



## Table of Contents

(Please click on the desired heading to go to that section of the document)

Opening Remarks

Citywide Campaign:

Administrative Update:

Funding Updates:

Field Updates:

Outreach Updates:

Policy Updates:

Did You Know?

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 are:

Important Dates

Existing Vendors for NCs

Dear CANNDU Council leaders,

As we move into the holiday season, we'll be busy working on several projects. Our IT Team will be collaborating with the Personnel Department to start moving mandated Neighborhood Council trainings, such as ethics and funding, onto the City employee online training portal. Neighborhood Council board members will have access not only to these trainings on demand, but others as well as we continue to build out the Neighborhood Council trainings. EmpowerLA staffers are conducting Neighborhood Council 101 workshops around the City. If your Neighborhood Council would like to partner with us in presenting, please let us know because we would love to work with you getting the great work of the Neighborhood Councils out to the community. Lastly, as we mentioned over the summer, we are putting together a Neighborhood Council City Hall Concierge service for those who are coming to provide comment on Council Files or other City matters. If you have any other ideas on what services should be included, please contact Lorenzo Briceno at [Lorenzo.Briceno@lacity.org](mailto:Lorenzo.Briceno@lacity.org).

## Citywide Campaign:

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.

## Administrative Update:

Many thanks to the Neighborhood Councils that have completed their inventory lists. We will be following up this month with those Neighborhood Council that have not completed their lists so we can finalize the information. These lists are important because such inventory is purchased with public funds, and we need to maintain updated information for accountability. For the purposes of this inventory, all Neighborhood Councils are being asked to report back on items that are currently in their possession and any items that were recently purchased which meet the following criteria:

- Any item with an acquisition or assigned value of at least \$1,000.00 and an estimated useful life of three (3) years.
- Any computer hardware, including desktop or laptop computer(s), regardless of cost.

-Any digital cameras, regardless of cost.

-Any electric or electronic office and communications equipment, such as printers and copy machines, regardless of cost.

## Funding Updates:

Starting **November 1, 2017**, the NC Funding Program will no longer accept the Funding Request Form (FRF) as a request for payment. All board action and payment authorizations must be on a [Board Action Certification](#) (BAC). The BAC was adopted by the Office of the City Clerk on July 1, 2017; it is the official form for NC Funding Program requests and authorizations. In the spirit of transparency, and as a way to help the Neighborhood Councils plan accordingly, we are issuing fiscal year end deadlines early. All event approval requests for fiscal year 2017-18 must be submitted by **May 20, 2018**. Please note that **June 1, 2018** is the last day to submit a check payment request (Operations, Outreach, Election, NPGs, CIPs, and Board Member Reimbursements). **June 20, 2018** is the last day a Neighborhood Council will have access to credit on their purchasing card. All credit card purchases must be made on or before June 20, 2018. In order to ensure use of current fiscal year funds before the close of the fiscal year, a Neighborhood Council should plan on voting on any financial matters and/or requests during their April and May 2018 meetings. Please visit our website [clerk.lacity.org](http://clerk.lacity.org), as we will be releasing the NC Funding Board Member Training Video shortly. Successful completion of the video and a passing score on the quiz will satisfy the training requirement for the non-financial board members. Our website also offers key dates related to upcoming training/education for financial officers on the Funding Program and Funding System. We are happy to assist you with any funding matters and are ready to answer any questions you may have. You may reach us at (213) 978-1058 or via e-mail at [Clerk.NCFunding@lacity.org](mailto:Clerk.NCFunding@lacity.org).

## Field Updates:

This month, we're excited to share with our Neighborhood Councils, how to create a public mural through the City's Citywide Mural Program. Visit the Department of Cultural Affairs website <http://culturela.org/murals> for the [mural registration application](#) and for a robust Frequently Asked Question section that can answer many of the questions for your Neighborhood Council.

For Neighborhood Councils, there are a couple of key points to be mindful of with murals. Early research and preparation is key to a successful mural project.

1. Please contact the Department of Neighborhood Empowerment's, [Semee.Park@lacity.org](mailto:Semee.Park@lacity.org) for guidance if you would like to work on a project involving a mural or providing money for a mural.
2. Money may only be expended toward mural projects when the mural is registered with the Department of Cultural Affairs, including murals located on public or private property. In addition, murals are currently only allowed on residential property in Council Districts, 1, 9, 14, and 15.
3. If the mural is located on private property, please visit the Department of Cultural Affairs website <http://culturela.org/murals> for the [mural registration application](#) and for a robust Frequently Asked Question section that can answer many of the questions for your Neighborhood Council.

Murals located on City property must go through a different process, reviewed and approved by the Public Art Committee and Cultural Affairs Commission. For more information, see [DCA Public Art Approval](#)

4. The property owner must sign the application certifying permission (notary is required) and accepting maintenance responsibility. A 2-year covenant is filed with the County Recorder's Office to ensure that the mural remain for a minimum of 2 years. There is a registration fee of \$60.00 for mural registration implementation.
5. There is a required neighborhood involvement meeting for each new mural proposal and is a great opportunity to expand your Neighborhood Council's Outreach. Reach out to your Neighborhood Council Advocate to collaborate!

For questions and/or more information, visit <http://culturela.org/murals/> and reach out to: [Semee.Park@lacity.org](mailto:Semee.Park@lacity.org)

## Outreach Updates:

Spotlight on Outreach: The Los Feliz, Silver Lake, Echo Park, and Atwater Village Neighborhood Councils have joined forces along with councils in Hollywood to form SELAH (Silver Lake, Echo Park, Los Feliz, Atwater Village, Hollywood) Neighborhood Homeless Coalition and they have done great using outreach and engagement strategies to address the issue of homelessness in their neighborhoods. [Facebook Page](#)

SELAH has produced two brochures, [one for business owners/residents](#) who want to know how to help someone experiencing homeless and [one for people](#) who want to know where our area resources (free meals, food pantries, public restrooms, etc) are available.

The Neighborhood Council Homelessness Liaisons will be talking about outreach strategies and opportunities to connect people with services and support for the homeless at the November 6, 2017 Homelessness Alliance Meeting at 6:00 pm at Ron Deaton Auditorium which is located at 100 W. 1st Street, Los Angeles, CA 90012. Parking is located at City Hall East and the entrance is on Los Angeles Street between 1st and Temple. To RSVP, go to this [LINK](#)

## Policy Updates:

On Tuesday, October 24, 2017, City Council approved an ordinance change to the Neighborhood Council stakeholder definition, which will allow the Board of Neighborhood Commissioners to further define the Community Interest Stakeholder. Specifically, they can weigh in on the terms "substantial" and "ongoing" when it comes to the connection a Community Interest Stakeholder has within a Neighborhood Council boundaries. The Commission will likely be agencying this matter in the next few months for Neighborhood Council input so please take the time to weigh in on this important matter. The Board of Neighborhood Commissioners has created a Neighborhood Council working group to address and provide recommendations to the Commission on Neighborhood Council Funding Equity. The working group will consist of twenty-four members, two members from each of the twelve electoral regions to be selected by the Commissioners. [Click here](#) to nominate or self-nominate. The application process will be through mid-December. The selection of the twenty-four-member working group will be completed by end of December. There will be four meetings, dates and times to be determined, and will start in January and end in February. These meetings will conform to the Brown Act meeting requirements and will be staffed by the Department.

## Did You Know?

The Board of Public Works would like to modify its [Board Rules](#), specifically those sections that related to public comments. In total, Rule 5, 13 and 14 are being proposed for amendment. At its September 20th board meeting, the Board requested that public input be sought from Neighborhood Councils (NC) to gain their thoughts on the matter. The Board's agenda still allow for Neighborhood Councils with Community Impact Statements extra time to speak. These changes would apply to individuals that wanted to comment during general public comment period or specifically to an item on our agenda. Comments can be sent to Dr. Fernando Campos, Executive Officer, Board of Public Works, City of Los Angeles, 200 N Spring Street, Rm 361 (MS 465) Los Angeles, CA 90012 or via email to [Fernando.Campos@lacity.org](mailto:Fernando.Campos@lacity.org).

*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 11/1/2017, you have filed 0 Community Impact Statements, and 3 agendas have been posted for your Neighborhood Council for the current month.

As of 11/1/2017, 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:

Title	Case#	Case Lead	Open Date	Status
Funding - BAC - Rebuild LA Community Festival Event	18396	Angela Pipkin	10/16/2017	C - Resolved

*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](#)

11/1/17	6:30pm - 8:30pm	Harbor Alliance of Neighborhood Councils Monthly Meeting
11/4/17	8:45am - 10:00am	Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Monthly Meeting
11/4/17	10:00am - 1:00pm	Los Angeles Neighborhood Council Coalition Monthly Meeting
11/6/17	6:00pm - 8:30pm	NC Homelessness Liaison Meeting
11/6/17	7:00pm - 9:00pm	Neighborhood Council Budget Advocates Meeting
11/7/17	6:00pm - 9:30pm	Board of Neighborhood Commissioners Regular Meeting
11/9/17	6:00pm – 9:00pm	Valley Alliance of Neighborhood Councils Meeting
11/10/17	<b>Holiday</b>	Veteran's Day Observed
11/11/17	10:00am - 12:00pm	PlanCheckNC Monthly Meeting - Cancelled
11/15/17	5:30pm - 7:30pm	Geohub 101: Leveraging Data for Community Needs
11/15/17	8:30am - 10:00am	Westside Regional Alliance of Councils Monthly Meeting
11/16/17	6:30pm - 8:30pm	South Los Angeles Alliance of Neighborhood Councils Monthly Meeting
11/20/17	1:00pm - 4:00pm	Board of Neighborhood Commissioners Regular Meeting
11/20/17	7:00pm - 9:00pm	Alliance of River Communities (ARC) Meeting
11/23/17	<b>Holiday</b>	Thanksgiving Day
11/24/17	<b>Holiday</b>	The Friday After Thanksgiving Day
11/25/17	10:00am - 12:00pm	Neighborhood Council Emergency Preparedness Alliance Monthly Meeting
5/20/18	<b>Deadline</b>	Last day for Event Requests
6/1/18	<b>Deadline</b>	Last day for Check Requests
6/20/18	<b>Deadline</b>	Last day for Credit Card Payments

## 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!**