

CITY OF LOS ANGELES  
CALIFORNIA

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TELEPHONE: (213) 978-1551



ERIC GARCETTI  
MAYOR

**EMPOWER LA**<sup>™</sup>  
Department of  
NEIGHBORHOOD EMPOWERMENT

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GRAYCE LIU  
GENERAL MANAGER

[www.EmpowerLA.org](http://www.EmpowerLA.org)

December 12, 2013

Honorable Members of the  
Los Angeles City Council  
c/o Office of the City Clerk  
200 North Spring Street  
Room 395, City Hall  
Los Angeles, CA 90012

**SUBJECT: CREATING INFORMATION NETWORK FOR NEIGHBORHOOD COUNCIL  
AND PUBLIC USE**

Honorable Members:

The Department of Neighborhood Empowerment (Department) is transmitting the attached letter from Karen Mack, President of the Board of Neighborhood Commissioners, relative to creating and maintaining an internal and external information and communication network that would be available for public use. The Department would like to request that the City Council's Education and Neighborhood's Committee consider this matter at its next available meeting.

Thank you for your consideration. If you have any questions regarding this matter, please contact me at (213) 978-1551.

Very truly yours,

GRAYCE LIU  
General Manager

Attachment



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November 18, 2013

The Honorable Bernard C. Parks  
Councilmember, Eighth District  
c/o Office of the City Clerk  
Room 395, City Hall  
200 North Spring Street  
Los Angeles, CA 90012

Honorable Councilmember Parks:

During the early years of the Neighborhood Council system, City Attorney opinion letters, Department of Neighborhood Empowerment (the Department) memorandums and policy pronouncements, best practices and other items of interest to Neighborhood Councils were easily accessible on the Department's website. Over the years many of those documents have been lost or deleted because they were no longer relevant. There was not enough staff time to catalogue and preserve many of them.

The deletion of past memos and such was not done with any evil intent. As old policies were replaced with new ones or done away with entirely, there seemed to be no need to retain the old ones even if they were only taking up space on a hard drive. Unfortunately the loss of those items has, in some cases, meant a loss of institutional memory. That loss has meant that persons new to the Neighborhood Council system do not have the ability to make comparisons between what is and what was, often being unable to determine if a past policy was better than the current one or even if there was an earlier policy.

The Commission, being responsible for policy setting and oversight for the Department, has worked closely with the Department and Neighborhood Councils over the last ten (10) months to craft a policy recommendation to deal with future preservation of "institutional memory." This has been part of a larger effort that began in December 2012, when the Commission created three (3) standing regional committees to conduct a thorough review of the Plan for a Citywide System of Neighborhood Councils (Plan). These Plan review committees were comprised of Neighborhood Council leaders representing forty (40) of the City's ninety-five (95) Neighborhood Councils and were grouped according to the following regions: 1) North/South Valley, 2) Central/East/Northeast, and 3) Harbor/South/West.

In June 2013, after much discussion and consensus building, the committees jointly issued a policy recommendation to the Commission on the issue of creating and maintaining an information and communication network available for public use. Upon receiving the recommendation, the Commission took action to solicit additional input from Neighborhood Council board members and stakeholders. In support of the Commission, the Department

conducted a public survey over a seven (7) week period. A total of three hundred twenty-eight (328) responses were collected from the public on this issue with most originating from board members and stakeholders, identifying from sixty-five (65) Neighborhood Councils. Ninety and nine tenths percent (90.9%) (i.e., 298 out of 328) indicated that "yes" they support the recommendation proposed by the Plan review committees, while nine and one tenth percent (9.1%) (i.e., 30 out of 328) indicated that "no" they do not support the recommendation.

Based on the recommendation crafted by the Neighborhood Council Plan review committees and reaffirmed by the public survey results, the Commission on October 1, 2013, passed the following, which is now presented to you for your consideration:


The Board of Neighborhood Commissioners "recommends that Sec 22.801(j) of the Administrative Code be amended as follows:

"with the assistance of the Information Technology Agency, create and maintain an internal and external information and communication network that would be available for public use to:

- a. Provide organized access to all current rules, regulations, and election/selection/voting and any other procedures adopted by the Department of Neighborhood Empowerment,
- b. Provide organized access to all historic rules, regulations, and election/selection/voting and any other procedures adopted by the Department of Neighborhood Empowerment that are no longer in force,
- c. Provide organized access to all current legal opinions by the City Attorney on matters relating to the Department of Neighborhood Empowerment, Board of Neighborhood Commissioners, Department rules or regulations, and Department procedures for elections/selections/voting and any other matter,
- d. Provide organized access to all historic legal opinions by the City Attorney on matters relating to the Department of Neighborhood Empowerment, Board of Neighborhood Commissioners, department rules or regulations, and department procedures for elections/selections/voting and any other matter that are no longer in force,
- e. Provide a Citywide database of existing neighborhood organizations and similar information, sortable by areas and individual Neighborhood Councils;"

I am available to answer any questions you may have. Thank you for your consideration.

Sincerely,



Karen Mack, President  
Board of Neighborhood Commissioners

Honorable Councilmember Parks  
November 18, 2013  
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c: Council President Herb J. Wesson, CD 10  
Council President Pro Tempore Mitchell Englander, CD 12  
Council Assistant President Pro Tempore Tom LaBonge, CD 4  
Councilmember Gil Cedillo, CD 1  
Councilmember Paul Krekorian, CD 2  
Councilmember Bob Blumenfield, CD 3  
Councilmember Paul Koretz, CD 5  
Councilmember Nury Martinez, CD 6  
Councilmember Felipe Fuentes, CD 7  
Councilmember Curren D. Price, Jr., CD 9  
Councilmember Mike Bonin, CD 11  
Councilmember Mitch O'Farrell, CD 13  
Councilmember Jose Huizar, CD 14  
Councilmember Joe Buscaino, CD 15  
General Manager Grayce Liu, Department of Neighborhood Empowerment