



# NEIGHBORHOOD COUNCILS EMPOWER LA™

Department of  
NEIGHBORHOOD EMPOWERMENT



Dear CANNDU Council leaders,

Many thanks to everyone who participated in the EmpowerLA Town Halls this summer! We received some great feedback and will be releasing a report on both our services and on the 2016 elections with recommendations for process improvement later this month. We're happy to announce that the first stage of the Funding Program transition to the City Clerk's Office is going forward this week with the physical move of the Funding Team to the City Clerk's Office on the 2nd Floor of City Hall. All numbers, emails and assignments will remain the same for now. We will be releasing a Funding Team org chart for your reference later this month. Registration for the Congress of Neighborhoods on Saturday, September 24th, is [now open](#). The Congress of Neighborhoods Planning Committee have again raised the bar with an amazing day filled with workshops, networking opportunities and great food, of course! We'll also be wrapping up Mayor Garcetti's Neighborhood Council Civic Youth summer program that day with a workshop on youth engagement. It's the Neighborhood Council event of the year so we hope to see you all there!

### ***Citywide Campaign***

For all of you who have been Saving the Drop, Mayor Garcetti will be launching the Drop Defenders online competition inviting Angelenos to showcase how they have saved. One winner from each City Council district will be selected. They will be accepting entries starting on September 15th. Please share with your stakeholders. For more information, [click here](#).

### ***Administrative Update:***

Thanks to our partnership with the City Clerk's Office, we will be expanding testing for a standardized electronic agenda system on the City's Novus platform in September for Neighborhood Councils. This system will allow Neighborhood Councils to submit their agendas directly for posting to the Early Notification System. Our plans are to roll out access and training on the system to all the Neighborhood Councils by spring. The goal is to establish a standard Neighborhood Council agenda format citywide so that anyone attending a Neighborhood Council meeting will know what to look for on an agenda while also allowing for the uniqueness of each Neighborhood Council to show as well. We look forward to working with the Neighborhood Councils on finding that balance in the upcoming months. Also, if you haven't submitted your [Neighborhood Council inventory](#), we will be following up to make sure that all inventory is accounted for in every Neighborhood Council. If you have any questions, please contact Jeff Brill at [Jeff.Brill@lacity.org](mailto:Jeff.Brill@lacity.org) or by calling (213) 978-1551.

### ***Funding Updates:***

Hello, from the Office of the City Clerk, Administrative Services Division. We are excited for the opportunity to support your Neighborhood Council with your Funding Program needs. Over this fiscal year we plan to innovate new ideas and improve your Funding Program experience. If you have any questions please contact your Funding Representative. A friendly reminder, your Neighborhood Council's Fiscal Year 2016-17 Strategic Budget Package is due today. A complete budget package consist of the budget, strategic plan, outreach survey, NC assessment and a signed Board Vote form.

Please be sure to complete it online through our [website](#). **Only online submissions are accepted!** We have also created a new way to submit your MERs on the [EmpowerLA.org](#) Website. Please [follow this link](#), read the instructions, and complete the online submission. You and your board will receive a receipt for your MER submission via email, and if you have any questions on about the MER online submission, please contact either your Funding Representative or call 213-978-1551.

Funding Workshops have been scheduled for the following dates: Wednesday, September 14th in Regions 12&9, venue TBD and at the EmpowerLA City Hall office, 1p-4p. Please select your preferred date and [RSVP here](#).

### ***Field Updates:***

By now, the majority of the NCs have received a basic board orientation and have actually been working on the planning for a board retreat. A board retreat as described by the Department, is really a day of training and capacity building. We recommend that NCs reserve at least half a day to hold a board retreat. This is a perfect time to talk about visioning, objectives and goals. It is also a time to brush up on the procedures and rules in order to be more effective board members. Inevitably, by now, you are also starting to experience some level of inter-personal dynamics within your board. This is completely normal and expected since you are all unique individuals with your own communication styles, who represent various interests. The board retreat is also a great space to address any issues with regards to board dynamics and issues of miscommunication and maybe impart some strategies and tools to board members to deal effectively with one another. Please contact your assigned Neighborhood Empowerment Advocate (Field Representative) to assist you in conducting a board retreat. Otherwise, you may reach out to them when you see them at your respective meetings. This past month, we visited 50 neighborhood council meetings and conducted 10 board retreats across the City. We continue to provide assistance through the Department's Help Line, so feel to contact us at (213) 978-1551 or in the Valley Office at (818) 374-9898.

### ***Outreach Updates:***

Now that your Budget Packets have been completed, you have an Outreach Survey in your hands which is a great place to start when planning your Outreach for the upcoming year. As you move forward, here are some things to consider: Do you have a Communications Policy which articulates who speaks on behalf of the Board (check your bylaws) who communicates with your webmaster, who decides what type of information gets posted on your social media, who does the posting and who has the access. Now is the time to have this conversation and to establish a Communications Policy for the council. For those of you who are entering into a new relationship with a website vendor, now is also the time to establish a Digital Policy so that you can be clear on expectations and responsibilities. If you would like assistance on either of these elements, please email [Communications@EmpowerLA.org](mailto:Communications@EmpowerLA.org).

### ***Policy Updates:***

**Council File: 16-0888:** Motion Relative to Addressing Issues of Marijuana Advertisement was introduced on August 9, 2016. Motion was referred to Public Safety Committee. This motion highlights the need to prepare to address the issue of marijuana advertising if Proposition 64 is approved by California voters in November. Proposition 64, which is on the November ballot, would allow people 21 and older to possess and use up to an ounce of marijuana and would allow pot shops to sell cannabis for recreation use. There's a concern that the initiative also includes a provision that could someday allow cannabis sellers to advertise their products in print ads and on digital sites and radio and television stations. Although there's a banned on tobacco ads on television, the upcoming statewide marijuana ballot initiative could allow TV commercials promoting pot to air alongside advertisements for cleaning products.

The motion also states that health officials have also expressed concern that television ads for smoking marijuana would “re-normalize” smoking in general. The motion is requesting that the City Attorney report on options for prohibiting the advertisement of marijuana if recreational use is approved by the voters in November, including a discussion of what the City currently does to prohibit alcohol and cigarette advertising.

The City Attorney’s report back on options will be referred to the Public Safety committee to a date to be determined.

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](#)

**Update - Council File: 14-0366-S5** relative to Proposition D, Medical Marijuana Dispensaries and Adult Use of Medical Marijuana Act was scheduled in Rules, Elections, Intergovernmental Relations and Neighborhoods Committee on August 19, 2016. The committee held public comment on the matter, but did not take any official action the issue. The committee continued the item for a date to be determined and requested report backs from the Chief Legislative Analysts (CLA) and Chief Administrative Officer (CAO) on various issues/concerns. A date has not been determined however, the reports will be referred to committee once they’re available.

The reports backs are necessary so that the Rules committee can vet the issue(s) and determine the best options to recommend to the Los Angeles City Council to better address Proposition D.

The motion is instructing the Chief Legislative Analyst (CLA) and the City Administrative Office (CAO), with the assistance of the City Attorney’s office, the Department of City Planning, the Department of Building and Safety, the Office of Finance, and the Police Department, to report back with options for a March 2017 ballot measure that will allow Proposition D compliant dispensaries to conform to the newly created medical marijuana state licensing system, increase penalties and enforcement to close down all illegal marijuana-related businesses, create a regulatory framework for the City to implement the Adult Use of Marijuana Act (AUMA) if approved in November, and extend Proposition D’s gross receipts tax to all marijuana-related businesses.

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](#)

**Update - Council File: 16-0125-S2** relative to Nuisance Motels, Police Department Service Calls and Permit Feasibility Study is currently pending in the Public Safety Committee and a hearing date has not been determined. 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.

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

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**Council File: 14-1635-S2** There has not been an update on the matter relative to Short-Term Rentals. The item is currently pending in Planning Department. The motion is directing the City Planning Department, with the assistance of the City Attorney, in consultation with the Office of Finance and other relevant City departments, to prepare and present an ordinance governing short-term rentals in Los Angeles.

On September 2, 2015 the Housing committee approved to direct the Los Angeles Housing and Community Investment Department and City Planning Department to report relative to the adverse impacts of short-term rentals on the City's Rent Stabilization Ordinance (RSO). The PLUM continued the matter on August 28, 2015 to a date to be determined.

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 08/31/2016, your current checking account balance is \$8,280.44, and as of 09/01/2016, you have \$28,302.53 in your city account

As of 9/1/2016, you have filed 0 Community Impact Statements, and 3 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)	1/26/2018	5/6/2016	5/3/2016
Sara	Toscano	Recording Secretary (2020)		6/22/2016	6/22/2016
Vacant Seat	Vacant Seat	Communication Secretary (2018)			
Cathy	Simpson	Treasurer (2018)	7/18/2018	7/13/2016	8/7/2015
Christopher	Perry	Parliamentarian (2020)		7/11/2016	
Ly'brindus	Jackson	At-Large Representative (2018)	1/26/2018	7/11/2016	4/20/2016
Ernesto	Toscano	At-Large Representative (2020)		6/22/2016	6/22/2016
David	Solis	Community Interest At large (2020)		8/31/2013	2/12/2015

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 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)*

*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](#)

9/1/2016	<b>DEADLINE</b>	Neighborhood Council Strategic Budget Package Is Due
9/3/2016	8:45am - 10:00am	Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Monthly Meeting
9/3/2016	10:00am - 1:00pm	Los Angeles Neighborhood Council Coalition Monthly Meeting
9/5/2016	<b>Holiday</b>	<b>Labor Day</b>
9/5/2016	7:00pm - 9:00pm	Cancelled - Neighborhood Council Budget Advocates Meeting
9/7/2016	6:30pm - 8:30 pm	Harbor Alliance of Neighborhood Councils Monthly Meeting
9/8/2016	6:30pm - 9:00pm	Valley Alliance of Neighborhood Councils Monthly Meeting
9/10/2016	9:00am - 12:00pm	Mayor Garcetti's Neighborhood Council Civic Youth
9/10/2016	10:00am - 12:00pm	PlanCheckNC Monthly Meeting
9/14/2016	6:00pm - 9:00pm	Leadership Academy Funding Training - Regions 9&12 Venue TBD
9/15/2016	<b>LAUNCH</b>	Save the Drop - Drop Defenders Competition <a href="http://www.savethedropla.org/dropdefenders">www.savethedropla.org/dropdefenders</a>
9/15/2016	6:30pm - 8:30pm	South Los Angeles Alliance of Neighborhood Councils Monthly Meeting
9/16/2016	9:00am - 10:00am	Rules, Elections, Intergovernmental Relations, and Neighborhoods City Council Committee Meeting
9/17/2016	10:00am - 12:00pm	Cancelled - Neighborhood Council Budget Advocates Meeting
9/19/2016	1:00pm - 4:00pm	Board of Neighborhood Commissioners Regular Meeting
9/19/2016	7:00pm - 9:00pm	Alliance of River Communities Monthly Meeting
9/21/2016	8:30am - 10:00am	Westside Regional Alliance of Councils Monthly Meeting
9/23/2016	1:00pm - 4:00pm	Leadership Academy Funding Training - Neighborhood Empowerment Conference Rm 20th Floor
9/24/2016	7:30am - 4:30pm	Congress of Neighborhoods
9/24/2016	9:00am - 12:00pm	Mayor Garcetti's Neighborhood Council Civic Youth
9/24/2016	9:00am - 12:00pm	Neighborhood Council Emergency Preparedness - TBD
9/26/2016	6:00pm - 8:00pm	Neighborhood Council Budget Advocates Meeting - City Hall 20th Floor, Conference Room
9/30/2016	<b>DEADLINE</b>	Clean Streets Grant Deadline

# 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:

(Contracts pending)

### **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)

## 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!**