

# MEMORANDUM

Office of Councilman Joel Wachs

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To: Ron Deaton  
From: Greg Nelson (213/847-3643)  
Re: Neighborhood Councils

July 25, 1996

The Governmental Efficiency Committee has before it a motion presented by Councilman Wachs and seconded by the maximum number of councilmembers permitted by law.

The committee must now begin the monumental task of developing the specifics of this plan which we sincerely believe will result in the most fundamental reform of city government in at least the last 70 years.

Councilman Wachs is requesting assistance for the committee in the preparation of its recommendations to the City Council.

Aside from developing an unprecedented plan to present to the City Council, the committee must develop a process through which it will be able to receive meaningful public input in the plan's development. Listed below is an initial, and very partial list of questions to which the committee will be seeking answers, and tasks that need to be performed. I'm certain that you alone could add significantly to the list.

What are our options in getting the assistance the committee needs? CLA staff? Hiring a consultant as we did for reapportionment? Etc.

## QUESTIONS/TASKS

Establish a contact person in each department. (All)

Identify surplus furniture and equipment; ask departments to save useable items; and determine what is needed to give NCs first priority to surplus material, supplies, and equipment. (All/Bur of San)

Collect community mailing lists. (All)

Determine best way to maintain a database of community groups, and how to send notices of committee and Council meetings regarding this motion. (Clerk/ITA)

If the NCs are to have computers for communicating with City Hall, other NCs, and the Internet, what type hardware and software should they have? (ITA)

What are the possibilities that computer companies would donate outdated equipment, or sell them at reduced prices? (ITA)

What is the process for buying computer equipment? (ITA/General Services)

What are the pros and cons of using MICLA funds to purchase equipment for the NCs? (CAO)

Could ITA provide initial set-up support? (ITA)

During and after formation, could the NCs use the city's web site to communicate? Bulletin board. Library. (ITA)

Could they "piggyback" on the city's flat-fee Internet contract? (ITA)

Is it more effective for the committee to hold hearings in the community, or to invite the public to watch the meeting on Channel 35, and phone-in their comments? (All)

What is the process for holding an electronic committee meeting? (ITA)

During and after the formation of the NCs, in which ways could technology be used to promote community participation in the City Hall decision-making process among the NCs and the general public? For instance, could the public watch a meeting on Channel 35, and cast a vote using 800 numbers, while the Councilmembers awaited the results? (ITA)

Could NCs use the city's purchasing contracts to buy furniture, equipment, and supplies? (GSD)

Could they use the city Print Shop to print newsletters, etc. (GSD)

Could the city mail their newsletters at the city's expense? (GSD)

Starting with the items mentioned in the motion, which should and should not be included in an "early warning" ordinance? (All)

Which requirements would an NC have to meet if it were to receive city funds? (Controller)

During the development of the NCs, and the definition of the boundaries, what technological/computer support can the city provide as it did during the last reapportionment? (CLA)

What statistical information can the city provide relating to the individual NCs? Which information is available in units smaller than census tracts? (Planning)

To what extent can existing grant sources be used to help in the initial organization of the NCs, and in the continuing support of them? (CDD)

Is it practical to pursue a special source of federal funding that would be used to support the initial organization of the NCs, and in the continuing support of them? If yes, what is the best way to proceed? (CDD/CLA)

Ditto: private foundation funding.

Could affinity cards produce a valuable source of funds for NCs? (CLA)

Which departments have the ability to receive from and transmit information to the public using E-mail? And which will be next? (ITA)

Of the departments that currently are part of the E-mail system, which information can they receive and transmit? (All)

If an organization or individual on a departmental mailing list prefers to receive documents through E-mail, are they accommodated in order to save time and postage? (All)

What would determine if the NCs would be subject to the Brown Act, ethics law, conflict of interest reporting, etc.? (City Atty)

Which departments would be able to design the requirements for an emergency preparedness plan that each NC will have to prepare, and which would be able to help them implement one? (CAO)

Which city facilities have places where NCs could maintain an office? (All)

What information about the plan should be available to the public before the first committee hearing is held? How should that information be made available to the public before the committee meets? (CLA)

Since the creation of an NC system would create a superior system of citizen participation, which departments have funds allocated to citizen participation efforts that could be reallocated to help us start-up an NC system? (CLA)

What options exist to provide the NCs, and the city staff which will be helping to organize the communities, with dispute mediation and leadership training? (Human Relations)

Again, this is just a partial list, but from it you can see how much work must be done even before the committee holds its first hearing.