

Date: March 20, 2006

To: Neighborhood Council Leaders
From: Greg Nelson, General Manager
Subject: Self-Assessment. Communication Trees. Neighborhood Council Budget Reminder.

NEIGHBORHOOD COUNCIL SELF-ASSESSMENT PROCESS

The Plan for a Citywide System of Neighborhood Councils requires each Neighborhood Council to survey its stakeholders and assess itself at least once every two years.

In keeping with an important principle of our Neighborhood Council system, Neighborhood Councils are invited to be an active part of designing this process from Day One. This is Day One.

Whether you choose to involve yourself in this process as an individual or through your Neighborhood Council, the Department of Neighborhood Empowerment has done some initial work to provide a possible starting point to assist you.

One possible option is for each Neighborhood Council to evaluate itself against the requirements and the expectations that are contained in the laws that govern the Neighborhood Councils.

To view our staff report to you, go to our home page and look in the section called, "Your Input is Invited."

This is one of these processes that, I guarantee you, will be implemented by City Hall (from the top down) if the Neighborhood Councils do not show an interest in the effort.

THE IMPORTANCE OF A COMMUNICATION TREE

The quickest way to deliver important messages to Neighborhood Council board members is through these newsletters. But not all board members have e-mail capability, and not all of those who do will give us their address. We hope that there is a system within each Neighborhood Council through which they ensure that all board members receive important information.

NEIGHBORHOOD COUNCIL BUDGET REMINDER

The fiscal year is in its third quarter, so it's time to begin thinking about your budgets for the next fiscal year of 2006-2007. We are hoping that you've already started thinking about your new action plan, and we look forward to serving your funding needs.

As you know, the Funding Program staff will be expecting your budgets and supporting documents in June. However, you might want to get a head start on it. Here are a few reasons why budgeting can be used as a great tool for your Neighborhood Council planning process:

- It will help you to look at the previous year and see if you want to add or subtract certain categories, or maybe even make some major changes. Remember, you want a functional budget for the year with enough categories to reasonably explain your funding goals.
- It will inspire you to find new ways to accomplish great things with your funding. You can think in terms of community improvement and effective outreach events
- It will ensure that you will have a solid action plan for your next fiscal year.

Please make sure that you check your existing balances and incorporate any rollover funds into the new budget. Remember, you have three full years to spend your annual allotment of funds. For a full explanation of rollover funds please see Funding Information Bulletin 2006-01 posted online at

http://www.lacity.org/done/fundingbulletin/donefundingbulletin104635780_02232006.pdf.

Your budget should include \$50,000 for 2006-2007 plus any unspent rollover funds. If you have any questions, please call Milena Albert at 213-471-5115 and she will be happy to assist you.

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