

Date: February 23, 2004

To: Neighborhood Council Leaders

From: Greg Nelson, General Manager, Dept. of Neighborhood Empowerment

Subject: NEW TRI-FOLD BROCHURE TEMPLATE AVAILBLE. GRIEVANCE PROCESS CLASSES POSTPONED. WEBSITE PROBLEMS.

#### NEW TRI-FOLD BROCHURE TEMPLATE AVAILBLE

We are lucky to have a talented Project Coordinator on staff, Isaias Cantu. To avoid hurting yourself, you can call him "Easy."

Last year, he designed a colorful tri-fold brochure that us whenever you or we are at events that are visited by people who know little or nothing about Neighborhood Councils.

Now he's taken it a step further by modifying that brochure in MS Word and making it available to the Neighborhood Councils. By using the template, you can customize it by inserting information that is specific to your Neighborhood Council, and retaining some of the "global" information if you wish.

Because the template involves colors and graphics, it might be too large to e-mail to you even after we split it into two parts. The two inside pages are 1.52 MB, and the two outside pages are 4.21 MB. If you want us to e-mail it to you, just let us know.

If you'd like it put on a CD and mailed to you, we'd be happy to do that.

If you'd like take a look at it in PDF form, check the News Flashes section of our home page. Remember that it takes a few hours before the city's computer posts new information on our website.

#### GRIEVANCE PROCESS CLASSES POSTPONED

On March 5, 17, and 24, our Empowerment Academy had scheduled training sessions entitled "Understanding and Implementing the Grievance Process." Those have been postponed because we are working with the Office of the City Attorney and others to further refine this training in order to ensure that you will be able to make the best us of your time while attending. Stand-by for the replacement dates.

#### WEBSITE PROBLEMS

We are working out the problems that have prevented us from being able to post past newsletters and news articles on our website since January 1, 2005. Thanks for your patience. We don't totally control our website.

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