



## **Neighborhood Council Monthly Profile**

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Dear CANNDU Council leaders,

Congratulations to all the [winners](#) of the EmpowerLA Awards on March 29th! Thank you to all the Neighborhood Councils for their innovative and amazing work in their communities. Many thanks to Controller Ron Galperin, who helped us present the awards, and to the Board of Neighborhood Commissioners for selecting the winners. We're looking forward to seeing next year's applications! The close of the fiscal year is 2-3 board meetings away so please make sure that your Neighborhood Council wraps up all of its funding projects on time. Speaking of funding, Mayor Eric Garcetti will be releasing his proposed budget on April 20th and giving his State of the City address on April 16th at City Hall. We'll provide an update on EmpowerLA and Neighborhood Council funding for Fiscal Year 2018-2019 in our newsletter for that week.

## Citywide Campaign:

The Congress of Neighborhoods Planning Committee is starting to plan for this year's Congress on Saturday, September 22, 2018. It takes a lot of people power to plan a great Congress so please step up and support. They would like to have all areas of the City represented and need folks from the Central, East, South LA and Harbor areas. [Click here](#) to email Chair, Cindy Cleghorn, if you are interested.

## Administrative Update:

Thank you to the NCs that have participated and assisted us in completing a review of all inventory items. Please remember to keep your items at your NC's office or in a storage space when not being used. Any damaged or obsolete equipment should be salvaged using the City's equipment recycling process. Contact [NCsupport@LACity.org](mailto:NCsupport@LACity.org) for more information on this process

## Funding Updates:

Your NC Funding Team is working diligently to ensure that we assist you in a timely manner to review, process and help you spend down your funding allocation, while following all necessary guidelines with respect to public funds. As you know, the end of the fiscal year is quickly approaching and as of now, NCs have approximately \$2,213,678.69 left to spend. NCs have also set aside close to \$200,000 in "commitments", so be mindful to release those funds if they will not be spent so that they can be added to your available cash balance and can be used before the end of the year.

Please remember that our year end dates were announced more than six months in advance and have now been added to our Policies and Guidelines, so that there is no further "element of surprise". A reminder that all those NCs who have special accounts can access those funds now. As mentioned previously, expenditures from any of your special accounts are subject to the requirements in the City's Financial Management System (FMS) and will need a W-9; Itemized Invoice; Vendor's BTRC and a BAC. When uploading your credit card transaction receipts, please do so within 10 days so that you don't run the risk of having your funds frozen.

Please check our website at [www.clerk.lacity.org](http://www.clerk.lacity.org) for upcoming training/education opportunities.

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](mailto:clerk.ncfunding@lacity.org).

## Field Updates:

Don't forget that the bylaw amendment application deadline is April 15th. The Field team will be working hard to quickly process all applications to ensure that bylaws are locked by July 1st for the City Clerk to start working on elections. The Field team will be working on election outreach for the subdivision applications of North Westwood, Historic Cultural North and Wilshire Center - Little Bangladesh Neighborhood Councils. We'll be holding 4 community meetings per subdivision applications while we work with the Office of the City Clerk on voter registration for a vote-by-mail component. Subdivision elections can be held in late May and June.

## Outreach Updates:

The Outreach Team is gearing up for the 2019 Elections. In order to have a robust election, we need to get ready now. We are in the process of creating a Citywide outreach campaign to develop awareness, education, and ways to get involved with Neighborhood Councils. We will be partnering with different organizations, neighborhood council leaders, and all interested parties. We will be working closely with the City Clerk Elections Team to make this happen. More details to come in the next few weeks.

## 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 has 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, April 11, 2018 - 6:30 pm  
Boyle Heights Tech Center  
1600 East 4th Street, LA, CA 90033

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

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

As of 4/2/2018, you have filed 0 Community Impact Statements, and 3 agendas have been posted for your Neighborhood Council for the current month.

As of 4/2/2018, 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)	1/30/2020	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](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

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:

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](mailto:Rosters@EmpowerLA.org). Ethics Training is a required for all Board Members

### 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:

Title	Case#	Case Lead	Open Date	Status
Rosters - Ethics Certification	20509	Kyle Stone	3/6/2018	C - Resolved

*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](#)

4/2/2018	5:00pm – 7:30pm	Week 5 of Ignite Curriculum
4/2/2018	7pm – 9pm	Neighborhood Council Budget Advocates Meeting
4/3/2018	6pm - 9:30pm	Board of Neighborhood Commissioners Meeting
4/4/2018	6:30pm – 8:30pm	Harbor Alliance of Neighborhood Council Meeting
4/7/2018	8:45am – 10:00am	Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Meeting
4/7/2018	10am – 1pm	Los Angeles Neighborhood Council Coalition Meeting
4/9/2018	5:00pm – 7:30pm	Week 6 of Ignite Curriculum
4/9/2018	6pm – 8:30pm	Planning 101: Project Planning
4/11/2018	6:30pm – 8:30pm	Funding Equity Working Group
4/12/2018	6pm – 8:30pm	Planning 101: Project Planning
4/12/2018	6:30pm – 9pm	Valley Alliance of Neighborhood Councils Meeting
4/14/2018	10am-12pm	PlanCheckNC Meeting
4/15/2018	<b>Deadline</b>	Bylaw Amendment Application Period Closes
4/16/2018	1pm - 4pm	Board of Neighborhood Commissioners Meeting
4/16/2018	6pm – 8:30pm	Planning 101: Project Planning
4/16/2018	7pm – 9pm	Alliance of River Communities
4/18/2018	8:30am – 10:00am	Westside Regional Alliance of Councils Monthly Meeting
4/19/2018	6:30pm – 8:30pm	South Los Angeles Alliance of Neighborhood Councils Meeting
4/21/2018	10am - 12pm	Neighborhood Council Budget Advocates Meeting
4/25/2018	6pm – 8:30pm	Planning 101: Project Planning
4/26/2018	6pm – 8:30pm	Planning 101: Project Planning
4/28/2018	10am - 12pm	Neighborhood Council Emergency Preparedness Alliance Meeting
4/30/2018	6pm – 8:30pm	Planning 101: Project Planning
5/20/2018	<b>Deadline</b>	Last day for Event Approval Requests
6/1/2018	<b>Deadline</b>	Last day for Check Payment Requests
6/20/2018	<b>Deadline</b>	Last day for Credit Card Payment Transactions



## 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)

**Bridgeway Temporary Staffing and Services Agency**

Contact: Terrence Gomes

(310)-387-1374

[info@btsasa.com](mailto: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](mailto:NCsupport@LACity.org) or by calling **213-978-1551** for assistance.

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