

**NEIGHBORHOOD COUNCIL**  
**BOARD MEMBER ASSESSMENT SURVEY**

**A. Area of Assessment: Public Participation and Outreach**

Each neighborhood council should demonstrate that it is “responsive to local needs” by: A) meeting at least once per calendar quarter, B) communicating with its stakeholders on a regular basis, C) promoting partnerships or collaborations with City agencies and other neighborhood councils and community-based groups, D) having a board that is representative of the community, and E) using an effective outreach plan.

**1) Our Neighborhood Council meets at least once per calendar quarter:**

*(Please circle the number that best describes how often your neighborhood council meets with 1=Never; 2=Occasionally; 3= Most of the time; 4=Always; 5=Don't Know)*

1                      2                      3                      4                      5

*Please explain why you answered the way you did. Please tell about any successes or needs for improvement:*

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**2) Attendance at our Neighborhood Council Meetings is usually about**

- 0-10 stakeholders
- 11-20 stakeholders
- 21-30 stakeholders
- 31-40 stakeholders
- 41-50 stakeholders
- Over 50 stakeholders

*Please provide sign-in sheets, speaker cards or other forms of attendance tracking from your last four meetings.*

**3) How many times in the past year have you communicated with stakeholders?**

- 1-4 times
- 5-9 times
- 10-12 times
- more than 12 times

**4) What methods did you use to communicate?**

*Check all that apply:*

- E-mail messages
- E-Newsletter
- Printed newsletter
- Fliers delivered to each address in the neighborhood council area
- List others:

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**5) Our Neighborhood Council promotes partnerships or collaborations with City agencies and other neighborhood councils and community-based groups:** *(Please circle the number that best describes how you would rate your neighborhood council, with 1=Never; 2=Occasionally; 3=Half of the time; 4=Most of the time; 5=Always)*

1                      2                      3                      4                      5

***Please list the agencies and community organizations with which you have collaborated:***

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**6) The Board of our neighborhood council is representative of our community:** *Please circle the number that best describes how representative of the community stakeholders the board is, with 1 =Not at all representative; 2 = Somewhat representative; 3 = Closely representative; 4 = Exactly representative; 5 = Don't know.*

1                      2                      3                      4                      5

*Please provide the numbers of board members by:*

Gender:

Female \_\_\_\_\_

Male \_\_\_\_\_

Race/Ethnicity:

White \_\_\_\_\_

Asian-Pacific Islander \_\_\_\_\_

Latino \_\_\_\_\_

Native American \_\_\_\_\_

African-American \_\_\_\_\_

Other Ethnic Groups \_\_\_\_\_

Middle Eastern \_\_\_\_\_

Stakeholder Status: *check one that best describes you*

Home owners \_\_\_\_\_

Employees of local businesses \_\_\_\_\_

Renters \_\_\_\_\_

Business Owners \_\_\_\_\_

Educators \_\_\_\_\_

Members of community-based organizations \_\_\_\_\_

Students \_\_\_\_\_

Other (please describe) \_\_\_\_\_

*Please explain why you answered the way you did. Please tell about any successes or needs for improvement:*

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**7) Our neighborhood council has an outreach plan:**

Yes *If yes, please attach a copy.*

No

*If no, do you have plans to create an outreach plan?*  Yes  No

*Would you like assistance from DONE or other NC's?*  Yes  No

*Please check all the outreach methods your neighborhood council is currently using. For each outreach method checked, please check the level of results from that effort:*

	<u>No</u> <u>Results</u>	<u>Modest</u> <u>Results</u>	<u>Large</u> <u>Results</u>
<input type="checkbox"/> Mailings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Printed newsletters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> E-Mail blasts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Door-to-door personal contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Stories in community organization newsletters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Community newspapers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Radio public service announcements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Cable/public access TV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Attend community organization meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tables at community events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Contacting community leaders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other <i>(please list)</i> : _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Please tell us more about the results of your outreach. Please describe the results of each method you used (for example, we passed out 200 fliers at an elementary school about our neighborhood council meeting and 10 parents attended that meeting.)*

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*Please describe any outreach methods you tried that did not bring more participants:*

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Have you discovered outreach methods that were particularly successful at reaching a specific stakeholder group? If so, please give examples:

Outreach Method

Stakeholder Group

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Would you be willing to share your successes with other NC's  Yes  No

### B. Area of Assessment: **Diversity and Inclusiveness**

Neighborhood councils must demonstrate their efforts to promote diversity and inclusion. A representative neighborhood council is one that reflects: A) the demographics of its population (i.e. socioeconomic status, race/ethnicity, age, etc) and B) the diverse interests of its geographic area.

**8) Our neighborhood council reflects the demographics of our community:** Please circle the number that best describes how closely your neighborhood council reflects the demographics of your community, with 1 = Not at all, 2= Somewhat; 3 =Closely; 4= Exactly; 5 = Don't know.

1                      2                      3                      4                      5

Please explain why you answered the way you did. Please tell about any successes or needs for improvement:

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**9) Our neighborhood council reflects the diverse interests of our geographic area:** Please circle the number that best describes how closely your neighborhood council reflects the diverse interests of our geographic area, with 1=Not at all, 2=Somewhat; 3=Closely; 4 =Exactly; 5 = Don't know.

1                      2                      3                      4                      5

Please explain what you based your answer on. Please tell about any successes or needs for improvement:

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**C. Area of Assessment: Financial Accountability**

Neighborhood councils must demonstrate the ability to A) develop an annual budget which reflects community goals; B) efficiently track and record the financial status of their budgets; and C) develop a system that governs the use of their funds.

**10) Our neighborhood council prepares an annual program budget.**

Yes. If "yes," please attaché the latest copy.

No

*Please describe how your neighborhood council prioritizes the use of its money.*

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**11) Our neighborhood council has an annual budget which reflects community goals and lists things we will do to address them:** *Please circle the number that best describes how often your neighborhood council has had a budget that reflects community goals, with 1= Never; 2=A few years; 3= Most years; 4= Every year; 5= Don't know*

1                      2                      3                      4                      5

*Please list your community goals and how you determined them:*

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*How will you address your community goals?*

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**12) Our neighborhood council efficiently tracks and records the financial status of our budgets:** *Please circle the number that best describes how often your neighborhood council efficiently tracks and records the financial status of the budget, with 1 =Never; 2= Occasionally; 3= Most of the time; 4= Always; 5=Don't know*

1                      2                      3                      4                      5

*Please explain why you answered the way you did. Please tell about any successes or needs for improvement:*

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**13) Our neighborhood council has developed a system that governs the use of our funds:**

- Yes  
 No

*Please explain why you answered the way you did. Please tell about how your neighborhood council governs the use of funds or how you plan to create such a system:*

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**D. Area of Assessment: Openness and Fairness**

Each neighborhood council has a responsibility to conduct its proceedings and business with transparency by: A) establishing a grievance process; B) complying with the Brown Act requirements; and C) holding meetings that are public and allow for stakeholder participation.

**14) Our neighborhood council has an established grievance process:**

- Yes  
 No

**15) How frequently is your grievance process used?** *Please circle the number that best describes how often your neighborhood council's grievance process is used, with 1 =Never; 2= Occasionally; 3=Many times; 4= Continuously; 5= Don't know*

1                      2                      3                      4                      5

*Please explain why you answered the way you did. Please tell about what works or needs improvement in your grievance process:*

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**16a) Our neighborhood council complies with the Brown Act**

**requirements:** *Please circle the number that best describes how regularly your neighborhood council complies with the Brown Act, with 1 = Never; 2= Occasionally; 3= Most of the time; 4= Always; 5= Don't know*

1                      2                      3                      4                      5

**16b) Please indicate how often your neighborhood council has received complaints about Brown Act violations in the last two years:**

- 0-4 complaints
- 5-9 complaints
- 10-14 complaints
- 15 or more complaints

**17a) Our neighborhood council holds meetings that are public and allow for stakeholder participation:**

*Please circle the number that best describes how often your neighborhood council holds meetings that are public and allow for stakeholder participation, with 1 = Never; 2= Occasionally; 3= Most of the time; 4 = Always; 5= Don't know*

1                      2                      3                      4                      5

**17b) Please check all of the ways that you allow the public to participate:**

- Written and verbal testimony at neighborhood council meetings
- Participation in neighborhood council committees
- E-mail suggestions
- A neighborhood council blog
- Participation in community projects sponsored by the neighborhood council
- Other, please list: \_\_\_\_\_

**E. Area of Assessment: Monitoring City Services and Advisory Role**

In order to monitor City services, neighborhood councils should establish and adopt procedures for: A) soliciting and gauging stakeholder feedback regarding the quality and delivery of City services on a regular basis, and B) communication with City agencies on a regular basis.

**18) Our neighborhood council solicits and gauges stakeholder feedback regarding the quality and delivery of City services:**

*Please circle the number that best describes how often your neighborhood council solicits stakeholder feedback, with 1=Never; 2= Occasionally; 3=Most of the time; 4=Always; 5= Don't know*

1                      2                      3                      4                      5

*Please explain why you answered the way you did. Please tell about any successes or needs for improvement:*

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**19) Our neighborhood council communicates with and regularly advises elected officials and city agencies in the following ways:**

	<u>Occasionally</u>		<u>Always</u>		
	<u>Never</u>		<u>Most of the time</u>		<u>Don't know</u>
a) Community Impact Statements	1	2	3	4	5
b) Council hearings and public testimony	1	2	3	4	5
c) Written letters	1	2	3	4	5
d) Other (please describe):	1	2	3	4	5

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*Please explain why you answered the way you did. Please tell about any successes or needs for improvement:*

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**F. Area of Assessment: City Budget Priorities**

As a part of the City budget process, neighborhood councils have the opportunity to articulate their budget priorities to the Mayor's Office. Therefore, it is important for each neighborhood council to demonstrate that there is a process for assessing the budget concerns and priorities of stakeholders.

**20) Our neighborhood council has participated in the Mayor's Budget Day to advise elected officials and city agencies on budget priorities:**

*Please circle the number that best describes how often your neighborhood council has participated in the Mayor's Budget Day, with 1 = Never; 2= Occasionally; 3=Most of the time; 4=Always; 5 = Don't know*

1                      2                      3                      4                      5

*Please explain why you answered the way you did. Please tell about any successes or needs for improvement:*

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**G. Area of Assessment: Accountability of Public Officials**

Neighborhood councils play an important role in providing feedback and comment to City officials and agencies. Therefore, it is essential that each neighborhood council demonstrate that there is a process to: A) solicit stakeholder feedback; and B) transmit stakeholder feedback to City officials.

**21) Our neighborhood council solicits stakeholder feedback:** *Please circle the number that best describes how often you solicit stakeholder feedback, with 1 = Never; 2= Once a year; 3=More than once a year but not on every issue; 4= On every issue we discuss; 5= Don't know*

1                      2                      3                      4                      5

*Please explain why you answered the way you did. Please tell about any successes or needs for improvement:*

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**22) Our neighborhood council transmits stakeholder feedback to public officials:** *Please circle the number that best describes how often you transmit stakeholder feedback to public officials ,with 1 = Never; 2= Occasionally; 3=Many times; 4=Continuously; 5= Don't know*

1                      2                      3                      4                      5

*Please explain why you answered the way you did. Please tell about any successes or needs for improvement:*

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## H. Area of Assessment: **Neighborhood Improvement**

Though the plan does not require assessment of the neighborhood councils' efforts to improve communities, we would like to share the stories of how you are impacting your neighborhood.

**23)** *Please check all that apply:*

- Beautification and Tree Planting
- Public Safety
- Education about public services
- Community Celebrations and Events
- Environmental Improvements
- Help for our Schools
- Improvements to Public Infrastructure
- Other

*Please tell more about what you have accomplished for your neighborhood. List major projects that have measurably improved the quality of life in your community which were completed during the last two years (FY 05-07).*

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## I. GOALS

*Please list your goals for your neighborhood council over the next two years:*

**Advising and monitoring City services:**

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**Neighborhood Improvement:**

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**Accountability of public officials:**

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**Public participation:**

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**Diversity and Inclusiveness:**

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**Financial Accountability:**

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**Openness and Fairness:**

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**J. SUPPORT NEEDED**

**What kinds of support would help your neighborhood council meets its goals?**

*Please check all that apply and explain as needed:*

Staffing \_\_\_\_\_

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Education and Training programs: \_\_\_\_\_

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Outreach: \_\_\_\_\_

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Communication: \_\_\_\_\_

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Technology: \_\_\_\_\_

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Finances: \_\_\_\_\_

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Political and policy support: \_\_\_\_\_

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***Thank you for the time you've invested to improve the Los Angeles  
neighborhood council system!***