



# NEIGHBORHOOD COUNCILS **EMPOWER** LA™

Department of  
**NEIGHBORHOOD EMPOWERMENT**



## Table of Contents

(Please click on the desired heading to go to that section of the document)

Opening Remarks

Citywide Campaign

Administrative Update

Outreach Updates

Policy Updates

Account Balances, Community Impact Statements, Agendas, and Grievances

Your current Board Members and their certification are as follows

Board Members With Expired or Missing Mandatory Trainings

- Board Members who have not completed the Funding training

- Board Members with missing or expired Ethics Certificates

- Board Members who have not completed the Code of Conduct training or their certificate has expired

Your cases for this month

Important Dates

Existing Vendors for NCs

Dear CANNDU Council leaders,

If you haven't [RSVP'd](#) yet to attend the EmpowerLA Awards and Volunteer Appreciation Dinner on Thursday, March 30th, please do so now as space is limited at [City Hall](#). The event starts at 6 p.m. with dinner and then the EmpowerLA Awards, the new Neighborhood Council Civic Engagement Los Angeles Vanguard (NCELAV) Award and some surprise Neighborhood Council Spirit Awards will be given out. This is another opportunity to network with Neighborhood Council board members citywide over dinner before celebrating one another's achievements. If you haven't already submitted for a Board of Neighborhood Commissioners EmpowerLA Award, please click [here](#). You can self-nominate your Neighborhood Council action or event that was completed in 2016. Please click [here](#) to submit your NCELAVA nomination. The deadline for both submissions is today, Wednesday, March 1st. We look forward to celebrating with you! If you want to help plan the Congress of Neighborhoods this year, please join the Congress of Neighborhoods Planning Committee as they start their regular meetings up on March 5th from 1 - 4pm at the Hollywood Constituent Center. Congress is the biggest Neighborhood Council event of the year so your help is crucial to make it a successful event.

## Citywide Campaign:

Many thanks to those Neighborhood Councils who have taken the time to weigh in on our [report back](#) to [Council File 15-1022-S2](#) regarding online voting. City Council has not yet agendized this Council File for review so please get in your Community Impact Statements as soon as possible. We also [filed another report back](#) on [Council File 04-1935-S1](#) regarding improving the Neighborhood Council voting environment and election challenge process for future elections. If your Neighborhood Council wants to be part of this discussion, please file a Community Impact Statement on this Council File as well. In February, City Clerk Holly Wolcott and EmpowerLA General Manager Grayce Liu attended the regional alliance meetings to discuss online voting and funding. As part of that discussion, the topic of timing for the 2020 elections came up because the City Clerk will not be able to administer the Neighborhood Council elections. They have a conflict of supporting the municipal elections at the County level during even number years and will need to move Neighborhood Council elections to odd number years. Some options include pushing the 2018 elections to 2019 or holding the 2018 elections with the next elections in 2021. Because these options will include board term extensions. We're asking Neighborhood Councils to discuss how Neighborhood Council elections should be handled in their March and April meetings by agendizing this resolution ([word](#), [PDF](#)) for discussion and action. Thanks for your feedback!

## Administrative Update:

Neighborhood Council contracts and leases administration will be moving to the Office of the City Clerk this month. Staffer Jeff Brill will be transferring to the City Clerk's Office to handle these contracts and leases. You can still contact him at [Jeff.Brill@lacity.org](mailto:Jeff.Brill@lacity.org) if you have any questions or need to request a contract or lease for your Neighborhood Council.

## Funding Updates:

The Funding Program team is happy to announce that our webpage on the City Clerk's website: [clerk.lacity.org](http://clerk.lacity.org) is up and running. When you get to the City Clerk's website, refer to the menu bar and you will find "Neighborhood Council Funding Program" on the right-hand corner. Clicking on that link will take you to our page where you can find out the latest updates; information regarding training and tools; guiding documents and forms; our contact information and your point of contact in the Funding Program. Finally, our web page also contains a Frequently Asked Questions segment which we will continually develop with your help. Please feel free to peruse our web page and ask general questions, staff will review the questions and post answers that will assist other NC Treasurers, 2nd signers and general board members and stakeholders in navigating the Funding Program. As part of the transition from the Department of Neighborhood Empowerment and the Office of the City Clerk, the Funding Program is creating a new system for all NC Funding related matters. In order to spread the news about the new system, we will be taking the show on the road. We will be holding a series of "roundtables" across the City, in each of the 7 City Planning Areas. The Roundtables will also be used as an opportunity to answer your burning questions about particular topics of the Funding Program, i.e. NPGs, events, outreach,

community improvement projects, etc. The Roundtables are planned for early March through mid-April, in the evenings from 6pm to 8pm, exact locations yet to be finalized, as follows:

**South L.A.: Thursday, March 9th**

**East Area: Wednesday, March 15th**

**Central Area: Tuesday, March 21st**

**West L.A.: Wednesday, March 29th**

**South Valley Area: Tuesday, April 4th**

**North Valley Area: Monday, April 10th**

**Harbor Area: Tuesday, April 18th**

The new system will include features such as Funding Request submission, payment to vendors, submission of receipts, and auto generated reports. To ensure the successful transfer from the Department of Neighborhood Empowerment to the Office of the City Clerk, the Funding Program has established the following key deadlines so that we can bring treasurers and card holders into the new system; recertify the NC treasurers, second signers, and card holder and issue new purchase cards. **June 1, 2017** will be the last day to submit funding requests and event approval forms. **June 7, 2017** will be the last day to issue any payment through the NC Union Bank Account; and **June 11, 2017** is the last day a Neighborhood Council can use the current purchase card. If you have any questions you may reach us at [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org).

## Field Updates:

The Neighborhood Council Homelessness Liaisons will be meeting on Thursday, March 2nd, from 6-8 pm at the Los Angeles Police Department Ron Deaton Auditorium.

EmpowerLA Leadership Academy will be hosting several citywide Best Practices Panel discussions about Bylaw Amendments. Save the date(s) for opportunities to learn from fellow Neighborhood Council leaders as they share best practices, strategies, and experiences. If you need translation/interpretation, please contact [NCsupport@lacity.org](mailto:NCsupport@lacity.org) at least 3 days before the workshop so we can arrange it. Stay tuned for the details to come, and we look forward to seeing you there!

**Valley: Saturday, March 18th 9-11 am**

**West LA: Monday night, March 20th 7-9 pm**

**South LA: Wednesday night, March 22nd 7-9 pm**

**Central/East LA: Saturday morning, March 25th 9-11 am**

**Harbor: Wednesday night, March 29th 7-9 pm**

## Outreach Updates:

Neighborhood Councils that are embarking on Vision Zero and Great Streets campaigns may wish to include street banners, bus shelters, and bus benches in their outreach efforts. For more information on how to utilize these great street outreach opportunities and to establish a presence on your local streets, contact the department by emailing [Communications@EmpowerLA.org](mailto:Communications@EmpowerLA.org) or by calling 213-978-1551.

## Policy Updates:

New and updated Council Files can be [found here](#) and are updated every week in our Friday newsletter.

Below is the list of the people who are registered to file Community Impact Statements for your Neighborhood Council. Please email Lorenzo at [lorenzo.briceno@lacity.org](mailto:lorenzo.briceno@lacity.org) to update this list

*Please continue to the next page to see your Account Balances, Community Impact Statements, Agendas, Grievances, Board Member certification status, Expired or Missing Mandatory Trainings, Neighborhood Council cases, Important dates, and Existing Vendors for NCs.*

## Account Balances, Community Impact Statements, Agendas, and Grievances

As of 2/28/2017, your current checking account balance is \$23,500.00, and as of 03/01/2017, you have \$15,526.86 in your city account

As of 3/1/2017, you have filed 0 Community Impact Statements, and 2 agendas have been posted for your Neighborhood Council for the current month.

As of 3/1/2017, 0 Grievances have been filed against your Neighborhood Council.

*Please continue to next page to see your Board Member certification status, Expired or Missing Mandatory Trainings, Neighborhood Council cases, Important dates, and Existing Vendors for NCs.*

## Your current Board Members and their certification are as follows:

First Name	Last Name	Board Seat	Ethics Expiration	Funding Certification	Code of Conduct
Stephanie	Campbell	Chair (2020)	8/8/2017	3/31/2016	11/6/2016
Esther	Glaze	Vice Chair (2018)	1/26/2018	5/6/2016	12/15/2016
Sara	Toscano	Recording Secretary (2020)	7/18/2018	6/22/2016	6/22/2016
Vacant Seat	Vacant Seat	Communication Secretary (2018)			
Cathy	Simpson	Treasurer (2018)	7/18/2018	7/13/2016	11/3/2016
Christopher	Perry	Parliamentarian (2020)	6/15/2018	7/11/2016	1/13/2017
Ly'brindus	Jackson	At-Large Representative (2018)	1/26/2018	7/11/2016	12/19/2016
Ernesto	Toscano	At-Large Representative (2020)	7/18/2018	6/22/2016	6/22/2016
David	Solis	Community Interest At large (2020)	7/28/2018	8/31/2013	1/10/2017

Please submit any updates and changes to the roster to [Rosters@EmpowerLA.org](mailto:Rosters@EmpowerLA.org), including any Ethics Certifications.

*Please continue to next page to see Expired or Missing Mandatory Trainings, your Neighborhood Council cases, Important dates, and Existing Vendors for NCs.*

## Board Members With Expired or Missing Mandatory Trainings

In order to vote on Neighborhood Council funding items, Neighborhood Council board members must have current ethics training and funding training. The Neighborhood Council bylaws may also require these trainings to vote for nonfunding items as well. To serve on a board, Neighborhood Council board members must also have either read and signed a Code of Conduct or have watched the video. To complete these trainings, please click [here](#).

**NOTE:** in person and online ethics training must be a minimum of 2 hours. If you complete the ethics training online, please ensure that you take 2 hours to complete the training as we will not accept any certificates that show less than 2 hours.

The following board members below are missing one of these mandatory trainings. If updates are needed, please contact [Rosters@EmpowerLA.org](mailto:Rosters@EmpowerLA.org).

**Board Members who have not completed the Funding training:**

**Board Members with missing or expired Ethics Certificates:**

**Board Members who have not completed the Code of Conduct training or their certificate has expired:**

*Please continue to next page to see your Neighborhood Council cases, Important dates, and Existing Vendors for NCs.*

Your cases for this month are:

Title	Case#	Case Lead	Open Date	Status
FRF Funding - Invoice - Moore Business Results	16219	Angela Pipkin	2/15/2017	O - Open

*Please continue to next page to see Important dates, and Existing Vendors for NCs.*



## Important Dates

For all events, please check out [EmpowerLA's Calendar](#)

3/1/2017	<b>DEADLINE</b>	EmpowerLA and NCELA Awards Nominations
3/1/2017	6:30pm - 8:30pm	Harbor Alliance of Neighborhood Councils Monthly Meeting
3/2/2017	6:00pm - 8:00pm	Neighborhood Council Homelessness Liaisons Meeting
3/4/2017	8:45am - 10:00am	Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Monthly Meeting
3/4/2017	10:00am - 1:00pm	Los Angeles Neighborhood Council Coalition Monthly Meeting
3/5/2017	1:00pm - 4:00pm	Congress of Neighborhoods Planning Committee Meeting
3/6/2017	6:00pm - 8:00pm	Neighborhood Council Budget Advocates Meeting
3/6/2017	6:00pm - 7:00pm	Forming Hermon Neighborhood Council Community Meeting
3/7/2017	<b>CANCELLED</b>	Board of Neighborhood Commissioners Regular Meeting
3/9/2017	6:00pm - 8:00pm	City Clerk Neighborhood Council Funding Roundtable - South LA
3/9/2017	6:00pm - 9:00pm	Valley Alliance of Neighborhood Councils Annual Mixer
3/9/2017	6:00pm - 7:00pm	Forming Skid Row Neighborhood Council Community Meeting
3/11/2017	10:00am - 12:00pm	PlanCheckNC Monthly Meeting
3/15/2017	8:30am - 10:00am	Westside Regional Alliance of Councils Monthly Meeting
3/15/2017	6:00pm - 8:00pm	City Clerk Neighborhood Council Funding Roundtable - East Area
3/16/2017	6:30pm - 8:30pm	South Los Angeles Alliance of Neighborhood Councils Monthly Meeting
3/17/2017	9:00am - 10:00am	Rules, Elections, Intergovernmental Relations, and Neighborhoods City Council Committee Meeting
3/18/2017	9:00am - 11:00am	EmpowerLA Leadership Academy Neighborhood Council Bylaws Best Practices - Valley
3/18/2017	10:00am - 12:00pm	Neighborhood Council Budget Advocates Meeting
3/18/2017	11:00am - 5:00pm	Chatsworth Neighborhood Council Selection Day
3/20/2017	1:00pm - 4:00pm	Board of Neighborhood Commissioners Regular Meeting
3/20/2017	7:00pm - 9:00pm	Alliance of River Communities Monthly Meeting
3/20/2017	7:00pm - 9:00pm	EmpowerLA Leadership Academy Neighborhood Council Bylaws Best Practices - West LA
3/21/2017	6:00pm - 8:00pm	City Clerk Neighborhood Council Funding Roundtable - Central Area
3/22/2017	7:00pm - 9:00pm	EmpowerLA Leadership Academy Neighborhood Council Bylaws Best Practices - South LA
3/25/2017	9:00am - 11:00am	EmpowerLA Leadership Academy Neighborhood Council Bylaws Best Practices - Central/East Areas
3/26/2017	1:00pm - 4:00pm	Congress of Neighborhoods Planning Committee Meeting
3/27/2017	<b>HOLIDAY</b>	<b>Cesar Chavez Day</b>
3/28/2017	7:00pm - 8:30pm	Forming Hermon Neighborhood Council Community Meeting
3/29/2017	6:00pm - 8:00pm	City Clerk Neighborhood Council Funding Roundtable - West LA
3/29/2017	6:00pm - 7:30pm	Forming Skid Row Neighborhood Council Community Meeting
3/29/2017	7:00pm - 9:00pm	EmpowerLA Leadership Academy Neighborhood Council Bylaws Best Practices - Harbor
3/30/2017	6:00pm - 9:00pm	EmpowerLA Awards and Neighborhood Council Volunteer Appreciation Dinner

## Existing Vendors for NCs

### Web Service Providers:

**Civic Resource Group**

Contact: Gregory Curtin, CEO

[gregc@civicresource.com](mailto:gregc@civicresource.com)

**The Mailroom**

Contact: Kristina Smith

(310)-514-1797

[ksmith@klct.com](mailto:ksmith@klct.com)

**Moore Business Results**

Contact: Wendy Moore

(818)-252-9399

[wmoore@moorebusinessresults.com](mailto:wmoore@moorebusinessresults.com)

**Port Town Websites**

Contact: Jill Fox

(310)-832-0836

[jill@porttownwebsites.com](mailto:jill@porttownwebsites.com)

**The Web Corner**

Contact: Robert Adams, Owner

(818)-345-7443

[rob@thewebcorner.com](mailto:rob@thewebcorner.com)

**ZelDesign**

Contact: Zelda Harrison

(310)-559-2770

[zelDesign@sbcglobal.net](mailto:zelDesign@sbcglobal.net)

### Temp Service Providers:

**Apple One Employment Services**

Contact: Jenn Rounds

(213)-892-0234

[jrounds@appleone.com](mailto:jrounds@appleone.com)

**Lloyd Staffing**

Contact: Luly Santana

(562)-860-2555 Ext 101

[LSantana@lloydstaffing.com](mailto:LSantana@lloydstaffing.com)

**Partners in Diversity**

Contact: Arlene Apodaca

(626)-793-0020

[arlene.apodaca@p-i-d.biz](mailto:arlene.apodaca@p-i-d.biz)

**Bridgegap Temporary Staffing and Services Agency**

Contact: Terrence Gomes

(310)-387-1374

[info@btsasa.com](mailto:info@btsasa.com)

### Translation Services:

**Excel Interpreting**

Contact: Koy Saephan

(800)915-0638 x 108

[koy@excelinterpreting.com](mailto:koy@excelinterpreting.com)

**Interpreters Unlimited**

Contact Sanjit Singh

(855)-550-6100

[Sanjit.singh@iugroup.com](mailto:Sanjit.singh@iugroup.com)

**Language Line Services**

Contact Thomas Calannio

(831) 648-7445

[TCalannio@languageline.com](mailto:TCalannio@languageline.com)

We will continue to refine the Neighborhood Council Profiles over the next year based on your feedback. If you have any questions, comments or suggestions, please contact the Neighborhood Council Support Helpline at [NCsupport@LACity.org](mailto:NCsupport@LACity.org) or by calling **213-978-1551** for assistance.

**Thank you for all you do to Empower LA!**