



## CANNDU

### Neighborhood Council Monthly Profile

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Dear CANN DU Council leaders,

The City of Los Angeles Budget and Finance Committee will commence hearings and review of the Mayor's Proposed 2018-19 budget. EmpowerLA is requesting additional funding for outreach support of the 2019 Neighborhood Council Elections. For specific agenda items and schedules, please visit the City Council and Committee calendar website. Your Neighborhood Council can also file a Community Impact Statement on the budget (Council File 18-0600) or on the Neighborhood Council Budget Advocates white paper. Many thanks to Sherman Oaks Neighborhood Council, Studio City Neighborhood Council and Woodland Hills-Warner Center Neighborhood Council for filing Community Impact Statements on the budget!

## Citywide Campaign:

The Emergency Management Department's new neighborhood emergency preparedness program, Ready Your LA, has now launched! For more information on this nationally proven program, [click here](#). We'll be following up with the Neighborhood Council Resilience Liaisons on how to create a plan for their communities.

## Administrative Update:

All California Public Records Acts requests to the Department of Neighborhood Empowerment can now be made by emailing your request to [ELA.PRA@LACity.org](mailto:ELA.PRA@LACity.org). The Department is also working on the development of a portal to submit PRA requests on our website. Once it is set up, you will be able to submit a request, and track the results, as well as research other PRA requests that have been made in the past.

## Funding Updates:

The NC Funding Program is preparing for the end of the fiscal year in order to close our financial books in a successful and timely manner. We hope NCs are preparing for the end of the fiscal year as well. The following points are important reminders that we hope will assist you.

- Please observe all our funding deadlines
  - 1) May 20th, 2018 is the last day to submit an event request because we need at least 30 days to review and approve your events.
  - 2) June 1, 2018 is the last to submit a payment request via check payment.
  - 3) June 20th is the last that NCs will be able to use the credit card.
- Commitments on the NC Funding System Portal - please ensure that you release or process and submit all payment requests found in your commitments category in the Funding System Portal. If you simply leave the commitment amounts where they are, that money will be part of what is returned to the general fund at the end of the year.
- Please monitor your allocation closely – if you require an increase in your credit limit or your daily transaction limit, let us know as soon as possible. We kindly ask that you give us at least 24 hours' notice to work on your credit cards increases.
- Month of May 2018 Agendas – Keeping in mind the upcoming deadlines, please ensure that ALL remaining actions where you will be spending money, take place in the month of May. For example, any preparations for 4th of July events; any contributions to Congress or the Budget Advocates; any final NPGs or CIPs; any operational office or meetings expenses, etc. should be voted on during your May meetings and submitted to us by June 1, 2018.

On a different note, we want to let you know that the Web Contracts expire at the end of June 2018. Web contracts will be replaced by specific NC contracts. NCs must vote prior to making any expenses related to future web contracts and such contracts must be executed prior.

By now, you should have heard via e-mail from your Funding Program Representative alerting you of any active Special Accounts, the authority associated with the accounts, any deadlines and the requirements to access those funds. Please work with our staff to submit your payments requests and provide us with the information required by the City's Financial Management System (FMS).

For any information on any upcoming Training & Education opportunities with respect to the NC Funding Program and/or System Portal, please visit our website to view dates, times and locations and to RSVP.

Finally, please be reminded that when submitting payment requests online, Treasurers are attesting that all of the board members who voted on any funding items were eligible to vote per Department of Neighborhood Empowerment's voting eligibility requirements. It is recommended that board members visit the EmpowerLA website for the online roster for voter eligibility before any funding actions takes place.

Please check our website at <http://www.clerk.lacity.org> for upcoming training/education opportunities.

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](mailto:clerk.ncfunding@lacity.org).

## Field Updates:

As we approach the end of the fiscal year, it's a good time to take inventory of materials and supplies to enhance your NC's administrative and operational functions. Consider purchasing sound equipment to ensure the public can clearly hear Board member discussions, a big timer to assist both the Board and public keep time, a voice recorder to assist in drafting minutes and Board member name plates for identification purposes.

In addition, a reminder that the Department is not requiring a "budget packet" for Fiscal Year 2018-19. However, your Board should consider strategically planning by conducting a "community needs assessment," which can be a simple survey to stakeholders (it's also a great outreach strategy!) and/or utilize the City's Open Data network for insight into existing community issues and solutions.

A community needs assessment helps to identify existing assets, strengths, and resources, but most importantly collaborators for community solutions! For questions and/or assistance, please reach out to Semee Park, Director of Neighborhood Council Operations, via email: [Semee.Park@lacity.org](mailto:Semee.Park@lacity.org)

Finally, EmpowerLA is happy to announce the third year of the Civic Youth Leadership Academy! Civic Youth educates, engages, and empowers students to take an active role in their community and speak up on issues that matter to them.

6 summer sessions will be held Monday mornings at City Hall from 9:30am - 12:00 pm on: June 18th & 25th, July 16th, 23rd & 30th, and a culmination ceremony on August 6th. Students aged 14-24 in Los Angeles are eligible to apply at <http://www.empowerla.org/civicyouth>. Applications are due May 31st.

## Outreach Updates:

On April 30th, the Department hosted a Citywide Outreach Gathering of neighborhood council outreach chairs, committee members, and stakeholders interested in outreach. The goals were to provide attendees with outreach tool kits, opportunities to network, and learn some outreach tips. The gathering is part of a Citywide effort to getting Los Angeles ready for the 2019 Neighborhood Council elections. To have a robust election, the

outreach must start now. The Department will be implementing a Citywide Outreach plan. The plan will be broken up into 3 phases:

- 1) Awareness-May-July
- 2) Candidates Jun-Sep
- 3) Voters Oct. to end of election.

In each of these phases will be partnering with the City Clerk to ensure we are on the same timeline as they will be the entity that administers the elections. A big component of our outreach strategy will be using data to target areas that have low civic participation.

## Policy Updates:

The Board of Neighborhood Commissioners will be hosting its retreat on Monday, May 21 at 1 pm at the Cal State LA Downtown campus located at 801 South Grand Avenue, Los Angeles, CA 90017. Please join us at the retreat to provide your input and comments on priorities for the Board of Neighborhood Commissioners.

The Neighborhood Council Funding Equity Working Group has had seven meetings thus far discussing funding-related Neighborhood Council questions, such as whether individual Council budgets should be proportionate to the number of stakeholders they serve. There have also been discussions as to a floor of funding augmented by population served by a Neighborhood Council as well as discussion on leases, meeting space and translation costs.

Please join us at the final Neighborhood Council Funding Equity Working Group meeting:

Thursday, May 17 at 6:30 pm  
Los Angeles City Hall - Council Chambers  
200 North Spring Street (Room 350)  
Los Angeles, CA 90012

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](mailto:lorenzo.briceno@lacity.org) to update this list

## Did You Know?

The Department of Neighborhood Empowerment has partnered with the Mayor's Open Data team to offer Open Data trainings citywide. Each class provides hands-on learning on how to search important data sets that is provided for free to the public. Use this information to support your advocacy efforts for your community. Check out our EmpowerLA calendar for upcoming trainings or you can contact [NCsupport@lacity.org](mailto:NCsupport@lacity.org) to request a training for your neighborhood.

## Account Balances, Community Impact Statements, Agendas, and Grievances

Click [here](#) for the Neighborhood Council Funding Dashboard to find your current account balance.

As of 5/1/2018, you have filed 0 Community Impact Statements, and 3 agendas have been posted for your Neighborhood Council for the current month.

As of 5/1/2018, 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)	12/6/2019	3/31/2016	11/6/2016
Esther	Glaze	Vice Chair (2018)	1/30/2020	1/23/2018	12/15/2016
Vacant Seat	Vacant Seat	Recording Secretary (2020)			
Vacant Seat	Vacant Seat	Communication Secretary (2018)			
Christopher	Perry	Parliamentarian (2020)	6/15/2018	7/11/2016	1/13/2017
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

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:

Funding - Eligibility to Vote on Financial Matters a. To be eligible to vote on any NC Expenditure, Financial Reports, and/or annual budgets, the board member must:

- Be an Elected, Appointed and/or Selected Board Member of the NC
- Be 18 years of age or older
- Have completed the California State Ethics Training Requirement for Local Officials (AB 1234)
- Have completed the online NC Board Member Funding Training and obtain a passing score of 70% on any test associated with the online course.

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

ETHICS - All Board Members are bound by California State Law to take Ethics Training every two years. Take the online course, and send your certificate to [Rosters@EmpowerLA.org](mailto:Rosters@EmpowerLA.org). Ethics Training is a required for all Board Members

### Board Members who have not completed the Code of Conduct training or their certificate has expired:

CODE OF CONDUCT - All Board Members must read the Code of Conduct policy and [fill out this form](#) acknowledging that they have read and are aware of the policy.

*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](#)

5/1/2018	6pm - 9:30pm	Board of Neighborhood Commissioners Meeting
5/2/2018	6pm - 8:30pm	Planning 101: Project Planning
5/2/2108	6:30pm - 8:30pm	Harbor Alliance of Neighborhood Council Meeting
5/5/2018	8:45am - 10am	Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Meeting
5/5/2018	10am - 1pm	Los Angeles Neighborhood Council Coalition Meeting
5/7/2018	6pm - 8:30pm	Homelessness Alliance Meeting
5/7/2018	6pm - 7:30pm	Wilshire Center - Little Bangladesh NC Subdivision Community Meeting
5/7/2018	7pm - 9pm	Neighborhood Council Budget Advocates Meeting
5/10/2018	6:30pm - 9pm	Valley Alliance of Neighborhood Councils Meeting
5/12/2018	10am - 4pm	Los Feliz Neighborhood Council Selection
5/12/2018	10am - 12pm	PlanCheckNC Meeting
5/16/2018	8:30am - 10am	Westside Regional Alliance of Councils Monthly Meeting
5/17/2018	5pm - 7pm	Wilshire Center - Little Bangladesh NC Subdivision Community Meeting
5/17/2018	6:30pm - 8:30pm	South Los Angeles Alliance of Neighborhood Councils Meeting
5/19/2018	10am - 12pm	Neighborhood Council Budget Advocates Meeting
5/20/2018	<b>Deadline</b>	Last day for Event Approval Requests
5/21/2018	1pm - 4pm	Board of Neighborhood Commissioners Regular Meeting
5/21/2018	1pm - 5pm	Board of Neighborhood Commissioners Retreat
5/21/2018	7pm - 9pm	Alliance of River Communities (ARC)
5/26/2018	10am - 12pm	Neighborhood Council Emergency Preparedness Alliance Meeting
5/28/2018	<b>Holiday</b>	Memorial Day
6/1/2018	<b>Deadline</b>	Last day for Check Payment Requests
6/20/2018	<b>Deadline</b>	Last day for Credit Card Payment Transactions
6/23/2018		BUDGET DAY

## 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!**