

ATTACHMENT "C"

Proposed Practices for Neighborhood Council Liaisons
Bel Air-Beverly Crest Neighborhood Council
May 22, 2019
DRAFT

The liaison is tasked with accomplishing the following:

- 1) To find out about current projects and operations in the Neighborhood Council area;
- 2) To disseminate information about current projects and operations to stakeholders through area and HOA representatives;
- 3) To be the point person for stakeholders' concerns on the Department's operations; and
- 4) To communicate stakeholders' concerns to the Department and to work towards satisfactory resolution of those concerns.

The process for establishing and maintaining the liaison relationship should be:

- 1) Find the appropriate person within the assigned department to have as your partner. This may take a number of calls, and it also may turn out that the structure of the department means that there will need to be liaisons added in order to cover the scope of operations that concern stakeholders. For example, it may make sense to have one liaison for LADWP water and another for LADWP power.
- 2) Establish a regular schedule for communication with your departmental partner.
- 3) Report to the Neighborhood Council on activity. The form of the update may need to be established.