



Selected Excerpts Related to Neighborhood Councils and Childcare Services.

Prepared for:

Encino Neighborhood Council
Jan, 23 2019 General Board Meeting
Item 9-H (EXE-19-01-0038)

The Following is a living document and will be revised and updated as needed. In order to save paper and time only relevant pages from the source documents shall be included in this collection. The

Source Documents are as Follows:

Section 1: The Plan For a Citywide System of Neighborhood Councils (as Amended December 18, 2013) (pp Cover; 19-20)

<http://www.encinonc.org/docs/34483253-5232.pdf>

Section 2: Ordinance 176704 (PP1-2;15-16)

<http://www.encinonc.org/docs/34483253-5233.pdf>

Section 3: Research and Draft CIS Language by Drew Paonessa (Arroyo Seco NC Vice-President)

CHILD CARE REQUIREMENTS – ARROYO SECO NC CHILD CARE RESEARCH PROJECT <http://www.encinonc.org/docs/34483253-5234.pdf>

CHILD CARE COMMUNITY IMPACT STATEMENT – ARROYO SECO NC CHILD CARE RESEARCH PROJECT

<http://www.encinonc.org/docs/34483253-5235.pdf>

(Last update: January 20, 2019 by: Jason Ackerman ENC Staff)

See pages 19-20:
Article VII, Item 12,
Sub-Section D

**PLAN FOR A
CITYWIDE SYSTEM OF
NEIGHBORHOOD COUNCILS**

APPROVED

MAY 30, 2001

AMENDED

November 8, 2002; May 20, 2005; October 25, 2006; February 20, 2008

August 6, 2008; February 20, 2009; March 5, 2010, September 17, 2013

December 18, 2013

PLAN FOR A CITYWIDE SYSTEM OF NEIGHBORHOOD COUNCILS

Article VII

Responsibilities of the Department of Neighborhood Empowerment

At a minimum, the Department of Neighborhood Empowerment shall:

1. Implement and oversee compliance with City ordinances and regulations relating to a Citywide system of Neighborhood Councils.
2. Assist neighborhoods and Certified 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 with preparation of all petitions and forms referenced in this Plan, identify suitable Neighborhood Council boundaries, and organize Neighborhood Councils in accordance with this Plan.
4. Help coordinate meetings and facilitate communication among Certified Neighborhood Councils that request assistance.
5. Help coordinate, arrange, and convene the biannual Congress of Neighborhood Councils meetings.
6. Promote and facilitate open communication among City agencies and Certified 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.
7. Assist Certified Neighborhood Councils with the selection of their Governing Body and conduct the City's portion of the outreach effort necessary to mobilize stakeholders to vote in Neighborhood Council elections. *
8. Provide operational support to and facilitate the sharing of resources among Certified Neighborhood Councils, including, but not limited to, meeting and office space, office equipment, and mail and communications in order to communicate among constituents, Certified Neighborhood Councils, and government officials.
9. Create and maintain a database of information about Certified 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 Certified Neighborhood Councils.
11. Create and maintain an Early Notification System as prescribed in this Plan.
12. Assure equal opportunity to form and develop Certified Neighborhood Councils. DONE shall assist groups and Community Stakeholders seeking Certified Neighborhood Council status by:

* Amended 02/20/08 per Council Resolution

PLAN FOR A CITYWIDE SYSTEM OF NEIGHBORHOOD COUNCILS

- (a) Helping understand the processes and procedures for establishing a Certified Neighborhood Council.
 - (b) Assisting with completion of certification application.
 - (c) Providing assistance to areas with traditionally low rates of participation in government.
 - (d) Mitigating barriers to participation, such as the need for translation and childcare services.
- 13.** Review and evaluate the Citywide system of Neighborhood Councils. As part of its annual report, DONE shall provide information on the size, geographic scope, and economic and demographic conditions of areas of the City in which Certified Neighborhood Councils have and have not been certified.
- 14.** Report quarterly, commencing from the adoption date of this 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.** Arrange training for Neighborhood Councils' officers and staff.
- 16.** Provide adequate levels of staffing, with consideration to resource availability, for each Certified Neighborhood Council.

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.

Sec. 2 The City Clerk shall certify to the passage of this ordinance and have it published in accordance with Council policy, either in a daily newspaper circulated in the City of Los Angeles or by posting for ten days in three public places in the City of Los Angeles: one copy on the bulletin board located in the Main Street lobby to the City Hall; one copy on the bulletin board located at the ground level at the Los Angeles Street entrance to the Los Angeles Police Department; and one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

I hereby certify that this ordinance was passed by the Council of the City of Los Angeles, at its meeting of MAY 20 2005.

FRANK T. MARTINEZ, City Clerk

By Maia Hakeman Deputy

Approved JUN 01 2005

Antonio Villaraigosa Mayor

Approved as to Form and Legality

ROCKARD J. DELGADILLO, City Attorney

By Gwendolyn R. Poindexter
GWENDOLYN R. POINDEXTER
Assistant City Attorney

Date MAR 23 2005

File No. C.F. 04-1935

DECLARATION OF POSTING ORDINANCE

I, MARIA C. RICO, state as follows: I am, and was at all times hereinafter mentioned, a resident of the State of California, over the age of eighteen years, and a Deputy City Clerk of the City of Los Angeles, California.

Ordinance No. 176704 - Adding Section 22.810.1 to Article 2, Chapter 28 of Division 22 of the Los Angeles Administrative Code regarding regulations for the Citywide System of Neighborhood Councils & to add a provision regarding Neighborhood Council Election Procedures - a copy of which is hereto attached, was finally adopted by the Los Angeles City Council on May 20, 2005, and under the direction of said City Council and the City Clerk, pursuant to Section 251 of the Charter of the City of Los Angeles and Ordinance No. 172959, on June 7, 2005, I posted a true copy of said ordinance at each of three public places located in the City of Los Angeles, California, as follows: 1) One copy on the bulletin board at the Main Street entrance to Los Angeles City Hall; 2) one copy on the bulletin board at the ground level Los Angeles Street entrance to the Los Angeles Police Department; and 3) one copy on the bulletin board at the Temple Street entrance to the Hall of Records of the County of Los Angeles.

Copies of said ordinance were posted conspicuously beginning on June 7, 2005 and will be continuously posted for ten or more days.

I declare under penalty of perjury that the foregoing is true and correct.

Signed this 7th day of June 2005 at Los Angeles, California.



Maria C. Rico, Deputy City Clerk

Ordinance Effective Date: July 17, 2005 Council File No. 04-1935
(Rev. 3/21/03)

CHILD CARE REQUIREMENTS – ARROYO SECO NC CHILD CARE RESEARCH PROJECT

Considered a babysitting service and therefore a license will not be required.

The parent or parents must be on the premises

You must have two un-related persons over the age of 18 watching the children.

Guidelines for baby-sitters:

- There are at least two unrelated persons 18 or over in attendance at all times.

Children are kept in a safe environment:

- If outdoors – in an enclosed playground.
- If indoors – in a room with safe, age-appropriate toys.
- Bathroom facilities should be nearby.

Child:adult ratios are not exceeded:

- 0 to 5 years of age, 10 children to 2 adults; 1 additional person, high school age or older, for 11-15 children, and so forth.
- 6 to 10 years of age, 14 children to 2 adults; 1 additional person, high school age or older, for 15-28 children, and so forth.

A baby-sitter shall not change any diapers. A parent should be called to perform this task.

You will need to pay them at least the minimum wage, and they do not need to have any child development units.

The **Arroyo Seco Neighborhood Council (ASNC)** requests the city amend the proposed budget to fund a program of childcare in the neighborhood council system. The “Plan For A Citywide System Of Neighborhood Councils” lists the need for childcare as one of two “Mitigating barriers to participation” (Article VII, Item 12, sub-section D) in the formation and development of Neighborhood Councils. The **ASNC** believes that this “barrier” continues past the point of certification and as such maintains an unequal level of access to the services of the Neighborhood Council system. Such a program would serve the monthly Neighborhood Council board meetings by providing 2 qualifying adults for 3 hours at a rate of \$15/hr. Furthermore The **ASNC** believes that the city should provide a system to access these caregivers for meetings outside of monthly board meetings, such as town halls and committee meetings. The cost of which to be paid out of individual council budgets.