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Dear CANNDU Council leaders,

Happy 2018! We're excited to be starting the new year with the Neighborhood Council 2.0 workshops. Thanks to our collaboration with Mayor Eric Garcetti's Office and Cal State Los Angeles' Pat Brown Institute, we are expecting another amazing Civic U session to teach our Neighborhood Council board members effective advocacy techniques. We're happy to welcome Councilmembers David Ryu and Marqueece Harris-Dawson as well as CAO Richard Llewellyn as guest speakers over the course of the workshops.

We are now half way through the fiscal year so now is a good time to check in on how your Neighborhood Council is doing on its strategic plan. For more information, check out the Field update. If you are on course, great! If you're off the path, discuss if you need to course correct or continue on this new road. Either way, enjoy the view and know that our EmpowerLA staff are here to support!

Citywide Campaign:

LA Department of Transportation has released their updated Strategic Plan, "Great Streets for Los Angeles," which underlines their continued commitment to a healthy, safe, and livable city. Their vision is a Los Angeles where all people have access to safe and affordable transportation choices that treat everyone with dignity and support vibrant, inclusive communities. This plan lays out measurable steps to direct and prioritize our work over the next three years. Click [here](#) to see the report.

Administrative Update:

Thanks to those of you who provided feedback on our EmpowerLA.org website. We're in the process of doing another redesign so board members and stakeholders can easily find all the information they need about Neighborhood Councils. Between all of the years we've archived information about the Neighborhood Council system and the election pages, the EmpowerLA website has over 1,000 web pages that need to be sorted through and catalogued. Expect to see some big changes to the website over the next month or so. We hope you like them!

Funding Updates:

The Neighborhood Council Funding Program is happy to announce that an updated Funding Training Video is available on our website, <http://clerk.lacity.org/neighborhood-council-funding/funding-trainings-and-workshops>. The Funding Training Video and the Certification Quiz is to certify new (non-Financial Officer) Board Members to vote on Funding Matters. While it is recommended that all Board members review the Funding Training Video, it is not required for Board Members who have already completed their Funding Training Requirement. Please note, the online video and quiz are not applicable to Financial Officers of the Board. Financial Officers (Treasurer, Bank Cardholder, and 2nd Signer) are required to attend the live in-person training. To RSVP for the live in-person training, please visit our website, <http://clerk.lacity.org/neighborhood-council-funding/funding-trainings-and-workshops>.

As a reminder, please take extra steps to verify that documents submitted through our System portal for check payment requests are correctly completed and signed 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. The NC Funding Program is also conducting a review of the Monthly Expenditure Reports. Neighborhood Councils missing more than three Monthly Expenditure Reports by January 15, 2018 will have their funds frozen.

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. We at the Neighborhood Council Funding Program wishes you a happy and save New Year!

Field Updates:

January is a good time to renew our commitments and set new goals for the upcoming year. The Neighborhood Council System was created to promote more citizen participation in government and make government more responsive to local needs. [The Plan for A Citywide System of Neighborhood Councils](#) (The Plan), created by [Article IX](#) of the Los Angeles City Charter, is the governing document for the Neighborhood Council System and is a good source of inspiration for your Board. As Neighborhood Councils strive to be diverse, inclusive and open to all stakeholders, utilizing parliamentary procedure, particularly during Board discussions, can be an effective tool in facilitating a diverse opinion of thoughts while allowing the Board to move forward with its business. Here are some tips when it comes to Board discussion and debate of a motion:

1. Before a board member can make a motion or speak in debate, s/he must be recognized by the Chair/Presiding Officer to “obtain the floor.”
2. Once s/he has “obtained the floor,” a motion is stated and seconded and the Chair “states the question” by putting the motion in front of the Board for debate.
3. Public comment is invited (Can occur after step 4).
4. The Board deliberates/debates by allowing the maker of the motion to speak first. Then, every member of the Board is allotted the same specified amount of time to speak. Once every member has had the opportunity to speak, those wishing to speak again may only do so for a second time*. Debate should be germane to the item and confined to the merits of the motion. Speaker should address his/her remarks to the Chair.
5. When debate appears to have closed, the Chair will “put the question” by stating the motion that the Board will vote on. The Chair then calls for the vote, announces the results and immediately moves on to the next agenda item.

We look forward to another year of thoughtful debate and more Community Impact Statements submissions!

Outreach Updates:

EmpowerLA will be conducting Neighborhood Council election outreach feedback sessions with Neighborhood Councils for the next 2 months. We're looking for ideas on how to conduct a citywide election outreach campaign for the 2019 Neighborhood Council elections. Look for more information on times and location in our weekly newsletter.

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 <http://www.empowerla.org/subdivision>

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

Did You Know?

We will be welcoming new Neighborhood Empowerment Advocates to the EmpowerLA staff in January. Because of vacancies from promotions, we expect to be adding 3 new faces to the Central/East and South/Harbor teams.

More info to come later this month!

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 1/1/2018, you have filed 0 Community Impact Statements, and 3 agendas have been posted for your Neighborhood Council for the current month.

As of 1/1/2018, 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)	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	11/29/2017	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, 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:

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](#)

1/1/18	HOLIDAY	New Year's Day
1/2/18	6:00pm - 9:30pm	Board of Neighborhood Commissioners Regular Meeting
1/3/18	6:30pm - 8:30pm	Harbor Alliance of Neighborhood Councils Monthly Meeting
1/6/18	8:45am - 10:00am	Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Monthly Meeting
1/6/18	10:00am - 1:00pm	Los Angeles Neighborhood Council Coalition Monthly Meeting
1/8/18	6:00pm – 9:00pm	Civic University 2.0
1/8/18	7:00pm - 9:00pm	Neighborhood Council Budget Advocates Meeting
1/9/18	6:00pm - 8:30pm	Funding Program Training - Downtown - City Hall East, Rm 350
1/11/18	6:30pm – 9:00pm	Valley Alliance of Neighborhood Councils Meeting
1/13/18	10:00am - 12:00pm	PlanCheckNC Monthly Meeting
1/15/18	Deadline	Subdivision Application Period Closes
1/15/18	HOLIDAY	Martin Luther King, Jr's Birthday
1/15/18	1:00pm - 4:00pm	Cancelled - Board of Neighborhood Commissioners Regular Meeting
1/15/18	7:00pm - 9:00pm	Alliance of River Communities (ARC) Meeting
1/17/18	8:30am - 10:00am	Westside Regional Alliance of Councils Monthly Meeting
1/18/18	6:30pm - 8:30pm	South Los Angeles Alliance of Neighborhood Councils Monthly Meeting
1/18/18	6:30pm - 8:30pm	Funding Equity Working Group
1/20/18	9:00am - 1:00pm	Neighborhood Council Budget Advocates Regional Budget Day
1/22/18	6:00pm – 9:00pm	Civic University 2.0
1/23/18	6:00pm - 8:30pm	Funding Program Training - Downtown - City Hall East, Rm 350
1/27/18	10:00am - 12:00pm	Neighborhood Council Emergency Preparedness Alliance Monthly Meeting
1/29/18	6:00pm – 9:00pm	Civic University 2.0
1/31/18	6:30pm - 8:30pm	Funding Equity Working Group
2/5/18	6:00pm – 9:00pm	Civic University 2.0
4/15/18	Deadline	Bylaw Amendment Application Period Closes
5/20/18	Deadline	Last day for Event Approval Requests
6/1/18	Deadline	Last day for Check Payment Requests
6/20/18	Deadline	Last day for Credit Card Payment Transactions

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

Bridgegap 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!