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Dear Downtown LA Council leaders,

It's EmpowerLA Awards nomination time! The Board of Neighborhood Commissioners wants to honor those Neighborhood Councils that are meeting the mission of increasing civic engagement and making government more responsive to local needs. Nominate your Neighborhood Council for such projects from 2017. If your Neighborhood Council partnered with another Neighborhood Council(s), that counts, too. So, take a moment to [nominate Neighborhood Council or others](#) by Friday, March 2nd. One project from each of the 7 Planning Areas in the City - South, Harbor, East, Central, West, South Valley and North Valley - will be selected.

[Save the date of the EmpowerLA Awards](#), Thursday, March 29th, when we can all celebrate each other's successes. We are also seeking [nominations for the Neighborhood Council Civic Engagement Los Angeles Vanguard Award](#). The NCCELAV Award is designed to recognize City departments and employees who are doing outstanding collaborations with Neighborhood Councils to benefit Angelenos. Nominations must come from Neighborhood Council members from now until March 1st for collaborations in 2017 and will be reviewed by EmpowerLA and the Congress of Neighborhoods Planning Committee for the final selection. Of course, EmpowerLA will also be dropping Neighborhood Council Spirit Awards to board members making an impact beyond their Neighborhood Council to benefit the entire system. We look forward to receiving your nominations and to seeing you at the EmpowerLA Awards next month.

## Citywide Campaign:

An Utility Box Art Project is a great community beautification project that Neighborhood Councils can sponsor. However, close coordination with the local Council Office and approval by the Department of Transportation (DOT) is required.

First, a Neighborhood Council should identify the location(s) of the proposed utility box art project(s).

Second, reach out to the local Council Office to submit the proposed location(s). The Council Office will assist your Neighborhood Council in making sure the boxes are owned by the City of Los Angeles. The Neighborhood Council would then forward the proposed artwork for approval to the Council Office and the Council Office will forward to DOT for approval.

Attached are the [DOT guidelines for artwork on utility boxes](#) and a [sample template for artists](#) to utilize.

## Administrative Update:

The Administrative Services Division is pleased to welcome Ann-Marie Holman, and Kyle Stone to our Department as full-time Project Assistants. They will be assisting the Division with numerous projects such as reinvigorating our social media accounts, processing and maintenance of various outreach and communication tools, updates to NC rosters and training information, assistance with subdivision and NC election outreach, and various other projects. We are happy to have them on board and look forward to providing you with improved services in the near future.

## Funding Updates:

The NC Funding Program is pleased to announce that we are releasing our new policies and guidelines, which will be effective February 1, 2018. Since the NC Funding Program was transferred to the Office of the City Clerk in July 2016, staff have utilized our day to day experience and working knowledge of Neighborhood Councils to codify the rules and determine areas in the policies and guidelines that needed development as well as clarification. We invite you to visit our website at [clerk.lacity.org](http://clerk.lacity.org) to view, read and become familiar with the policies and guidelines. We would like to thank our NC Funding working group for all their time, commitment, and work in partnering with our Office. Our collective efforts ensure that the policies and guidelines meet all of the regulatory mandates, while achieving our overarching mission to support the NCs' administrative needs and ensure the proper use of public funds. We welcome your comments and look forward to your feedback as you let us know how our policies and guidelines impact your efforts on the ground.

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:

With Bylaws Amendment Applications due by April 15th, it is a good time to look at how your Neighborhood Council takes "Official Action" (Article V, Section 3).

Did you know... Boards typically take action in the following ways, which will result in different outcomes:

1. Simple majority of board members present
2. Simple majority of board members present and voting
3. Simple majority of the total board

Also, it is important to know how your Neighborhood Council treats "abstentions." Instead of voting for or against an item, a Neighborhood Council board member may abstain instead. In the Neighborhood Council bylaws, abstentions may still count in the total vote, but the voting outcome will be different based on how the Neighborhood Council treats abstentions. If the Neighborhood Council bylaws state that they "include abstentions" in the total vote, the abstentions will act as a yes vote in essence similar to the City Council. If the Neighborhood Council bylaws states that they "do not include abstentions" in the total vote, the abstentions could be removed entirely from the vote tally depending on the situation, changing the number of votes necessary to pass a motion

For questions and/or for further clarification, reach out to our Neighborhood Council Advocates for assistance!

## Outreach Updates:

EmpowerLA and City Clerk will be conducting Neighborhood Council Election feedback sessions for the next two months. The sessions will have an overview of 2019 Neighborhood Council Elections Program, and interactive panel discussions. The interactive panels will consist of elections day operations, candidate registration, online voting, and election outreach. [Please make sure to RSVP](#) for the workshops.

2/12 - Valley - 6pm-8pm  
Marvin Braude Constituent Center  
6262 Van Nuys Blvd.  
Van Nuys, CA 91401

2/21 - Westside - 6pm-8pm  
IMAN Cultural Center  
3376 Motor Ave.  
Los Angeles, CA 90034

2/27 - Harbor – TBD

3/6 Central/South LA - 6pm-8pm  
C. Erwin Piper Technical Center,  
555 Ramirez St, Space 300,  
Los Angeles, CA 90012,

3/12 Eastside - 6pm-8pm  
Glassell Park Community Center  
3750 Verdugo Road  
Los Angeles, CA 90065

3/15 - Hollywood - 6pm-8pm  
Fire Station 82 Annex  
1800 N. Bronson Ave.  
Los Angeles, CA 90028

3/19 - Valley - 6pm-8pm  
Canoga Park Community Center  
7248 Owensmouth Ave,  
Canoga Park, CA 91303

## Policy Updates:

The Neighborhood Council Funding Equity Working Group will discuss funding-related Neighborhood Council questions, such as whether individual Council budgets should be proportionate to the number of stakeholders they serve.

Meeting times and locations are as follows:

Thursday, February 15, 2018 - 6:30 pm  
Felicia Mahood Senior Center  
11338 Santa Monica Blvd Los Angeles, CA 90025

Tuesday, February 27, 2018 - 6:30 pm  
Van Nuys City Hall Council Chambers  
14410 Sylvan Street Van Nuys, CA 91401

Wednesday, March 14, 2018 - 6:30 pm  
City Hall East  
Controller's Conference Room (room 351)  
200 N Main Street 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

| First Name | Last Name | Public Email Address    |
|------------|-----------|-------------------------|
| Patricia   | Berman    | patti.berman@dlanc.com  |
| Nathan     | Johnson   | nate.johnson@dlanc.com  |
| Amber      | Maltbie   | amber.maltbie@dlanc.com |
| Robert     | Newman    | robert.newman@dlanc.com |

## Did You Know?

NC funds are public funds, and as such, any equipment, furniture, or other large/expensive items cannot be thrown out or given away when the NC no longer wishes to possess that item. To properly dispose of items such as desks, chairs, file cabinets, book shelves, lockers, PCs, monitors, printers, telephones, and other misc. electronics, you must work with the Department of General Services' Salvage Warehouse. Please see attached link to review the procedures for disposing of

an item. In addition, you have access to the warehouse's assortment of salvaged items for your use with NC business operations. Click on the following to access the process and forms: 1) - [Salvage Process](#), 2) - [Salvage - Request for Sale-Reuse Form](#), 3) [Ewaste Salvage Cert Form](#), 4) [Movers Request Form](#)

*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 2/1/2018, you have filed 3 Community Impact Statements, and 2 agendas have been posted for your Neighborhood Council for the current month.

As of 2/1/2018, 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 |
|-------------|--------------|--|-------------------|-----------------------|-----------------|
| Patricia    | Berman       | At-Large                                   | 4/4/2019          | 7/13/2016             | 5/29/2016       |
| Josh        | Albrektson   | Area Wide                                  | 6/5/2018          | 7/13/2016             | 6/5/2016        |
| Andrew      | Douglas      | Area Wide                                  | 5/12/2018         | 5/15/2016             | 5/15/2016       |
| Wendell     | Blassingame  | Center City East Resident                  | 12/24/2019        | 7/18/2015             | 12/13/2016      |
| Ian         | Chi-Young    | Civic Center / Financial District Resident | 6/4/2018          | 6/4/2016              | 5/18/2016       |
| Ariana      | Nussdorf     | Fashion District Resident                  | 6/13/2019         | 10/14/2016            | 10/25/2016      |
| Claudia     | Oliveira     | Historic Core Resident                     |                   | 7/11/2017             |                 |
| Priscilla   | Bejarano     | Historic Core Resident                     |                   |                       | 3/15/2017       |
| James       | Todd         | Historic Core Resident                     | 1/10/2019         | 8/2/2016              | 1/12/2017       |
| Scott       | Bytof        | South Park Resident                        | 10/7/2019         | 6/27/2013             | 6/8/2016        |
| Nathaniel   | Cormier      | South Park Resident                        | 6/10/2018         | 6/10/2016             | 6/10/2016       |
| Beverly     | Christiansen | South Park Resident                        | 6/3/2018          | 5/30/2016             | 6/3/2016        |
| Tonja       | Boykin       | Center City East Business                  |                   | 12/19/2017            |                 |
| Vacant Seat | Vacant Seat  | Center City East Business                  |                   |                       |                 |
| Nathan      | Johnson      | Civic Center / Financial District Business | 6/4/2018          | 6/4/2016              | 6/4/2016        |
| Rena        | Leddy        | Fashion District Buisness                  | 5/31/2018         | 6/1/2016              | 6/1/2016        |
| Amara       | Ononiwu      | Historic Core Business                     | 11/15/2019        | 6/1/2015              | 7/17/2017       |
| Michael     | Delajani     | Historic Core Business                     | 3/24/2018         | 10/17/2013            | 12/21/2016      |
| Amber       | Maltbie      | South Park Business                        | 6/14/2018         | 6/14/2016             | 6/14/2016       |
| Josh        | Kreger       | South Park Business                        | 1/8/2020          | 11/9/2015             | 6/3/2016        |
| Vacant Seat | Vacant Seat  | Area-Wide Homeless Resident                |                   |                       |                 |
| Robert      | Newman       | Social Services Provider (SSP)             | 10/14/2019        | 10/14/2017            | 12/13/2016      |
| Dan         | Curnow       | Center City East Resident                  | 7/13/2018         | 7/13/2016             | 12/14/2016      |

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:

| First Name | Last Name | Board Seat             |
|------------|-----------|------------------------|
| Priscilla  | Bejarano  | Historic Core Resident |

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

| First Name | Last Name | Board Seat                |
|------------|-----------|---------------------------|
| Claudia    | Oliveira  | Historic Core Resident    |
| Priscilla  | Bejarano  | Historic Core Resident    |
| Tonja      | Boykin    | Center City East Business |

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

| First Name | Last Name | Board Seat                |
|------------|-----------|---------------------------|
| Claudia    | Oliveira  | Historic Core Resident    |
| Tonja      | Boykin    | Center City East Business |

*Please continue to next page to see your Neighborhood Council cases, Important dates, and Existing Vendors for NCs.*

Your cases for this month are:

| <b>Title</b>                              | <b>Case#</b> | <b>Case Lead</b> | <b>Open Date</b> | <b>Status</b> |
|---|--------------|------------------|------------------|---------------|
| Rosters - Ethics Certification            | 19709        | Kyle Stone       | 1/10/2018        | C - Resolved  |
| Rosters - Ethics Certification            | 19710        | Kyle Stone       | 1/10/2018        | C - Resolved  |
| Field - DLANC Agenda - Missed ENS posting | 19724        | Mario Hernandez  | 1/11/2018        | 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](#)

|         |                   |   |
|---------|-------------------|---|
| 2/3/18  | 8:45am - 10:00am  | Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Monthly Meeting |
| 2/3/18  | 10:00am - 1:00pm  | Los Angeles Neighborhood Council Coalition Monthly Meeting                                |
| 2/5/18  | 6:00pm – 9:00pm   | Civic University 2.0  |
| 2/5/18  | 7:00pm - 9:00pm   | Neighborhood Council Budget Advocates Meeting   |
| 2/5/18  | 6:00pm – 7:00pm   | IgniteLA  |
| 2/6/18  | 6:00pm - 9:30pm   | Board of Neighborhood Commissioners Regular Meeting                                       |
| 2/7/18  | 6:30pm - 8:30pm   | Harbor Alliance of Neighborhood Councils Monthly Meeting                                  |
| 2/8/18  | 6:30pm – 9:00pm   | Valley Alliance of Neighborhood Councils Meeting  |
| 2/10/18 | 10:00am - 12:00pm | PlanCheckNC Monthly Meeting   |
| 2/11/18 | 10:00am - 12:00pm | Neighborhood Council Sustainability Alliance Leadership Retreat                           |
| 2/12/18 | 6:00pm - 8:00pm   | NC Election Feedback Session - Marvin Braude Constituent Center - Van Nuys                |
| 2/13/18 | 6:00pm - 8:30pm   | Funding Program Training - Downtown - City Hall East, Rm 351                              |
| 2/15/18 | 6:30pm - 8:30pm   | South Los Angeles Alliance of Neighborhood Councils Monthly Meeting                       |
| 2/15/18 | 6:30pm - 8:30pm   | Funding Equity Working Group  |
| 2/17/18 | 10:00am - 12:00pm | Neighborhood Council Budget Advocates Regional Budget Day                                 |
| 2/19/18 | <b>HOLIDAY</b>    | President's Day   |
| 2/19/18 | 1:00pm - 4:00pm   | Cancelled - Board of Neighborhood Commissioners Regular Meeting                           |
| 2/19/18 | 7:00pm - 9:00pm   | Alliance of River Communities (ARC) Meeting   |
| 2/20/18 | 5:30pm - 8:00pm   | Funding Program Training - Harbor Gateway Branch Library - Community Room                 |
| 2/21/18 | 8:30am - 10:00am  | Westside Regional Alliance of Councils Monthly Meeting                                    |
| 2/21/18 | 6:00pm - 8:00pm   | NC Election Feedback Session - Westside - IMAN Cultural Center                            |
| 2/24/18 | 10:00am - 12:00pm | Neighborhood Council Emergency Preparedness Alliance Monthly Meeting                      |
| 2/27/18 | 6:00pm - 8:30pm   | Funding Program Training - Downtown - City Hall East, Rm 351                              |
| 2/27/18 | 6:30pm - 8:30pm   | Funding Equity Working Group  |
| 2/27/18 | TBD               | NC Election Feedback Session - Harbor - TBD   |
| 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!**