



Table of Contents

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

Administrative Update

Funding Updates

Field Updates

Outreach Updates

Policy Updates

Council File: 16-0600-S163

Council File: 14-0366-S5

Council File: 14-1635-S2

Account Balances, Community Impact Statements, Agendas, and Greivances

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

Your cases for this month

Important Dates

Existing Vendors for NCs

Dear Westlake North Council leaders,

For all you planning and land use buffs, November brings the Valley Alliance of Neighborhood Councils famous Planning Forum on November 10th. With panelists, speakers and breakout sessions for those from all levels of planning, there's something for everyone. For more information, [click here](#) for the flyer.

EmpowerLA will now start accepting applications for Neighborhood Council Subdivision through Monday, December 19, 2016. Due to resource constraints, staff will process only the first five completed subdivision applications this year. After that, applications will reopen in the fall of 2018. For more information and to apply, [click here](#).

With the holidays coming up, now is the time to check your board and committee meeting schedules to see which ones need to be rescheduled due to holidays. Please be mindful of religious days and times for your community members when scheduling your board and committee meetings so that your meetings are inclusive of all your neighborhoods. As always, EmpowerLA is thankful for all the work you do for your Neighborhood Councils!

Citywide Campaign:

Get the Vote Out for Tuesday, November 8th! Please remind your stakeholders that their voice counts with [voting information from the City](#). City Council President and Chair of the Rules, Elections, Intergovernmental Relations and Neighborhoods Committee Herb Wesson will be holding committee hearings to discuss cannabis use in Los Angeles. Please click [here](#) for the flyer. The CAO (City Administrative Officer) has released a [FAQ](#) on their website to respond to questions from the Neighborhood Council Budget Advocates about Proposition HHH, the homeless bond on the November 8th ballot.

Administrative Update:

November 1st is the due date for Neighborhood Council all board members to sign or re-sign their Code of Conduct per the Board of Neighborhood Commissioners updated Neighborhood Council Board Member [Code of Conduct Policy](#). You must have a signed [Code of Conduct](#) OR have verified seeing the [Code of Conduct video](#) in 2016. We are currently in the process of conducting a Request for Proposals for translation and interpretation services for Neighborhood Councils. Temporary services contracts are expected to be completed in the next few weeks.

Funding Updates:

Final notices were sent to Neighborhood Councils that remain non-compliance with their FY 2016-17 Budget. There are 11 Neighborhood Councils as of October 31, 2016 whose funds are subject to being frozen. Additionally, City Council approved a motion to allocate an additional \$5,000.00 this FY appropriation. Funds will be disbursed in a lump sum once the Office of the City Clerk receives the final approval. Prior to processing transfer into the Neighborhood Council checking account, the NC must submit an amended budget to the Office of the City Clerk. Funding Section will be hosting future How To Workshops focusing on NPG, Sponsor/Co-Sponsored Events and CIP. Stay-tuned.

Field Updates:

Thanks to those Neighborhood Councils who have submitted bylaw adjustment applications. Remember that there is a bylaws moratorium that will be set after May 1, 2017. Currently we have received only a few applications so we would

like to remind you that if you need to change your bylaws, you must fill out an application to adjust your bylaws, add the pertinent documentation and follow the process delineated in our [infographic](#). Please be reminded that if you will be changing your boundaries, or board structure, those changes need to be forwarded to the Board of Neighborhood Commissioners (Commission) so that a public hearing to address your application can be scheduled. Please work with your field representative in these situations to ensure you have submitted all necessary information and also to let you know about the meeting date and location where your item will be addressed by the Commission. Please contact NCsupport@lacity.org or via telephone at (213) 978-1551; Valley (818) 374-9898. Please join us for our upcoming Office Hours during the month of November on 11/18/16 from 10:00 a.m. to 2:00 p.m.

Outreach Updates:

The Outreach Team will be working on two Mayoral Initiatives this month, Support for the Film Industry and Purposeful Aging LA. Now is the time for Neighborhood Councils to agendize their City Liaison assignments and to ensure that they have Film and Aging Liaisons ready to work with the Department on citywide outreach campaigns that will empower the local community, connect with the departments and agencies that are delivering city services and contribute to the success of the Mayoral Initiatives. To record the Liaison assignments, please visit [here](#) or email Communications@EmpowerLA.org.

Policy Updates:

Council File: 16-0600-S163 relative to the identification and transfer of \$480,000 in additional funding for the enhancement of Neighborhood Councils budget for Fiscal Year (FY) 2016/17 was approved by the City Council on October 27, 2016. The Budget and Finance Committee Report recommended to the City Council to instruct the City Administrative Officer (CAO) to identify \$480,000 in available funds and included instruction in the forthcoming First Financial Status Report (FSR) to transfer the identified funds to the Neighborhood Empowerment Fund, to increase individual Neighborhood Councils funding.

The item has been approved, but if you'll like to read the online reports you can do so by clicking [here](#).

Update - Council File: 14-0366-S5 relative to Proposition D, Medical Marijuana Dispensaries and Adult Use of Medical Marijuana Act was heard in Rules, Elections, Intergovernmental Relations and Neighborhoods Committee on October 26, 2016. The committee requested that the City Attorney, with the assistance of the Chief Legislative Analyst (CLA), the City Administrative Officer (CAO), Office of Finance, and the Chair of the Rules, Elections, Intergovernmental Relations, and Neighborhoods Committee, to prepare the necessary election ordinance and resolutions to place a ballot measure before the voters at the March 7, 2017 Primary Nominating Election entitled the "Cannabis Enforcement, Taxation, and Regulation Act (CETRA)". Further instructions were made to request the City Attorney to transmit the reports, draft ordinance, and draft ballot resolutions to the City Clerk's office no later than Friday, November 4, 2016.

Has your Neighborhood Council submitted a Community Impact Statement (CIS) on the matter?

If not, click [here](#) to log in to submit your CIS

To subscribe to this Council File click [here](#)

Update - Council File: 14-1635-S2 City Planning Commission heard the matter and recommended to approved the proposed Ordinance, as amended, amending Sections 12.03, 12.22, 12.24, 19.01, and 21.7.2 of the Los Angeles Municipal Code (LAMC); and amending Section 5.522 of the Administrative Code; imposing regulations to permit sharing of one's primary residence, except units subject to the regulations and restrictions set forth in the Rent Stabilization

Ordinance (“RSO”), for no more than 180 days a year and a non-primary non-RSO restricted residence for no more than 15 days a year; establishing an application fee, a registration requirement, and administrative fines for Home-Sharing; and directing Transient Occupancy Taxes derived from Home-Sharing to the Affordable Housing Trust Fund and a new Short-Term Rental Enforcement Trust Fund. Other various recommendations were made to the City Council by the Planning Commission.

The City Planning documents were referred to the City Council’s Planning and Land Use Management Committee.

Has your Neighborhood Council submitted a Community Impact Statement (CIS) on the matter?

If not, click [here](#) to log in to submit your CIS

To subscribe to this Council File click [here](#) and then click on the wifi icon.

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 Greivances

As of 10/30/2016, your current checking account balance is \$11,673.00, and as of 11/01/2016, you have \$14,500.00 in your city account

As of 10/31/2016, you have filed 0 Community Impact Statements, and 1 agendas have been posted for your Neighborhood Council for the current month.

As of 10/31/2016, 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
Elsa	Cespedes	Resident		2/18/2015	4/9/2015
Jennifer	Virgen	Resident	6/9/2018	5/25/2016	7/14/2016
Aurora	Pineda	Resident	7/19/2018	7/19/2016	7/19/2016
Vacant Seat	Vacant Seat	Business			
Sandra	Villalobos	Business	10/25/2018	5/26/2016	6/2/2016
Vacant Seat	Vacant Seat	Community Based Organizations			
Ivonne	Machado	Community Based Organizations	7/20/2018		7/20/2016
Rocky	Valenzuela	Community Based Organizations	7/10/2018	5/25/2016	6/14/2016
Vacant Seat	Vacant Seat	Senior Representative			
Marie	Barake	Youth Representative			
Vacant Seat	Vacant Seat	Youth Representative			
Harold	McCarthy	At Large Stakeholder	7/2/2018	7/1/2016	7/1/2016
Ive	Harris	At Large Stakeholder	7/13/2018	7/19/2016	7/19/2016
Ashley	Hawkins	At Large Stakeholder	7/13/2018	7/13/2016	7/13/2016
Angela	Gonzalez	At Large Stakeholder	9/30/2018	7/21/2016	7/21/2016

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:

First Name	Last Name	Board Seat
Ivonne	Machado	Community Based Organizations
Marie	Barake	Youth Representative

Board Members with missing or expired Ethics Certificates:

First Name	Last Name	Board Seat
Elsa	Cespedes	Resident
Marie	Barake	Youth Representative

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

First Name	Last Name	Board Seat
Elsa	Cespedes	Resident
Marie	Barake	Youth Representative

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
Rosters - Board Member Ethics Certification Update	15549	Jose Galdamez	10/31/2016	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](#)

11/1/2016	6:00pm – 9:00pm	Board of Neighborhood Commissioners Meeting
11/2/2016	6:30pm – 8:30pm	Harbor Alliance of Neighborhood Councils Monthly Meeting
11/5/2016	8:45am – 10:00am	Neighborhood Council-LADWP Memorandum of Understanding Oversight Alliance Monthly Meeting
11/5/2016	10:00am – 1:00pm	Los Angeles Neighborhood Council Coalition Monthly Meeting
11/7/2016	6:00pm – 8:00pm	Leadership Academy - Community Impact Statement Training
11/7/2016	6:00pm – 8:00pm	Neighborhood Council Budget Advocates Meeting
11/8/2016	7:00am – 8:00pm	Election Day – Go out and vote!
11/10/2016	6:30pm – 9:00pm	Valley Alliance of Neighborhood Councils Planning Forum
11/11/2016	Holiday	Veteran's Day
11/12/2016	10:00am – 12:00pm	PlanCheckNC Monthly Meeting
11/16/2016	8:30am – 10:00am	Westside Regional Alliance of Councils Monthly Meeting
11/16/2016	6:00pm – 9:00pm	Leadership Academy - Treasurers Training - Location City Hall
11/17/2016	6:30pm – 8:30pm	South Los Angeles Alliance of Neighborhood Councils Monthly Meeting
11/18/2016	10:00am – 2:00pm	Valley Office Hours
11/18/2016	9:00am – 10:00am	Rules, Elections, Intergovernmental Relations, and Neighborhoods City Council Committee Meeting
11/19/2016	10:00am – 12:00pm	Neighborhood Council Budget Advocates Meeting
11/21/2016	1:00pm – 4:00pm	Board of Neighborhood Commissioners Regular Meeting
11/21/2016	7:00pm – 9:00pm	Alliance of River Communities Monthly Meeting
11/24/2016	Holiday	Thanksgiving Day
11/25/2016	Holiday	The Friday After Thanksgiving Day
11/26/2016	10:00am – 12:00pm	Neighborhood Council Emergency Preparedness
TBD	TBD	Leadership Academy - MPG How to - Location City Hall

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:

(Contracts pending)

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

Translation Services:

Excel Interpreting

Contact: Koy Saephan
(800)915-0638 x 108
koy@excelinterpreting.com

Interpreters Unlimited

Contact Sanjit Singh
(855)-550-6100
Sanjit.singh@iugroup.com

Language Line Services

Contact Thomas Calannio
(831) 648-7445
TCalannio@languageline.com

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!