

# NEA Announcements

*Last Updated: Wed, March 5, 2025 11:12PM*

## Conflict of Interest Announcement

*Any Board Member who may have a conflict of interest and you have not consulted with the Office of the City Attorney, the Board should move to have the matter tabled until the next meeting so that the board member has an opportunity to consult with the City Attorney's Office. If the Board declines to table the matter, the Board Member may want to consider recusal before the matter is discussed. If choosing to recuse, the Board Member should state for the record, all reasons for the recusal and that they will be leaving the meeting during the discussion and voting. Because recusal may not always be sufficient, tabling of the matter at issue is always preferred to allow time for the Board Member to consult with the City Attorney's Office.*

## Department Announcements

### Administrative Services

On October 15, 2024, EmpowerLA launched the Neighborhood Council Distribution Groups for each of the 99 Neighborhood Councils in the City of Los Angeles. This project which was accomplished in collaboration with the Information Technology Agency (ITA) is the result of an extensive effort to establish a streamlined, secure, and efficient method for communication with the Neighborhood Councils, and replaces the Neighborhood Councils forwarding email addresses that were previously used. Google distribution groups are email lists that allow users to send an email to multiple recipients using a single email address. These groups are typically used to facilitate communication.

EmpowerLA sent an invitation to the executive board members of each Neighborhood Council with instructions on how to access the NC Distribution Groups. Access to use these distribution groups has been provided to executive board members by default. Neighborhood Council boards may elect to provide a more specific list of designated users by contacting the department at [communications@EmpowerLA.org](mailto:communications@EmpowerLA.org). Changes to the designated senders will be managed by EmpowerLA Administrative staff. To learn more about Google Distribution Groups, please refer to EmpowerLA's [Google Distribution Groups: General Rules and Guidelines](#) document.

### Public Notice: Website Link Migration Issues

**Update as of 1/27/25**

The Department of Neighborhood Empowerment (EmpowerLA) recently conducted a required migration to a new website domain in compliance with City of Los Angeles requirements. Unfortunately, after the migration was completed in early January, it became clear that some

links were not redirecting as expected to the new domain and its subpages. After working with GoDaddy, the issue was resolved. The [empowerla.org](https://empowerla.org) page and subpage links are now successfully forwarding to [neighborhoodempowerment.lacity.gov](https://neighborhoodempowerment.lacity.gov) as they should.

If you find any pages that are not working, please contact the department so we can resolve the issue.

### **Reserving Recreation and Park Facilities**

To reserve space at Rec and Parks Recreation and Senior Centers, please contact the appropriate Park Director to verify availability and complete the "[Application for Use of Facility](#)."

Neighborhood Councils may hold **meetings at no charge** during the center's operating hours. However, they will be responsible for their set-up and breakdown and will incur fees for facility use outside of operating hours. Please be aware that facility use is subject to availability. It is recommended that the "Application for Use of Facility" be submitted at least 30 days in advance of the desired date(s).

For special events, **all activities are subject to fees** unless organized in partnership with the recreation center. Special event requests must be submitted a minimum of 12 weeks before the event to allow for proper review and processing. Vendors providing services such as jumpers, food, performers, etc., must submit proof of insurance. Specific insurance requirements will be provided. Neighborhood Councils wishing to collaborate on an event should coordinate directly with the Director-In-Charge.

[Here](#) is a list of all Recreation and Parks facilities within your Neighborhood Council boundaries. We will do our best to maintain an updated list of contacts for each facility. If you encounter any issues, please reach out to us at [empowerla@lacity.org](mailto:empowerla@lacity.org).

## **Awareness & Engagement**

### **2025 Neighborhood Council Elections Timeline**

Check out the [2025 NC Elections Timeline](#) to stay informed and make sure you don't miss any important deadlines.

### **Candidate Engagement Workshop 101**

To support Neighborhood Council election candidates, EmpowerLA is inviting certified candidates to an informative session designed to equip them with essential knowledge and strategies for a successful Neighborhood Council campaign and meaningful engagement of your community. All sessions will be hosted on Zoom and will be recorded. Each session will cover the same content.

Invitations have been emailed to all candidates in Neighborhood Council regions as they become certified by the Office of the City Clerk's-Elections Division throughout the elections cycle.

### **Engagement Resources for Outreach Leaders**

Check out our [Awareness & Engagement Public Google Drive](#)—a one-stop shop for Neighborhood Council members looking to boost their outreach! The [NC Elections Outreach](#) is regularly updated throughout the election cycle to provide you with the most current information and resources. From election resources to event planning checklists, these tools are designed to help you engage with your stakeholders more effectively. Explore them now and elevate your outreach efforts!

### **Canva Licenses for Neighborhood Councils**

We are excited to announce that all 99 Neighborhood Councils now have access to a Canva Pro license for the remainder of the fiscal year, provided through the EmpowerLA organization account. This opportunity is part of our ongoing commitment to support and enhance awareness, engagement, and outreach across the Neighborhood Council system. Each Neighborhood Council has been provided ***one Canva Pro license***, and the login can be shared among the Neighborhood Council Board and Committee Stakeholder Members as needed. Please contact your Neighborhood Council President/Vice President or Outreach Chair for access to your Neighborhood Council's Canva Pro license. If you have further questions, please contact [Ava Marinelli](#), Public Information Officer. [Explore the Getting Started with Canva Pro Guide](#)

## **Communications**

### **#BoardMemberMonday Series**

EmpowerLA is excited to continue our #BoardMemberMonday series! Each Monday, we feature a Neighborhood Council Board Member, highlighting the important and impactful work they do in their community. For March, we are excited to honor and celebrate Women's History Month by featuring female Neighborhood Council leaders. Please complete this [short submission form](#) to be featured!

Don't identify as a woman, but want to be featured in a future #BoardMemberMonday spotlight? [Complete your submission!](#) Submissions are selected based on completeness of answers, equitable representation across Neighborhood Council districts and service reasons, and other qualifications as determined by EmpowerLA.

### **Spread the Word About Neighborhood Council Elections**

The EmpowerLA Communications and Awareness & Engagement Divisions are working to develop a comprehensive set of tools and resources to help Neighborhood Councils and their trusted community partners get the word out about the 2025 Neighborhood Council Elections. We invite you to explore the regionally specific and general citywide toolkits, share them with partners, and

use materials as part of your Neighborhood Council's (or personal!) outreach about this upcoming election season.

- [Region 11 Neighborhood Council Elections Outreach Toolkit](#)
- [Region 12 Neighborhood Council Elections Outreach Toolkit](#)
- [Region 9 Neighborhood Council Elections Outreach Toolkit](#)
- [Region 10 Neighborhood Council Elections Outreach Toolkit](#)
- [Region 5 Neighborhood Council Elections Outreach Toolkit](#)
- [Region 6 Neighborhood Council Elections Outreach Toolkit](#)
- [Region 7 Neighborhood Council Elections Outreach Toolkit](#)
- [Region 8 Neighborhood Council Elections Outreach Toolkit](#)
- [Region 1 Neighborhood Council Elections Outreach Toolkit](#)
- [Region 2 Neighborhood Council Elections Outreach Toolkit](#)
- [Region 3 Neighborhood Council Elections Outreach Toolkit](#)
- [Region 4 Neighborhood Council Elections Outreach Toolkit](#)
- [Citywide Neighborhood Council Elections Outreach Toolkit](#)

## Civic Leadership

### Candidate Forum Guidance

During this election season, your neighborhood council may want to host a candidate forum, which is a great idea! However, there are some important rules and regulations to keep in mind when creating and hosting a forum. To help guide you, we've provided a document from our department with helpful information. If you have any questions or need further assistance, feel free to reach out to your NEAs.

<https://drive.google.com/file/d/1qm2ykydaPE9NmxY6UgNnfv10mBdlRqxB/view>

### Roberts Rules Made Simple

Over the past few years, we have collaborated with our partners at Robert's Rules Made Simple, we've revamped the videos and resources available on our Empower LA - Roberts Rules of Order training portal. Neighborhood Council leaders are granted free access to these valuable tools and resources, delivered directly to their Neighborhood Council public email addresses. Credentials for access were distributed last month. Some of the video topics covered

include:

- How to chair a meeting with confidence
- Managing debate and discussion
- How to Amend and amendment
- How to use point of order

Meeting minutes, Do's & Dont's and various other resources already available for your access.

Expressing gratitude to those who have logged in and accessed the training tools is a testament to the commitment and engagement of the community. This acknowledgment not only appreciates the proactive participation but also encourages continued use of the training tools for ongoing learning and skill development. It fosters a sense of community and collaboration in the pursuit of knowledge and effective governance.

If you have not received a welcome email with your credentials, please email me directly to [Atziri.camarena@lacity.org](mailto:Atziri.camarena@lacity.org)

## Innovation

### Zoom Updates

This is a friendly reminder to take action on renewing your Zoom licenses for the 2025-2026 year. The renewal period runs from April 1, 2025, through March 31, 2026.

To complete your renewal, please follow these steps:

1. **Board Approval:** Conduct a board action to approve the Zoom license renewal for the upcoming year, including the account and account holder.
2. **Notify Your NEA:** Ensure your Neighborhood Empowerment Advocate (NEA) is informed of the board's action.

NCs should have this completed by March 20, 2025. Once these steps are completed, the department will issue an invoice for the estimated amount of \$200.00 per Zoom account for the year. The approved amount will be deducted accordingly. We strongly recommend assessing your board's Zoom usage before making any decisions regarding license reductions, to avoid unnecessary costs. If you have any questions or need assistance, please feel free to reach out.

### Website Updates

The department has made improvements to the website's front page, making it easier to share information related to neighborhood councils. A new Google Drive folder, named "Neighborhood Council Resources," has been created to facilitate document searches. This folder includes essential materials such as meeting minute templates, election outreach information, BONC policies, department guidelines, and resources for the liaison program. These updates enhance accessibility and streamline the process of finding important neighborhood council information.

### How to Use the Google Drive Folder:

1. **Access the Folder** – Click on the provided link to open the "Neighborhood Council Resources" folder in Google Drive.
2. **Browse or Search** – Use the search bar at the top to find specific documents or browse through the available folders.
3. **Open and Download** – Click on a document to preview it, or select the download option to save it to your device.
4. **Make a Copy** – If needed, right-click on a file and select "Make a copy" to save it to your own Google Drive.
5. **Share Documents** – Click the "Share" button on any file to send it to colleagues or stakeholders.

These simple steps ensure quick and efficient access to vital neighborhood council resources.

## Policy & Government

### Congress of Neighborhoods

Planning for the 2025 Los Angeles Congress of Neighborhoods is beginning in January. If you are interested in joining the Planning Committee to help put on the largest annual gathering for our Neighborhood Council system, consider attending the Saturday, January 4 committee meeting at 1:30 p.m. via Zoom. Learn more at [neighborhoodcongress.la](https://neighborhoodcongress.la).

### Community Impact Statement Portal

We'd like to remind you of the updates to the Community Impact Statement (CIS) Portal, as featured in our May 15th board newsletter. These updates aim to provide greater support and resources for Neighborhood Councils. The updated CIS Portal includes:

- Updated Board and Commission [lists and contacts](#)
- An option to include a City Planning Case Number when filing a CIS
- Updates to the auto-reply subject line to be more descriptive
- A new [Board of Neighborhood Commissioners CIS Dashboard](#) and [City Planning CIS Dashboard](#) in addition to the general [CIS Dashboard](#)

### SB 1174 Update

Senate Bill 1174, signed by Governor Newsom and effective January 1, prohibits local governments from requiring identification for voting or ballot submission, enforceable only if mandated by state or federal law. However, this law does not apply to the registration process. In Neighborhood

Council Elections, stakeholders are still required to provide documentation, including identification, for registration purposes. If your board would like more information, your board president can contact NCAD.

## **City Family Announcements**

### **City Clerk Elections**

#### **NC Election Update**

[Election Administrators](#) continue to create Ballot Voting Models (BVMs) and review amended bylaws to ensure any updates are accurately reflected in the Neighborhood Council Portal and on the BVM. The BVMs contain information on board seats, the method of verifying stakeholders, and ballot information used to administer voting for NC elections. Our office will send BVMs to neighborhood councils for their review and confirmation that our office interpreted their voting requirements correctly. Neighborhood Councils can also add vacant seats with an unexpired term to their election at that time.

The Office of the City Clerk will host regional election information sessions for NC board members and NC stakeholders to learn about the 2025 All Vote-By-Mail NC Elections. The sessions will provide information on the election timeline, ballot voting models, candidate filing and voting processes, as well as our library and recreation center partnerships. All sessions will be held over Zoom. Election Administrators will email NC board members with dates and times for each region along with a registration form. You can also register [here](#).

We encourage NC leaders and stakeholders to visit our website at [clerk.lacity.gov/ncelections](http://clerk.lacity.gov/ncelections) and subscribe to [NC Election Updates](#) to stay informed of the latest and most relevant election information as it becomes available.

### **City Clerk Funding**

#### **Updated Funding Program Policies and Guidelines**

- 1) Policy 1.0 – NC Boards and Financial Officers (p.8)
  - 2.a(v) - General statement of additional training required
- 2) Policy 1.1 – Fiscal Year Annual Budget & Administrative Packet (p.11)
  - 1.c(i) - Increased credit card limit from \$333 to \$600 for office/operational expenses when the board-approved Administrative Packet/Annual Budget is not submitted.
- 3) Policy 2.1 – Office/Operational Expenditures (p.23)
  - 1.d - Meeting refreshments/snacks guidelines expanded to include healthy food options.
- 4) Policy 2.4 – Neighborhood Purposes Grants (p.31)

4.b - Clarified guidelines for board members to consult with the City Attorney's Office in cases of potential conflicts of interest

5) Policy 2.5 – Community Improvement Projects (p.33)

1 - Updated examples of possible projects, removing examples that do not qualify

The updates in the Policies and Guidelines document will be highlighted in **red text** for one month, so you may easily find and review. You may find the Policies and Guidelines document, as a PDF download, at [clerk.lacity.org/neighborhood-council-funding-program](http://clerk.lacity.org/neighborhood-council-funding-program)

### **Training**

You can find a list of funding trainings for Financial Officers and board members [here](#).

## **Upcoming Events**

EmpowerLA invites you to attend Empowering Communities: Understanding Neighborhood Councils' Role in City Budget Advocacy, a virtual workshop on **Thursday, March 6, 2025 from 6:00-7:30 pm**. This interactive session will provide a detailed overview of the City's budget process and delve into the opportunities for Neighborhood Councils and communities to participate and make your voices heard throughout the budget cycle. Additionally, you will receive an introduction to the Neighborhood Council Budget Advocates and learn how to actively engage in Budget Day in June. This session aims to prepare you with the tools you need to advocate for the essential City services & programs your neighborhood needs. | [Register for Empowering Communities: Understanding Neighborhood Councils' Role in City Budget Advocacy](#)