



NEIGHBORHOOD COUNCILS EMPOWER LA™

Department of
NEIGHBORHOOD EMPOWERMENT



Dear CANNDU Council leaders,

Welcome to Fiscal Year 2016-2017! For new and continuing board members, thank you so much for your service to your neighborhoods and to the City of Los Angeles! We have an exciting year lined up with amazing workshops and new online apps to make your service easier. Please help us improve our Neighborhood Council support in all areas by attending one of our EmpowerLA Town Halls in July and August to give us feedback on what worked and what needs to work better for you. We are all about continuous improvement here so we appreciate all of your constructive comments. Check out the EmpowerLA Town Hall dates below! If you haven't already, please appoint your Neighborhood Council Budget Representatives because Budget Day is at the end of the month - July 30th. This is where the 36 Neighborhood Council Budget Advocates will be selected to work on the City budget this year and present their white paper in person to Mayor Garcetti and City Council. To RSVP for Budget Day, please [click here](#).

Administrative Update:

The contracts for the temporary services and training will be going to the Board of Neighborhood Commissioners meeting on July 5th for approval. If approved, it will head to the Mayor's Office for final sign-off.

Funding Updates:

The Funding Team is hard at work, reconciling the bank accounts in order to process your 1st replenishment for the new fiscal year. Please ensure that you have sent us screenshots of any outstanding payments by Friday, July 1st, close of business so that we can hold those funds in your account. Given the need to reconcile the accounts, and the upcoming holiday weekend, your first quarter replenishments should reflect in your checking accounts by July 11th or 12th. At long last, we are happy to inform you that a new **Neighborhood Council Funding Guide** has been developed and is ready for release. Please [click here](#) to see the new guide and let us know what you think! For those of you who have not yet begun, now is the time to discuss and approve your Fiscal Year 2016-17 [Budget Package](#). Funding Workshops have been scheduled for the following dates: July 11, 2016 from 6 - 9 pm at Council Member Marqueece Harris-Dawson, Constituent Service Center, 8475 S. Vermont Ave, Los Angeles, CA 90044; and on July 13, 2016 from 6 - 9 pm at the Department of Neighborhood Empowerment, 200 N. Spring St., 20th Floor, Los Angeles, CA 90012. Please select your preferred date and [RSVP here](#).

Field Updates:

As the fiscal year comes to a close, Field Operations is happy to report that we have conducted board orientations across the City and have trained approximately 80% of the NC System on the basic board orientation. We continue to attend meetings to assist you in trouble shooting and continue to provide you with strategic advice and problem solving tips and tools to enhance and/or improve your daily operations. Our Help Line support continues as we have assigned one field staff member to respond to issues and monitor agendas and other correspondence coming in through NCsupport@lacity.org. You might have noticed that there is more interaction and feedback from the Department's side regarding your agendas. Recently, we received feedback that we needed to clarify required language as it pertains to agendas you submit for review and posting to ENS. The required legal language on agendas is: 1) Title II ADA language, and 2) Brown Act language regarding public access of records. 3) An agenda item with the opportunity for general public comment. The rest of the static language that can be found on an agenda is recommended language as a best practice. Please note that the recommendations that we make to you about your agendas aim to provide more information in order

to address the public's questions or concerns thereby minimizing any interruptions, further inquiries and/or possible grievances that may arise out of lack of detail and information. If your agendas are missing any of the legal requirements, expect that staff will contact you for follow up on those issues. We thank you in advance for your partnership and flexibility in assisting us with the agenda posting task, by ensuring that all your agendas contain the legal requirements, correct dates and times for meeting, and are submitted in pdf format. Look forward to additional tools and training dates on agenda setting which we will be announcing in a near future. Thank you for your continued use and support of our "Office Hours" program which takes place in our Van Nuys Office; the next day for office hours is: Friday July 15, 2016, please contact (818) 374-9898 for an appointment or e-mail us at NCsupport@lacity.org

Elections Updates:

2016 Neighborhood Council Elections: Official Results

The results are in for the 2016 Neighborhood Council Elections! 25,571 voters voted for 1,839 candidates in 82 elections and 8 selections this year. The oldest candidate was 93 years old; the youngest just 14.

34 Neighborhood Councils helped pioneer online voting this year – a first for any election in the City of Los Angeles. 34% of those who voted in this year's Neighborhood Council Elections cast their ballots online, and half of those voters took advantage of the flexibility online voting offers, casting ballots either from their personal devices (34%) or at one of our 72 Pop-Up Polls (16%). The agility of online voting may be one reason why location and accessibility was one of the highest-rated aspects of the 2016 Elections, according to the 2,065 people who took our post-election survey.

The voting models this Election season were as varied as the 96 Neighborhood Councils themselves. There were 327 unique ballot types, and while many Councils used a single ballot, others used as many as 21 different ballots.

A BIG thank you to the Neighborhood Council leaders who worked with Independent Election Administrators, Election Managers, Election Assistants, Poll Managers, and Poll Workers to empower great candidates, engage passionate voters, and enlist enthusiastic volunteers. The Elections were successful because of the many people who pulled together to make the 2016 elections journey the best ever!

As your new Boards are convened and your Neighborhood Councils determine their vision for the coming years, please keep in mind the three key issues that surveyed voters felt affected their neighborhoods the most: Public Safety (16%); Planning and Development (15%) and Zoning and Land Use (12%). How can your Board best address the way these three issues impact your communities?

Finally, we hope you'll attend one of the town halls we're holding over the summer at locations throughout the City. We welcome your feedback on the 2016 Elections as well as any other comments you'd like to share that would help us better support our Board Members. See the full list of town hall meeting dates; times; and locations [here](#). Hope to see you there!

Want to see all the numbers from the 2016 Elections? Check out our Election Report page [here](#).

EmpowerLA Town Halls

This summer, EmpowerLA is conducting a series of town halls across the City, to solicit feedback from Neighborhood Councils about how we can better serve our Board Members. We hope to gather feedback on the 2016 Neighborhood Council Elections and Selections, Neighborhood Council Funding, Administrative Services (contracts, leases, PRAs, agendas), and anything else folks would like to share with us so we can make our policies and procedures more efficient. We look forward to hearing what you have to say!

Please extend this invitation to your fellow Board Members, Committee members, and stakeholders. You can paste this link to the invitation and meeting details into your Neighborhood Council's newsletter and social media posts:

<http://tiny.cc/NCTownHalls2016>

TOWN HALL DATES & LOCATIONS

Tuesday July 12th - Pending Confirmation

7:00pm - 9:00pm

at the Alliance of River Communities (ARC) meeting

Glassell Park Senior & Community Center 3750 Verdugo Road 90065

Thursday July 14th - Pending Confirmation

6:30pm - 9:00pm

At the Valley Alliance of Neighborhood Councils (VANC) meeting

Sherman Oaks Hospital 4929 Van Nuys Blvd 91403

(in Doctor's conference room)

Wednesday July 20th - Pending Confirmation

8:30am - 10:00am (*breakfast meeting*)

At the Westside Regional Alliance of Councils (WRAC) meeting

Lenny's Deli 2379 Westwood Blvd 90064

Wednesday July 20th

6:00pm - 8:00pm

East LA/Central LA/North East LA (regions 5-8)

Boyle Heights City Hall, 2130 East 1st Street 90033

Thursday July 21st - Confirmed

6:30pm – 8:30pm

At the South LA Alliance of Neighborhood Councils (SLAANC) meeting

Community Health Councils 3731 Stocker St 90008 (Suite 201)

Monday July 25th

6:00pm - 8:00pm

Valley (regions 1-4)

Marvin Braude Constituent Service Center 6262 Van Nuys Blvd 91401

(Room 2B, 2nd floor)

Wednesday July 27th

6:00pm - 8:00pm

South LA/West LA/Harbor (regions 9-12)

Location TBD - please check the EmpowerLA Calendar for details as the date draws near

Wednesday August 3rd - Pending Confirmation

6:30pm – 8:30pm

At the Harbor Alliance of Neighborhood Councils meeting (HANC)

Kaiser Permanente

(Community Outreach portables)

25965 S Normandie Ave Harbor City 90710

Saturday August 6th - Confirmed

10:00am - 1:00pm

At the Los Angeles Neighborhood Council Coalition (LANCC) meeting

Meeting location will be posted at <http://www.lancc.org/> as the date draws near

Outreach Updates:

EmpowerLA's Outreach strategy for the 2016 Neighborhood Council Elections had 3 goals:

- 1) Increase awareness of the Neighborhood Council system
- 2) Encourage participation in Elections as a voter, candidate or volunteer
- 3) Facilitate voter registration

Nearly 400 street ads established a strong, Citywide physical presence across the domains of each of the 96 Neighborhood Councils. The bus benches; bus shelters; and pole banners promoted the message that "Neighborhood Councils Empower LA," and provided ways to learn more about the upcoming Elections.

A NationBuilder email campaign reached nearly 140,000 registered voters. Voters were introduced to their local Neighborhood Council, and given details regarding Neighborhood Council voting requirements; polling places; and voter registration links.

A Nextdoor messaging campaign reached over 148,000 opt-in residents. Nextdoor members were given information on how to register to vote, and where to vote - either online, or in person at the polls.

Successful, engaging Elections-specific assets were also created, including dedicated Elections social media accounts - which achieved a Klout score of 40 in just 40 days - and a weekly Election newsletter containing practical Elections advice, that maintained a 38% open rate and 20% click-through rate over 24 editions.

EmpowerLA's social media platforms have a combined Klout score of 62. An Elections promotional campaign that was at once broad and specific was mounted across all of EmpowerLA's social media outlets. Daily posts crafted to address specific Elections needs and concerns at the level of service regions or individual Neighborhood Councils were combined with systemwide advertising promoting the Elections as a whole, which resulted in nearly 138,000 individual impressions.

Liaisons:

Departmental Liaisons perform a key role in enhancing the government's ability to respond to your community's needs, as they serve as their Board's contact person for a particular City official's office; department; or even for other Neighborhood Councils. Agencies request Liaison contact info to share meeting or event invites; receive feedback; or request help sharing information with fellow Board Members or stakeholders.

Liaisons are often selected at the first regular meeting of a new Board. Two departments in particular - Animal Services and Public Works - have requested contact info for a liaison from each of the Neighborhood Councils, so we highly recommend that your Neighborhood Council at least assign a Board Member to each of these roles.

Another recommended assignment is your Department of City Planning Liaison, who will be the primary person receiving Planning Department packets for your Board to review. Since that person is receiving material in the mail that must be reviewed by your Land Use Committee, it's best to assign that role to a member of that Committee. (The Planning Liaison has a special sign-up process; see below for details.)

Assigning a Board Member to the Budget Advocates is also strongly suggested, as one of the most important opportunities Neighborhood Councils have to impact the City is the role they play in advising the Mayor and City Council on the City's proposed annual budget, and it is the Budget Advocates who do this work. The Advocates meet on the first Monday of each month; consult the EmpowerLA Calendar to see meeting times and locations. Contact them at BudgetAdvocates@EmpowerLA.org. Learn more on the Budget Advocates [webpage](#).

Assigning a couple members of your Board to attend the monthly meetings of the Citywide or regional Neighborhood Council alliances is also a good idea. There are alliances for each region; one for the entire City (LANCC); and a couple Citywide ones focusing on key topics like Planning and Land Use (PlanCheckNC) or Sustainability. There are also two DWP Committees for Neighborhood Council members - an Advocacy Committee that takes positions on water and power issues, and an MOU Oversight Committee that ensures the effectiveness of the NC/DWP MOU. Alliances allow you to gain support for an issue and learn key skills from other Neighborhood Council members. See the list of alliances and their meeting details [here](#).

Other City agencies welcome having a point person on a Neighborhood Council, as well. Because of this, it's a good idea to agendize a discussion of which agencies are key to the needs of your Board and your community, and which Board Members you might assign to be the contact person for each agency your Neighborhood Council would like to foster a relationship with. (See a full list of City departments and bureaus [here](#).) Liaisons may then write to the department or agency they are assigned to to introduce themselves; give their contact info; and explain how their Neighborhood Council's interests or key issues intersect with the work that department does.

To submit or update Liaison contact information:

For Liaisons to Public Works; DWP; Animal Services; Homelessness; Legal; and Grievance Panel, [use this online form](#):

For Department of City Planning Liaisons, who will be the primary person to receive Planning packets for their Board to review, please [use this form instead](#). Planning Liaisons must provide a mailing address that can securely receive oversized envelopes. Though your Board may choose to have Planning documents sent to your Council's general mailing address, it's a good idea to use a dedicated address for Planning materials that goes to someone on your Land Use Committee, so that there is no delay getting these time-sensitive mailings into the right hands.

Policy Updates:

Update - Council File: 16-0093 relative to a ballot measure to amend the Los Angeles City Charter and Administrative Code to restructure the governance of the Los Angeles Department of Water and Power (DWP) was voted 15-0 by the City Council on June 7, 2016 to add the proposal to the November 2016 ballot. "Our objective was to make the DWP more efficient, and we think that we do that by giving a little more authority to the commissioners and the general manager to make more day-to-day decisions," said City Council President Herb Wesson. For more details, [click here](#).

Council File: 16-0125-S2 relative to Nuisance Motels, Police Department Service Calls and Permit Feasibility Study was introduced on June 15, 2016 and referred to Public Safety Committee. The City of Los Angeles is looking to explore the feasibility of a regulation program for nuisance motels that attract gang activity, drug use and prostitution. Such a program would have to be based on crime and calls-for-service statistics which would support the need to regulate motels. This motion is asking for a study to determine whether or not a police permit regulation is necessary to improve the safety issues at motels in the City. This is a citywide concern and necessary steps are needed in order to have an effective regulatory system in place. The Los Angeles Police Department is being directed to provide relevant information on motels as it relates to the amount of calls they receive about problem motels, how many arrests and what kind of arrest take place on motel properties. The motion also calls for the Board of Police Commissioners, Commission Investigation Division to provide information on the feasibility and potential impacts of a policy permit on such business. In addition, the motion is also directing the Office of Finance to conduct and audit of the referenced motels to determine if they are current with the payment of their transient occupancy taxes as this may or may not be a result of nuisance activity. This study is important to the Los Angeles Police Department and to the Board of Police Commissioners to consider the use of a police permit regulation to address crime, gang activity, drug use and prostitution at nuisance motels. For these reasons, the City of Los Angeles is directing the Los Angeles Police Department, Board of Police Commissioners, and the Office of Finance to collaborate together to report to the Public Safety Committee the outcome of such study. A time frame was not given as to when the matter will be heard in committee or when the report backs will be available to the public.

If the Public Safety Committee approves this motion and any related reports (A YES vote) the matter will be scheduled to go before the City Council with the committees' recommendations to support the motion.

If the Public Safety Committee does not approve this motion (A NO vote) the matter is still referred to the full City Council for deliberations, further instructions, or approval.

Has your Neighborhood Council submitted a Community Impact Statement (CIS) on the matter?

If not, [click here](#) to log in to submit your CIS

To subscribe to this Council File [click here](#)

Please continue to the next page to see your Account Balances, Community Impact Statements, Agendas, Board Member certification status, Expired Ethics Certificates, Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Account Balances, Community Impact Statements, and Agendas

As of 06/30/2016, your current checking account balance is \$559.53, and as of 07/01/2016, you have \$31.79 in your city account

As of 7/1/2016, you have filed 0 Community Impact Statements, and 4 agendas have been posted for your Neighborhood Council for the current month.

Please continue to next page to see your Board Member certification status, Expired Ethics Certificates, 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	1/2/2015
Esther	Glaze	Vice Chair (2018)	10/2/2015	5/6/2016	5/3/2016
Sara	Toscano	Corresponding Secretary (2020)		6/22/2016	6/22/2016
Vacant Seat	Vacant Seat	Recording Secretary (2018)			
Cathy	Simpson	Treasurer (2018)	8/8/2017	10/13/2015	8/7/2015
Christopher	Perry	Parliamentarian (2020)			
Ly'brindus	Jackson	At-Large Representative (2018)		4/20/2016	4/20/2016
Ernesto	Toscano	At-Large Representative (2020)		6/22/2016	
David	Solis	Community Interest At large (2020)		8/31/2013	

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 Ethics Certificates, your Neighborhood Council cases, Important dates, and Existing Vendors for NCs.

Board Members with expired Ethics Certificates:

(Moving forward, the Department will notify Board Members one month in advance, one week in advance, and when their certificate expires)

First Name	Last Name	Board Seat	Ethics Expiration
Esther	Glaze	Vice Chair (2018)	10/2/2015

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
CANNDU - Cash Request - 8,111.04	14388	Angela Plpkin	6/13/2016	C - Resolved
Funding - MER Reconcile February 2016	14399	Funding Funding	6/14/2016	O - Open
Funding - MER Reconcile March 2016	14400	Funding Funding	6/14/2016	O - Open
Funding - MER Reconcile April 2016	14401	Funding Funding	6/14/2016	O - Open
Funding - MER Reconcile May 2016	14402	Funding Funding	6/14/2016	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](#)

7/2/2016	8:45am - 10:00am	Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Monthly Meeting
7/2/2016	10:00am - 1:00pm	Los Angeles Neighborhood Council Coalition Monthly Meeting
7/4/2016	Holiday	Independence Day
7/4/2016	7:00pm - 9:00pm	Cancelled - Neighborhood Council Budget Advocate Monthly Meeting
7/5/2016	6:30pm - 8:30pm	Special Board of Neighborhood Commissioners Meeting
7/6/2016	6:30pm - 9:30pm	Leadership Academy - Ethics and Open Government - Harbor Area - Kaiser Permanente Conference Center, 25964 S. Normandie
7/6/2016	6:30pm - 8:30pm	Cancelled - Harbor Alliance of Neighborhood Councils Monthly Meeting
7/9/2016	10:00am - 12:00pm	PlanCheckNC Monthly Meeting
7/9/2016	1:00pm - 4:00pm	Neighborhood Council Sustainability Alliance Open Space Circle
7/10/2016	1:00pm - 3:00pm	Congress of Neighborhoods Planning Committee Meeting
7/10/2016	6:00pm - 9:00pm	Special Board of Neighborhood Commissioners Meeting
7/11/2016	6:00pm - 9:00pm	Leadership Academy - Funding Training - Council Member Marqueece Harris-Dawson Constituent Service Center 8475 S. Vermont Ave Los Angeles, CA 90044
7/11/2016	7:00pm - 9:00pm	Rescheduled Neighborhood Council Budget Advocate Monthly Meeting
7/12/2016	7:00pm - 9:00pm	Alliance of River Communities Monthly Meeting
7/13/2016	6:00pm - 9:00pm	Leadership Academy - Funding Training - EmpowerLA Large Conference Room
7/14/2016	6:30pm - 9:00pm	Valley Alliance of Neighborhood Councils Monthly Meeting
7/15/2016	9:00am - 10:00am	Rules, Elections, Intergovernmental Relations, and Neighborhoods City Council Committee Meeting
7/16/2016	9:00am - 12:00pm	Civic Youth
7/18/2016	1:00pm - 4:00pm	Board of Neighborhood Commissioners Regular Meeting
7/20/2016	8:30am - 10:00am	Westside Regional Alliance of Councils Monthly Meeting
7/20/2016	6:00pm - 8:00pm	EmpowerLA Town Hall - Region 5 - 8 - Boyle Heights City Hall Community Room
7/20/2016	6:00pm - 8:00pm	Leadership Academy - Ethics and Open Government - Westside - Westchester Municipal Building, 7166 Manchester Ave, Westchester, CA 90045
7/21/2016	6:30pm - 8:30pm	South Los Angeles Alliance of Neighborhood Councils Monthly Meeting
7/23/2016	10:00am - 12:00pm	Neighborhood Council Budget Advocates Meeting
7/23/2016	10:00am - 12:00pm	Neighborhood Council Emergency Preparedness Alliance Monthly Meeting
7/24/2016	1:00pm - 3:00pm	Congress of Neighborhoods Planning Committee Meeting
7/25/2016	6:00pm - 8:00pm	EmpowerLA Town Hall - Region 1-4, Marvin Braude Constituent Service Center (Meeting Rm 2B, second floor) Van Nuys
7/27/2016	6:00pm - 8:00pm	EmpowerLA Town Hall - Region 9 - 12 - Location TBD
7/30/2016	7:30am - 1:00pm	Neighborhood Council Budget Day

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:

(Contracts pending)

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

Translation Services:

Excel Interpreting

Contact: Koy Saephan
(800)915-0638 x 108
koy@excelinterpreting.com

Interpreters Unlimited

Contact Sanjit Singh
(855)-550-6100
Sanjit.singh@iugroup.com

Language Line Services

Contact Thomas Calannio
(831) 648-7445
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 or by calling **213-978-1551** for assistance.

Thank you for all you do to Empower LA!