



Neighborhood Council Monthly Profile

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Dear CANNDU Council leaders,

Many thanks to those Neighborhood Council member who took the time to submit EmpowerLA Awards and Neighborhood Council Civic Engagement Los Angeles Vanguard Awards! You still have until Friday, March 2nd, to [submit your nominations](#). Don't be shy to be recognized for your great work!

We're four months away from the end of the fiscal year so now is a good time to check that you are on course with your Neighborhood Council's strategic and budget plans. With the changes made by the City Clerk on Neighborhood Council budget submissions on their portal, we will not be requiring a strategic budget plan for Fiscal Year 2018-2019. While EmpowerLA still highly recommends that Neighborhood Councils take the time to [create a strategic plan](#) for each year, we will provide a list of asks for the Neighborhood Councils, which will be due on July 1, 2018, and focus instead on the annual Neighborhood Council self-assessment, which will be due on August 1, 2018. The list of asks will help us direct our work with Neighborhood Councils to ensure that we are providing the support that your members want.

Citywide Campaign:

For the past year, Los Angeles' Chief Resilience Officer, Marissa Aho, has been collaborating with City departments and stakeholders to create the City's Resilience Strategic Plan. The comprehensive plan will be launched at Getty House's Engage LA: Neighborhood Resilience event on March 2nd with Neighborhood Councils playing a big part in helping to get their communities ready for any human or natural disaster. We're looking forward to partnering with Marissa's team, the Emergency Management Department and Neighborhood Councils to make a Resilient LA!

Administrative Update:

The General Manager and Administrative managers presented the Department's budget requests and priorities for Fiscal Year 2018-19 to the Mayor's Office and the City Administrative Office. We are requesting funding for continued development of the Neighborhood Council Election Outreach program, the development of an Office of Civic Engagement, and staffing for liaison work covering such topics as homelessness, and NC Emergency Preparedness outreach. Funding is also being requested to add positions to the Management and Administrative team to be able to fully support the operations and endeavors of the programmatic teams. For more information on the Department's budget proposal for 2018-19, please click on this link.

Funding Updates:

Last month, the Office of the City Clerk released its NC Funding Program Policies & Guidelines dated 2/1/18. Our Office is committed to providing you with consistent knowledge and application of the rules systemwide. In order to ensure we hear your feedback and field any questions and concerns regarding the policies and guidelines, we are visiting the various NC alliances and coalitions in the City. In the month of February, we touched base with the Valley Alliance of NCs (VANC), Westside Regional Alliance of Councils (WRAC) and the Association of River Communities (ARC); in March we will visit the remaining groups. Please remember that you can provide feedback and ask questions regarding the policies and guidelines by going to our website, Clerk.lacity.org; NC Funding Program; and clicking on Policies & Guidelines. At the end of the document, you can link to a page where you can provide feedback, make recommendations, ask questions, etc.

Please remember that NC Funding System/Portal and Program Trainings are scheduled for the month of March. The dates and locations for the trainings can be found by visiting our website; our field training this month in the Central Area, Mid City West area. Don't forget to RSVP; it is our internal policy that if we have less than 5 rsmps, we will cancel a training. NCs may begin requesting payment(s) on expenditures using your Special Accounts funds; not every Neighborhood Council has a special account. Please contact your funding representative to get more information and if you are requesting a payment please include the following in your e-mail: w-9 for the vendor, vendor's BTRC number and

invoice along with a BAC signed by the proper financial officers. Remember that the procedure for expenditures regarding special accounts is through the City's Financial Management System (FMS) and NOT the NC Funding System/Portal.

We are currently reviewing MERs and those NCs who are missing two MERs or more are required to generate them and upload the approval/BAC on or before March 15, 2018 in order to avoid funds being frozen and/or any other disruption with their funding. Please keep on your fiscal radar the close of the year dates listed below and please plan accordingly.

If you have any questions or concerns, please feel free to contact us at 213-978-1058 or email us at clerk.ncfunding@lacity.org.

Field Updates:

With the City Clerk's new Funding Program Policies and Guidelines released last month, we hope you have had a chance to review the document. Advance planning and preparation is key to any successful endeavor and the Department is here to help! Here are some quick tips to remember (with page number references from the City Clerk's Funding Policies):

For events, a complete Event Approval Request Packet must be submitted to the City Clerk's Funding Team 30 days prior to the event for review and approval (page 20). Also, don't forget about insurance and liability!

For Community Improvement Projects (CIPs), it's very likely some kind of permit will be required. Please refer to The [Great Streets DIY Manual](#), for a complete guide on what types of permits are required for certain CIPs. Remember, CIPs will be reviewed by the City Clerk's Funding Team and must be approved prior to the issuance of payment (page 26).

Finally, your helpful Neighborhood Council Advocate is your greatest resource. Reach out early and often with any questions and/or request for assistance.

Thank you for your efforts and look forward to some great projects this Spring!

Outreach Updates:

EmpowerLA and City Clerk will be conducting Neighborhood Council Election feedback sessions for the next two months. The sessions will have an overview of 2019 Neighborhood Council Elections Program, and interactive panel discussions. The interactive panels will consist of elections day operations, candidate registration, online voting, and election outreach. [Please make sure to RSVP](#) for the workshops. If you can't make the workshops and would like to provide feedback, please email elections@empowerla.org.

3/6 Central/South LA - 6pm-8pm
C. Erwin Piper Technical Center,
555 Ramirez St, Space 300,
Los Angeles, CA 90012,

3/12 Eastside - 6pm-8pm
Glassell Park Community Center
3750 Verdugo Road
Los Angeles, CA 90065

3/15 - Hollywood - 6pm-8pm
Fire Station 82 Annex
1800 N. Bronson Ave.
Los Angeles, CA 90028

3/19 - Valley - 6pm-8pm
Canoga Park Community Center
7248 Owensmouth Ave,
Canoga Park, CA 91303

Policy Updates:

The Neighborhood Council Funding Equity Working Group has had a few meetings thus far discussing funding-related Neighborhood Council questions, such as whether individual Council budgets should be proportionate to the number of stakeholders they serve. There have also been discussions as to a floor of funding augmented by population served by a Neighborhood Council as well as discussion on leases, meeting space and translation costs.

Please join us at a future meeting:

Wednesday, March 14, 2018 - 6:30 pm
City Hall East
Controller's Conference Room (room 351)
200 N Main Street Los Angeles, CA 90012

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 to update this list

Did You Know?

Each year, Neighborhood Councils do not spend between \$400,000 and \$600,000 in their annual budget allocation of \$3.5 million. Make sure that your Neighborhood Council spends down its budget this year. With elections next year, it's a good time to ensure that your Neighborhood Council has its outreach materials purchased this fiscal year.

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

Click [here](#) for the Neighborhood Council Funding Dashboard to find your current account balance.

As of 3/1/2018, you have filed 0 Community Impact Statements, and 3 agendas have been posted for your Neighborhood Council for the current month.

As of 3/1/2018, 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)	12/6/2019	3/31/2016	11/6/2016
Esther	Glaze	Vice Chair (2018)	1/26/2018	1/23/2018	12/15/2016
Vacant Seat	Vacant Seat	Recording Secretary (2020)			
Vacant Seat	Vacant Seat	Communication Secretary (2018)			
Christopher	Perry	Parliamentarian (2020)	6/15/2018	7/11/2016	1/13/2017
Vacant Seat	Vacant Seat	At-Large Representative (2020)			
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, 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

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.

Board Members who have not completed the Funding training:

Funding - Eligibility to Vote on Financial Matters a. To be eligible to vote on any NC Expenditure, Financial Reports, and/or annual budgets, the board member must:

- Be an Elected, Appointed and/or Selected Board Member of the NC
- Be 18 years of age or older
- Have completed the California State Ethics Training Requirement for Local Officials (AB 1234)
- Have completed the online NC Board Member Funding Training and obtain a passing score of 70% on any test associated with the online course.

Board Members with missing or expired Ethics Certificates:

ETHICS - All Board Members are bound by California State Law to take Ethics Training every two years. Take the online course, and send your certificate to Rosters@EmpowerLA.org. Ethics Training is a required for all Board Members

First Name	Last Name	Board Seat
Esther	Glaze	Vice Chair (2018)

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

CODE OF CONDUCT - All Board Members must read the Code of Conduct policy and [fill out this form](#) acknowledging that they have read and are aware of the policy.

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

Your cases for this month are:

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](#)

3/3/18	8:45am – 10:00am	Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Meeting
3/3/18	10am – 1pm	Los Angeles Neighborhood Council Coalition Meeting
3/5/18	5:00pm – 7:30pm	Week 3 of Ignite Curriculum
3/5/18	7pm – 9pm	Neighborhood Council Budget Advocates Meeting
3/6/18	6:00pm – 9:30pm	Board of Neighborhood Commissioners Meeting
3/6/18	6pm – 8pm	NC Election Feedback Session
3/7/18	6:30pm – 8:30pm	Harbor Alliance of Neighborhood Council Meeting
3/8/18	6:00pm – 9:30pm	Valley Alliance of Neighborhood Councils 15th Anniversary Mixer
3/10/18	10am – 12pm	PlanCheckNC Meeting
3/12/18	5:00pm – 7:30pm	Week 4 of Ignite Curriculum
3/12/18	6:00pm – 8:30pm	Special Board of Neighborhood Commissioners Meeting
3/12/18	6pm – 8pm	NC Election Feedback Session
3/13/18	6:00pm – 8:30pm	Special BONC Meeting
3/13/18	6pm - 8:30pm	Neighborhood Council Funding Program - Program & New System Portal Training
3/14/18	6:30pm – 8:30pm	Funding Equity Working Group
3/15/18	6pm – 8pm	NC Election Feedback Session
3/15/18	6:30pm – 8:30pm	South Los Angeles Alliance of Neighborhood Councils Meeting
3/17/18	10am – 12pm	Neighborhood Council Budget Advocates Meeting
3/17/18	11am – 5pm	Chatsworth Selection
3/19/18	1pm – 4pm	Board of Neighborhood Commissioners Regular Meeting
3/19/18	6pm – 8pm	NC Election Feedback Session
3/19/18	6pm – 8:30pm	Special BONC Meeting
3/19/18	7pm – 9pm	Alliance of River Communities (ARC)
3/21/18	8:30am – 10:00am	Westside Regional Alliance of Councils Monthly Meeting
3/22/18	6pm – 8pm	NC Election Feedback Session
3/22/18	7pm – 9pm	Ethics Training - East Area
3/22/18	5:30pm - 8:00pm	Neighborhood Council Funding Program - Program & New System Portal Training
3/26/18		Holiday
3/27/18	6pm - 8:30pm	Neighborhood Council Funding Program - Program & New System Portal Training
3/31/18	10am – 12pm	Neighborhood Council Emergency Preparedness Alliance Meeting
4/15/18	Deadline	Bylaw Amendment Application Period Closes
5/20/18	Deadline	Last day for Event Approval Requests
6/1/18	Deadline	Last day for Check Payment Requests
6/20/18	Deadline	Last day for Credit Card Payment Transactions

Existing Vendors for NCs

Web Service Providers:

Civic Resource Group

Contact: Gregory Curtin, CEO

gregc@civicresource.com

The Mailroom

Contact: Kristina Smith

(310)-514-1797

ksmith@klct.com

Moore Business Results

Contact: Wendy Moore

(818)-252-9399

wmoore@moorebusinessresults.com

Port Town Websites

Contact: Jill Fox

(310)-832-0836

jill@porttownwebsites.com

The Web Corner

Contact: Robert Adams, Owner

(818)-345-7443

rob@thewebcorner.com

ZelDesign

Contact: Zelda Harrison

(310)-559-2770

zelDesign@sbcglobal.net

Temp Service Providers:

Apple One Employment Services

Contact: Jenn Rounds

(213)-892-0234

jrounds@appleone.com

Lloyd Staffing

Contact: Luly Santana

(562)-860-2555 Ext 101

LSantana@lloydstaffing.com

Partners in Diversity

Contact: Arlene Apodaca

(626)-793-0020

arlene.apodaca@p-i-d.biz

Bridgeway Temporary Staffing and Services Agency

Contact: Terrence Gomes

(310)-387-1374

info@btsasa.com

Translation Services:

Languages 4 You

(818) 720-7105

Continental Interpreting Services

(800) 201-7121

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 or by calling **213-978-1551** for assistance.

Thank you for all you do to Empower LA!