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Dear CANNDU Council leaders,

Happy Holidays! We are quickly approaching the end of the calendar year when many Neighborhood Councils take part in holiday events. Please ensure that your events meet all funding requirements so as not to disrupt your Neighborhood Council's holiday plans. On November 17th, EmpowerLA released the budget proposal for Fiscal Year 2018-19. We are asking for \$1.9 million in additional funding and positions to continue the mission of providing outreach and support to the Neighborhood Councils and stakeholders via elections and other liaison services with City agencies, including Emergency Management Department. You can review the details of the proposed budget by going to [EmpowerLA.org/budgetproposal1819](http://EmpowerLA.org/budgetproposal1819). We are sad to say good-bye to our Neighborhood Empowerment Advocate, Jasmine Duckworth, who is moving to the City of West Hollywood as a Neighborhood Services Liaison. Many thanks to Jasmine for all her great work in South LA and with the Congress of Neighborhoods these past several years. We wish her the best! If you haven't already, please check out our newest [EmpowerLA podcast](#) with former Neighborhood Empowerment Advocate, Lisette Covarrubias, who now works as the Neighborhood Liaison for the Department of City Planning. Many thanks to Lisette and our staffers, Brett Shears and Arin Abedian, for their work on the podcast!

## Citywide Campaign:

The Los Angeles Department of Aging (LADOA) has launched their Project CARE (Caring Actions Responding to Elders) program for the holidays. Since 2006, LADOA, in partnership with City employees, the Los Angeles Foundation on Aging, and the Los Angeles Police Department Detective Bureau collaborate to provide low-income older adults a holiday gift bag during the winter holidays with a priority on those who are homebound, disabled and isolated. We are inviting individuals on Neighborhood Councils to participate in Project CARE by sponsoring or donating to this great program. Please note that Neighborhood Councils cannot use their public funds to sponsor people or to create a NPG as it is considered an unallowable gift of public funds. For more information, please visit Project CARE at [givelafa.org/ProjectCARE](http://givelafa.org/ProjectCARE) or contact Elizabeth Franco at (213) 202-5639 or [projectcare@lacity.org](mailto:projectcare@lacity.org).

## Administrative Update:

Thank you to those Neighborhood Councils that have provided us with an updated inventory list. There are still 60 outstanding Neighborhood Councils who have not completed their inventory lists. A reminder email was sent to Neighborhood Councils this week to schedule an appointment. To complete your inventory list, please contact Kori Parraga at [Kori.Parraga@lacity.org](mailto:Kori.Parraga@lacity.org). Please schedule your inventory review by the end of December.

## Funding Updates:

With the wrap up of the calendar year nearby, NC Funding Program would like to share some information on the spending trends of NCs. To date, we have 1,276 payment requests, totaling \$1,040,510, that you have submitted through our Funding System portal. We have 2,168 credit card payment transactions, totaling \$345,447. Your highest spending category, overall, is Outreach at 41%, followed by Office expenses at 32%, followed by Neighborhood Purposes Grants at 21%. Based on our public System dashboard, we know that there is an approval rate of 71% of requests submitted, and a denial rate of 24%. The average time to process your payment request submissions is at 2.1 days. The average time for cardholders to upload credit card receipts is 7.3 days. As a reminder, please take extra steps to verify that documents submitted through our System portal for check payment requests are correct, so that we can avoid unnecessary denials. Submission of credit card receipts is an area that we are looking at closely and for which we will freeze funds if a group finds itself out of compliance. Cardholders have an important role and vital responsibility to ensure that credit cards receipts are uploaded no later than 10 days after a purchase with the credit card has taken place. We continue to work on

providing regularly scheduled training and/or educational opportunities on the NC Funding System and Program and those dates are listed below. With the end of the fiscal year still six months away, please note below the deadlines that have been established to submit paperwork to us and spend funds. We would like to stress that MERs are due on a monthly basis; we will begin freezing funds if your NC is not submitting MERs in a timely manner. Thank you for submitting your event approval requests in advance. Please remember that we require your submission 30 days in advance to allow for proper review and advise from partnering City agencies. As always, if you have any questions, comments or concerns, please contact us via e-mail at [Clerk.NCFunding@lacity.org](mailto:Clerk.NCFunding@lacity.org) or via phone at (213) 978-1058 and feel free to visit our website at [Clerk.LAcity.org](http://Clerk.LAcity.org) for additional announcements and general information. Lastly, from all of us in the Office of the City Clerk, NC Funding Program, we wish you a safe and happy Holiday Season and a prosperous 2018!

## Field Updates:

As 2017 draws to a close, we want to thank each and every one of you for all your efforts this year. We also want to take this time to highlight some best practices that we've observed out in the Field.

Sun Valley Area NC (SVANC) recites the Code of Conduct at the start of every meeting to reconfirm their core values as representatives of Sun Valley. SVANC also promotes a welcoming environment at their meetings by proactively passing out supporting documents to ensure the public is informed and engaged.

At Bel Air Beverly Crest NC (BABCNC), the President, as the presiding officer of the meeting, stands when "chairing the meeting." By being physically elevated, the presiding officer is able to see the entire room and command the room's attention when: calling the meeting to order, announcing the proper sequence of business, recognizing members who are entitled to the floor, and when stating and putting to vote all questions for Board to consider.

Exciting plans are underway for 2018's Leadership Academy and we look forward to sharing them with you. If you have ideas, suggestions, proposals and/or there are needs within your Neighborhood Council, please reach out to Seme Park, Director of Neighborhood Council Operations, by calling (818) 374-9898 or email [Seme.Park@lacity.org](mailto:Seme.Park@lacity.org)

Finally, EmpowerLA is excited to launch our inaugural IgniteLA, a leadership program for young woman interested in government and public service. IgniteLA is a three-month program, where Angelenas between the ages of 14 – 24 will collaborate with other Angelenas to engage in the political process and assert her beliefs in the public arena. Each participant will be provided with the political and practical skills she needs to be a successful leader on her local Neighborhood Council and in her community.

Applications are due December 31, 2017 and program will begin February. To apply, visit: <http://empowerla.org/ignitela/> and ignite the spark to empower young Angelenas in your community!

## Outreach Updates:

The Department of Neighborhood Empowerment and the Office of the City Clerk will be working with Neighborhood Councils throughout the city to gather feedback on Neighborhood Council elections and on Outreach for the elections, including citywide, regional and local strategies. The Departments will be engaging Neighborhood Council leaders beginning in January of 2018 and will spend three months gathering input and developing strategies to ensure that the elections and the outreach are effective and engaging. Updates on the process for participating in the election and outreach working group will be released in the GM's newsletter and also in emails to the council boards as well as at the Alliances and Coalitions. For more information on the process or the purpose of the election and outreach working group, please email [Stephen.Box@lacity.org](mailto:Stephen.Box@lacity.org)

## Policy Updates:

We are accepting Neighborhood Council Subdivision Applications from now until January 15, 2018. On October 9, 2013, the Board of Neighborhood Commissioners adopted a recommendation for creating an official Neighborhood Council subdivision process, which would allow a new Neighborhood Council to be created within the boundaries of an existing Neighborhood Council. This subdivision process allowed for new Neighborhood Councils to be formed from existing Neighborhood Councils without going through a decertification and recertification process. The Los Angeles City Council adopted Ordinance 12-1681 on September 27, 2016 allowing for implementation of a Neighborhood Council subdivision process. For more information, please visit [www.empowerla.org/subdivision](http://www.empowerla.org/subdivision) Civic U emphasizes civic and community engagement and gives Neighborhood Council leaders the tools they need to understand city government and influence policy at City Hall. Last year, the Civic U graduated more than 100 Angelenos in Civic U 1.0.

Civic U. 2.0 provides practical training around self-selected group projects, building on the information provided both in Civic U. 1.0 and in further presentations in 2.0.

This year, we invite each Neighborhood Council to select one male and one female to attend with first priority given to those who have attended Civic U 1.0 in either 2015 or 2017. However, you can sign up if you did not take Civic U 1.0 and if there is space available.

Space is limited, so please register as soon as possible!

“We cannot build a better Los Angeles without an engaged population that knows how to navigate city government,” said Mayor Garcetti. “That’s why the Civic U emphasizes civic literacy: it’s not just about your vote at the ballot box, it’s about making sure your elected officials are representing your interests.”

Instructors will be under the supervision of Dr. Raphael Sonenshein, Executive Director of the Pat Brown Institute (PBI), and author of three books on Los Angeles politics and government. Teaching staff, guest speakers, and group facilitators will be drawn from the Pat Brown Institute (PBI), Cal State LA Faculty, the Mayor’s Office, other city offices, the Center for Nonprofit Management, and trained by the Pat Brown Institute.

You can register at this link: <https://www.surveymonkey.com/r/Civic2>

The last day to register will be Friday, December 15, 2017.

## Did You Know?

Neighborhood Council board members cannot vote on any funding items without first taking the ethics and open government training and Neighborhood Council funding training. If they do not have these trainings, they are ineligible to vote on any funding items. Please make sure you are up-to-date with these trainings because the board vote count forms are checked, and a vote that passed could be reversed once ineligible votes are eliminated from the final tally.

*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 11/30/2017, you have filed 0 Community Impact Statements, and 3 agendas have been posted for your Neighborhood Council for the current month.

As of 11/30/2017, 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
Vacant Seat	Vacant Seat	Recording Secretary (2020)			
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
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

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](mailto:Rosters@EmpowerLA.org).

### Board Members who have not completed the Funding training:

### Board Members with missing or expired Ethics Certificates:

First Name	Last Name	Board Seat
Stephanie	Campbell	Chair (2020)

### 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](#)

12/2/17	8:45am - 10:00am	Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Monthly Meeting
12/2/17	10:00am - 1:00pm	Los Angeles Neighborhood Council Coalition Monthly Meeting
12/4/17	7:00pm - 9:00pm	Neighborhood Council Budget Advocates Meeting
12/5/17	6:00pm - 9:30pm	Board of Neighborhood Commissioners Regular Meeting
12/6/17	6:30pm - 8:30pm	Harbor Alliance of Neighborhood Councils Monthly Meeting
12/9/17	10:00am - 12:00pm	PlanCheckNC Monthly Meeting
12/11/17	6:00pm - 8:30pm	Funding Program Training - Downtown - City Hall East, Rm 351
12/14/17	6:30pm - 9:00pm	Valley Alliance of Neighborhood Councils Meeting
12/16/17	10:00am - 12:00pm	Neighborhood Council Budget Advocates Meeting
12/18/17	1:00pm - 4:00pm	Board of Neighborhood Commissioners Regular Meeting
12/18/17	7:00pm - 9:00pm	Alliance of River Communities (ARC) Meeting
12/20/17	8:30am - 10:00am	Westside Regional Alliance of Councils Monthly Meeting
12/21/17	6:30pm - 8:30pm	South Los Angeles Alliance of Neighborhood Councils Monthly Meeting
12/25/17	<b>HOLIDAY</b>	Christmas Day
12/30/17	10:00am - 12:00pm	Neighborhood Council Emergency Preparedness Alliance Monthly Meeting
1/1/18	<b>HOLIDAY</b>	New Year's Day
1/15/18	<b>Deadline</b>	Subdivision Application Period Closes
4/15/18	<b>Deadline</b>	Bylaw Amendment Application Period Closes
5/20/18	<b>Deadline</b>	Last day for Event Approval Requests
6/1/18	<b>Deadline</b>	Last day for Check Payment Requests
6/20/18	<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)

#### **Bridgegap 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!**