activities and services for children and youth, from birth to age 22. CCYF's role is to facilitate the process and exit when it is agreed that the work can continue without the facilitation of CCYF. The meetings are held at least once/month. Staff conducts block-by-block canvassing of neighborhoods as part of the program to identify boundaries with community input.

Level of Staff

There are 28 program staff assigned to this program as follows: three full-time, 23 part-time and two full-time administrative staff with indirect supervisory responsibilities.

- **Community Redevelopment Agency (CRA)**

Program

The CRA has 26 Redevelopment Project Areas and three Revitalization Project Areas. State law mandates that each project has a Project Area Committee (PAC), required when redevelopment could negatively affect surrounding residents and businesses and/or a Community Advisory Committee (CAC), created when low income groups and the neighborhood will not be adversely impacted. Each committee has about 25 members. Members of PACs are local residents, community organizations and business owners and are elected for one to two year terms. Members of CACs are appointed by the City Council member in whose district the project is located. Both Committees help the CRA draft and implement

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the redevelopment plan for that area. After a project area has existed for three years, the City Council may disband its PAC or CAC.

Level of Staff

The core staff for each project area may consist of one each: a project manager, assistant project manager, community affairs specialist and secretary and a located in a project site office (Attachment II). Additional technical staff may be assigned to the project, depending on the project's complexity.

- **Planning Department**

Program

The City is currently divided into 35 Planning areas, which are scheduled to be updated every five years. There are 12 permanent Design Review Boards (DRB), with seven persons each appointed by the Councilmember in whose district the plan is located. The DRBs insure that the proposed plans are in conformance with the specific plans. They meet in assorted locations including City offices or private facilities made available by the private sector. In addition to the permanent boards, there are temporary boards, established for a specific purpose, such as technical advisory committees and streetscape committees, and disbanded after adoption of the committee's plans.

Level of Staff

Planning staff provide administrative and professional support for these committees.

- **Housing Department**

Program

Housing has two advisory participation programs, the Domestic Violence Shelter Program (DVSP) and the Housing Opportunity for People with AIDS (HOPWA). The DVSP was established in July 1994, to advise the City Council on domestic violence issues and to provide a coordinated response to domestic violence. The task force is comprised of representatives from each Council district and from City departments, including City Attorney, Commission on Children, Youth and their Families, the Commission on the Status of Women, LAPD, Community Development Department and the Mayor's Office of Criminal Justice Planning. The HOPWA grant provides states and localities with resources to devise long term comprehensive strategies to meet the housing needs of persons living with

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HIV/AIDS and their families. The City and County of Los Angeles have formed the HOPWA Planning Committee, to advise the City Council on this issue. The list of Committee members is attached.

The Housing Department also has five field offices for its Neighborhood Preservation Program. Applicants may secure loans to rehabilitate their property at these field offices Attachment III).

Level of Staff

Each site office has seven full-time staff, including: one project manager, three rehabilitation construction specialists, one finance officer and two clerical.

RD:KC:JOS

ATTACHMENT I

**DEPARTMENT OF BUILDING AND SAFETY
Facilities, Staffing and Services**

FULL-SERVICE OFFICES

Services at the following locations include plan submittal, plan check, and permit issuance (the Wilshire office is only full service Tuesday through Thursday):

OFFICE	LOCATION	STAFFING
Metro (downtown)	201/221 N. Figueroa	348
Van Nuys	14425 Erwin Street Mall	112
West Los Angeles	1849 Sawtelle Blvd.	74
Wilshire	425 Shatto Place	55
San Pedro	350 S. Fifth St, Rm 100	16
South Los Angeles (Constituents Services Center)	8475 S. Vermont Ave	19

ATTACHMENT II**COMMUNITY REDEVELOPMENT AGENCY - PROJECT SITE OFFICE LISTING:****BEACON STREET/LA HARBOR**

302 W. 5TH Street
San Pedro, CA 90731
(310) 521-0700

[A. JEFFERY SKORNECK, Project Manager]

**CRENSHAW, CRENSHAW EXPANSION, WESTERN/SLAUSON, CRENSHAW/SLAUSON,
CRENSHAW/CD6**

4332 Leimert Blvd.,
Los Angeles, CA 90008
(213) 290-2800

[ALVIN JENKINS, Project Manager]

HOLLYWOOD, EAST HOLLYWOOD

7022 Hollywood Blvd.
Hollywood, CA 90028
(213) 960-2660

[DONNA DEBRUHL-HEMER, Project Manager]

***HOOVER, BROADWAY-MANCHESTER, VERMONT-MANCHESTER**

2823 South Vermont Ave.
Los Angeles, CA 90007
(213) 766-9825

[OSCAR JAUREGUI, Project Manager]

***NORMANDIE/5, ADAMS/NORMANDIE, MID-CITIES**

WILSHIRE CENTER/KOREATOWN
2823 South Vermont Avenue
Los Angeles, CA 90007
(213) 766-9830

[EDWARD SAULET, Project Manager]

NORTH HOLLYWOOD, CD7, LAUREL CANYON

5651 Vineland Avenue
North Hollywood, CA 91601
(818) 753-1918

[LILLIAN BURKENHEIM, Project Manager]

***shared project site office space**



PICO UNION I & II, WESTLAKE Proposed Redevelopment

1316 South. Union Avenue

Los Angeles, CA 90015

(213) 385-6421

[MAXINE CHAVEZ, Project Manager]

WATTS, WATTS CORRIDORS

10221 S. Compton Avenue, #201

Los Angeles, CA 90002

(213) 249-1495

[BILL PRICE, Project Manager]

RESEDA/CANOGA PARK

19040 Van Owen St., Suite B

Reseda, CA 91335

(818) 623-1060

[LESLIE LAMBERT, Project Manager]

BOYLE HEIGHTS I & II, ADELANTE EASTSIDE Proposed Redevelopment

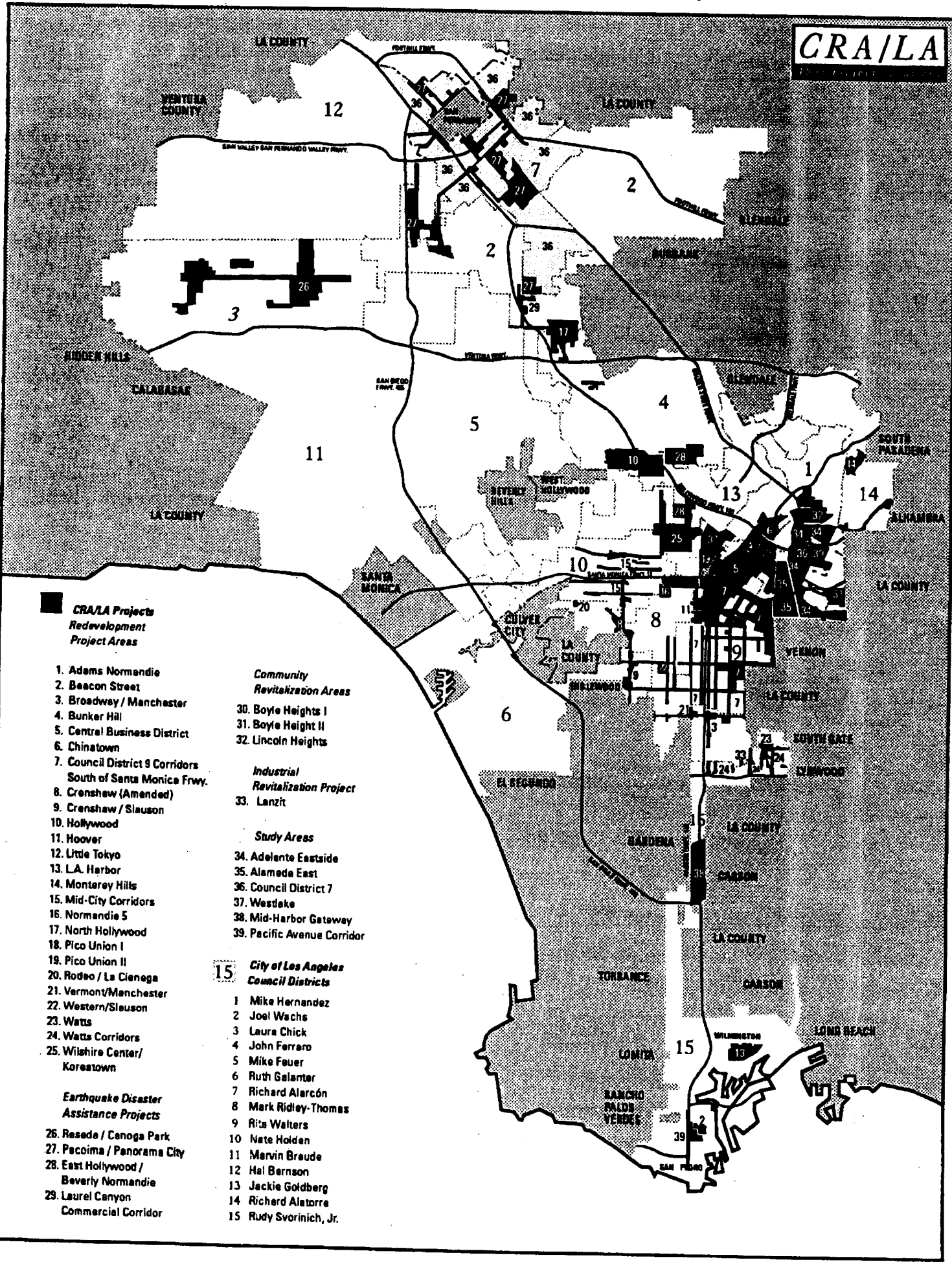
3500 Whittier Blvd., Suite 104

Los Angeles, CA 90023

(213) 264-3807

[AL SANTILLANES, Project Manager]

CRA/LA



ATTACHMENT III

NEIGHBORHOOD	PRESERVATION	PROGRAM
<p>SOUTHWEST STOP 192 (Chesterfield Square) OTIS WILL, Project Manager 3761 Stocker Place #101 Los Angeles, CA 90008 (213) 299-0221 - Main office (213) 237-2728 - Fax - Main Office (213) 299-0698 - Fax - Construc.</p>	<p>EASTSIDE STOP 189 (El Sereno) BOB ZARDENETA, Project Manager 4837 Huntington Drive N #1 Los Angeles, CA 90032 (213) 225-8687 - Office (213) 847-3115 - Fax</p>	<p>HARBOR STOP 199 (Watts/Wilmington/Harbor) BRUCE ORTIZ, Project Manager 10221 Compton Avenue #104 Los Angeles, CA 90059 (213) 473-5141 - Office (213) 473- 5155 - Fax</p>
<p>CENTRAL STOP 188 (Echo Park) LEON DAVIS, Project Manager 1910 Sunset Boulevard, Suite 720 Los Angeles, CA 90026 (213) 484-2885 - Office (213) 847-3119 - Fax</p>	<p>VALLEY STOP 198 DON BODNAR, Project Manager 8121 Van Nuys Blvd. Panorama City, CA 91401 (818) 786-3900 - Office (818) 756-7862 - Fax</p>	

ATTACHMENT IV**MEMBERS OF THE HOPWA
ADVISORY BOARD COMMITTEE**

1. L.A. Housing Department (LAHD)-City of Los Angeles
2. Community Development Commission (CDC)-County of Los Angeles
3. City of West Hollywood
4. City of Long Beach
5. City of Pasadena
6. AIDS Programs-County of Los Angeles
7. City of Los Angeles AIDS Coordinator
8. L.A. Homeless Services Authority (LAHSA)-Homeless Provider-selected by LAHSA
9. Non Profit Developer-Application process-LACHAC selection
10. Landlord-Apartment/Property Owner-Trade Association Representative-Application process-LACHAC selection
11. L.A. Housing Exchange
12. Emergency Shelter Provider-Elected by the Homeless Providers Caucus of the Housing Homeless Task Force of the AIDS Regional Board/Los Angeles County HIV Health Services Planning Council
13. Mental Health/Residential Provider Application process-LACHAC selection
14. Medically Based Residential Provider-Elected by the Housing & Homeless Task Force of the AIDS Regional Board/Los Angeles County HIV Health Services Planning Council
15. Transitional Housing Provider-Elected by the Housing & Homeless Task Force of the AIDS Regional Board/Los Angeles County HIV Health Services Planning Council
16. Substance Abuse/Residential Provider-Elected by the Substance Abuse Task Force of the AIDS Regional Board/Los Angeles County HIV Health Services Planning Council
17. Residential Provider for Children and their Caretakers-Elected by the Housing & Homeless Task Force of the AIDS Regional Board/Los Angeles County HIV Health Services Planning Council
18. HIV Planning Council Member-Elected by the Los Angeles County HIV Health Services Planning Council*
19. At large member-elected by the HIV Planning Council**
20. At large member-elected by the HIV Planning Council**
21. At large member-Application process-LACHAC selection
22. At large member-Application process-LACHAC selection

*AKA HIV Planning Council

** Must be HIV infected