



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,

Spring is here, which means the end of the fiscal year is just around the corner. Now is the time to make sure you clean out your annual funding before June 1st. In the past, Neighborhood Councils typically spend \$1 million in June, which will not be possible with the new funding deadlines set by the City Clerk in order to switch over to the new funding platform. Hopefully, you have been following your Strategic Budget Plans this year so that you are pacing your Neighborhood Council's spending. We do not have any updates on whether rollover of funds will be available this year so please plan accordingly. We'll be starting our recruiting for the Neighborhood Council [Civic Youth](#) Program this summer. More info below under Field. Mayor Eric Garcetti will be releasing his proposed budget on April 20th so please be sure to weigh in with City Council using Community Impact Statements on budget items. The Neighborhood Council Budget Advocates have released their [white paper](#) on their recommendations so your Neighborhood Council can use them as a reference point. Thanks to the Budget Advocates for all of their hard work!

Citywide Campaign:

Thanks to all the Neighborhood Councils who have submitted Community Impact Statements on [CF 15-1022-S2](#) regarding online voting and the recommended Neighborhood Council structure changes. We've reviewed them and wanted to provide some clarification to some of the comments we've seen: 1. Online voting for Neighborhood Council elections would be offered in addition to a physical polling location. It does not replace the physical polling location. 2. The Department's recommendation to lower the voter age to 16 years old only affects those Neighborhood Councils with 18 years old as their voting age. Some Neighborhood Councils already have those as young as 12 participate, but any Neighborhood Council with younger voter ages than 16 years old would not have to raise them up to 16. The City Council has taken action to move ahead with online voting only for the proposed Skid Row Neighborhood Council Subdivision Election so you still have time to submit a Community Impact Statement on this issue.

Administrative Update:

A friendly reminder that all of the Neighborhood Council's contracts and leases have moved to the Office of the City Clerk. The Department's current Translation and Interpretations contracts with Excel Interpreters, Interpreter Unlimited and Language Line Services have expired. Please do not schedule any new services with these Vendors and please pay any outstanding invoices immediately. For future Translation and Interpretation Services, please contact Continental Interpreting (C-108824) or Language 4 You (C-108077). When scheduling services, please reference the contract number provided and establish your own Neighborhood Council account so that you can be billed directly for payment.

If your Neighborhood Council currently leases office and/or meeting space from a private building, your Lease Agreements will expire at the end of this fiscal year on June 30, 2017. So there is no interruption in service, please place on your Neighborhood Council "Agenda a Motion for "Possible Discussion and Approval" of your Neighborhood Council office and/or meeting space immediately and prior to the end of the fiscal year of June 30, 2017. If you have any questions, please contact City Clerk staffer, Jeff Brill, at jeff.brill@lacity.org.

Funding Updates:

The Office of the [City Clerk Neighborhood Council Funding](#) Team has been holding Round Table discussions in various areas in the City. We're tackling topics of particular interest to Neighborhood Councils, and we are giving you brief presentations on the Online Portal. We have received lots of good questions and positive feedback from the participants with regards to the online portal. We will be visiting additional areas in the City in April and will also present the information at a future Board of Neighborhood Commissioners' Meeting. We'd like to thank all those who participated last week's Neighborhood Council Funding Training. We had an impressive crowd of approximately 40 attendees. If you have any additional questions regarding the training, please feel free to visit our website: clerk.lacity.org. We'd like to thank Neighborhood Empowerment's Field Team for emphasizing and holding discussions with the Neighborhood Councils

regarding expending their remaining balance before the end of the fiscal year. Please be reminded that we have some deadlines coming up with respect to funding and because the NC Funding will be transitioning from the current Retail Union Bank Account to a Commercial Union Bank Account, we need to hold these dates firm. **June 1, 2017** - Last day to submit a funding request (FRF) to NC Funding; **June 7, 2017** - Last day to issue a Union Bank Account online check payment; **June 11, 2017** - Last day to use the Neighborhood Council Bank Card. If you have any questions, please visit our website, call us at (213) 978-1058 or e-mail us at: clerk.ncfunding@lacity.org

Field Updates:

We are excited to offer [Civic Youth Leadership Academy](#) (CYLA) again this summer. CYLA is a leadership program designed for youth and young adults aged 14-24. This program will prepare the next generation of civic leaders to actively engage in Neighborhood Councils and the Los Angeles community. There will be three cohorts focused on community organizing, sustainability, and the arts. Summer sessions will take place on Mondays at City Hall from 9 am to 12 noon on June 12, 19, 26; July 10, 17, 24, 31; and August 7th. This year's cohort will also be invited to the Congress of Neighborhoods as capstone to their summer. More information is available on our website and we are [accepting applications](#) between now and May 24th. Be sure to encourage the young people in your community to apply!

Outreach Updates:

EmpowerLA's Outreach Team is pleased to be working with the Innovation Team on a Neighborhood Guide that Neighborhood Councils can customize, based on the priorities for their community, and then distribute to their stakeholders, both residential and business, so that they know who the council is, what they do, and how to connect with the City of LA. The Historic Highland Park Neighborhood Council is the first council to distribute the Neighborhood Guide, to get a sample, email Communications@EmpowerLA.org.

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 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 3/31/2017, your current checking account balance is \$23,500.00, and as of 04/01/2017, you have \$15,526.86 in your city account

As of 4/3/2017, you have filed 0 Community Impact Statements, and 1 agendas have been posted for your Neighborhood Council for the current month.

As of 4/3/2017, 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, 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.

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:

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](#)

4/1/2017	8:45am - 10:00am	Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Monthly Meeting
4/1/2017	10:00am - 1:00pm	Los Angeles Neighborhood Council Coalition Monthly Meeting
4/3/2017	6:00pm - 8:00pm	Neighborhood Council Budget Advocates Meeting
4/5/2017	6:00pm - 8:00pm	City Clerk Neighborhood Council Funding Roundtable - South Valley (Note date change)
4/5/2017	6:30pm - 8:30pm	Harbor Alliance of Neighborhood Councils Monthly Meeting
4/6/2017	3:00pm - 7:00pm	Skid Row Neighborhood Council Subdivision Election
4/8/2017	10:00am - 12:00pm	PlanCheckNC Monthly Meeting
4/8/2017	11:00am - 3:00pm	Hermon Neighborhood Council Subdivision Election
4/10/2017	6:00pm - 8:00pm	City Clerk Neighborhood Council Funding Roundtable - North Valley
4/13/2017	6:00pm – 9:00pm	Valley Alliance of Neighborhood Councils Meeting
4/13/2017	6:00pm - 8:00pm	City Clerk Neighborhood Council Funding Program Treasurer's Training
4/15/2017	10:00am - 12:00pm	Neighborhood Council Budget Advocates Meeting
4/17/2017	6:00pm - 9:00pm	Neighborhood Council Homelessness Liaisons Meeting
4/18/2017	6:00pm - 8:00pm	City Clerk Neighborhood Council Funding Roundtable - Harbor
4/19/2017	8:30am - 10:00am	Westside Regional Alliance of Councils Monthly Meeting
4/20/2017	6:30pm - 8:30pm	South Los Angeles Alliance of Neighborhood Councils Monthly Meeting
4/21/2017	9:00am - 10:00am	Rules, Elections, Intergovernmental Relations, and Neighborhoods City Council Committee Meeting
4/22/2017	10:00am - 12:00pm	Neighborhood Council Emergency Preparedness Alliance Monthly Meeting
4/22/2017	10:00am - 12:00pm	Homelessness Civic U - Shelter/Agency Site Visit
4/23/2017	1:00pm - 4:00pm	Congress of Neighborhoods Planning Committee Meeting
4/24/2017	6:00pm - 8:00pm	City Clerk Neighborhood Council Funding Program Treasurer's Training
5/1/2017	Deadline	Bylaw Amendment Application Deadline
5/1/2017	Deadline	Last Day to Submit Neighborhood Council Elections Timing Resolution
5/24/2017	Deadline	Application for Neighborhood Council Civic Youth Program
6/1/2017	Deadline	Last day to submit a funding request (FRF) to NC Funding
6/7/2017	Deadline	Last day to issue a Union Bank Account online check payment
6/11/2017	Deadline	Last day to use the NC Bank Card.
6/30/2017	Deadline	Last day to submit Strategic Budget Package for FY 2017-2018

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!