

**DEPARTMENT OF
NEIGHBORHOOD EMPOWERMENT**

**305 East First Street, Los Angeles, CA 90012
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TO: Neighborhood Leaders	FROM: Greg Nelson, General Manager
DATE: October 29, 2001	PAGES: 1
RE: Department of Neighborhood Empowerment Update	

Rarely has the Department of Neighborhood Empowerment sent newsletters and updates to those who are in its database. And never has it sent an e-mail newsletter. Things are going to change.

As the new general manager, my goal is to keep you informed about the important steps that we are taking toward creating a citywide system of influential and independent neighborhood councils, and to offer you an opportunity to participate in our important policy-making decisions.

Our records show that you expressed an interest in receiving information, such as newsletters like this, from the department. If you wish to discontinue receiving this information, simply send us a fax at (213) 485-4608, or send us a simple e-mail message. Your record will be removed from the mailing list as soon as possible.

The new City Charter requires the department to create a database of neighborhood organizations, and make it available to the public through various means that could include the Internet. This is important so everyone can have an opportunity, perhaps for the first time, to communicate with each other on a grand scale, and build strength through unity. When was the last time you were able to communicate with thousands of community leaders all over the city and ask them to support your effort?

The department has a database of about 25,000 individuals and organizations. But since the database hadn't been used very much, it fell out of date. Now I'm trying to update it with people and groups from another database. There are bound to be duplicates, and the hard part will be trying to figure out which one is the most current. So if you get this fax twice, it's all part of our effort to create a single up-to-date list that everyone can use. Whether you get one message or two, please let us know your current contact information.

But most importantly, we'd like to be able to contact you using e-mail. It's much faster than faxing. So even if you don't have an e-mail address, we hope that someone you work with or know, will have one.

For you and others who can receive e-mail messages for you, we would like to know:

1. Name
2. Home, work, and organization address and phone number. (Please tell us which ones you'd like to be made public for people to contact you. We don't plan to include telephone, cell phone, or pager numbers on the public database even if you give them to us. We'll only use them to reach you if there's an urgency.)
3. A fax number.
4. E-mail address (very important).
5. Web site address.

The next newsletter will be one that includes substantive information about the progress we're making, and it will invite you to join in trying to solve some of our most perplexing policy questions. Thank you for caring enough to make this a better city in which to live.