

CITY OF LOS ANGELES

CALIFORNIA



DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

334-B EAST SECOND STREET
LOS ANGELES, CA 90012

TELEPHONE: (213) 485-1360
TOLL-FREE: 3-1-1
FAX: (213) 485-4608
E-MAIL: dne@lacity.org

CAROL BAKER THARP, Ph.D.
GENERAL MANAGER

BONGHWAN (BH) KIM, MPA
ASSISTANT GENERAL MANAGER

www.LACityNeighborhoods.com

BOARD OF NEIGHBORHOOD COMMISSIONERS

TSILAH BURMAN
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EUN SOOK LEE
REV. DR. LEWIS LOGAN
LINDA LUCKS
DIANE MIDDLETON
MICHELE SIQUEIROS

BIANCA VITE
COMMISSION EXECUTIVE ASSISTANT
TELEPHONE: (213) 485-1360

ANTONIO R. VILLARAIGOSA
MAYOR

DATE: December 27, 2007

TO: All Neighborhood Council Boards and Treasurers

FROM: BongHwan Kim, Interim General Manager
Department of Neighborhood Empowerment

SUBJECT: INFORMATION BULLETIN No. 2008-02
Neighborhood Council Funding Program
REGARDING: *Announcement of Enhanced Online Monthly Status Report for
Neighborhood Council Expenditures*

The Department of Neighborhood Empowerment (DONE) is committed to improving the delivery of support services to the Neighborhood Councils. Part of this effort involves creating greater convenience, transparency, and accountability regarding the monthly reporting of Neighborhood Council expenditures. During 2007, staff from the Neighborhood Council Funding Program and the Systems Section have coordinated their efforts to restructure and enhance the online capabilities of the Funding Program. Phase one has focused on creating a comprehensive online monthly status report.

We are pleased to announce that these enhancements have been incorporated into the DONE website and may now be accessed in two ways: either by clicking on the "NC Online Funding Reports" tab on the DONE homepage or by clicking on the Funding Section tab and selecting "Monthly Funding Status Reports." The link's address is <http://www.done.lacity.org/onlinefunding/ncfunding.aspx>.

Enhancements to the monthly status report include:

- A listing of all demand warrants (City checks) issued to date for the Neighborhood Council
- A listing of all bank card transactions to date (both US Bank and Bank of America)
- Total funding appropriation to date
- Current funding balance
- The ability to generate customized reports based on multiple search criteria: name of vendor, date of transaction, dollar amount, and description of expenditure

Neighborhood Councils and their stakeholders will now have a significantly easier time accessing the funding status and history of each Neighborhood Council as well as producing user friendly reports. As you use the new reporting features, please let us know of any suggestions you may have for further improvements by contacting Funding Program Administrator Kevin McNeely at (213) 485-1810 or at kevin.mcneely@lacity.org.

In the months ahead we will be building on the success of this effort by converting other functions of the Funding Program to an online and interactive system. Moreover, we look forward to improving the delivery of services in other areas of the department. As always, thank you for your time and participation in the Neighborhood Council System.