

ORDINANCE NO. 176704

An ordinance amending Ordinance No.174006 and Ordinance No.174975 to codify the regulations for the Citywide System of Neighborhood Councils into the Los Angeles Administrative Code and to add a provision regarding Neighborhood Council Election Procedures.

**THE PEOPLE OF THE CITY OF LOS ANGELES
DO ORDAIN AS FOLLOWS:**

Section 1. A new Section 22.810.1 is added to Article 2, Chapter 28 of Division 22 of the Los Angeles Administrative Code to read:

Sec. 22.810.1. Regulations Implementing the Plan for a Citywide System of Neighborhood Councils (Plan).

(a) **Department Responsibilities.** In addition to the responsibilities set forth in Article IX of the City Charter and Section 22.801 of this Code, the Department of Neighborhood Empowerment (Department) shall:

(1) Assist all groups and stakeholders seeking certification so they will have an equal opportunity to form and develop Neighborhood Councils by:

(A) Providing assistance to areas of the City with traditionally low rates of participation in government;

(B) Helping communities understand the processes and procedures for establishing a Neighborhood Council;

(C) Assisting with completion of certification documentation; and

(D) Mitigating barriers to participation, such as the need for translation and child care services.

(2) Assist neighborhoods and Neighborhood Councils with public and civic education, outreach and training with an emphasis given to areas that have traditionally low rates of participation in government.

(3) Assist applicants and neighborhoods to prepare all petitions and forms referenced in the Plan, to identify suitable Neighborhood Council boundaries, and organize Neighborhood Councils in accordance with the Plan.

(4) Assist Neighborhood Councils with the election or selection of their governing body.

(5) Help coordinate meetings and facilitate communication among Neighborhood Councils that request assistance.

(6) Help coordinate, arrange, and convene the biannual Congress of Neighborhood Councils meetings.

(7) Promote and facilitate open communication among City agencies and Neighborhood Councils, and provide education, guidance and assistance in developing strategies for providing comments and feedback to the City Council and its committees and City boards and commissions.

(8) Provide operational support and facilitate the sharing of resources among Neighborhood Councils, including, but not limited to, meeting and office space, office equipment, and mail and communications in order to communicate among constituents, Neighborhood Councils, and government officials.

(9) Create and maintain a database of information about Neighborhood Councils, including, among other information, names and contact information that will be available for public use.

(10) Act as an information clearinghouse and resource to Neighborhood Councils.

(11) Coordinate efforts to establish and ensure continued operation of the Early Notification System as prescribed in the Plan.

(12) Arrange training for Neighborhood Councils' officers and staff.

(13) Review and evaluate the Neighborhood Council System on an annual basis. As part of its annual report, the Department shall provide information on the size, geographic scope, and economic and demographic conditions of areas in which Neighborhood Councils have and have not been certified.

(14) Report quarterly, commencing from the adoption date of the Plan, to the appropriate Council Committee on the Department's certification efforts, and on strategies and recommendations for certifying areas with traditionally low rates of civic participation in government to ensure participation by all the City's neighborhoods in the certification process.

(15) Provide adequate levels of staffing, with consideration to resource availability, for each Neighborhood Council.

