INSTRUCTIONS (Neighborhood Council System Reform CF 18-0467)

1) Instruct the Department of Neighborhood Empowerment to begin phasing out the use of the term "Empower LA" in any and all print and/or online messaging and branding, and report back to the Health, Education and Neighborhood Councils Committee in 120 days with a status update and methods to more cohesively brand the Neighborhood Council System.

2) Instruct the Department of Neighborhood Empowerment to develop formal rules, guidelines and a process for neighborhood council "selections", including minimum requirements for outreach and allowable seat criteria, and report back to the Health, Education and Neighborhood Councils Committee in 120 days with a strategy and timeline for implementation.

3) Instruct the Department of Neighborhood Empowerment, with the assistance of the City Clerk, to report back to the Health, Education and Neighborhood Councils Committee in 120 days with suggestions on how to deliver demographic and neighborhood data to Neighborhood Councils that would point out areas where current seat allocations, when compared to the data, may not be equitable and written suggests for ways each Neighborhood Council could amend their bylaws to create a more equitable allocation of seats if the data shows potential inequities.

4) Instruct the Department of Neighborhood Empowerment, with the assistance of the City Attorney, to report back on establishing rules and guidelines stipulating that after each decennial census, Neighborhood Councils will evaluate any seats tied to residency and allocate those seats proportionally based on population.

5) Instruct the Department of Neighborhood Empowerment to implement a system-wide minimum voting age and board member age of 16 years, with the exception of up to one youth seat per neighborhood council in which the minimum age to vote or hold the seat can be as low as 14 years old.

6) Instruct the Department of Neighborhood Empowerment and the Department of City Planning to design and implement a mandatory planning and land use management training, required of both current and future Chairs and Vice Chairs of neighborhood council planning and land use committees, and report back to the Health, Education and Neighborhood Councils Committee in 120 days with a status update on the roll out of the training.

7) Instruct the City Clerk and Department of Neighborhood Empowerment to implement a process by May 1, 2019 for Neighborhood Councils to roll over a non-cumulative maximum of $10,000 in any given fiscal year.

8) Instruct the City Clerk, with the assistance of the Department of Neighborhood Empowerment, to report back to the Health, Education and Neighborhood Councils Committee in 120 days on the feasibility of holding all neighborhood council elections on the same day in order to provide for uniform citywide outreach and advertising and increase voter turnout.

9) Instruct the Department of Neighborhood Empowerment, with the assistance of the General Services Department, to assist neighborhood councils with accessing shared space in city facilities, as envisioned in Council File 16-0298, and report back to the Health, Education and Neighborhood Councils Committee in 120 days with a status update on the implementation of the program and a process to notify neighborhood councils.

10) Instruct the Department of Neighborhood Empowerment to develop an ongoing compendium of best practices for community engagement, policy making, legislative processes and financial management, among others, generated in collaboration with neighborhood councils, and develop a working "how to" manual to be periodically disseminated to neighborhood councils, and report back to the Health, Education and Neighborhood Councils Committee with a status update in 120 days.

11) Instruct the Department of Neighborhood Empowerment to develop a departmental points of contact list for all city departments, bureaus or agencies, including but not limited to the Departments of Aging; Animal Services; Cannabis Regulation; Contract Administration; Disability; Economic and Workforce Development; Emergency Management; Finance; Los Angeles Fire Department; Housing and Community investment; City Planning; Los Angeles Police Department; Port of LA; Recreation and Parks; Transportation; Water and Power; Los Angeles World Airports; the Zoo and city sanctioned Business Improvement Districts, with the assistance of the aforementioned entities, and share the contact lists with the entire board of the Neighborhood Council, facilitate trainings for departmental points of contact on best practices for assisting neighborhood councils, and coordinate with neighborhood councils to appoint designated points of contact between the neighborhood council membership and each department, creating a single, responsible point of communication flowing in both directions. If no Neighborhood Council contact is appointed the Neighborhood Council President or Chair shall be the default contact.

12) Request the City Attorney, with the assistance of the Department of Neighborhood Empowerment and City Clerk, to prepare and present an ordinance to amend the Los Angeles Administrative Code to define community interest stakeholder as any individual who lives, works, or owns real property in the neighborhood and also to those who, participate in or are a member of a community organization, defined as a named entity which has a physical street address within the boundaries of the Neighborhood Council for not less than one (1) year prior to the Neighborhood Council election or selection which performs verifiable ongoing activities and operations that confers some benefit on the community. This may include but is not limited to: chambers of commerce, houses of worship or other faith-based organizations, educational institutions, a non-profit organization or other such community based organizations. Neighborhood Councils may-and are encouraged to-expand this definition by amending their bylaws to include other defined groups of stakeholders that conform to the above definitions.