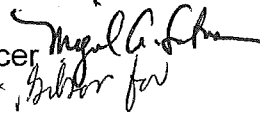# CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

CAO File No. 0220-04727-0000
C.F. 11-0600-S23

Date: July 23, 2012

To: Education and Neighborhoods Committee

From: Miguel A. Santana, City Administrative Officer
          Gerry F. Miller, Chief Legislative Analyst

Subject: **DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT – COMPREHENSIVE REPORT DETAILING THE 2012 NEIGHBORHOOD COUNCIL ELECTIONS**

Your Committee requested the Offices of the Chief Legislative Analyst (CLA) and City Administrative Officer (CAO) to report back with a report relative to the Department of Neighborhood Empowerment's (Department) plan for conducting the 2012 Neighborhood Council (NC) elections. The Committee also requested an analysis of election funding and a suggested contribution from Neighborhood Councils (NC) to partially offset the cost of administering the 2012 NC elections.

The 2011-12 Adopted Budget, did not include funding to conduct NC elections. It was the intent of the Council to postpone NC elections until 2014. As a result of concerns expressed by the Neighborhood Councils, the 2012-2013 Adopted Budget provides funding in the amount of $555,696 for the Department to administer the 2012 elections on a temporary basis. The Office of the City Clerk (City Clerk) advised the Council that it would be unable to conduct elections prior to 2014 because of the City's 2013 municipal elections. On May 9, 2012, the Council adopted Ordinance No. 182128 to permit DONE to conduct elections during the 2012 calendar year.

On April 12, 2012, the Department released a report providing an overview of the cost and administration for the 2012 NC elections included as Attachment 1 of this report (C.F. 11-1912). The Department has released two supplemental reports on May 11, 2012 (Attachment 2) and June 4, 2012 (Attachment 3), which further discuss the election plan and answers questions relative to the regional model approach, hiring plan, election challenges, translation costs and the plan for outreach by the Department and NCs (C.F. 11-1912-S1). The Department reports that the upcoming elections will be conducted on a regional basis, consisting of 12 regions. Each NC will select one day to hold elections. NC elections are tentatively scheduled to be held in August 2012 through November 2012. An updated schedule of NC elections with the dates, times and locations for each NC is included as Attachment 4 of this report, and are subject to change. The Department plans to utilize Independent Election Administrators (IEAs) for each of the 12 regions. IEAs will assist NCs with issues such as NC bylaws, election procedures, and candidate filing. Stakeholders may file an election challenge

by filing a written request to the Department. The Department plans to use arbitrators for any election challenges.

Our Offices have worked with the Department to evaluate the costs for conducting both an election and selection process in order to identify a suggested contribution level from each NC to partially offset the cost of NC elections in 2012. As previously stated, the 2012-2013 Adopted Budget provides funding in the amount of $555,696 for DONE to administer elections for all 95 NCs and does not contemplate any contribution from the NCs to offset election costs.

Based on the current information, NCs conducting a selection process or having a board affirmation could contribute $475 toward the cost of the process. NCs conducting an election could contribute $1,550 towards elections costs. The proposed contribution includes prior election expenditures for translation and lease costs; and projected expenditures for staff and supplies to conduct the 2012 NC elections. If approved, the contribution provided by NCs could be applied to the 2012 election cost and reduce the General Fund appropriation or alternatively this cost sharing proposal may be considered for the 2014 and subsequent NC elections. However given the timing of the 2012 NC election process and the fact that most NCs have encumbered significant funds for NC election outreach, we recommend that the cost sharing plan be implemented for future elections.

The current Ordinance only provides the Department with authority to conduct the 2012 NC elections. The Department and City Clerk are expected to report back on the outcome of the 2012 elections, and provide recommendations for future elections. The City Clerk has been requested to prepare a new survey of NCs as a follow-up to the first NC survey (C.F. 11-0600-S23). The expanded survey will include questions from the original survey and additional questions regarding pilot programs, vote-by-mail options, and any other questions that may arise as a result of the 2012 election process.

RECOMMENDATION(S)

That the City Council:

1. Instruct the Department of Neighborhood Empowerment to:
   a. Report back within 90 days with the details relative to Neighborhood Council (NC) encumbrances and expenditures for each NC relative to outreach activities for the 2012 NC elections;
   b. Report back within 90 days after completion of the 2012 election with an after action report, to include, but not limited to, best practices, NC challenges, NC concerns, Department expenditures, and any related matters;

2. Request the Office of the City Clerk to report back with the results of the second survey and include recommendations on the administration of the 2014 NC elections; and,

3. Instruct the City Administrative Officer, Chief Legislative Analyst and the Department of Neighborhood Empowerment with assistance from the Board of Neighborhood Commissioners to develop a cost sharing plan for the 2014 election cycle.

FISCAL IMPACT

Funding in the amount of $550,696 for the 2012 NC elections is provided in the Department of Neighborhood Empowerment's 2012-13 Adopted Budget. Any additional funding for ongoing staff is not provided in the Adopted Budget and is subject to Mayor and Council approval. The funding for the administration of the 2012 NC elections can be reduced, if a contribution in the amount of $475 for each selection process / board affirmation and $1,550 for each election process was required by Neighborhood Councils.

SUMMARY OF FINDINGS

1. BACKGROUND

On September 25, 2007, the Neighborhood Council Review Commission released its final report recommending the transfer of the Neighborhood Council (NC) election function to the Office of the City Clerk (City Clerk) from the Department of Neighborhood Empowerment (Department). The Council subsequently approved the transfer of the NC election function to the City Clerk in April, 2008 (C.F.05-0894-S5). As a result of the City's fiscal constraints, the 2011-12 Adopted Budget did not provide funding for the City Clerk to conduct elections in the Spring of 2012. The 2011-12 Adopted Budget included a recommendation in Exhibit H requesting that the City Attorney prepare and present an ordinance postponing NC elections for two years from 2012 to 2014 and extend the term for board members.

The 2011-12 Adopted Budget provided funding in the amount of $120,000 for outreach services relative to the postponement of the 2012 NC Elections. NCs have expressed concerns over the postponement of elections. On May 9, 2012, the Council approved an Ordinance to transfer authority from the City Clerk to the Department on a temporary basis for the administration of the 2012 elections. The Council also approved the removal of any language in the Ordinance allowing NCs to opt-out of the 2012 NC elections.

2. FUNDING FOR THE 2012-13 NC ELECTIONS

The 2012-13 Adopted Budget provides funding in the amount of $550,696 for positions and related expenses for the Department to conduct the 2012 NC elections on a temporary basis. The total funding consists of the following:

1010 – Salaries, General 4 Project Coordinators	$ 255,696
1070 – Salaries As-Needed	$ 100,000
2120 – Printing and Binding	$ 25,000
3040 – Contractual Services	$ 145,000
6010 – Office and Administrative	$ 25,000
	$ 550,696

The Department plans to utilize the four Project Coordinators (PCs) and Independent Election Administrators (IEAs) to manage and coordinate the election and selection process for all NCs. These positions will serve as primary liaison between the NCs, election monitors, City Attorney and other volunteers. The Department has been able to utilize staff and consultants to review bylaws and NC election procedures.

The Adopted Budget did not include as-needed position authority for the election staff required to support the NC elections. On July 3, 2012, the Council adopted a motion authorizing various as-needed authority positions for the use during the 2012 NC elections (Attachment 5). On July 20, 2012, the Managed Hiring Committee (MHC) approved the hiring of the four PCs. However, MHC is requesting that the Department provide a plan detailing the term and dates

of employment for the use of the as-needed positions by the next MHC meeting scheduled on August 3, 2012.

The Department plans to use funds from the Contractual Services Account to hire IEAs as an independent and impartial party to oversee the implementation of each election or selection process. The IEAs will be selected based on their experience in administering NC elections, experience as an NC board member, and ability to communicate and work cooperatively. The Department held two workshops to brief all interested applicants on the duties, roles and responsibilities of an IEA. Interviews of all qualified IEAs were held by the Department's Senior Project Coordinator and Elections Coordinator, subject to the approval of the General Manager.

3. NEIGHBORHOOD COUNCIL ELECTION PROCESS

The authority to administer NC elections in 2012 was temporarily transferred from the City Clerk to the Department. The Ordinance does not impact the ability for each NC to conduct a selection process of their board members. The Department reports that there will be three types of election processes, election, selection and board affirmation.

An election consists of ballots that are cast anonymously. The selection process may consist of a town hall forum where members are selected by a simpler process, such as a show of hands, drawing names, or open voting. A board affirmation process will be used for those NCs which have a slate of candidates without any contested board seats.

The Department plans to conduct the NC elections on a regional basis consisting of six to 10 NC elections held on the same day, at different times and locations (Attachment 4). NCs had until May 12, 2012 to decide on a selection or election process, before defaulting to an election method. The Department reports that there are NCs who will have a Board Affirmation instead of a selection or election process. In addition, there are three NCs that will not participate in the election because the current board members have a four-year term.

The Department plans to utilize arbitrators for election challenges. Information relative to the election process, policies, procedures, and challenges can be found in the Neighborhood Council 2012 Election Manual included in the Department's June 4, 2012 report (Attachment 3).

4. NEIGHBORHOOD COUNCIL ELECTION CONTRIBUTION

Our Offices have reviewed the estimated costs for both a selection process and an election. If NCs were required to partially offset the cost of the elections, it is suggested that NCs using a selection process or board affirmation contribute $475 towards the administration costs and that those using an election process contribute $1,550 towards election related costs. The following charts details the estimated cost per NC:

	Projected Cost	Selection	Election
Salary Costs	Poll Manager and assistants		$365.00
IEAs / Staff	IEA or Sr. PC	$90.00	$125.00
Printing	$25,000	$265.00	$265.00
Translation Services	$100,250	$75.00	$530.00
Admin and Supplies	$25,000	$45.00	$265.00
*Numbers are rounded	**TOTAL**	**$475.00**	**$1,550.00**

The Department reports that each election would require the use of a poll manager and poll assistants. The total salary cost detailed above does not include the costs for four Project Coordinator positions and As-Needed authority positions. Funding for these positions were approved by Council and authorized in the Department's 2012-13 Adopted Budget.

The IEAs will serve as an independent impartial party to oversee the implementation of each election. The IEAs will assist with the completion of each election procedures, processing and verifications of candidates and voters, ballot handling and the issuing of the election results. There will be one IEA assigned to each of the 12 regions at a range of $900 - $1,550. As of July 18, 2012, IEAs will manage an average of seven – nine NC elections or selections.

The Department projects the total cost for office supplies and printing to support all NC election/selection to be $50,000. NCs require the use of printed material for instruction manuals and materials to educate and inform NCs and stakeholders of the City-wide NC Election Plan and other election related material.

According to the Department's June 4, 2011 report, the translation cost for NCs is expected to be $100,250. This consists of $33,750 for training materials, $49,000 for translators, and $17,500 for translation equipment. The Department reports that this cost varies depending on the location and diversity for each of the NCs. The use of translation services varies from each NC depending on the location. Therefore an equitable contribution for translation services should be divided between the Department and each of the 95 certified NCs.

The Department authorized NCs to encumber funds from 2011-12 NC appropriations specifically for outreach purposes. The Department's June 4, 2012 report states that a total amount of $278,000 for 44 NCs has been encumbered for outreach. On June 22, 2012, the Department updated the details relative to the NC election encumbrances for outreach activities which total $351,894 (Attachment 6). As of July 17, 2012, the Department reports that 78 NCs have encumbered approximately $445,000 for NC outreach. This is a significant increase from the Department's initial report. There appears to be a lack of clarity as to the outreach activities and encumbrance amount. It is recommended that the Department include an analysis of outreach expenditures and develop future outreach guidelines in the after action report.

It should be noted that the above recommended contributions from each NC do not include costs for outreach, use of the facility or arbiters. The contribution amounts proposed for the 2012 NC election cycle are based on estimates from the Department and prior year election

expenses. These amounts are estimates and a true cost for the election and selection process can only be determined after the election cycle.

5. ALTERNATIVES TO CONDUCT NEIGHBORHOOD COUNCIL ELECTIONS

The Council instructed the City Clerk to review and make recommendations on alternatives to conduct NC elections. In a City Clerk report dated February 10, 2012, the City Clerk conducted a survey relative to alternatives to NC elections (C.F. 11-0600-S23).

On October 28, 2011, the elections survey was sent to each NC Board with a due date of January 6, 2012. The City Clerk reports that 62 of the 95 certified NCs completed the survey. The results from the 62 responses to the City Clerk's initial survey are as follows:

- 33 NCs would not be willing to postpone the 2012 NC elections until 2012 and 29 NCs are willing to postpone the 2012 elections until 2014;
- 22 of the 33 NCs that opposed postponing the 2012 NC elections did not want to use the selection process;
- Of the 33 NCs that would not be willing to postpone the 2012 elections, 25 are willing to contribute toward the cost of the election;
- 21 of the 62 NCs prefer an Independent Election Administrator to conduct elections; and 16 NCs prefer the City Clerk to administer the NC elections, and 10 prefer the selection process; and,
- 56 NCs or 90 percent of the NCs polled in this survey prefer an election process over all other election methods.

At its meeting of April 17, 2012, the Chair of this Committee requested the City Clerk to conduct a second survey to the first NC survey to include the questions from the original survey and additional questions regarding pilot programs, vote-by-mail options, the use of IEAs for future NC elections, and the option of allowing NCs the ability to use the selection process rather than a ballot process for future NC elections (C.F. 11-0600-S23).

Attachment (1): Department of Neighborhood Empowerment's report dated April 12, 2012 (C.F. 11-1912)
Attachment (2): Department of Neighborhood Empowerment's report dated May 11, 2012 (C.F. 11-1912-S1)
Attachment (3): Department of Neighborhood Empowerment's report dated June 4, 2012 (C.F. 11-1912-S1)
Attachment (4): Schedule of 2012 Neighborhood Council Elections
Attachment (5): Motion for As-Needed position authority dated July 3, 2012 (C.F. 12-0997)
Attachment (6): Neighborhood Council Election Outreach Encumbrance Spreadsheet dated June 22, 2012

MAS:DP:08130013c

CITY OF LOS ANGELES
CALIFORNIA

BOARD OF NEIGHBORHOOD
COMMISSIONERS

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BONGHWAN (BH) KIM, MPA
GENERAL MANAGER

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APRIL 12, 2012

REPORT RE:

NEIGHBORHOOD COUNCIL ELECTIONS

The Honorable City Council
of the City of Los Angeles
Room 395, City Hall
200 North Spring Street
Los Angeles, CA 90012

Council File No. 11-1912

Honorable Members:

As requested by your Honorable Body, the Department of Neighborhood Empowerment (Department) submits this report to the City Council to address the cost and administration of the Neighborhood Council elections if this Department were to conduct the 2012 Neighborhood Council election cycle.

Background

On January 3, 2012, the City Council took action to request the City Attorney to prepare and present an Ordinance to transfer authority for conducting the Neighborhood Council elections from the Office of the City Clerk to the Department of Neighborhood Empowerment on a temporary basis for the 2012 Neighborhood Council election cycle. In addition, the City Council requested the Department to submit a report on how the Department would administer such elections as well as the associated costs.

The Department currently has $120,000 set aside in its current budget for election outreach. In its fiscal year 2012-2013 budget package, the Department also submitted a request in the amount of $639,964 for the necessary staffing and resources to conduct Neighborhood Council elections. Based on current records, at least eighty-five (85) Neighborhood Councils have either full or partial Board seats up for elections in 2012. Four (4) Neighborhood Councils are not up for elections until 2014, and six (6) Neighborhood Councils in the Harbor Area are considering utilizing a selection process instead of an election. A selection process does not have a secret ballot and is usually conducted in a town hall style setting where Board members are selected by a showing of voter hands. To opt for a selection

process, the Neighborhood Council must change its bylaws and have a selection process approved by the Department.

On February 10, 2012, the City Clerk released the results of their survey for Neighborhood Council Election Alternatives. In it, sixty-two (62) of the ninety-five (95) Neighborhood Councils responded with the following feedback:

- 53% of the Neighborhood Councils are not willing to postpone the 2012 elections to 2014, and 47% were willing to postpone to 2014.
- Two-thirds of the Neighborhood Councils that opposed postponing the elections would not use a town hall style selection process.
- 76% of those Neighborhood Councils that want to hold non-City Clerk elections prior to 2014 would contribute a limited amount of funds toward the cost of the election and 21% would cover the full cost.
- 34% prefer an Independent Election Administrator as their first choice to conduct the elections and 25.8% identified the City Clerk as the next first choice to conduct elections with 16.1% preferring the town hall selection process.
- Nearly 90% of Neighborhood Councils prefer some type of at polls election over all other election methods and nearly 63% prefer a standalone at polls election method with 27% preferring a combination of at polls with vote by mail and/or internet voting component.
- 6% of Neighborhood Councils prefer internet voting combined with at polls election.
- 85.4% of Neighborhood Councils prefer town hall elections (secret ballot) over town hall selections (non-secret ballot) as an alternative to conventional election methods.

Collaboration Process for Feedback

The Department collaborated with the Los Angeles Neighborhood Councils Coalition's Election Task Force to receive recommendations from Board members and stakeholders on the elections. On January 28, 2012, the Election Task Force met with Neighborhood Council leaders from twenty-seven (27) Neighborhood Councils around the City of Los Angeles and passed the following motions regarding Neighborhood Council elections:

1. The Election Task Force recommends that Neighborhood Councils will run their own elections or selections at such time, place and manner of their choice with assistance of Department as it is capable.
2. The Election Task Force encourages Neighborhood Councils to run elections cooperatively and if desired, to conduct regional elections with the assistance of the Department.
3. Regions are to be established by Neighborhood Councils and their regional alliances.
4. Neighborhood Council elections or selections should be monitored or overseen by a trained, independent third party.
5. The Election Task Force requests the City Council to allocate in the fiscal year 2012-2013 budget, the amount of $650,000 to the Department for additional staffing and resources for the Neighborhood Council election process.

6. The Election Task Force requests the City Council to expedite the process for contracting Independent Election Administrators and staffing associated with Neighborhood Council elections not to exceed sixty (60) days.
7. The Election Task Force recommends to Neighborhood Councils the inclusion of independent poll watchers as part of their elections.
8. Election challenges are to be heard and decided by arbiters hired and paid for by the Department.

These motions have also been adopted by the Los Angeles Neighborhood Councils Coalition.

The Valley Alliance of Neighborhood Councils adopted the following language regarding the Neighborhood Council elections:

1. Motion approved by the Valley Alliance of Neighborhood Councils for Neighborhood Councils to have the OPTION either to have an election or selection process in 2012, or to "opt-out" (no election) and have an election in 2014.

2. Resolution regarding City Clerk Conduct of Neighborhood Council Elections:

   Be it resolved that the Valley Alliance of Neighborhood Councils (VANC), in order to preserve the right of Neighborhood Councils to conduct elections in 2012 and years following, requests the City Council to adopt a resolution or ordinance as follows:

The City Clerk is directed to allow Neighborhood Councils to conduct elections in 2012 and years following with or without the assistance of the City Clerk. The procedures should set forth in broad terms that Neighborhood Council elections will be conducted in a fair and transparent manner and in accordance with the approved bylaws and election procedures of each Neighborhood Council, the Plan and the Administrative Code. The procedures should encourage Neighborhood Councils to join together on a regional basis in order to lend assistance to one another in outreach and the conduct of elections.

As an Alternative, rescind the city ordinance authorizing the City Clerk to administer Neighborhood Council elections and authorize the Department of Neighborhood Empowerment, in partnership with Neighborhood Councils, to oversee elections going forward.

Proposal

In developing the proposal for the Department to conduct the Neighborhood Council elections, the following factors were taken into consideration:
1. Successful execution of at least eighty-five (85) Neighborhood Council elections;
2. Maintaining the integrity of all elections;
3. Existing staffing resources and City budget issues;
4. Input from the Neighborhood Councils, including the motions passed by the Election Task Force, the Valley Alliance of Neighborhood Councils, and the Office of the City Clerk survey;
5. Short time period in which to prepare for the elections; and

6. Framework for Neighborhood Council elections developed by the Office of the City Clerk, which required a restructuring of the Neighborhood Council bylaws and Board terms.

By conducting the 2008 and 2010 Neighborhood Council elections, the Office of the City Clerk has developed an excellent foundation and structure for the Neighborhood Council elections. The Department's proposal for administering the Neighborhood Council elections would utilize this existing framework because of the short timeline to prepare for elections to offer the following election structure:

All Elections Only in 2012– Under the Office of the City Clerk, elections were set up to occur in even numbered years. The Board terms were also changed to two (2) or four (4) year terms to sync with the elections. Holding elections in 2013 would result in mandated changes to Board terms or having yearly elections to maintain the current Board terms. To avoid such difficulties, the Department proposes to hold elections from August to November 2012. At the direction of the Mayor's Office and in concurrence with the position taken by the Board of Neighborhood Commissioners, the Department will not be offering Neighborhood Councils the option to opt out of the upcoming 2012-13 elections.

Regional Elections – The Department would operate elections on a regional model, using twelve (12) regions as opposed to the nine (9) regions set up by the City Clerk. The additional regions were created to provide more election support and to encourage Neighborhood Councils to pool their resources for election outreach. A draft of the new regions is attached along with proposed election weeks from which the Neighborhood Councils from each region would select one (1) day to hold their elections. The time of the elections on that day could vary for each Neighborhood Council depending on what work for their community.

Conducted By Independent Election Administrators – The Department intends to hire and train twelve (12) Independent Election Administrators (IEA) to assist the Neighborhood Councils in conducting the elections in their regions. The final number of IEA's depends on how many Neighborhood Councils decide to hold selection instead of elections. While the Department would also accept volunteer IEA's, the Department would need paid IEA's as a back-up. The IEA for each region would be responsible for working in collaboration with the Neighborhood Councils to ensure that the Neighborhood Councils' bylaws and election procedures were correct; the candidates are qualified; the necessary ballots were created and translated; the Neighborhood Councils were meeting all election deadlines and outreach plans; the election locations were acceptable; and any other issues regarding elections were swiftly handled.

Streamline Election Procedures Process – Because Neighborhood Councils have already approved election procedures when the Office of the City Clerk conducted their elections, the Department will endeavor to use approved election procedures whenever possible and have the Board only approve necessary updates, such as Board seats up for election and location, date and time for the elections. Defaults will have to be established for those Neighborhood Councils who do not supply the necessary information to hold their elections in time to the Department. The election timeline will be shortened to sixty (60) days where Neighborhood Councils will have thirty (30) days to find candidates and thirty (30) days to outreach to voters. To save resources, those Neighborhood Councils who have

uncontested seats will default to a selection process whereby the candidates will be affirmed.

Vote by Mail and Write-in Candidates – Vote by mail services will be offered by the Department for an extra fee starting at $500 for the set up and execution. Unlike in the past, the Department will handle all vote by mail requests, voter documentation and ballot receipt/counting with temporary staffing. Because there will be defaults that will be set up for uncontested seats, write-in candidates will not be allowed in this election cycle.

Back Office Support – Additional staffing would be needed to help support the administrative functions of running the elections, such as translation, finalizing and printing of ballots, processing vote by mail requests, etc. Existing Department staff will not have the capacity to take on these duties so the Department will bring on temporary staffing to assist the IEA's in providing the support to the Neighborhood Councils. This staffing will also be utilized as paid poll managers and workers for the election day along with other trained staff and Neighborhood Council volunteers. The existing Department staff of seventeen (17) has no capacity to administer elections because they are carrying on day to day Neighborhood Council matters, such as funding, assistance to low functioning Neighborhood Councils, grievances/complaints, trainings and Board of Neighborhood Commissioners support services. This work continues during elections. Also, by taking on the administrative burden of elections, we hope to free up the Neighborhood Council volunteer time on the more important task of outreach.

Neighborhood Council awareness and elections - The Department website is being revamped to provide easy access to information and to push information out to stakeholders via social media. To assist the Neighborhood Councils with their outreach, the Department will create outreach templates and provide outreach trainings in every region. The Department will also assist with the posting of candidate information on its website. Neighborhood Councils are expected to also pay for outreach to their stakeholders and have the ability to encumber their current 2011-2012 funds for election outreach next fiscal year.

Arbitrators for Challenges – As initially suggested by the Office of the City Clerk, any election challenges will be handled by paid arbitrators hired and trained by the Department. The Department will set up a challenge system for the elections and the structure for how arbitrators will review and remedy election issues.

Collaboration with Neighborhood Councils – Collaboration with the Neighborhood Councils is key in the success of the elections, and the Department is weighing the various suggestions coming in from Neighborhood Council leaders around the City. Whenever possible, any policies or procedures regarding the elections will be vetted with the Neighborhood Councils. While the Department will do its best to accommodate suggestions that assist in increasing the number of stakeholders who participate in the Neighborhood Council system and elections, the Department will balance implementation with our ability to administer the elections in a fair, transparent and open manner.

The Department is currently preparing an election manual to cover the proposed election structure for the 2012 election.

Implementation Costs

2011-2012 Fiscal Year Funds ($120,000)

Although the City Council has not yet changed the election ordinance, the Department has begun to utilize the $120,000 from the current fiscal year to prepare the election structure in order to meet the August through November 2012 election timeline. Neighborhood Councils must begin election preparations now in order to carry out the elections if the City Council takes action to have the Department administer the elections, and the Department requires resources to support such preparation.

Fiscal Year Request ($639,964)

The Department lost four (4) Project Coordinators, one (1) Senior Project Coordinator, and $350k in line item expenses to the Office of the City Clerk when they took over elections in 2010. The election budget for 2010 was $1.2 million. At the request of the Mayor, the Department prepared a budget proposal for new staff and operating costs for Neighborhood Council elections, which will be submitted to the City Council on April 20, 2012. The Department is requesting $639,964 to conduct the 2012 elections. We have tried to cut down the costs of the elections while providing for additional options, such as vote by mail.

Conclusion

In order for the Department to successfully create a framework for and implement the 2012 Neighborhood Council election cycle, the Ordinance must be changed along with the budget approval process for FY 2012/13 to allow the Department the authority to conduct the elections within the proposed timeline. Failure to change the ordinance would also result in the City being out of compliance with the current ordinance that requires the City Clerk to complete the elections for all Neighborhood Councils by June 2012. Lastly, sufficient funding as detailed above is crucial to provide for the proper support for Neighborhood Council elections to be held successfully.

If you have any questions regarding this matter, please contact me at (213) 978-1551. I will be available when you consider this matter in order to answer any questions you may have.

Very truly yours,

BONGHWAN (BH) KIM
General Manager

Proposed Neighborhood Council Election Regions and Election Week

Region 1 - 8/1-8/5
1. Panorama City – 1/2
2. Mission Hills – 1/2
3. Sylmar
4. Arleta
5. Pacoima
6. Sun Valley – 1/2
7. Foothill Trails District
8. Sunland-Tujunga

Region 2 - 8/6-8/12
1. Granada Hills North
2. Granada Hills South
3. Porter Ranch - 2014
4. Chatsworth - 2014
5. Northridge West – 1/2
6. Northridge East
7. Northridge South
8. North Hills West – 1/2
9. North Hills East

Region 3 - 8/13-8/19
1. West Hills – 1/2
2. Canoga Park – 1/2
3. Winnetka – 1/2
4. Woodland Hills-Warner Center
5. Reseda
6. Lake Balboa
7. Tarzan
8. Encino

Region 4 - 8/20–8/26
1. Greater Toluca Lake
2. Greater Valley Glen
3. Sherman Oaks – 1/2
4. Studio City
5. Midtown North Hollywood
6. North Hollywood West
7. North Hollywood Northeast – 1/2
8. Valley Village – 1/2
9. Van Nuys – 1/2

Region 5 - 9/10-9/16
1. Central Hollywood – 1/2
2. Hollywood Hills West
3. Hollywood Studio District
4. Hollywood United – 1/2
5. East Hollywood
6. Greater Wilshire
7. Wilshire Center Koreatown – 1/2
8. Olympic Park
9. PICO – 1/2
10. Mid City West

Region 6 - 9/24–9/30
1. Downtown Los Angeles
2. Historic Cultural
3. Westlake North
4. Westlake South
5. Pico Union – 1/2
6. MacArthur Park – 1/2

Region 7 - 10/1–10/7
1. Elysian Valley Riverside – 1/2
1. Atwater Village – 1/2
2. Greater Echo Park Eylsian
3. Silver Lake
4. Greater Griffith Park
5. Rampart Village

Region 8 - 10/8-10/14
1. Eagle Rock – 1/2
2. Historic Highland Park
3. LA-32
4. Lincoln Heights
5. Boyle Heights
6. Greater Cypress Park – 1/2
7. Arroyo Seco
8. Glassell Park

Region 9 - 10/15-10/21
1. Empowerment Congress Southeast – 1/2
2. Empowerment Congress Southwest – 1/2
3. Watts – 1/2
4. CANNDU - 2014
5. Central Alameda
6. South Central – 1/2
7. Voices of 90037

Region 10 - 10/22-10/28
1. Mid City – 1/2
2. West Adams – 1/2
3. United Neighborhoods of Historic – 1/2
4. Empowerment Congress North
5. Empowerment Congress West
6. Park Mesa – 1/2
7. Empowerment Congress Central

Region 11 – 10/29-11/4
1. Bel Air-Beverly Crest
2. Del Rey
3. Mar Vista
4. Palms – 1/2
5. South Robertson – 1/2
6. Venice
7. Westchester-Playa – 1/2
8. West Los Angeles - 2014
9. Westside
10. Westwood

Region 12
1. Central San Pedro – selection
2. Coastal San Pedro – selection
3. Northwest San Pedro – selection
4. Harbor City – selection
5. Harbor Gateway South – selection
6. Harbor Gateway North – selection
7. Wilmington – only 3 seats elected so will schedule with another region

2014- not up for election in 2012
1/2 - staggered 4 year terms so only 1/2 of the Board is up for election in 2012
Selection – will be conducting a selection process (no secret ballot) outside of elections (secret ballot)

Skipped weeks – 8/27-9/2 (Labor Day Weekend), 9/3/-9/9 (extra week) 9/17-9/23 (Congress Weekend) – these weeks are available if a region wishes to go during these dates. We are planning to stop elections by November 6 (national elections), but can hold NC elections into mid-November, too, if a region wants to go into these dates.

Draft 1 – 3/27/12

CITY OF LOS ANGELES
CALIFORNIA

BOARD OF NEIGHBORHOOD
COMMISSIONERS

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GENERAL MANAGER

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ANTONIO R. VILLARAIGOSA
MAYOR

MAY 11, 2012

REPORT RE:

NEIGHBORHOOD COUNCIL ELECTIONS

The Honorable Education and
    Neighborhoods Committee
c/0 the City Clerk
Room 395, City Hall
Mail Stop 160
200 North Spring Street
Los Angeles, California 90012

Council File No. 11-1912

Honorable Members:

As requested by your Honorable Body, this department submits this report to the honorable Education and Neighborhoods Committee to address the cost and administration of the Neighborhood Council elections if this department were to conduct the 2012 Neighborhood Council election cycle.

Background

On January 3, 2012, the City Council took action to request the City Attorney to prepare and present an Ordinance to transfer authority for conducting the Neighborhood Council elections from the Office of the City Clerk to the Department of Neighborhood Empowerment (Department) on a temporary basis for the 2012 Neighborhood Council election cycle. In addition, the City Council requested the Department to submit a report on how the Department would administer such elections as well as the associated costs. On May 9, 2012, the City Council took action to transfer the administration of the 2012 Neighborhood Council elections from the Office of the City Clerk to the Department. This report is an updated version of the original report submitted to the City Council on April 12, 2012.

The Department currently has $120,000 set aside in its current budget for election outreach. In its fiscal year 2012-2013 budget package, the Department also submitted a request in the amount of $639,964 for the necessary staffing and resources to conduct Neighborhood Council elections. Based on current records, at least eight-five (85) Neighborhood Councils have either full or partial Board seats up for elections in 2012. Four (4) Neighborhood Councils are not up for elections until 2014, and six (6) Neighborhood Councils in the Harbor Area are considering utilizing a selection process instead of an election. A selection process does not have a secret ballot and is usually conducted in a town hall style setting where Board members are selected by a showing of voter hands. To opt for a selection process, the Neighborhood Council must change its bylaws and have a selection process approved by the Department.

On February 10, 2012, the City Clerk released the results of their survey for Neighborhood Council Election Alternatives. In it, sixty-two (62) of the ninety-five (95) Neighborhood Councils responded with the following feedback:

- 53% of the Neighborhood Councils are not willing to postpone the 2012 elections to 2014, and 47% were willing to postpone to 2014
- Two-thirds of the Neighborhood Councils that opposed postponing the elections would not use a town hall style selection process
- 76% of those Neighborhood Councils that want to hold non-City Clerk elections prior to 2014 would contribute a limited amount of funds toward the cost of the election and 21% would cover the full cost
- 34% prefer an Independent Election Administrator as their first choice to conduct the elections and 25.8% identified the City Clerk as the next first choice to conduct elections with 16.1% preferring the town hall selection process
- Nearly 90% of Neighborhood Councils prefer some type of at polls election over all other election methods and nearly 63% prefer a standalone at polls election method with 27% preferring a combination of at polls with vote by mail and/or internet voting component
- 6% of Neighborhood Councils prefer internet voting combined with at polls election
- 85.4% of Neighborhood Councils prefer town hall elections (secret ballot) over town hall selections (non-secret ballot) as an alternative to conventional election methods

Collaboration Process for Feedback

The Department collaborated with the Los Angeles Neighborhood Councils Coalition's Election Task Force to receive recommendations from Board members and stakeholders on the elections. On January 28, 2012, the Election Task Force met with Neighborhood Council leaders from twenty-seven (27) Neighborhood Councils around the City of Los Angeles and passed the following motions regarding Neighborhood Council elections:

1. The Election Task Force recommends that Neighborhood Councils will run their own elections or selections at such time, place and manner of their choice with assistance of Department as it is capable.

2. The Election Task Force encourages Neighborhood Councils to run elections cooperatively and if desired, to conduct regional elections with the assistance of the Department.
3. Regions are to be established by Neighborhood Councils and their regional alliances.
4. Neighborhood Council elections or selections should be monitored or overseen by a trained, independent third party.
5. The Election Task Force requests the City Council to allocate in the fiscal year 2012-2013 budget, the amount of $650,000 to the Department for additional staffing and resources for the Neighborhood Council election process.
6. The Election Task Force requests the City Council to expedite the process for contracting Independent Election Administrators and staffing associated with Neighborhood Council elections not to exceed sixty (60) days.
7. The Election Task Force recommends to Neighborhood Councils the inclusion of independent poll watchers as part of their elections.
8. Election challenges are to be heard and decided by arbiters hired and paid for by the Department.

These motions have also been adopted by the Los Angeles Neighborhood Councils Coalition.

The Valley Alliance of Neighborhood Councils adopted the following language regarding the Neighborhood Council elections:

1. Motion approved by the Valley Alliance of Neighborhood Councils for Neighborhood Councils to have the OPTION either to have an election or selection process in 2012, or to "opt-out" (no election) and have an election in 2014.

2. Resolution regarding City Clerk Conduct of Neighborhood Council Elections:

   Be it resolved that the Valley Alliance of Neighborhood Councils (VANC), in order to preserve the right of Neighborhood Councils to conduct elections in 2012 and years following, requests the City Council to adopt a resolution or ordinance as follows:

   The City Clerk is directed to allow Neighborhood Councils to conduct elections in 2012 and years following with or without the assistance of the City Clerk. The procedures should set forth in broad terms that neighborhood council elections will be conducted in a fair and transparent manner and in accordance with the approved bylaws and election procedures of each Neighborhood Council, the Plan and the Administrative Code. The procedures should encourage Neighborhood Councils to join together on a regional basis in order to lend assistance to one another in outreach and the conduct of elections.

   As an Alternative, rescind the city ordinance authorizing the City Clerk to administer neighborhood council elections and authorize the Department of Neighborhood Empowerment, in partnership with Neighborhood Councils, to oversee elections going forward.

Proposal

 In developing the proposal for the Department to conduct the Neighborhood Council elections, the following factors were taken into consideration:

1. Successful execution of at least eighty-five (85) Neighborhood Council elections;
2. Maintaining the integrity of all elections;
3. Existing staffing resources and City budget issues;
4. Input from the Neighborhood Councils, including the motions passed by the Election Task Force, the Valley Alliance of Neighborhood Councils and the Office of the City Clerk survey;
5. Short time period in which to prepare for the elections; and
6. Framework for Neighborhood Council elections developed by the Office of the City Clerk, which required a restructuring of the Neighborhood Council bylaws and Board terms.

 By conducting the 2008 and 2010 Neighborhood Council elections, the Office of the City Clerk has developed an excellent foundation and structure for the Neighborhood Council elections. The Department's proposal for administering the Neighborhood Council elections would utilize this existing framework because of the short timeline to prepare for elections to offer the following election structure:

Elections Only in 2012– Under the Office of the City Clerk, elections were set up to occur in even numbered years. The Board terms were also changed to two (2) or four (4) year terms to sync with the elections. Holding elections in 2013 would result in mandated changes to Board terms or having yearly elections to maintain the current Board terms. To avoid such difficulties, the Department proposes to hold elections from August to November of 2012.

Regional Elections – The Department would operate elections on a regional model, using twelve (12) regions as opposed to the nine (9) regions set up by the City Clerk. The additional regions were created to provide more election support and to encourage Neighborhood Councils to pool their resources for election outreach. An updated draft of the new regions is attached along with proposed election weeks from which the Neighborhood Councils from each region would select one (1) day to hold their elections (Attachment A). The time of the elections on that day could vary for each Neighborhood Council depending on what worked for their community.

Conducted By Independent Election Administrators – The Department intends to hire and train ten (10) to twelve (12) Independent Election Administrators (IEA) to assist the Neighborhood Councils in conducting the elections in their regions. The final number of IEA's depends on how many Neighborhood Councils decide to hold selection instead of elections. While the Department would also accept volunteer IEA's, the Department would need paid IEA's as a back-up. The IEA for each region would be responsible for working in collaboration with the Neighborhood Councils to ensure that the Neighborhood Councils' bylaws and election procedures were correct; the candidates are qualified; the necessary ballots were created and translated; the Neighborhood Councils were meeting all election deadlines and outreach plans; the election locations were acceptable; and any other issues regarding elections were swiftly handled.

The Department's call out for IEA's in April resulted in thirteen (13) qualified applicants from the Neighborhood Council system. The IEA's will be trained in May and assigned their respective regions so they may start working with them immediately.

Streamline Election Procedures Process – Because Neighborhood Councils have already approved election procedures when the Office of the City Clerk conducted their elections, the Department will endeavor to use approved election procedures whenever possible and have the Board only approve necessary updates, such as Board seats up for election and location, date and time for the elections. Defaults will have to be established for those Neighborhood Councils who do not supply the necessary information to hold their elections in time to the Department. The election timeline will be shortened to sixty (60) days where Neighborhood Councils will have thirty (30) days to find candidates and thirty (30) days to outreach to voters. To save resources, those Neighborhood Councils who have uncontested seats will default to a selection process whereby the candidates will be affirmed.

The Department has released election updates to the Neighborhood Council (Attachment B) and is currently preparing an election manual to cover the proposed election structure and procedures for the 2012 election.

Vote by Mail and Write-in Candidates – Vote by mail services will be offered by the Department for an extra fee starting at $500 for the set up and execution. Unlike in the past, the Department will handle all vote by mail requests, voter documentation and ballot receipt/counting with temporary staffing. Because there will be defaults that will be set up for uncontested seats, write-in candidates will not be allowed in this election cycle.

Back Office Support – Additional staffing would be needed to help support the administrative functions of running the elections, such as translation, finalizing and printing of ballots, processing vote by mail requests, etc. Existing Department staff will not have the capacity to take on these duties so the Department will bring on temporary staffing to assist the IEA's in providing the support to the Neighborhood Councils. This staffing will also be utilized as paid poll managers and workers for the election day along with other trained staff and Neighborhood Council volunteers. The existing Department staff of seventeen (17) has no capacity to administer elections because they are carrying on day to day Neighborhood Council matters, such as funding, assistance to low functioning Neighborhood Councils, grievances/complaints, trainings and Board of Neighborhood Commissioners support services. This work continues during elections. Also, by taking on the administrative burden of elections, we hope free up the Neighborhood Council volunteer time on the more important task of outreach.

Outreach Support – The Department will be conducting a citywide outreach campaign for Neighborhood Council awareness and elections. The Department website is being revamped to provide easy access to information and to push information out to stakeholders via social media. To assist the Neighborhood Councils with their outreach, the Department will create outreach templates and provide outreach trainings in every region. The Department will also assist with the posting of candidate information on its website. Neighborhood Councils are expected to also pay for outreach to their stakeholders and have the ability to encumber their current 2011-2012 funds for election outreach next fiscal year.

Arbitrators for Challenges – As initially suggested by the Office of the City Clerk, any election challenges will be handled by paid arbitrators hired and trained by the Department. The

Department will set up a challenge system for the elections and the structure for how arbitrators will review and remedy election issues.

Collaboration with Neighborhood Councils – Collaboration with the Neighborhood Councils is key in the success of the elections, and the Department is weighing the various suggestions coming in from Neighborhood Council leaders around the City. Whenever possible, any policies or procedures regarding the elections will be vetted with the Neighborhood Councils. While the Department will do its best to accommodate suggestions that assist in increasing the number of stakeholders who participate in the Neighborhood Council system and elections, the Department will balance implementation with our ability to administer the elections in a fair, transparent and open manner.

Further, Neighborhood Council leaders from around the City are stepping forward to assist with the 2012 elections by acting as IEA's, assisting with regional outreach and volunteering to be poll workers.

For additional information on the Department's election work and timeline, see Attachment C.

Implementation Costs

2011-2012 Fiscal Year Funds ($120,000)

Although the City Council has not yet changed the election ordinance, the Department has begun to utilize the $120,000 from the current fiscal year to prepare the election structure in order to meet the August through November 2012 election timeline. Neighborhood Councils must begin election preparations now in order to carry out the elections if the City Council takes action to have the Department administer the elections, and the Department requires resources to support such preparation.

2012-2013 Fiscal Year Request ($639,964)

The Department lost four (4) Project Coordinators, one (1) Senior Project Coordinator, and $350k in line item expenses to the Office of the City Clerk when they took over elections in 2010. The election budget for 2010 was $1.2 million. At the request of the Mayor, the Department prepared a budget proposal for new staff and operating costs for Neighborhood Council elections, which will be submitted to the City Council on April 20, 2012. The Department is requesting $639,964 to conduct the 2012 elections. We have tried to cut down the costs of the elections while providing for additional options, such as vote by mail.

- **Salaries – Four (4) Exempt Project Coordinators - $269,963.52** –These full time staff positions will be responsible for managing and coordinating election and selection processes for all ninety-five (95) Neighborhood Councils and serve as primary liaison between the Neighborhood Council election committees, Election monitors, City Attorney, and other volunteers. This process will involve the review and approval of all by-laws changes to conform with the election/ selection, the development of election procedures, managing between ten (10) to twenty (20) as-needed election monitors, managing the use of as-needed arbiters to resolve all election challenges, staff the Elections Task Force which will serve as an advisory body to the Department, and supervise communications to and from each Neighborhood Councils regarding the

election/selection process. These positions will also be responsible for coordinating informational and training meetings for Neighborhood Councils, election monitors, and other volunteers. Three (3) of the four (4) positions will be hired for twelve (12) months while one (1) Project Coordinator will remain on staff during the off years to address outstanding post-event issues related to election challenges, database and records retention. This position will also be needed to prepare for the start up and planning for subsequent election/selection cycles. The exempt Project Coordinators will have to start on July 1, 2012 because the election timeline for the August elections will already have begun.

- **Contractual Services - $250,000 ($100,000 for Monitors, $100,000 for Translation, $50,000 for Arbiters)**
  o Election monitors, comprised of IEA's, poll managers and workers, will be hired for each region and will serve as an independent and impartial party to oversee the implementation of each election/selection. Their role/responsibilities will be to serve as the ultimate authority and responsibility for the administration of the election/selection process. Additional duties include: assisting in the completion of each election procedure to be approved by the Department, processing of candidates including verification of eligibility and conducting the candidate forum(s), processing of voters including pre-registration and eligibility, overseeing and approving the voter ballots, distributing and receiving ballots from voters, counting/re-counting the ballots, and issuing the election results. As needed, election poll managers and workers will be hired to assist with the day of elections to assist IEA's administration of the polling place for elections and be available to help with Neighborhood Councils with larger voter turnout.
  o Translation of all written materials and interpretation at meetings and forums in communities where there is a significant population of non-English speaking stakeholders.
  o Professional arbiters will be retained in order to hear and decide up on all election challenges. Staff will develop policies, procedures, and guidelines for the entire challenge process including eligible grounds for challenges.

  o **Printing and Binding - $50,000** - Funds will be used for the printing and binding of election instruction manuals and materials that will be used by the Exempt Project Coordinators to educate and inform Neighborhood Council Board Members and Stakeholders as part of the City-wide Neighborhood Council Election Plan.

  o **Office and Admin - $25,000** – These funds will be used for the office supplies and administrative items needed to support the use and distribution of election instruction manuals and materials that will be used by the Exempt Project Coordinators to educate and inform Neighborhood Council Board Members and Stakeholders as part of the City-wide Neighborhood Council Election Plan.

Because we will be implementing this new election structure for the first time, we expect that funds will be shifted between the various categories as we determine where Neighborhood Councils need more support.
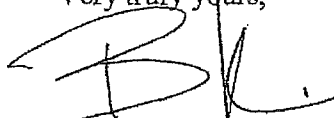
Conclusion

In order for the Department to successfully create a framework for and to implement the 2012 Neighborhood Council election cycle, sufficient funding as detailed above is crucial.

If you have any questions regarding this matter, please contact me at (213) 978-1551. I will be available when you consider this matter in order to answer any questions you may have.

Very truly yours,

BONGHWAN "BH" KIM, General Manager

ATTACHMENT A - Neighborhood Council Election Regions and Election Week

Region 1 – August 4th
1. Panorama City – 1/2
2. Mission Hills – 1/2
3. Sylmar
4. Arleta
5. Pacoima
6. Sun Valley – 1/2
7. Foothill Trails District
8. Sunland-Tujunga

Region 2 – Sept 3rd – Sept 9th
1. Granada Hills North – selection?
2. Granada Hills South
3. Porter Ranch – 1/2
4. Chatsworth - 2014
5. Northridge West – 1/2
6. Northridge East
7. Northridge South – selection?
8. North Hills West – 1/2
9. North Hills East

Region 3 – Sept 24th – Sept 30th
1. West Hills – 1/2
2. Canoga Park – 1/2
3. Winnetka – 1/2
4. Woodland Hills-Warner Center
5. Reseda – selection?
6. Lake Balboa
7. Encino

Region 4 – Sept 19th or 20th
1. Greater Toluca Lake
2. Greater Valley Glen
3. Sherman Oaks – 1/2
4. Studio City
5. Midtown North Hollywood
6. North Hollywood West – 1/2
7. North Hollywood Northeast – 1/2
8. Valley Village – 1/2
9. Van Nuys – 1/2
10. Tarzana

Region 5 – Sept 10th – Sept 16th
1. Central Hollywood – 1/2
2. Hollywood Hills West – selection?
3. Hollywood Studio District
4. Hollywood United – 1/2
5. East Hollywood
6. Greater Wilshire
7. Wilshire Center Koreatown – 1/2
8. Olympic Park
9. PICO – 1/2
10. Mid City West

Region 6 – Nov 12th – Nov 18th
1. Downtown Los Angeles
2. Historic Cultural – 1/2
3. Westlake North
4. Westlake South
5. Pico Union – 1/2
6. MacArthur Park – 2014

Region 7 – Oct 1st – Oct 7th
1. Atwater Village – 1/2
2. Greater Echo Park Elysian
3. Silver Lake
4. Greater Griffith Park
5. Rampart Village
6. Elysian Valley Riverside – 1/2

Region 8 – Oct 8th – Oct 14th
1. Eagle Rock – 1/2
2. Historic Highland Park
3. LA-32
4. Lincoln Heights
5. Boyle Heights
6. Greater Cypress Park – 1/2
7. Arroyo Seco
8. Glassell Park

Region 9 – Oct 15th – Oct 21st
1. Empowerment Congress Southeast – 1/2
2. Empowerment Congress Southwest – 1/2 selection?
3. Watts – 1/2
4. CANNDU – 2014
5. Central Alameda
6. South Central – 1/2
7. Voices of 90037

Region 10 – Oct 22nd – Oct 28th
1. Mid City – 1/2
2. West Adams – 1/2
3. United Neighborhoods of Historic – 1/2
4. Empowerment Congress North
5. Empowerment Congress West
6. Park Mesa – 1/2
7. Empowerment Congress Central

Region 11 – Oct 29th – Nov 4th
1. Bel Air-Beverly Crest
2. Del Rey
3. Mar Vista
4. Palms – 1/2
5. South Robertson – 1/2
6. Venice
7. Westchester Playa – 1/2
8. West Los Angeles - 2014
9. Westside – selection?
10. Westwood

Region 12
1. Central San Pedro – selection?
2. Coastal San Pedro – selection?
3. Northwest San Pedro – selection?
4. Harbor City – selection?
5. Harbor Gateway South – selection?
6. Harbor Gateway North - October
7. Wilmington – selection?

Unhighlighted Neighborhood Councils are up for elections in 2012
2014- straight 4 year terms so the Board is not up for election in 2012
1/2- staggered 4 year terms so only 1/2 of the Board is up for election in 2012
Selection – will be conducting a selection process (no secret ballot) outside of elections (higher is secret ballot)
Skipped week – 8/27-9/2 (Labor Day Weekend)
Draft 5– 5/10/12

EMPOWER LA™

Department of
NEIGHBORHOOD EMPOWERMENT

2012 NEIGHBORHOOD COUNCIL ELECTIONS
FREQUENTLY ASKED QUESTIONS

- **Are Neighborhood Councils having elections in 2012? * updated**
  Yes, the City Council took action on the ordinance on May 9, 2012 and authorized the Department of Neighborhood Empowerment (Department) to conduct the elections in the 2012-2013 fiscal year. We cannot, however, conduct elections without adequate funding so we will be working with the Budget and Finance Committee in the next few weeks to finalize their recommendation to the City Council on our $659,000 funding request for the elections.

- **Who will administer the Neighborhood Council elections in 2012?**
  The draft ordinance is written to temporarily give the Department the authority to conduct elections in the 2012-2013 fiscal year. The Office of the City Clerk retains the ability to conduct elections in 2014.

- **Who is paying for the elections?**
  We have requested funding in the amount of $659,000 in our proposed fiscal year 2012-2013 budget. This amount would cover hiring the additional staff needed to conduct elections, translation, printing, location fees and any necessary equipment and supplies. Neighborhood Councils will be responsible for the outreach to their local community about the elections. This funding request must still be approved by City Council.

- **What if my Neighborhood Council voted to opt out of the 2012 elections on the City Clerk survey?**
  The City Clerk survey was only to determine those Neighborhood Councils that would be willing to wait until 2014 for the elections if there were no elections in 2012. If the Department administers elections in 2012, we will not be offering the ability for Neighborhood Councils to opt out of having either an election (or selection) in 2012 pursuant to the recommendations of the Mayor's Office and the Board of Neighborhood Commissioners. The Education and Neighborhoods Committee also recommended no opt out provision as well.

- **If there is no opting out of 2012 elections, why are some Neighborhood Councils not having elections?**
  When the City Clerk administered the elections, Board terms were reset to two, four, or four year staggered terms. Neighborhood Councils selected what terms they wanted. The City Clerk set the default term to four year staggered terms in situations where the Neighborhood Council Board did not take action. In order to start a four year stagger, the Board decided which seats were would have two year terms and which would have four year terms. Those seats that received two year terms in 2010, will have four year terms in 2012 in order to complete the four year staggered term cycle.

  The Department would be conducting elections only for those Neighborhood Councils with two year and four year staggered terms in 2012. The handful of Neighborhood Councils that are not having elections in 2012 have four year straight terms and are not due to have elections until 2014.

- **When is the Department holding elections?** *updated

  We will be conducting elections starting August 4, 2012 through the end of October, 2012, and the week of November 12, 2012 to November 18, 2012, so as not to run into the national election day on November 6, 2012 or to go into the holidays. While it is possible to hold elections in the beginning of 2013 as well, we do not want to do that as that would result in one year terms and bylaw changes because the next elections are scheduled to be held in the spring of 2014.

- **How will the Neighborhood Council elections be administered?**

  We will be administering elections in twelve regions with an Independent Election Administrator assigned to each region. We are also bringing on paid and volunteer poll workers to assist on the day of the election as well. Each region has been assigned a week in which the Neighborhood Councils in that region will choose one day to hold their election by majority vote. On the day of the election, the Neighborhood Council can set the time in which they would like to hold their election. All Neighborhood Councils will be on this election timeline unless they have notified us that they are holding a selection process instead.

- **What's a selection process?**

  A selection process is an open, fair and transparent way to select Board members in a non-secret vote, unlike an election, which requires a secret vote. All of the outreach requirements for candidates and voters will be the same as in an election, but the selection process will occur in a town hall setting. A neutral third party will oversee the town hall where candidates will speak first before the vote will be taken with either a show of hands or with a written ballot that must be signed by the voter. A selection process is usually completed within an hour or two.

- **Why would a Neighborhood Council want a selection process instead of an election?**

  If a Neighborhood Council wanted one year terms for Board members or wanted more flexibility as to the day they want to hold a vote for the new Board members, then they will want to use a selection process. Elections are only held during the even numbered years so Board terms have to be two or four years. The Department's timeline for elections does not allow for as much flexibility for date selection since all of the Neighborhood Councils in a region must have their election on the same day. If a Neighborhood Council wanted a certain day not chosen by the region, then they will need to go to a selection process.

- **What do we have to do if we want to have a selection process instead of an election?**

  Your Neighborhood Council will have to change its bylaws by May 12th in order to hold a selection process. Please contact Grayce Liu at grayce.liu@lacity.org or by calling (213) 978-1551 as soon as possible for more details.

- **What if my Neighborhood Council turned in bylaws amendments and hasn't received the Department approval yet?**

  We are trying to incorporate any election updates and information from the City Clerk's 2010 Election Stipulation Worksheet as well as the Board of Neighborhood Commissioners Bylaws Table of Contents policy into all bylaws. Because of staffing issues, this is taking much longer than anticipated. We are working in order of the election regions so your Neighborhood Council will receive these updated bylaws with enough time before the elections to prepare.

- What's different about how elections were conducted by the Department before the City Clerk and now? Building on the great foundational work that the Office of the City Clerk established in the 2008 and 2010 elections, we are trying to further streamline election procedures and processes to make elections easier on the Neighborhood Councils while providing some flexibility, too, given the tight timeline.

  o **Regional Election Meetings** – because we are holding the elections regionally, we will be working to get information to the Neighborhood Councils via regional meetings so Neighborhood Councils in the same region will have the opportunity to get to know one another and to conduct regional outreach to save money if they want to

  o **Timeline** - the timeline for elections has been shortened to sixty days – thirty days to get candidates and thirty days to get voters. This sixty day timeline is counted from the day of the elections.

  o **Outreach** - rather than send out two mailers as outreach, we encourage Neighborhood Councils to utilize their existing outreach events to publicize their elections. Neighborhood Councils will be asked to provide an outreach plan that shows how they will reach their stakeholders during the candidate recruiting and voter notification phases of the elections. In addition, because we will be handling all of the sensitive election documentation, such as ballots and applications, Neighborhood Council Board members will be able to work on their election and/or outreach committees until the day of the election.

  o **Election Procedures** - we will use approved election procedures from the City Clerk unless the Neighborhood Council tells us otherwise. Neighborhood Councils will only need to provide us a coversheet with the changes for the 2012 elections, such as election day, time and location.

  o **Election Time** - the standard election time will be a four hour window with the ability to extend to six hours by request.

  o **Board Affirmation and Shortened Election Times** - In order to save on resources, if a Neighborhood Council has uncontested seats after the candidate filing deadline, we will hold a Board Affirmation town hall event instead of an election. At the town hall, the uncontested candidates will be acknowledged and affirmed to the Board seats for which they filed. If three or less seats are contested, then we will hold a shortened election time of two hours for the Neighborhood Council instead of the four.

  o **Vote by Mail** - we are offering vote by mail with an initial set up fee of $500 because of the extra staffing we will bring on to administer your vote by mail, which includes setting up all paperwork, fulfilling requests for ballots, verifying any documentation as necessary and doing the final count.

  o **Candidate Write-In** - because of the Board Affirmation process described above, we are not offering candidate write-in's in this election cycle.

o   Department Back Office - we will be handling all the election administration and paperwork, such as bylaws, election procedures, ballots, candidate/voter verification, vote by mail, etc. in order to free your Board members and stakeholders up to recruit candidates and voters.

o   Defaults - like the City Clerk, the Department will set defaults for necessary election information, such as the election day, time, location, etc. if the Neighborhood Council does not provide the information by the set deadlines.

●   **What else is the Department doing to support Neighborhood Council elections? *updated**
We have brought on former Independent Election Administrators, Jerry Kvasnicka and Stephen Box, as Election Coordinators to help us with administering elections and conducting outreach throughout the City. Stephen has already taken the EmpowerLA Leadership Academy on the road to the various regions to recruit and teach candidates such skills as public speaking, effective outreach via mail, social media, etc., and how to get your voice heard at City Hall. We will be contacting the Neighborhood Councils in each region to set up meetings in May and June to start regional outreach collaborations, but please feel free to contact your neighboring councils now to set up regional outreach meetings.

We are working on an Elections Manual that will be coming out shortly with all the nitty gritty on elections. We are also updating our www.empowerla.org website so it can effectively provide information on elections and Neighborhood Councils. More importantly, along with the EmpowerLA Leadership Academy, we are also planning a citywide outreach campaign on elections to assist Neighborhood Councils in their local outreach. We'll be providing outreach templates and ideas to the Neighborhood Councils as well.

●   **What should my Neighborhood Council do now? *updated**

o   Start Talking Elections at your Neighborhood Council - convene your elections and/or outreach committee and select representatives to send to the regional meetings where they will get a lot of great help via templates and effective outreach strategies from our Election Coordinators and other Neighborhood Councils. Remember, it's okay now for Board members who are candidates to be on these committees until the election day.

o   Make a Commitment to Recruit Candidates – a good way to get great voter turnout is to have contested elections, i.e. multiple candidates for each Board seat. Make a commitment to recruit at least two candidates for each Board seat that is up for elections, and your candidates will be motivated to help with outreach.

o   Start Outreach Now - if your Neighborhood Council has already planned a series of outreach events for the rest of the fiscal year, throw in a blurb about the upcoming elections into the materials so you can include that in your election outreach plan. Don't forget to tell them about the EmpowerLA Leadership Academy workshops (see below) so that we can help you with your election outreach. Start meeting with the other Neighborhood Councils in your election region to work collaboratively on outreach.

o   <u>Encumber Election Outreach Funds</u> - if your Neighborhood Council has extra funds this fiscal year, you can encumber them by May 16th for the next fiscal year. Plan well because they must be used for election outreach, however, and cannot be reallocated if your Neighborhood Council doesn't use the funds next fiscal year.

o   <u>Make Bylaw Changes</u> - if you want to have a selection, you need to change your bylaws by May 12th.

o   <u>Election Stipulation Worksheet</u> – have your Board complete the Department's Election Stipulation Worksheet to finalize your Neighborhood Council's election procedures. The Department will be sending these out to each Neighborhood Council for Board action. Please make sure to return them to the Department by the deadline noted on the worksheet or the defaults will kick in.

o   <u>Take an EmpowerLA Leadership Academy Workshop</u> - we've had a lot of great feedback from long time Board members about Stephen's workshops on campaigning and outreach, and we know you'll learn a lot of effective strategies. Advertise our workshops in to your stakeholders, too. There may be a future Board member ready to step forward with the right encouragement.

We really look forward to working with all of you on your elections! For questions on bylaws or more information in general, please contact Grayce Liu at <u>grayce.liu@lacity.org</u> or by calling (213) 978-1551. For questions on the regional election meetings, please contact Jerry Kvasnika at <u>jerryelections@earthlink.net</u>. For questions on the EmpowerLA Leadership Academy workshops and election outreach in general, please contact Stephen Box at <u>stephen@thirdeyecreative.net</u>.

CITY OF LOS ANGELES
DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT
INTER-DEPARTMENTAL CORRESPONDENCE

Date: April 30, 2012

To: BongHwan Kim, General Manager

From: Grayce Liu, Senior Project Coordinator

Re: **2012 Neighborhood Council Election Status**

In February of 2012, the Department proposed an election timeline (Attachment A) with necessary actions. Although we have shifted this timeline to start elections a month earlier in order to avoid the national election in November, we are still on target to administer elections from August through October of 2012.

Please note that the Department initially delayed preparations in order to wait for City Council to take official action on the ordinances. Because of the timeline proposed, however, the Department had to start working on elections before City Council has passed the ordinances change. In addition, the election work is also delayed by IT issues since the Department does not have IT staff and ITA staff is not available to assist at times, but we are working it out as we proceed.

Here are the actions taken by the Department thus far and the plan for the upcoming months:

February

- Attended Neighborhood Council coalition meetings to solicit feedback regarding the elections (already convened the Election Task Force in January, which passed motions with regards to the elections – Attachment B)
- Reviewed and updated the RFP's for necessary contracts to bring in support staff for elections
- Began recruiting Election Coordinators
- Continued working on updating Neighborhood Council bylaws
- Worked with Neighborhood Councils interested in holding selection processes instead of elections
- Explored potential outreach possibilities, including new website, blog and social media
- Moved office to City Hall and dealt with computer connection issues for two weeks

March

- Attended Neighborhood Council coalition meetings to solicit feedback regarding the proposed election regions and timeline
- Recruited two Election Coordinators – Stephen Box and Jerry Kvasnicka (both are former Independent Election Administrators)
- Reviewed pros and cons of various possible election structures
- Completed first draft of proposed election regions and election timeline
- Continued working on updating Neighborhood Council bylaws

- Developed election outreach plan incorporating the EmpowerLA Leadership Academy, new website, and social media
- Launched new E-newsletter with weekly updates on elections, including social media links
- Dealt with continuing IT issues for setting up computers for election temp help
- Requested election documents from the City Clerk
- Met with Region 1 Neighborhood Councils to plan elections
- Met with temp agencies to prep for elections temps
- Recruited temp help for elections

April

- Attended Neighborhood Council coalition meetings to solicit feedback regarding the proposed election regions and timeline
- Hired two election temps to assist with bylaws and election procedures
- Recruited a capacity building specialist to assist in election support in South and East Los Angeles
- Dealt with continuing IT issues for setting up computers for election temp help
- Ordered additional equipment for elections (computers and laptops) for the temp help
- Launched aggressive EmpowerLA Leadership Academy workshop schedule (Attachment C), including an official elections launch at the Department Open House on April 30th
- Finalized election structure and prepared Neighborhood Empowerment Election FAQ's (Attachment D)
- Updated election timeline and regions per Neighborhood Council (Attachment E)
- Completed first draft of an election manual .
- Revised election procedures to streamline election process
- Met with the City Clerk and again requested election documents
- Recruited potential Independent Election Administrators
- Continued working on updating Neighborhood Council bylaws
- Approved selection processes for Neighborhood Councils as well as bylaws
- Submitted Election Report to City Council with basic structure of elections
- Continued meeting with Region 1 Neighborhood Councils to plan elections
- Contacted other region Neighborhood Councils to plan May meetings to select election days
- Finalized list of necessary election equipment and materials
- Finalized designs of Department's new website
- Continued weekly E-Newsletters with information on elections and election outreach encumbrances

May

- Attend Neighborhood Council coalition meetings to solicit feedback regarding the proposed election regions and timeline
- Send out one sheet for Boards to approve election procedures
- Hold Independent Election Administrator orientation meeting on May 3rd with final selection and training of twelve by May 18th

- Hold 12 regional meetings with Neighborhood Councils to prepare for elections and outreach
- Finalize all bylaws and election procedures for Regions 1-3
- Purchase necessary election equipment and materials
- Assist with first selection process for Coastal San Pedro Neighborhood Council
- Finalize citywide elections campaign plan
- Open back office for elections in Valley office
- Hire temps to staff back office
- Send out weekly E-newsletters with focus on elections
- Release Election Manual, including templates
- Finalize new Department website, including individual pages for Neighborhood Councils
- Begin focusing capacity building in election campaigning and outreach in South and East Los Angeles

The sixty day count down for recruiting candidates and getting voters to the elections will start in June. At this point, the election team will focus its work based on the Region Timelines (Attachment F) while also working on:

June
- Attend Neighborhood Council coalition meetings to solicit feedback regarding the proposed election regions and timeline
- Start sixty day election timelines for Regions 1-3
- Begin revamping Board orientation trainings
- Begin recruiting volunteer and paid poll workers
- Begin recruiting arbiters
- Finalize all bylaws and election procedures for Regions 4-7
- Approve candidate applications and upload to Individual Neighborhood Council web pages

July
- Determine which Neighborhood Councils will have Board Affirmations or shortened elections
- Hire and train poll workers
- Hire and train arbiters
- Prepare ballots
- Handle any vote by mail requests
- Finalize all bylaws and election procedures for Regions 7-12

August
- Staff elections
- Handle any challenges
- Begin new Board Orientation trainings based on election regions

September to November – Staggered repeat of sixty day election timeline above

ATTACHMENT A

Department of Neighborhood Empowerment Proposed Election Timeline - 2012
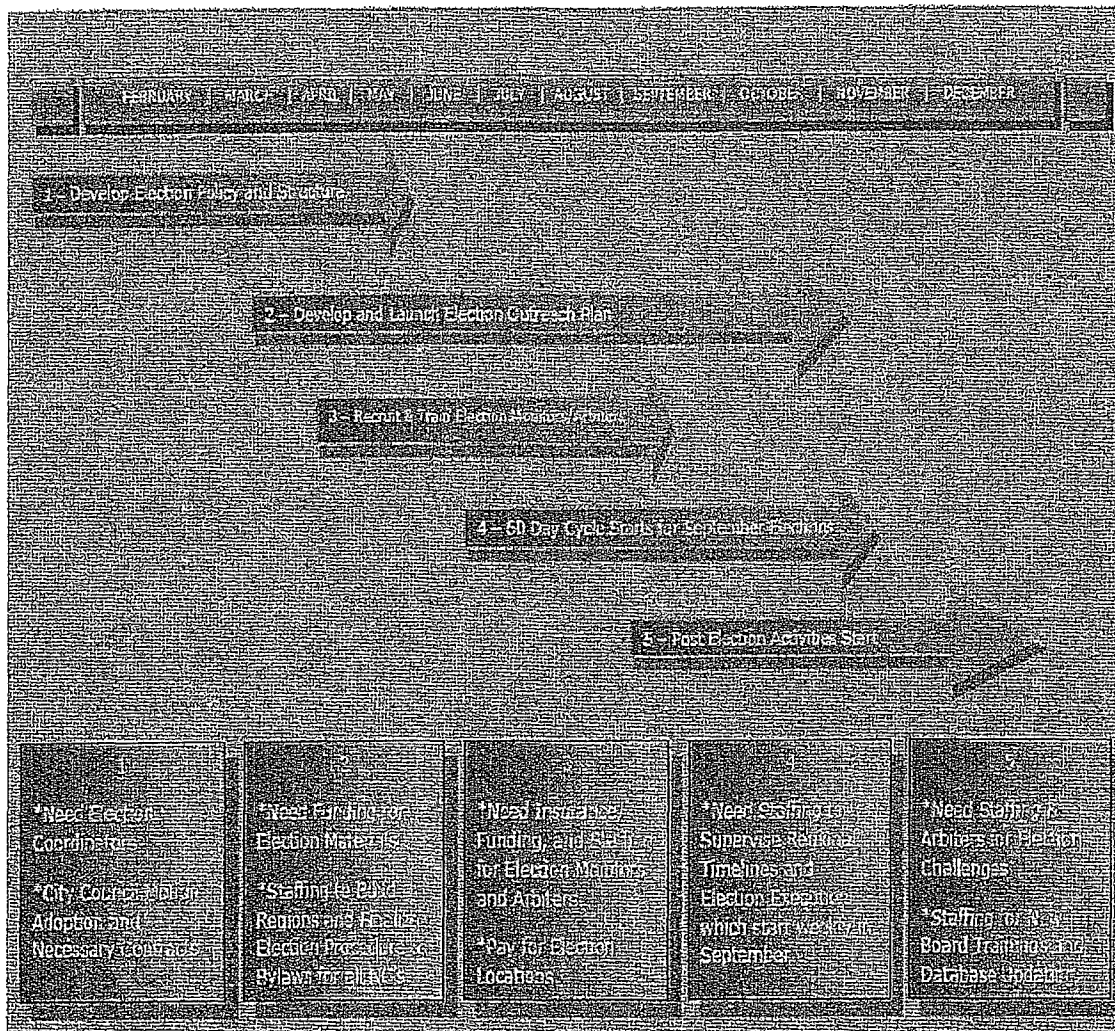
ATTACHMENT B

Election Task Force Motions
(passed January 28, 2012)

1. Election Task Force recommends that Neighborhood Councils will run their own elections or selections at such time, place and manner of their choice with assistance of Department of Neighborhood Empowerment (Department) as it is capable.

2. Election Task Force encourages Neighborhood Councils to run elections cooperatively and if desired, to conduct regional elections with the assistance of the Department.

3. Regions are to be established by Neighborhood Councils and their regional alliances.

4. Neighborhood Council elections or selections should be monitored or overseen by a trained, independent third party.

5. Election Task Force requests the City Council to allocate in the FY 2012-13 budget, the amount of $650k to Department for additional staffing and resources for the Neighborhood Council election process.

6. Election Task Force requests City Council to expedite the process for contracting Independent Election Administrators and staffing associated with Neighborhood Council elections not to exceed 60 days.

7. Election Task Force recommends to Neighborhood Councils the inclusion of independent poll watchers as part of their elections.

8. Election challenges are heard and decided by arbiters hired and paid for by the Department.

ATTACHMENT C

EmpowerLA Leadership Academy

Overview: The Spring Semester of Empower LA's Leadership Academy is on the road with a brand new roster of empowerment sessions designed to support the upcoming Neighborhood Council elections with workshops on outreach, communications, and advocacy.

Empower Yourself sessions are hands-on opportunities that feature topics such as Public Speaking, Social Media, Powerful Partnerships, Group Dynamics, Successful Advocacy, and Parliamentary Procedure. The tools and strategies presented in these sessions are designed for personal growth.

Empower Your Community sessions present tools and strategies for improving the effectiveness of neighborhood councils and include Advocacy Campaigns, Media Strategies, Outreach Tools, Neighborhood Networks, Communications, Wordpress Websites, Newsletter Strategies, and Managing Mailing Lists.

Empower LA sessions are hosted by General Manager BongHwan (BH) Kim and feature City Hall leaders at the GM's Roundtable. These are great opportunities for neighborhood councils to engage stakeholders in face-to-face sessions with the people responsible for running the city and delivering City Services.

Purpose: Neighborhood Council elections are a Neighborhood Council's most significant and powerful outreach event, offering the opportunity to tell the NC story to the community, to revitalize the council with energetic candidates, to connect with stakeholders, and to establish priorities for the upcoming terms. NC Elections are a beginning, not an end, and a commitment to reaching out to the community with workshops that will engage qualified candidates will result in robust participation in the Neighborhood Council system.

Strategy: EmpowerLA's Leadership Academy typically features sessions that focus on board operations and standards. These include Brown Act training, Ethics training, Funding training, etc. In light of the upcoming Neighborhood Council elections, the Leadership Academy shifted the focus and is offering sessions that will attract new stakeholders and potential candidates while offering tools to existing boardmembers that will aid them in advocacy, outreach, and communications. The objective is to support the upcoming Neighborhood Council elections.

Schedule: There are 21 EmpowerLA Leadership Academy sessions scheduled in the Spring Semester (April through July), all in advance of the Neighborhood Council elections which are scheduled to begin in August. The workshops take place throughout the city, starting with the regions that are scheduled first for election activity.

Saturday, April 14th
North Valley - Region 1
Thursday, April 19th
Harbor Area - Election Region 12

Thursday, April 26th
North Valley - Election Region 1
Saturday, April 28th
Harbor Area - Election Region 12
Monday, April 30th
Empower LA Open House
LA City Hall
Saturday, May 5th
Central LA - Election Region 5
Thursday, May 10th
Central LA - Election Region 5
Saturday, May 12th
South Valley - Election Regions 3 & 4
Thursday, May 17th
South Valley - Election Regions 3 & 4
Thursday, May 31st
North Valley - Election Region 2
Saturday, June 2nd
Central LA - Election Region 6
Thursday, June 7th
Central LA - Election Region 6
Saturday, June 9th
East Area - Election Region 7
Thursday, June 14th
East Area - Election Region 7
Thursday, June 21st
East Area - Election Region 8
Saturday, June 30
East Area - Election Region 8
Saturday, July 7th
South LA - Election Region 9 & 10
Thursday, July 12th
South LA - Election Region 9 & 10
Saturday, July 14th
South LA - Election Region 9 & 10
Thursday, July 19th
West LA - Election Region 11
Saturday, July 28th
West LA - Election Region 11

Workshops: The workshops are designed to provide tools and strategies for engaging stakeholders and candidates, for increasing council effectiveness, and for establishing an effective foundation of outreach and communications. The courses range from personal growth workshops that develop community leaders to advocacy training and board capacity workshops for councils. The workshops are complemented several GM Rountables, hosted by Department of Neighborhood Empowerment General Manager BongHwan "BH" Kim, that bringing City Hall to the communities.

"Get Connected"
build some clout by getting your Tweet on, filling your Facebook, building up your YouTube
library, and embracing the social media revolution
"Getting Heard in City Hall"
it's one thing to make noise, it's another thing to be heard.
learn how to present your case to those who are in a position to address your issue

"Powerful Public Presentations"
overcome your fear of speaking in public and master the essential skill that ekey to the success
of advocates, community leaders, and professionals

"The Three P's of Powerful Advocacy"
sometimes the most effective solutions are the simplest.
the three P's are certainly simple, but they are also time-tested effective

"Discovering Your Story"
everybody has a story and learning to tell that story is the foundation for successful advocacy,
whether as an individual or on behalf of a community

"Community Time Banking"
something powerful happens when people begin to share their skills, their knowledge, and their
time, creating a community that connects unmet needs with untapped resources

"The Greening of Los Angeles"
from community gardens to urban beekeeping, Angelenos are getting back to the basics and
creating communities that share a passion for the simple pleasures of a sustainable lifestyle

"Neighborhood Council Elections"
plans for the upcoming neighborhood council elections and the importance of a solid connection
between great outreach for candidates and successful voter turnout.

"Election Outreach"
the full spectrum of outreach tools, from old school to new school, analog to digital, print to
virtual, low-tech to high-end, the choices are yours

"Getting Good Press"
simple rules for press releases that get attention, for engaging journalists, and for telling
compelling stories that engage the media and their readers, your stakeholders

"The Secrets of Social Media"
the mysteries of social media are revealed along with tricks for turning Twitter, Facebook,
YouTube, and Constant Contact into tools for "Getting Connected" effectively.

"Print Campaigns that Work"
a powerful strategy for using direct mail campaigns to connect with stakeholders, using simple
postcards that are specific to an event such as an election and newsletters that include resource
information.

"Email Campaigns & Newsletters"
the secrets of successful email campaigns plus strategies for building robust stakeholder databases and distributing digital newsletters that are appealing and effective.

"Branding Your Neighborhood"
election season is an excellent opportunity to tell the Neighborhood Council story and to connect stakeholders with the unique personality and character of their neighborhood

"Horizontal Partnerships, Vertical Growth"
successful advocates forge partnerships based on common ground, increasing their political power and improving the yield from their advocacy efforts

"Advocacy that Works, Outreach that Connects, Elections that Empower"
a blueprint for success that provides tools for defining issues, establishing goals, managing resources, executing strategies, maintaining communications, connecting with community partners, and capitalizing on the upcoming elections as the greatest outreach opportunity for neighborhood councils.

Participation: Five of the eight Neighborhood Councils in Election Region 1 have participated in the Leadership Academy. (Sun Valley Area, Sunland-Tujunga, Foothill Trails, Panorama City, Arleta) All seven of the seven Neighborhood Councils in Election Region 12 have participated in the Leadership Academy. (Coastal San Pedro, Central San Pedro, Northwest San Pedro, Harbor City, Harbor Gateway South, Harbor Gateway North, Wilmington) Additional Neighborhood Councils represented include Chatsworth, Granada Hills North, Encino, Atwater Village, and Northridge West.

Leadership Academy sessions average a dozen participants on Thursdays and two dozen participants on Saturdays when the GM's Roundtable takes place.

Complementary Activity: The Leadership Academy is complemented by focused Regional Outreach meetings that are designed for the Outreach Chairs. The Region 1 (North Valley) Outreach Committee has had three meetings during April, attended by representatives from six of the eight Neighborhood Councils.

City Council Support: The Leadership Academy sessions conducted in Region 1 and Region 12 were both supported by the respective City Council offices. Councilman Joe Buscaino of Council District 15 joined General Manager BH Kim at the GM's Roundtable in Election Region 12. Council District 2 was represented at the Region 1 by CD2's Mary Benson.

Additional Support: Neighborhood Commissioner Douglas Epperhart presented "The Three P's of Advocacy" at the Harbor Gateway workshop and joined BH Kim for the GM's Roundtable in San Pedro.

Response: Each workshop has resulted in requests for more training on topics that range from websites and newsletters to outreach strategies and marketing tools. In one case the participants asked that their session be extended so that a second social media workshop could be added, resulting in a five-hour Leadership Academy session.

ATTACHMENT D

EMPOWER LA

Department of
NEIGHBORHOOD EMPOWERMENT

2012 NEIGHBORHOOD COUNCIL ELECTIONS
FREQUENTLY ASKED QUESTIONS

- **Are Neighborhood Councils having elections in 2012?**
  The short answer is "most likely." City Council still needs to take action on the ordinance change that would authorize the Department of Neighborhood Empowerment (Department) to conduct the elections in the 2012-2013 fiscal year. The Education and Neighborhoods Committee has already forwarded the draft ordinance change from the City Attorney to the City Council for final action.

- **Who will administer the Neighborhood Council elections in 2012?**
  The draft ordinance is written to temporarily give the Department the authority to conduct elections in the 2012-2013 fiscal year. The Office of the City Clerk retains the ability to conduct elections in 2014.

- **Who is paying for the elections?**
  We have requested funding in the amount of $659,000 in our proposed fiscal year 2012-2013 budget. This amount would cover hiring the additional staff needed to conduct elections, translation, printing, location fees and any necessary equipment and supplies. Neighborhood Councils will be responsible for the outreach to their local community about the elections. This funding request must still be approved by City Council.

- **What if my Neighborhood Council voted to opt out of the 2012 elections on the City Clerk survey?**
  The City Clerk survey was only to determine those Neighborhood Councils that would be willing to wait until 2014 for the elections if there were no elections in 2012. If the Department administers elections in 2012, we will not be offering the ability for Neighborhood Councils to opt out of having either an election (or selection) in 2012 pursuant to the recommendations of the Mayor's Office and the Board of Neighborhood Commissioners. The Education and Neighborhoods Committee also recommended no opt out provision as well.

- **When is the Department holding elections?**
  We will be conducting elections starting August 4, 2012 through the end of October, 2012, so as not to run into the national election day on November 6, 2012 or to go into the holidays. While it is possible to hold elections in the beginning of 2013 as well, we do not want to do that as that would result in one year terms and bylaw changes because the next elections will be held in 2014.

- **How will the Neighborhood Council elections be administered?**
  We will be administering elections in twelve regions with an Independent Election Administrator assigned to each region. We are also bringing on paid and volunteer poll workers to assist on the day of the election as well. Each region has been assigned a week in which the Neighborhood Councils in that region will choose one day to hold their election by majority vote. On the day of the election, the Neighborhood Council can set the time in which they would like to hold their election. All Neighborhood Councils will be on this election timeline unless they have notified us that they are holding a selection process instead.

Page 2 of 4

- **What's a selection process?**
  A selection process is an open, fair and transparent way to select Board members in a non-secret vote, unlike an election, which requires a secret vote. All of the outreach requirements for candidates and voters will be the same as in an election, but the selection process will occur in a town hall setting. A neutral third party will oversee the town hall where candidates will speak first before the vote will be taken with either a show of hands or with a written ballot that must be signed by the voter. A selection process is usually completed within an hour or two.

- **Why would a Neighborhood Council want a selection process instead of an election?**
  If a Neighborhood Council wanted one year terms for Board members or wanted more flexibility as to the day they want to hold a vote for the new Board members, then they will want to use a selection process. Elections are only held during the even numbered years so Board terms have to be two or four years. The Department's timeline for elections does not allow for as much flexibility for date selection since all of the Neighborhood Councils in a region must have their election on the same day. If a Neighborhood Council wanted a certain day not chosen by the region, then they will need to go to a selection process.

- **What do we have to do if we want to have a selection process instead of an election?**
  Your Neighborhood Council will have to change its bylaws by May 12th in order to hold a selection process. Please contact Grayce Liu at grayce.liu@lacity.org or by calling (213) 978-1551 as soon as possible for more details.

- **What's different about how elections were conducted by the Department before the City Clerk and now?**
  Building on the great foundational work that the Office of the City Clerk established in the 2008 and 2010 elections, we are trying to further streamline election procedures and processes to make elections easier on the Neighborhood Councils while providing some flexibility, too, given the tight timeline.

  - **Regional Election Meetings** – because we are holding the elections regionally, we will be working to get information to the Neighborhood Councils via regional meetings so Neighborhood Councils in the same region will have the opportunity to get to know one another and to conduct regional outreach to save money if they want to

  - **Timeline** - the timeline for elections has been shortened to sixty days – thirty days to get candidates and thirty days to get voters. This sixty day timeline is counted from the day of the elections.

  - **Outreach** - rather than send out two mailers as outreach, we encourage Neighborhood Councils to utilize their existing outreach events to publicize their elections. Neighborhood Councils will be asked to provide an outreach plan that shows how they will reach their stakeholders during the candidate recruiting and voter notification phases of the elections. In addition, because we will be handling all of the sensitive election documentation, such as ballots and applications, Neighborhood Council Board members will be able to work on their election and/or outreach committees until the day of the election.

  - **Election Procedures** - we will use approved election procedures from the City Clerk unless the Neighborhood Council tells us otherwise. Neighborhood Councils will only need to provide us a coversheet with the changes for the 2012 elections, such as election day, time and location.

Page 3 of 4

- o **Election Time** - the standard election time will be a four hour window with the ability to extend to six hours by request.

- o **Board Affirmation and Shortened Election Times** - in order to save on resources, if a Neighborhood Council has uncontested seats after the candidate filing deadline, we will hold a Board Affirmation town hall event instead of an election. At the town hall, the uncontested candidates will be acknowledged and affirmed to the Board seats for which they filed. If three or less seats are contested, then we will hold a shortened election time of two hours for the Neighborhood Council instead of the four.

- o **Vote by Mail** - we are offering vote by mail with an initial set up fee of $500 because of the extra staffing we will bring on to administer your vote by mail, which includes setting up all paperwork, fulfilling requests for ballots, verifying any documentation as necessary and doing the final count.

- o **Candidate Write-In** - because of the Board Affirmation process described above, we are not offering candidate write-in's in this election cycle.

- o **Department Back Office** - we will be handling all the election administration and paperwork, such as bylaws, election procedures, ballots, candidate/voter verification, vote by mail, etc. in order to free your Board members and stakeholders up to recruit candidates and voters.

- • **What else is the Department doing to support Neighborhood Council elections?**
  We have brought on former Independent Election Administrators, Jerry Kvasnicka and Stephen Box, as Election Coordinators to help us with administering elections and conducting outreach throughout the City. Stephen has already taken the EmpowerLA Leadership Academy on the road to the various regions to recruit and teach candidates such skills as public speaking, effective outreach via mail, social media, etc., and how to get your voice heard at City Hall. Jerry will be contacting the Neighborhood Councils in each region to set up meetings in May in order to select the final election days and to start regional outreach collaborations.

  We are working on an Elections Manual that will be coming out shortly with all the nitty gritty on elections. We are also updating our www.empowerla.org website so it can effectively provide information on elections and Neighborhood Councils. More importantly, along with the EmpowerLA Leadership Academy, we are also planning a citywide outreach campaign on elections to assist Neighborhood Councils in their local outreach. We'll be providing outreach templates and ideas to the Neighborhood Councils as well.

- • **What should my Neighborhood Council do now?**

  - o **Start talking elections at your Neighborhood Council** - convene your elections and/or outreach committee and select representatives to send to the regional meetings where they will get a lot of great help via templates and effective outreach strategies from our Election Coordinators and other Neighborhood Councils. Remember, it's okay now for Board members who are candidates to be on these committees until the election day.

  - o **Start Outreach Now** - if your Neighborhood Council has already planned a series of outreach events for the rest of the fiscal year, throw in a blurb about the upcoming elections into the materials so you can include that in your election outreach plan

Page 4 of 4

o <u>Encumber Election Outreach Funds</u> - if your Neighborhood Council has extra funds this fiscal year, you can encumber them by May 16th for the next fiscal year. Plan well because they must be used for election outreach, however, and cannot be reallocated if your Neighborhood Council doesn't use the funds next fiscal year.

o <u>Make Bylaw Changes</u> - if you want to have a selection, you need to change your bylaws by May 12th.

o <u>Take an EmpowerLA Leadership Academy Workshop</u> - we've had a lot of great feedback from long time Board members about Stephen's workshops on campaigning and outreach, and we know you'll learn a lot of effective strategies. Advertise our workshops in to your stakeholders, too. There may be a future Board member ready to step forward with the right encouragement.

We really look forward to working with all of you on your elections! For questions on bylaws or more information in general, please contact Grayce Liu at grayce.liu@lacity.org or by calling (213) 978-1551. For questions on the regional election meetings, please contact Jerry Kvasnika at jerryelections@earthlink.net. For questions on the EmpowerLA Leadership Academy workshops and election outreach in general, please contact Stephen Box at stephen@thirdeyecreative.net.

ATTACHMENT E

Proposed Neighborhood Council Election Regions and Election Week

Region 1 – 8/4/2012
1. Panorama City – 1/2
2. Mission Hills – 1/2
3. Sylmar
4. Arleta
5. Pacoima
6. Sun Valley – 1/2
7. Foothill Trails District
8. Sunland-Tujunga

Region 2 - 8/6-8/12
1. Granada Hills North
2. Granada Hills South
3. Porter Ranch – 2014
4. Chatsworth – 2014
5. Northridge West – 1/2
6. Northridge East
7. Northridge South
8. North Hills West – 1/2
9. North Hills East – 2014

Region 3 - 8/13-8/19
1. West Hills – 1/2
2. Canoga Park – 1/2
3. Winnetka – 1/2
4. Woodland Hills-Warner Center
5. Reseda – possible selection
6. Lake Balboa
7. Encino

Region 4 - 9/17–9/23
1. Greater Toluca Lake
2. Greater Valley Glen
3. Sherman Oaks – 1/2
4. Studio City
5. Midtown North Hollywood
6. North Hollywood West – 2014
7. North Hollywood Northeast – 1/2
8. Valley Village – 1/2
9. Van Nuys – 1/2
10. Tarzana

Region 5 - 9/10-9/16
1. Central Hollywood – 1/2
2. Hollywood Hills West
3. Hollywood Studio District
4. Hollywood United – 1/2
5. East Hollywood
6. Greater Wilshire
7. Wilshire Center Koreatown – 1/2
8. Olympic Park
9. Pico – 1/2
10. Mid City West

Region 6 - 9/24–9/30
1. Downtown Los Angeles
2. Historic Cultural – 1/2
3. Westlake North
4. Westlake South
5. Pico Union – 1/2
6. MacArthur Park – 1/2

Region 7 - 10/1–10/7
1. Elysian Valley Riverside – 1/2
1. Atwater Village – 1/2
2. Greater Echo Park Elysian
3. Silver Lake
4. Greater Griffith Park
5. Rampart Village

Region 8 - 10/8-10/14
1. Eagle Rock – 1/2
2. Historic Highland Park
3. LA-32
4. Lincoln Heights
5. Boyle Heights
6. Greater Cypress Park – 1/2
7. Arroyo Seco
8. Glassell Park

Region 9 - 10/15-10/21
1. Empowerment Congress Southeast – 1/2
2. Empowerment Congress Southwest – 1/2 – possible selection
3. Watts – 1/2
4. CANNDU – 2014
5. Central Alameda
6. South Central – 1/2
7. Voices of 90037

Region 10 - 10/22-10/28
1. Mid City – 1/2
2. West Adams – 1/2
3. United Neighborhoods of Historic
4. Empowerment Congress North
5. Empowerment Congress West
6. Park Mesa – 1/2
7. Empowerment Congress Central

Region 11 – 10/29-11/4
1. Bel Air-Beverly Crest
2. Del Rey
3. Mar Vista
4. Palms – 1/2
5. South Robertson – 1/2
6. Venice
7. Westchester-Playa – 1/2
8. West Los Angeles – 2014
9. Westside – possible selection
10. Westwood

Region 12
1. Central San Pedro – selection
2. Coastal San Pedro – selection
3. Northwest San Pedro – selection
4. Harbor City – selection
5. Harbor Gateway South – selection
6. Harbor Gateway North
7. Wilmington – possible selection

2014 - not up for election in 2012
1/2 - staggered year terms so only 1/2 of the Board is up for election in 2012
Selection - will be conducted as a selection process in some fashion as board or electors (as that allows)

Skipped weeks – 8/27-9/2 (Labor Day Weekend), 9/3/-9/9 (extra week) – these weeks are available if a region wishes to go during these dates. We are planning to stop elections by November 6 (national elections), but can hold NC elections into mid-November, too, if a region wants to go into these dates.
Draft 4 – 4/27/12

ATTACHMENT F

Region	formula	1	2*	3*	4*	5*	6*	7*	8*	9*	10*	11*	12
Election Week/Day		8/4/2012	8/6/2012	8/13/2012	9/17/2012	9/10/2012	9/24/2012	10/1/2012	10/8/2012	10/15/2012	10/22/2012	10/29/2012	
Regional Meetings START	E-90	4/6/2012	4/8/2012	4/15/2012	5/20/2012	5/13/2012	5/27/2012	6/3/2012	6/10/2012	6/17/2012	6/24/2012	7/1/2012	
Call for Candidates + VBM	E-60	6/5/2012	6/7/2012	6/14/2012	7/19/2012	7/12/2012	7/26/2012	8/2/2012	8/9/2012	8/16/2012	8/23/2012	8/30/2012	
Regional Candidate Info Session (1 before E-30)													
Candidate Filing Deadline + VBM Requests DUE	E-30	7/5/2012	7/7/2012	7/14/2012	8/18/2012	8/11/2012	8/25/2012	9/1/2012	9/8/2012	9/15/2012	9/22/2012	9/29/2012	
Candidates Verified	E-25	7/10/2012	7/12/2012	7/19/2012	8/23/2012	8/16/2012	8/30/2012	9/6/2012	9/13/2012	9/20/2012	9/27/2012	10/4/2012	
VBM MAILED	E-15	7/20/2012	7/22/2012	7/29/2012	9/2/2012	8/26/2012	9/9/2012	9/16/2012	9/23/2012	9/30/2012	10/7/2012	10/14/2012	
VBM Ballot Received	E-15	8/3/2012	8/5/2012	8/12/2012	9/16/2012	9/5/2012	9/23/2012	9/30/2012	10/7/2012	10/14/2012	10/21/2012	10/28/2012	
Election Week/Day	E	8/4/2012	8/6/2012	8/13/2012	9/17/2012	9/10/2012	9/24/2012	10/1/2012	10/8/2012	10/15/2012	10/22/2012	10/29/2012	
Recount Request DUE	E+3	8/7/2012	8/9/2012	8/16/2012	9/20/2012	9/13/2012	9/27/2012	10/4/2012	10/11/2012	10/18/2012	10/25/2012	11/1/2012	
Challenges DUE	E+5	8/9/2012	8/11/2012	8/18/2012	9/22/2012	9/15/2012	9/29/2012	10/6/2012	10/13/2012	10/20/2012	10/27/2012	11/3/2012	
Challenges RESOLVED	DUE + 30	9/8/2012	9/10/2012	9/17/2012	10/22/2012	10/15/2012	10/29/2012	11/5/2012	11/12/2012	11/19/2012	11/26/2012	12/3/2012	
Election Materials RELEASED	Challenge Resolved + months												
*Election WEEK; Specific date not yet decided													

CITY OF LOS ANGELES
CALIFORNIA

ANTONIO R. VILLARAIGOSA
MAYOR

June 4, 2012

The Honorable Bernard C. Parks, Chair
Education and Neighborhoods Committee
c/o City Clerk, Room 395
City Hall, 200 North Spring Street
Los Angeles, CA 90012

SUBJECT: **NEIGHBORHOOD COUNCILS (NC) ELECTIONS FOLLOW-UP
REPORT**

Honorable Councilmember Parks:

This is in response to your request for additional information regarding the Department
of Neighborhood Empowerment (Department) proposed plans to administer citywide
elections for Neighborhood Councils (NC) in FY 2012/2013. This supplements the
Department's report submitted for the Education and Neighborhoods Committee
meeting held on May 15, 2012.

The Department responses are included under each question:

*Questions 1 and 5: Number of NCs that will have elections in 2012, including those
that will use the selection process or will affirm the existing board. How many NCs have
full or partial board seats up for election in 2012?*

Response: Following is our projection based on NC responses to date:

Elections	80
Elections (full board open seats)	49
Elections (half board open seats)	31
Selection (confirmed)	4
Selection (in process)	8
Board self affirmation	TBD*
No elections (4 year board terms)	3

*We will not know how many of the board seats will be competitive until the candidate filing
period closes 30 days from elections.*

AN EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

Question 2: How many NCs have used the selection process to seat their boards this year?

Response: Three of the most recently certified NCs used the selection process. This was because the City Clerk was solely authorized to conduct NC elections at the time, leaving Neighborhood Councils with selections as the only means of seating their board members.

Question 3: Detail DONE operational plan to conduct NC elections and enumerate expenditures as authorized in the Department's FY 2012-13 Proposed Budget for the elections, outreach, supplies, translation services, hiring plan, etc.

Response: The Department's operation plan is described, in detail, in the addendum titled, Neighborhood Council 2012 Election Manual. The document explains all major aspects of the elections implementation, policies, and procedures. This manual serves as an easy-to-use, yet comprehensive, reference guide for Department staff and NC election volunteers. It is also designed to improve the transparency and consistency of elections. The manual provides: an overview of what is different about the current election system compared to the City Clerk version (pg 4-5), an explanation of how "elections" differ from "selections" (pg 5); the election timeline and a description of each of the major phases. It also explains what NCs should prepare for in conducting elections and a description of each key milestone leading up to election day (pg 7); elections versus board affirmation (pg 8); election day (pg 9); canvass of votes (pg 9-10); recounts and challenges, seating of the board, and training the new board (pg 10).

The following section explains all elections related policies (pg 11-12) including; term extension; board affirmation; write-in candidates; shortened or extended election time; vote by mail fee; location fee; election schedule deadline conflict; running board slates; candidate filling form information; and inspection of forms.

The last section of the manual details all major election procedures (pg 13-26) including: election method; location; NC boundaries; definition of stakeholder; independent election administrator; candidates; candidate and stakeholder verification; campaigning; electioneering; ballots; polling place operations; vote by mail; canvass of votes and certification; challenges; recounts; vacating multiple seats; outreach; translation assistance; exit polls/surveys; videotaping; seating of newly elected board members; governing member seats not filled through election; release of election materials; public records act; and disposition of election records.

The Proposed Budget for the elections is as follows:

- **Salaries – Four (4) Exempt Project Coordinators - $255,696** –These full time staff positions will be responsible for managing and coordinating election and selection processes citywide and serve as primary liaison between the NC election committees, election monitors, City Attorney, and other volunteers. This

process will involve the review and approval of all by-laws changes to conform with the election/selection, the development of election procedures, managing between ten (10) to fifteen (15) as-needed election monitors, managing the use of as-needed arbiters to resolve all election challenges, staff the Elections Task Force which will serve as an advisory body to the Department, and supervise communications to and from each NC regarding the election/selection process. These positions will also be responsible for coordinating informational and training meetings for NCs, Election Monitors, and other volunteers. It is critical that the exempt Project Coordinators start on July 1, 2012, because the election timeline for the August elections has already begun and a break in staffing will negatively affect our ability to meet existing and widely understood timelines.

● **As – Needed positions (Independent Election Administrators and Clerks) $100,000**

Independent Election Administrators (IEA) will serve as an independent and impartial parties to oversee the implementation of each election/selection. Their role/responsibilities will be to serve as the ultimate authority and responsibility for the administration of the election/selection process. Additional duties include: assisting in the completion of each election procedure to be approved by the Department, processing of candidates including verification of eligibility and conducting the candidate forum(s), processing of voters including pre-registration and eligibility, overseeing and approving the voter ballots, distributing and receiving ballots from voters, counting/re-counting the ballots, and issuing the election results. As-needed election clerks will be hired to assist with the day of elections to assist IEAs administer the polling place for elections and be available to help with NCs with larger voter turnout.

● **Contractual Services – $145,000 ($100,000 for Translation, $45,000 for Arbiters)**

  o Translation of all written materials and interpretation at meetings, townhalls, and other public events in communities where there is a significant population of non-English speaking stakeholders (please refer to question #11 for further details on this expense item).
  o Professional arbiters will be retained in order to hear and decide upon all election challenges. Staff will develop policies, procedures, and guidelines for the entire challenge process including eligible grounds for challenges.

o **Printing and Binding - $25,000** – Funds will be used for the printing and binding of election instruction manuals and materials that will be used by the staff to educate and inform NC Board Members and Stakeholders as part of the City-wide NC Election Plan.

o **Office and Admin - $25,000** – These funds will be used for the office supplies and administrative items needed to support the use and distribution of election

instruction manuals and materials that will be used by the staff to educate and inform NC Board Members and Stakeholders as part of the City-wide NC Election Plan.

Because we will be implementing this new election structure for the first time, we expect that funds will be shifted between the various categories as we determine where NCs need more support.

Question 4: How is the $120,000 in current funds being used by DONE, including itemized categories and amounts?

3040	Elections Coordinators	$ 39,000
3040	Independent Election Administrators (IEA)	24,000
3040	Elections support temp staff	35,000
6010	Office equipment	12,000
2120	Ads/Outreach (bus bench ads, street banners, bus kiosk ads)	10,000
	TOTAL	**$120,000**

Response: The Department's Council approved Budget for FY 2011-12 included funds for elections outreach. Funds in the amount of $120,000 were allocated by the CAO to three (3) expense accounts: 2120 - Printing and Binding - $48,000; 3040 - Contractual Services - $60,000; and, 6010 - Office and Admin - $12,000. The Department agreed to this only as a temporary place holder because at the time of the budget adoption, the City Clerk was still authorized to conduct NC Elections. After Council action in January 2012 to temporarily transfer authority back to the Department, the Department reviewed and began to revise the budget to better fit staffing and operational needs during the planning phase of administering a city wide elections plan. Accordingly, requests for line item transfers to reflect the budget above were made to the CAO on May 10, 2012 and revised on May 22, 2012. To date the transfer of $38,000 from 2120 - Printing and Binding to 3040 - Contractual Services has not occurred. The CAO is concerned that the Department is not using an approved contract. The Department is using an approved contract that is expired (since July 1, 2011). The Department consulted with the City Attorney's office and because there is an implied consent between the Department and the vendors, then the Department can use these contracts as month to month type contracts. Also, the Department issued RFP's for new contracts and expect to have new contracts in place by July 1, 2012.

Question 6: How many IEAs are needed, job description, and range of costs? Please provide selection criteria and outreach.

Response: Eleven IEAs will be needed citywide. Each IEA will be paid a fixed fee of $800 per election (plus a 10% additional administrative charge from our contracted vendor). The IEA, in coordination with the Department, shall be responsible for the following duties:

- Conducting the NC elections according to the NC bylaws, 2012 Election Procedures Stipulation Worksheet and any other applicable legal documents.
- Processing of candidates, including verification of eligibility.
- Assisting the region with any Candidate Information Sessions.
- Processing of voters, including pre-registration and verification of eligibility as applicable.
- Overseeing and approving the preparation of the ballot to be used in the election.
- Distributing and receiving ballots from the voters.
- Verifying any provisional ballots.
- Counting and recounting the ballots.
- Issuing the election results.
- Securing and submitting all election materials for records retention in accordance with the bylaws and Election Procedures.

Selection criteria and outreach – The Department posted a position opening announcement for one month in our weekly Enewsletter that is distributed to NCs and other stakeholders. The selection criteria included: prior experience administering NC elections, prior experience as an NC board member, ability to communicate (writing, speaking, etc.), ability to work cooperatively in teams, prior experience volunteering and/or working on Department sponsored projects e.g., NC Congress, workshop trainings, etc. Two informational workshops were conducted to brief all interested applicants on the citywide elections and the role and responsibility of the IEA. Individual interviews were conducted with all applicants. A rating sheet was used to score responses to individual interviews which were conducted by the Senior Project Coordinator and Elections Coordinator. The General Manager approved all the final selections as recommended by the interview team.

Question 7: Describe the regional model approach to conducting elections and proposed staff to be allocated by region, duties and expense.

Response: The Department will be conducting elections in 12 regions between August and November 2012. Each region is comprised of 6-10 NCs who will hold their elections on the same day, but at different times and locations within each NCs boundaries. An IEA will be assigned to work with the NCs in each region. The IEA assists the NC with education about the elections, outreach (both regionally and individually), paperwork (making sure all necessary election paperwork is completed in time and reviewing all submitted documents from candidates and voters), and monitoring the polls on the day of the election with assistance from Department poll workers and NC volunteers.

The duties and expense of conducting regional elections are detailed in our response to question 3 above.

Question 8: How will the grievance and election challenge programs be implemented and at what cost? Describe the City Clerk's grievance procedure.

Response: The challenge process is more fully described on page 21 of the Elections Manual. The procedure consists of a written request submitted to the Department no later than 5 calendar days after the election. Staff will review the challenge to determine if it meets the criteria established by policy. Those challenges that meet the qualification criteria will be heard by an arbiter selected from a list of pre-qualified professionals obtained from the City's Employee Relations Board (ERB). The arbiter's decision will be binding and final with no appeal. Based on discussions with ERB regarding their process, the Department estimates that each arbiter will be able to hear 2-3 challenges over a full day. The fees range between $800 to $1,500 per day with more experienced professionals commanding a higher fee within the range. The Department will set a daily maximum amount for each arbiter based on the range provided above as well as our budgeted amount. The Department will continue to consult with ERB in arranging for qualified arbiters in order to hear and resolve challenges in a timely, professional, and transparent manner. In addition to ERB, there will be additional arbiters available through our contracted temporary staffing vendors. The Department will have finalized the renewal of these temp staffing contracts by July 2012. We are unable to project the total number of challenges at this time. And lastly, per your request, the City Clerk's grievance procedure is attached for your reference.

Question 9: Describe your hiring plan.

Response: The Department will be utilizing every possible avenue to hire individuals to assist in the NC election process. For the four (4) exempt and fully funded Project Coordinators, the Department has submitted Managed Hiring Committee Forms for review and approval. These positions must be advertised for, interviewed and selected for a mandatory July 1, 2012, start date. The Department is currently advertising through the Center for Non-Profit Management (CNPM). By advertising with the CNPM, the Department hopes that a qualified candidate pool will be formed for the Department to choose from. The Department will hold formal interviews to hire. The Department will work with the Personnel Department to ensure that proper hiring processes are followed.

For the As-Needed positions, the Department will seek the assistance of both the City Clerk's Office and Personnel Department to advertise. The Department is hopeful that a strong candidate pool can be formed for the Department to choose from. The Department will hold formal interviews to hire. The Department will work with the Personnel Department to ensure proper hiring processes are followed. The Department is anticipating to start hiring these employees in July 2012.

Independent Election Administrators and back-office support staff will be hired through the Department's Temporary Staffing Services contract(s). These contracts were designed to handle NC specific needs, general office support and to provide NC Election support staff as well. For the NCs and the Department, this is an on-going expense, but will increase significantly with NC elections. We anticipate that new contracts for temporary services will be in place by July 1, 2012.

Question 10: Describe DONE and NCs outreach efforts and how costs will be allocated.

Response: The Department will make every effort to utilize low and no cost avenues to promote the elections such as the City's Channel 35, Mayor/Council websites, and Public Service Announcements. We are currently conducting a citywide outreach campaign for NC awareness and elections consisting of more than 25 live workshops across the city. These workshops are designed to generate broader public participation in the elections covering a broad range of civic engagement related topics. We are also using web-based communications and a limited number of advertisements, banners, and posters. Due to the loss of our only IT staff person, the Department is currently unable to manage our existing website. However, utilizing resources designated for elections outreach from this year's budget, we were able to build a temporary website for election purposes to provide easy access to information and to push information out to stakeholders via social media. To assist the NCs with their outreach, the Department will create outreach templates and provide outreach trainings in every region. The Department will also assist with the posting of candidate information on our website which is a critical element of outreach to increase voter participation. In past NC elections, contested board seats, where candidates are competing to win, have generated the most votes.

The Department has set aside $10,000 from the current fiscal year's budget of $120,000 to place ads on bus benches, bus kiosks, and street banners around City Hall. We also allowed NCs to encumber funds specifically for elections outreach activities for next fiscal year which was required to be submitted by May 15th — the citywide deadline for submitting all current year check requests. The Department received election outreach encumbrance requests totaling approximately $278,000 from 44 NCs. Staff have yet to review and approve the requests based on the established eligibility criteria. The encumbrance policy is specifically for the conduct of 2012 elections outreach. Requests not complying with this purpose will be denied.

Question 11: Describe the translation services to be offered and provide cost estimates.

Response: All of the following documents will be translated into Spanish and made available to NCs: Candidate filing form, stakeholder registration form, Vote by-Mail application, Vote-by-Mail Voting instructions, At-Polls voting instructions. Additional languages to be offered include Korean, Armenian, and Chinese. The offerings of these languages is based on past translation requests from NCs. Additionally, training materials for poll workers must be translated. Estimated cost - $75/language/page x 3 languages x 150 pages = $33,750.

Moreover, translators will be made available for all training workshops, candidate recruitment sessions, voter outreach events, election day, and post-election challenges. Average costs for 3-4 hour translation have ranged from $250 - $350/session. Estimated cost - $350/session x 140 sessions = $49,000.

The Department is also requesting translation equipment so that participants can participate in all meetings with access to simultaneous translation. We have found this to be the most effective way for non-English speaking stakeholders to participate. This will require a line item transfer which we can address administratively once the final budget has been approved by Council. Estimated cost – 5 x $3,500 = $17,500.

Question 12: What is the process necessary for changing NC by-laws for NCs participating in an election or a selection process?

Response: Neighborhood Council boards who would like to conduct a selection rather than election must pass a board resolution after which a request to approve the by-laws change is submitted to the Department. We have allowed some additional time for NCs who have yet to decide on a selection process. If they do not make a decision within the timeframe necessary to proper implementation, they will default to an election process. In addition, NC boards must decide the following in order to conduct elections and/or selections – location, date, hours, documentation for all voters, minimum age for voters, and vote-by-mail.

Question 13: What are the criteria used to select the arbitrators?

The City's Employee Relations Board (ERB) maintains a list of qualified arbiters which the Department will be able to utilize in order to resolve challenges arising from the conduct of NC elections. Additionally, a number of the temporary staffing vendors on contract with the Department, have the capacity to provide elections related staffing including arbiters. We are unable at this time to determine the total number of qualified challenges that will be heard and decided upon by the arbiters. As a reference, the City Clerk Challenge Review Panel vetted 13 challenges. It is unknown how many were filed but rejected by staff for failing to meet the minimum eligibility requirements.

Requested Motion For As-needed Positions

And lastly, the Department neglected to include this item which is required in order to fill the as-needed positions that were recently approved by the City Council. We therefore request at this time, that the Council adopt the following motion in order to make the as-needed positions available for hire during the current elections cycle to provide temporary administration support. This line item of $100,000 was included in the NC elections budget which was recently approved by City Council.

MOTION

I MOVE that the Budget and Finance Committee Report on the Mayor's FY 2012-13 Proposed Budget be amended to add the following As-Needed positions to the Department of Neighborhood Empowerment, in such numbers as required by the Department, in support of the Neighborhood Council Elections:
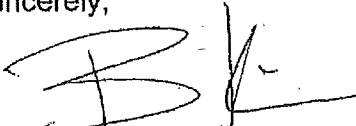
0728	Election Assistant I	$11.03/hr.
0729	Election Assistant II	$12.94/hr.
0730	Election Assistant III	$15.46/hr.
0731	Election Assistant IV	$18.09/hr.
0721	Election Clerk	$11.08/hr.
1358	Clerk Typist	$17.63/hr.
0733	Senior Election Assistant	$29.67/hr.
1502	Student Professional Worker	$12.56/hr.
1531-1	Admin Intern	$14.60/hr.

TOTAL CHANGE   <u>$-0-</u>

Should you have any questions or concerns I can be reached at (213) 978-1035.

Sincerely,

BongHwan (BH) Kim
General Manger

Attachments

EMPOWER LA ™

Department of
NEIGHBORHOOD EMPOWERMENT

NEIGHBORHOOD COUNCIL
2012 ELECTION MANUAL

Table of Contents

(Released May 25, 2012)

Introduction

The Department of Neighborhood Empowerment is pleased to work with the Neighborhood Councils on your elections in 2012. We have developed this manual to help guide candidates and voters through the election process. While some of the policies in this manual also apply to the selection process (an alternative to elections), the majority of the information will focus on the election process and procedures.

In preparing for the elections, we have utilized the excellent foundation developed by the Office of the City Clerk in the 2008 and 2010 Neighborhood Council elections and combined it with the Independent Election Administrator election format from when we conducted elections in the past. The new election process was designed to utilize the strongest components from both methods so that together we can run elections with integrity, flexibility and fun!

Many thanks to those Neighborhood Council leaders who have provided the critical election feedback that we have tried to incorporate into this manual; who have volunteered to help coordinate regional outreach; who are acting as Independent Election Administrators to guide their fellow Neighborhood Councils through the election process; and who step forward regularly to ask us how they can help make these elections successful. We appreciate your enthusiasm and leadership and are inspired by this partnership with you.

Lastly, we want to acknowledge the hard work of our City partners that make our participation in the Neighborhood Council elections possible: Mayor's Office, City Council, Chief Administrative Officer, Chief Legislative Analyst, Office of the Controller, Office of the City Attorney, and of course, the Office of the City Clerk, who have made their election documents and staff available to us during our election preparation.

Please do not hesitate to contact us if you have any questions about the information in this manual. Thank you for your time and efforts in supporting your communities and the Neighborhood Council system!

Department of Neighborhood Empowerment   www.empowerla.org

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Fax: (213) 978-1751
Email: NCSupport@lacity.org

Elections Division
Van Nuys City Hall
14410 Sylvan Street, 4th FL
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Fax: (818) 582-2849
Email: elections@empowerla.org

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Election Process

I. Overview

The Department of Neighborhood Empowerment (Department) will be conducting elections regionally starting on August 4, 2012 and ending on November 15, 2012. Each region is comprised of 6 to 10 Neighborhood Councils who will hold their elections on the same day, but at different times and locations within their boundaries. An Independent Election Administrator (IEA) will be assigned to work with the Neighborhood Councils in each region. The IEA assists the Neighborhood Council with education about the elections, outreach (both regionally and individually), paperwork (making sure all necessary election paperwork is completed in time and reviewing all submitted documents from candidates and voters), and monitoring the polls on the day of the election with assistance from Department poll workers and Neighborhood Council volunteers.

The election process has changed from past election cycles in the following main areas:

- **Regional Election Meetings** - because we are holding the elections regionally, we will be working to get information to the Neighborhood Councils via regional meetings so Neighborhood Councils in the same region will have the opportunity to get to know one another and to conduct regional outreach to save money if they so desire.

- **Timeline** - the timeline for elections has been shortened to 60 days – 30 days to get candidates and 30 days to get voters after all bylaws and election procedures are approved by the Neighborhood Council. This 60 day timeline is counted from the day of the elections.

- **Outreach** - rather than send out 2 mailers as outreach, we encourage Neighborhood Councils to utilize their existing outreach events to publicize their elections. Neighborhood Councils will be asked to provide an outreach plan that shows how they will reach their stakeholders during the candidate recruiting and voter notification phases of the elections. In addition, because we will be handling all of the sensitive election documentation, such as ballots and applications, Neighborhood Council Board members will be able to work on their election and/or outreach committees until the day of the election.

- **Election Procedures** - we will use the Election Procedures in this manual for procedures that apply citywide. Neighborhood Councils will only need to approve a 2012 Election Procedures Stipulation Worksheet with the changes for the 2012 elections, such as election day, time and location.

- **Election Time** - the standard election time will be a 4 hour window with the ability to extend to 6 hours by request.

- **Board Affirmation and Shortened Election Times** - in order to save on resources, if a Neighborhood Council has uncontested seats after the candidate filing deadline, i.e. there is only 1 or no candidate for a seat, we will hold a Board Affirmation town hall instead of an election. At the town hall, the uncontested candidates will be acknowledged and affirmed to the Board seats for which they filed. If 3 or fewer seats are contested, then we may hold a shortened election time of 2 hours for the Neighborhood Council.

- **Vote-By-Mail** - we are offering Vote-by-Mail with an initial set up fee of $500 because of the extra staffing we will bring on to administer your vote by mail, which includes setting up all paperwork, fulfilling requests for ballots, verifying any documentation as necessary and processing the final count.

- **Candidate Write-In** - because of the Board Affirmation process described above, we are not offering write-in candidates in this election cycle.

- **Department Back Office** - we will be handling all the election administration and paperwork, such as bylaws, election procedures, ballots, candidate/voter verification, vote by mail, etc. in order to free your Board members and stakeholders up to recruit candidates and voters.

- **Defaults** - we will set defaults for necessary election information, such as the election day, time, location, etc. if the Neighborhood Council does not provide the information by the set deadlines.

II. Election or Selection?

The City Charter allows for Neighborhood Councils to elect or select their board members. For 2012, the Neighborhood Council had the option of having a Board Selection Process OR a Board Election Process. To hold a selection, the Neighborhood Council must change their bylaws.

The **Board Election Process** demands a secret ballot for the voters and will be run according to the policies and procedures set forth in this manual. In addition, the Neighborhood Council must follow the regional election timeline. Most voters are used to this model.

The **Board Selection Process** does not have a secret ballot and is usually conducted in a town hall style setting where Board members are selected by a showing of voter hands. Another method allows for a printed ballot, and the ballot is signed by the voter in public. The Selection Process works best when voting for Board members "at-large" or with very few voting "districts" or sections. The Selection Process requires a schedule for candidate application/verification, outreach plan, budget plan, stakeholder registration/verification, and a method of selection such

as raising hands, a method for determining ties, and the selection of a Neutral Third Party to oversee the entire process to provide an open, fair, and transparent process. The Department has provided a Selection Procedures Stipulation Worksheet to assist Neighborhood Councils with a selection.

If a Neighborhood Council wanted 1 year terms for Board members or wanted more flexibility as to the day they want to hold a vote for the new Board members, then they should use a selection process. Elections are only held during the even numbered years so Board terms have to be 2 or 4 years. The Department's timeline for elections does not allow for as much flexibility for date selection since all of the Neighborhood Councils in a region must have their election on the same day. If a Neighborhood Council wanted a certain day not chosen by the region, then they will need to go to a selection process.

III. Election Timeline

To provide you with an overview of the election process, we have divided it into 8 phases:

PHASE 1 - Getting Ready   *Timeline – 90 to 120 days from election day*

The Department has already set up the regions, and the Neighborhood Councils have selected their election day. If the committee is not already in place and working, the Neighborhood Council Boards should immediately appoint a minimum 3 person Election Committee (including a Chair) to work with the IEA and the Department. The Neighborhood Council Board should also have an Outreach Committee to focus on outreach for candidates, outreach for voters, and coordination with the regional Neighborhood Councils. These committees can be combined since their efforts and work will complement each other.

To Do: □ Board approval of the 2012 Election Procedures Stipulation Worksheet
             □ Meet with the Neighborhood Councils in your region to discuss outreach
             □ Set a goal to recruit a minimum of 3 candidates per open Board seat
             □ Tell your stakeholders that you are having an election!

2012 Election Procedures Stipulation Worksheet
The Neighborhood Council's 2012 Election Procedures Stipulation Worksheet will include the Board's final decisions on the election time, location, candidate/stakeholder verification process, Vote-by-Mail and an outreach plan. The worksheet will supersede any inconsistent language in the Neighborhood Council bylaws, which will be updated by the Department to be consistent with the worksheet. The information on the worksheet will be used to develop the Neighborhood Council's final Election Procedures Addendum.

<u>Outreach Planning</u>

The goal of the outreach is not only to let your stakeholders know about the upcoming elections, but also to recruit enough candidates so that every open seat is contested, i.e. has multiple candidates. Contested elections bring out voters. So if your Neighborhood Council wants a high voter turnout, concentrate on recruiting more candidates.

Please use the Outreach Plan form provided by the Department with the Election Procedures Stipulation Worksheet for ideas on how to conduct outreach regionally and locally. In addition, your Neighborhood Council may also want to include:

- <u>Candidate Information Sessions</u> - The Neighborhood Council may want to hold Candidate Information Sessions regionally or on its own to attract candidates to run for Board seats. The Department also offers the EmpowerLA Leadership Academy workshops, which provides training for candidates.

- <u>Candidate Statements</u> - Neighborhood Councils may request candidate statements and publish them on website, emails, or any outlet available to the Neighborhood Councils.

- <u>Candidate Forums</u> - Each Neighborhood Council may present any number of Candidate Forums or arrange for forums sponsored by other organizations, such as Chamber of Commerce or other regional Neighborhood Council organizations. Each forum, however, must ensure that each and every candidate is provided equal time and exposure.

The Department is also launching a new website (www.empowerla.org) to provide information to stakeholders about the Neighborhood Council system and the elections. We also send out a weekly e-newsletter that will keep everyone updated on the elections and other issues affecting the Neighborhood Council system.

Phase 2 - Election Timeline Starts   *Timeline – 60 days from election day*

Sixty days from the election day, the official timeline of the elections begin with a call for candidates and Vote-by-Mail applications if your Neighborhood Council is providing this service. The Department will provide candidate filing forms to each region for distribution. We will also have the forms and the information for all the Neighborhood Council seats available on the website for download. All candidates will need to provide documentation to prove that they are eligible to run for the seat. As the candidates are verified by the IEA, we will post their name and the Board seat they are running for on the Neighborhood Council's election page on our site and also provide the information to the Neighborhood Councils, too.

To Do: ☐ Start recruiting candidates!
            ☐ Hold Candidate Information Sessions
            ☐ Distribute Vote-by-Mail applications if applicable
            ☐ Keep telling your stakeholders that you are having an election!

Phase 3 – Election or Board Affirmation?   *Timeline – 30 days from election day*

Thirty days from the election day, all candidate filing forms and Vote-by-Mail applications are due. Within 5 calendar days of the due date, the IEA will release the final verified candidate list. If there are no contested seats, the Department will hold a Board Affirmation town hall at the next regular meeting of the Neighborhood Council to seat the new Board. If there are not enough candidates to meet a quorum of the Board, the Department will use the Board of Neighborhood Commissioners Loss of Quorum policy to seat a new Board.

If the Neighborhood Council's open Board seats are contested, then it's time to engage voters to come out to the election and vote!

To Do: □ Announce the candidates for the election
        □ Hold Candidate Forums
        □ Recruit volunteers to assist on the day of the election
        □ Develop an exit poll or survey for your stakeholders on the day of the election
        □ Keep telling your stakeholders that you are having an election!

<u>Recruiting Election Volunteers</u>
The Department will provide a Poll Manager and worker on the day of the election. They will be supervised by the IEA. We encourage Neighborhood Councils to provide volunteers for their elections. The volunteers can be non-candidate Board or committee members and stakeholders. Because all the elections are occurring on the same day in the region, Board and committee members are encouraged to work on a neighboring council's elections in the region. The Department will provide a short training for all volunteers on how to conduct a successful election.

<u>Vote-by-Mail Ballots</u>
For those Neighborhood Councils offering Vote-by-Mail, the ballots of verified applicants will be mailed out 15 days prior to the election day. They must be received by the Department either the day before the election, or they can be dropped off at the Polling Place the day of the election.

During this period of 30 days just prior to the election, the IEA will prepare and produce stakeholder registration forms, ballots, VBM process, poll worker and volunteer name tags and instructions. The IEA and Poll Manager will assemble the Election Kit with supplies for the election.

<u>Neighborhood Council Exit Polls or Surveys</u>
Your Neighborhood Council can develop an exit poll or survey for the voters on the election day to obtain information on how successful your outreach campaign was, what issues are important to them, etc. The survey cannot ask how the voters voted. The Neighborhood Council can set

up a table within 100 feet of the Polling Place near the exit so long as the table does not block the flow of traffic. Any other organization or stakeholder with exit polls or survey must stay 100 feet outside of the Polling Place.

Phase 4 - Election Day   *Timeline – election day*

The Poll Manager will arrive on election day with an Election Kit, including a ballot box with lock, ballots, stakeholder registration forms, pens, paper, observer badges, volunteer badges, generic signs, voting instructions, voting booths, ballots forms and colored paper for printing additional ballots, volunteer instructions, Vote-by-Mail ballots unopened, Vote-by-Mail ballot received list, counting forms and report forms.

The Poll Manager and volunteer poll workers arrive to the Polling Place at least 1 hour before the polls open to set up the space physically. The IEA and Poll Manager will provide a layout for the Polling Place for easy access and flow for the voting process, including areas for:
- Registration
- Ballot Pick-Up
- Voting Booths
- Ballot Box

The Poll Manager will announce the opening and closing of the polls. At the close of the polls after all ballots have been placed in the locked ballot box, the Poll Manager will take possession of the ballot box while volunteers set up the room for counting. If time and the number of ballots do not permit for counting at the Polling Place, the Poll Manager will take the ballot box back to the Department office for counting with notice to the public as to when the count will take place.

To Do: □ Come out and vote!
                □ Volunteer to help at a Neighborhood Council Polling Place

Phase 5 - Canvass of Votes - Counting   *Timeline – election day*

When it is time to count the ballots, the Poll Manager will instruct and oversee the counting volunteers in the following steps:

1. The ballot box is unlocked, and the ballots are sorted according to color of ballot. Vote-by-Mail ballots are separated from the envelopes and sorted with the rest of the ballots.
2. The stakeholder registration forms are counted and noted.
3. The total number of ballots are counted and noted.
4. The Poll Manager divides the ballots into manageable amounts for counting, usually no more than 100 ballots.
5. Volunteers are divided into pairs (a caller and a marker). They are given pre-printed counting sheets: 1 volunteer calls the name of the person receiving a vote and the other marks down the vote on a tally sheet.

Observers will be allowed in to watch the counting process so long as they do not interfere in the count.

After the count is over, the Poll Manager will package all election materials, including ballots and registration forms and return them to the IEA, who will also review the election materials. Within 24 hours, the IEA will post an unofficial canvass of votes on the Department website for public review and will also send the results to the Neighborhood Council. This canvass of votes may be the Final Official Certified Canvass of Votes if there are not outstanding ballots to be verified. The Department will retain materials until after the deadline for challenges if there are no challenges or after the conclusion of arbitration of all challenges.

If there are provisional ballots, the deadline for submission of acceptable documentation is 3 calendar days after the election. The IEA will verify or disqualify the provisional ballots and revise the canvass of votes.

The more volunteers available to help count, the faster the counting goes!

Phase 6 – Recounts and Challenges   *Timeline - 3-5 days after the election day*

Recounts may be requested within 3 calendar days after the elections. Challenges to the election are accepted within the 5 calendar days after the election.

Phase 7 - Seat the Board   *Timeline - 30-60 days after the election day*

After all challenges are resolved, the newly elected Board will be seated at the Neighborhood Council Board meeting so they can start working for their community!

Phase 8 - Train the New Board   *Timeline - 30-90 days after the election day*

It is important that all the new Board members know the policies and procedures for the Neighborhood Council system so they can operate effectively for their community. The Department EmpowerLA Leadership Academy will offer Board orientation trainings. In addition, Board members are mandated to take the state required ethics training, which is offered online on our website and live with the Office of the City Attorney. Some Neighborhood Council bylaws also mandate training within a certain time period or the Board member will lose voting rights so check with your Neighborhood Council.

Election Policies

The policies set forth in this section are to supplement the Election Procedures and any other legal authorities over Neighborhood Council elections and supersede any inconsistent language in Neighborhood Council bylaws. The Department may refer back to the 2010 Neighborhood Council Election Policies or add policies as necessary in its administration of the elections.

I.   Term Extension

The Department shall extend the current Board terms set to expire in 2012 until after the certification of the Neighborhood Council's election or selection results or the resolution of all official challenges, whichever date is later. All Neighborhood Council elections and selections must be completed in 2012.

II.   Board Affirmation

If after the candidate filing verification deadline, there is only 1 or no candidate for every Board seat, the Department will hold a Board Affirmation at the next regularly scheduled Board meeting of the candidates in lieu of an election.

III.   Write-in Candidates

There are no write-in candidates for the 2012 election cycle.

IV.   Shortened or Extended Election Time

The standard election window on the election day is 4 hours. Neighborhood Councils can request a 6 hour window instead at no additional cost.

V.   Vote-by-Mail Fee

If a Neighborhood Council would like to offer Vote-by-Mail to their stakeholders, the Department will charge a $500 set up fee, which would include the preparation and mailing of 200 ballots with no postage on the return envelope. For more than 200 ballots, the Department will charge the Neighborhood Council only the cost of mailing the ballot. The Neighborhood Council can also pay the cost of postage on the return envelope if that option is desired.

VI.   Location Fee

The Department will pay a Polling Place location fee of $200 or less. Any charges above this amount, including security or custodial fees, will be the responsibility of the Neighborhood Council.

VII.   Election Schedule Deadline Conflict

Where possible, the Neighborhood Council election schedules will all follow the same general timeline, i.e. candidate filing begins 60 days prior to the election. The Department offices will not be open on weekends or holidays. As such, the Neighborhood Council Election Procedure deadlines shall be adjusted when necessary. Where the planned deadline falls on a Saturday, Sunday, religious or national holiday, the actual deadline date will be moved to the following City of Los Angeles business day.

VIII. Running Board Slates

A group of candidates may run as a slate so long as all candidates agree to be on the slate.

IX.   Candidate Filing Form Information Public

Since candidates for Neighborhood Council Board seats are vying for public seats, Candidate Filing Forms, which can include a candidate's contact information and qualifying information, are considered public information and subject to disclosure. Please note that a candidate's signature on the Candidate Filing Form is not subject to disclosure and will be redacted prior to fulfilling a California Public Records Act request.

X.   Inspection of Forms

Please note that stakeholder registration forms, Vote-by-Mail applications, and ballots will only be made available for inspection after the Final Official Certified Canvass of Votes is completed in order to ensure critical documents are available for use by staff when needed, to avoid any interference with the election process, and to avoid the possibility of duplication and/or fraud.   The processed ballots and non-exempt information on the stakeholder registration forms and Vote-by-Mail applications will be provided within a reasonable amount of time after the date of the election.

Election Procedures

I. Introduction

These election procedures meet the minimum requirements to conduct Neighborhood Council Board member elections pursuant to City Council policy and other standardized election procedures that may be issued by the Department. These procedures supplement the Neighborhood Council's Election Procedures Addendum, 2012 Election Procedures Stipulation Worksheet and bylaws. Where a Neighborhood Council has not submitted the 2012 Election Procedures Stipulation Worksheet, the citywide default values will apply.

II. Elections

The election will be a **Prepared Ballot Election.** In this election, candidates shall file prior to Election Day and will then be included on a printed ballot that is distributed to the voters on Election Day.

- Proxy voting will not be allowed for this election
- Voters may cast their ballots on the day, time and location indicated in the Neighborhood Council's 2012 Election Procedures Addendum.
- If a voter with a disability is unable to access the polling location, curbside voting will be provided as an option for that individual. On Election Day, voters can request curbside voting by calling the Elections Division Hotline at (818) 293-VOTE (8683).

III. Location

A. The Neighborhood Council can provide an election location in its Board approved 2012 Election Procedures Stipulation Worksheet.

B. Election Locations should meet the following criteria:

1. Sufficient size to accommodate the voter sign-in process and actual voting activities.
2. Sufficient parking for poll workers and voters.
3. Convenient for those utilizing public transportation.
4. Procedures must be in place to accommodate disabled voters and in compliance with the Americans with Disability Act (ADA).
5. Unbiased location for stakeholders and candidates.
6. Available for the Neighborhood Council election day for at least 2 hours before and after the election start and finish.

C. The Election Location or Polling Place will be published on the Department website at least 30 days prior to the election and any change of location within 24 hours of the change.

IV. Neighborhood Council Boundaries

The boundaries of the Neighborhood Council are set forth in its bylaws. Where a map of a Neighborhood Council does not match the language provided in that Neighborhood Council's bylaws, the IEA shall defer to the written bylaws for clarification and revise the map in accordance with specific language in a given Neighborhood Council's bylaws.

In the event specific language is not specified in a Neighborhood Council's bylaws regarding how bordering boundaries are defined for a Neighborhood Council or its internal districts/areas/quadrants/zones, the IEA shall consider the middle of the road as the defining border for election-related purposes, such as candidate qualification and stakeholder (voter) verification. This will only apply when a Neighborhood Council has not specifically identified boundaries to include both sides of the street (road, avenue, boulevard) or to exclude any specific landmarks, parks or plots of land.

Specific voting districts as noted in the boundaries will be followed within the above boundary definitions and will apply to candidate qualification and voter qualifications.

V. Definition of Stakeholder

Neighborhood Council membership is open to all stakeholders. "Stakeholders" shall be defined as those who live, work or own property in the neighborhood or to those who declare a stake in the neighborhood and affirm the factual basis for it.

- All person(s) or entities that meet the criteria for the definition of stakeholder shall be eligible to vote in the election, either at the polls or by utilizing the Vote-by-Mail option if applicable.
- Stakeholders cannot be denied the opportunity to vote for a candidate for member of the governing Board for whom they are eligible to vote.
- Stakeholders cannot be denied the opportunity to run for a Board seat for which they hold stakeholder status unless otherwise prohibited by the Neighborhood Council bylaws.
- In order to cast a ballot in the election, a stakeholder must be the age on the date of the election as stated in the Neighborhood Council's 2012 Election Procedures Stipulation Worksheet and bylaws.

VI. Independent Election Administrator

The Department will assign an IEA to administer the elections in each Election Region. To serve as the Independent Election Administrator, the person(s) or organization selected must have attended training program conducted by the Department. The IEA may utilize the staff, material, equipment and facility resources of the Neighborhood Council or the Department to assist them in carrying out the election administration duties, provided, however, that the following conditions are met:
- None of the candidates for the governing Board participate in any way in the handling/counting of ballots, voter/candidate registration/verification, and/or assisting voters engaged in the act of voting in translating the voting material or explaining the voting process.

- The IEA must maintain the authority and responsibility for the administration of the election.

The IEA, in coordination with the Department, shall be responsible for the following duties:
- Conducting the Neighborhood Council elections according to the Neighborhood Council bylaws, 2012 Election Procedures Addendum and any other applicable legal documents.
- Processing of candidates, including verification of eligibility
- Assisting the region with any Candidate Information Sessions.
- Processing of voters, including pre-registration and verification of eligibility as applicable.
- Overseeing and approving the preparation of the ballot to be used in the election.
- Distributing and receiving ballots from the voters.
- Verifying any provisional ballots.
- Counting and recounting the ballots.
- Issuing the election results.
- Securing and submitting all election materials for records retention in accordance with the bylaws and Election Procedures.

VII. Candidates

A. Candidate Filing

1. All potential candidates must complete a Candidate Filing Form and file the form with the Department by the Candidate Filing Deadline. All potential candidates will be notified by the IEA if their Candidate Filing Form is incomplete and the steps necessary to complete the candidate filing process.

2. All potential candidates must provide identification and any other applicable documentation to establish their stakeholder status for the position which they are applying.

3. Candidates may submit a Candidate Statement on a template provided by the Department.

4. The Department will retain all Candidate Filing Forms and corresponding documentation according to Article XXVI. Disposition of Election Records.

Candidate contact information shall be given to the Election and Outreach Chairs of each Neighborhood Council no later than five (5) days after the filing deadline. In the absence of an Election Chair, the President of each Neighborhood Council shall be the designated alternate to receive the candidate contact information. Where email addresses are not available for either of the 2 persons, the IEA will provide the candidate contact information to the Neighborhood Council upon request. Neighborhood Councils shall notify all candidates for any Candidate Forums to be conducted where the Neighborhood Council is a participant. The notification of candidates to participate in such events shall be the sole responsibility of Neighborhood Councils. Please note that a candidate's contact information, including his or her home address, home phone number, and email address is subject to disclosure if a California Public Records Act request is made. A candidate's signature will not be subject to disclosure.

The Neighborhood Council may present Regional Candidate Information Sessions to assist candidates in their campaigns.

VIII. Candidate and Stakeholder Verification

For this election, the Department will accept forms of identification for self-affirmation and documentation as prescribed by the Department's Neighborhood Council Election Acceptable Forms of Documentation.

IX.   Campaigning

A. The use of the City of Los Angeles Seal, the Department or Neighborhood Council logo or any other official Neighborhood Council designation created by the Department is prohibited for use on candidate materials.

   1. A logo is a graphic mark and/or emblem used by the City, a City department, or a Neighborhood Council that serves to facilitate immediate public recognition. A logo can consist of purely graphic symbols or icons, but can also consist of a logotype or wordmark.

   2. Any use of a logo, regardless of intent, will be considered a violation of this article and the Neighborhood Council Election Procedures unless the logo is used as part of outreach material produced by the City, a City department, or the Neighborhood Council for the sole purposes of promoting the election. If such outreach material contains candidate names, all qualified candidates must be listed on the material.

   3. The purpose of this provision is to prevent candidates or supporters of candidates from campaigning under the expressed or implied endorsement or authorization of the City, a City department, or a Neighborhood Council and prevent voter confusion. Please note that any logo that is substantially similar to a City, City department, or Neighborhood Council logo may lead to voter confusion and may be subject to a challenge.

B. The governing Board of the Neighborhood Council, acting in their official capacity as the governing Board, is prohibited from endorsing or campaigning for any candidate or group of candidates running for the governing Board of the Neighborhood Council. This provision does not restrict the right of individual Board members, acting as individual stakeholders, or any other stakeholders, from endorsing or campaigning for any candidate or group of candidates.

C. No City facilities, equipment, supplies or other City resources shall be used for campaigning activities except:
   1. to hold a candidate forum sponsored by a Neighborhood Council;
   2. to hold a Neighborhood Council election; or
   3. if the individual has obtained approval from an authorized representative of a City Department or Commission (if managing a Department) for use of the facility.

D. City resources may be used by a Neighborhood Council for communicating with voters through the printing and mailing of a voter information pamphlet, which includes

candidate statements and/or the posting of candidate statements on its website. To the extent that the Neighborhood Council provides candidate statements to the voters or Neighborhood Council mailing lists to candidates, candidates shall be given access in a timely and uniform manner.

X. Electioneering

No campaigning or electioneering activities will be allowed within 100 feet of the Polling Place, which is measured from the door of the Polling Place where voters sign the roster and cast their ballots. Polling Place staff must place signs indicating where the 100 foot mark is located.

Electioneering includes:

- soliciting a vote or speaking to a voter on the subject of marking his or her ballot;
- placing any sign relating to any candidate;
- distributing material relating to any candidate; or
- placing a sign, distributing material, or conversing with a voter on the subject of the voter's qualifications to vote.

In addition, excessive noise and audio equipment that creates a nuisance to voters or staff within the 100 foot mark will amount to a violation of this policy. Vehicles that have a banner or placard soliciting a vote or recommending any candidate shall remain 100 feet beyond the building where voters are voting, except for the discharge or loading of passengers. Activities beyond the 100 foot mark are subject to the rules of the particular property owner and should be respected.

Any person or persons engaged in electioneering will be directed by polling place staff to cease and may be asked to leave.

XI. Ballot

A. Ballot Order: The Department will randomly draw the letters of the alphabet to create the order the candidates shall be listed on the ballot. The candidates will be listed in such order according to the first letter of their last name.

B. The IEA will use the candidate's legal name for the ballot. No completely fictitious name may be used on a ballot to refer to a candidate. If a candidate wishes a different name to appear on the ballot, the following format must be followed:

   1. The format for including nickname on the ballots is: First Name "Nickname" Last Name (i.e., Jonathan "Chico" Anderson).

   2. A shortened version of a name or a variation of a name will be allowed in lieu of a candidate's legal name. For example, instead of Jonathan Anderson, the candidate may use the name "John Anderson," or "Johnny Anderson" or "J. Anderson."

   3. Professional Degrees: Professional Acronyms shall not be used on a ballot. No name shall include professional distinctions such as: PhD, MSW, Esq., etc.

4. In order for a name to fit on the ballot, all names appearing on the ballot must be a maximum of 26 characters/letters, including spaces and punctuations. Any names that exceed this number will be cut to the maximum number of characters/letters starting from the last letter of the name. For example, Miguel Angelito Martinez Jr. will appear on the ballot as "Miguel Angelito Martinez J".

5. Where there is a conflict between the names provided as documentation or on documents provided to the IEA, the name written on the Candidate Filing Form will override (unless otherwise specified by the Candidate in accordance with this policy and submitted to the IEA by the Candidate Filing deadline to appear on the ballot).

XII. Polling Place Operations

Only poll workers and voters engaged in voting may be within the voting booth area during the time the polls are open.

A. **Curbside Vote:** If a voter with a disability is unable to access the Polling Place, a volunteer who is designated by the Department shall hand-carry a ballot and a Stakeholder Registration Form (if needed) to any physically challenged voter at the polling site for completion in the general area of the polling site. Once marked, the ballot shall be placed into an envelope, and then the envelope shall be sealed. The volunteer shall return the completed Stakeholder Registration Form to the poll workers for processing, and the sealed envelope containing the ballot shall be deposited into the ballot box.

B. **Observers:** Prior to opening, all Observers must wait outside while the poll workers set up the Polling Place. Observers will be permitted to enter the Polling Place once the polling site officially opens for voting. All Observers must sign in with Staff. A badge will be issued and must be worn at all times. When leaving for the day/evening, the Observer must sign out and return the badge to the Poll Manager.

- Observers may not interfere in the election or the voting process. Observers cannot assist in operations, touch or handle any ballots or other election-related materials.

- Observers may not talk to or solicit voters in the Polling Place.

- Observers are allowed to videotape Polling Place operations pursuant to Article XXI. Videotaping.

- Candidates are not permitted as Observers at the Polling Place on Election Day.

- Observers have the right to ask poll workers questions regarding election procedures and to receive answers or be directed to the appropriate official for responses to questions. If, however, persistent questioning disrupts the execution of their duties, the poll workers can stop responding and direct the observers to the Poll Manager for all further answers. If disruptions persist, the Observer may be asked to leave the Polling Place.

C. **Provisional Voting:** A voter may cast a provisional ballot if the voter's eligibility to vote in the election cannot be determined in favor of the voter at the time the voter attempts to cast his or her ballot. The only acceptable basis for challenging a voter's right to vote at the Polling Place will be that the person is not a stakeholder as defined by the Neighborhood Council bylaws or that the person was issued a Vote-by-Mail ballot.

- If a voter is challenged on the basis that they were issued a Vote-by-Mail ballot, the voter may surrender the un-used Vote-by-Mail ballot at the polling site at which time the voter will be issued a regular ballot.

- If a voter is challenged on the basis of insufficient documentation, the voter may produce any of the documentation outlined in these Election Procedures at which time the voter will be issued a regular ballot.

If a voter cannot produce the required documentation or the voter cannot surrender the Vote-by-Mail ballot, then the voter will be offered the opportunity to vote a provisional ballot. The provisional ballot will be the same as regular ballot, except that prior to placement in the ballot box the provisional ballot will be placed inside a provisional envelope. On the outside of the envelope the voter will provide:
1. The voter's name.
2. The voter's address.
3. The voter's stakeholder status.
4. The voter's contact number(s), e.g. cell or telephone number.
5. The voter's email address
6. When a voter casts a provisional ballot, the voter will be issued instructions that explain what steps the voter must take to qualify the provisional ballot, including documentation required to be submitted, where the documentation is to be submitted, and a contact number to request assistance or seek additional information. The deadline for submission of acceptable documentation shall be three (3) calendar days after the election. The IEA will be responsible for the verification of the provisional ballots.

XIII. Vote-By-Mail

A Neighborhood Council may select to offer Vote-by-Mail to its stakeholders. If this is offered, all stakeholders are eligible to Vote-by-Mail.

Vote-by-Mail applications will be available beginning on a minimum of sixty (60) days prior to the election day and shall include instructions describing how to complete the application.

The deadline for the Vote-by-Mail application to be received is thirty (30) days prior to the election day.

The IEA will oversee and approve the preparation and distribution of a Vote-by-Mail application, which contains spaces for the following information:
- The name and residence address, or business or organization affiliation address of the stakeholder.
- The name and address to which the ballot is to be mailed, if different than the residence or business or organization affiliation address.

- The stakeholder/voter's signature.
- The stakeholder status of the voter.
- Instructions relative to any stakeholder/voter eligibility verification documents that must be completed and submitted with the Vote-by-Mail ballot. Such instructions will state that the voter may cross out any information on the documentation they are submitting that is not required to establish stakeholder status (e.g. on a utility bill the voter could cross out all information, such as account number and account balance, except their name and residence address).
- The name and date of the election for which the application is being submitted (to be pre-printed on the application).
- The date on or before which the application must be received (to be pre-printed on the application).
- The address where the application is to be mailed or delivered (to be pre-printed on the application).

Candidates may distribute Vote-by-Mail applications, but shall not handle the return of the applications or the Vote-by-Mail ballots.

The Department will maintain lists of all persons issued a Vote-by-Mail ballot, and all those returning a Vote-by-Mail ballot must be prepared and provided to the person(s) managing the polling site(s) for use in the voter sign-in process.

A voter will be allowed to retrieve and destroy a previously submitted Vote-by-Mail ballot and then be issued and vote a regular election day ballot.

XIV. Canvass of Votes and Election Certification

The Department will be responsible for tabulating the ballots and announcing the unofficial results on election day or as soon thereafter as possible. The IEA will verify all Provisional and Vote-by-Mail Ballots for inclusion in the Final Official Certified Canvass of Votes.

The Final Official Certified Canvass of Votes shall occur on election day at the Polling Place barring the need to count any additional outstanding ballots. The canvassing of votes will be open to the public, including candidates, for observation, provided that the observers must not interfere with or attempt to influence the vote tabulation in any way.

Tie votes shall be resolved by drawing straws immediately after the canvassing of votes if all candidates or their designated representatives are present or within 2 calendar days with notice provided on the Department website. The IEA or other Department staff will conduct the tie resolution in public view and candidates or their designated representatives will be requested to be present.

The IEA will submit the Final Official Certified Canvass of Votes to the Neighborhood Council.

The Department will post the Final Official Certified Canvass of Votes on the Department website immediately upon completion.

XV.   Challenges

Any stakeholder who submits the same stakeholder documentation required of the voters in the election may file a challenge to the conduct of the election no later than 5 calendar days after the election by filing a written request with the Department.

The written request must:
1.   Identify the basis for the challenge to the election.
2.   Identify the person(s) issuing the challenge.
3.   Provide contact information for the person(s) issuing the challenge.

Following is a sample list of challenges that the Department will or will not be processed as part of the review process.

Challengeable:
- Incorrect Ballots (which caused voters to vote either significantly more or less for a qualified candidate)
- Electioneering by Candidate(s)
- Ballot Duplication (by a candidate or stakeholder)
- Explicit Use of City logo(s) for Campaign Materials by Candidate(s) - (including LA City, Department logo, Neighborhood Council logo, and any other City Department logo)
- Candidate Eligibility
- Stakeholder Eligibility (for Document Required NCs only)
- Neighborhood Council Board Endorsement of a Candidate or Slate of Candidates
- Americans with Disabilities Act (ADA) Accessible Facility (if curbside voting was not available)
- Collection of Vote-by-Mail Applications (excluding representatives from nursing homes, hospitals, or long term care facilities).

Not Challengeable:
- Lack of Outreach (outreach performed by a Neighborhood Council, the Department, or any other City entity)
- Published Articles (challenges based on election information published in media such as the Internet [including blogs], newspaper[s], or any other type of media)
- Translated Election Material
- Candidate Forums
- Polling Place Selection
- Change of Polling Place
- Email Forwarding of Neighborhood Council "Get Out To Vote Material" or Emails.
- Ballot Design
- Vote-by-Mail Policy
- Neighborhood Council Endorsed Election Procedure/Policies
- Neighborhood Council Bylaws (Received from the Department by deadline)
- Neighborhood Council Endorsed Polling Place Suggestions
- Stakeholder Qualifications to Vote (Neighborhood Council Bylaws or Stipulation Language Worksheet)
- Department Approved Outreach Material
- Candidate Slate(s)/Slate Flyers

- Campaign Expenditure(s)
- Volunteer Poll workers or Poll worker Bias
- Use of Police and/or Security at Polling Place
- Voter Intimidation
- Error in Voting Instructions
- Lack of Necessary Voting Materials
- Voters Threatened by Candidates
- Electioneering by Stakeholder(s)
- Voter Instructions
- Known Factors Prior to Election Day (such as: polling place bias because a candidate works at the location, language translators, etc.)
- Language Assistance at Polling Place

XVI. Recounts

A recount of ballots will be conducted by the IEA, by request only, for the purpose of verifying the number of votes counted for any Board seat in a Neighborhood Council election.

Any stakeholder who meets the criteria listed below may request in writing, including email, a recount for a specific contest or for the entire election for a Neighborhood Council election within 3 calendar days after the election.

For a recount request to be accepted for action, the following criteria must be met:
1. The number of votes separating the candidates in question must be 10% or less of the total votes cast in that specific contest, and;
2. The stakeholder(s) filing the request must have voted in the election in question and must provide the same stakeholder status verification required of voters in the election.
3. A recount must start no later than 5 City of Los Angeles business days following the receipt and acceptance of a request and will be open to the public. A notice announcing the date, time, and location of the recount will be posted on the Neighborhood Council and Department websites and all candidates for the Board seat(s) being recounted will be notified.
4. The recount will be open to public observation provided that observers must not interfere with or in any way attempt to influence the persons conducting the recount.

The IEA will certify the recount results to the Neighborhood Council and the Department immediately upon completing the recount. The results of an election are considered changed only if the identity of any person who had been declared elected is changed.

XVII. Notice of Vacating Multiple Seats

This article is applicable where a candidate is elected to multiple Board seats on the same Neighborhood Council Board at the same election and where the Neighborhood Council allows candidates to run for more than 1 Board seat at a time.

Where a candidate seeking multiple Board positions on a Neighborhood Council Board is the winning candidate for more than 1 of those positions, the candidate will be required to choose 1 Board position no more than 3 calendar days after the posting of the unofficial results or from

the day when any and all election recounts and challenges are resolved for the specific Neighborhood Council election, whichever date is later.

The declined position(s) shall be filled with the next candidate who received the most votes, or if none, the vacancy shall be filled according to the Neighborhood Council bylaws.

Where the candidate does not select 1 Board position by the deadline, the candidate will be deemed ineligible for all positions won as the result of the election, except for the 1 position where the candidate received the most votes.

XVIII. Outreach for the Election

Neighborhood Councils are responsible for informing their stakeholders about the election. The Department will assist in outreach by providing information about the elections on its website.

XIX. Translation and Language Assistance

The following documents are available for translation: Candidate Filing Form, Stakeholder Registration Form, Vote-by-Mail Application, Vote-by-Mail Voting Instructions, At-Polls Voting Instructions.

The Department will provide language assistance on Election Day upon the request of the Neighborhood Council Board. A Neighborhood Council may request assistance for up to two (2) languages.

Languages not available within the Department will be contracted out to an outside interpreter at a $50 fee per language to be paid by the Department. All translation and language assistance requests must be submitted to the Department no later than 5 p.m., 30 days prior to Election Day.

XX. Exit Polls and Surveys

Stakeholders, news media, or other organizations wishing to conduct a survey, exit poll, or other survey of the voters on Election Day will be permitted to do so subject to certain limitations.

Any person or group conducting surveys, exit polls, or other survey of voters are advised to remain at least 100 feet from the door of the polling place. Surveys and exit polling will be permitted as long as it does not interfere with the voting process. Candidates are prohibited from participating and conducting surveys, exit polls, or other survey of voters on Election Day.

Any person or group conducting a survey or exit poll is required to coordinate with the Polling Place Inspector and to be respectful of poll worker priorities. All persons conducting a survey, exit poll, or other survey of voters on Election Day are required to sign in with the Polling Place staff, provide contact information, and wear a name tag for identification purposes. Polling place staff will indicate where the 100 foot mark is located with visible signage. In addition, every voter has the right not to disclose how he or she may have voted.

Neighborhood Councils may set up a table to conduct exit polls and surveys within the 100 foot mark as directed by the Department.

XXI. Videotaping

Videotaping and photography is permitted in the Polling Place on Election Day under the following conditions:

- Video/Photography is only permitted with the expressed permission of everyone at the polling place.
- Polling Place staff may not withhold permission to be photographed.
- Video/Photography will not be of voter's faces.
- Video/Photography will not be of a voter making their ballot choice.
- All persons taking video or photographs are required to sign in with the Polling Place staff and provide contact information.
- Ballots may not be recorded or photographed.

XXII. Seating of Newly Elected Board Members

A. The seating of a newly-elected Neighborhood Council Board will take place when:

    1. The Department has issued certified election results for the Neighborhood Council; and,

    2. All official election challenges for the Neighborhood Council have been resolved.

B. The Board must be seated as a single unit. No partial and/or interim seating is allowed. Where a single challenge to a single seat has not been resolved, the rest of the Board cannot be seated.

C. The elected Board shall be seated at the next regularly scheduled Neighborhood Council meeting within 30 calendar days of the criteria in Section A being met. The outgoing Board shall preside over the meeting where the first order of business shall be to officially seat the newly-elected Board. All powers shall immediately be transferred over to the newly-elected Board.

D. Where a regularly scheduled meeting is not scheduled within 30 calendar days of the certification of the election results and the resolution of all official election challenges, the outgoing Board or the Department will call a special meeting within 10 calendar days of the aforementioned criteria being met in accordance with the Brown Act to seat the Board. The outgoing Board or the Department shall preside over the meeting where the first order of business shall be to officially seat the newly-elected Board. All powers shall immediately be transferred over to the newly-elected Board.

E. Until such time as the Department has issued certified election results and all official election challenges have been resolved for the Neighborhood Council, the incumbent Board members will continue in their duly elected/appointed positions.

XXIII. Governing Board Member Seats Not Filled Through the Election

Any Board member seat(s) that is/are not filled through the election process will be deemed vacant when the new governing Board takes office. Vacant seat(s) will be filled according to the Neighborhood Council bylaws. If less than a quorum of the Board seats are filled, then the Neighborhood Council will fall under the Board of Neighborhood Commissioners Loss of Quorum Policy.

XXIV. Release of Election Materials

Approximately 45 calendar days after the certification of election results, the Department shall make the following items available for pick up by the Neighborhood Council:

- Stakeholder Registration Forms (excluding stakeholder documentation)
- Candidate Filing Forms (excluding stakeholder documentation)
- Instructions relative to any stakeholder/voter eligibility verification documents that must be completed and submitted with the Vote-by-Mail ballot. Such instructions will state that the voter may cross out any information on the documentation they are submitting that is not required to establish stakeholder status (e.g. on a utility bill the voter could cross out all information, such as account number and account balance, except their name and residence address).

The newly-elected Board shall designate an individual to pick up the above-mentioned materials on behalf of the Neighborhood Council at a Board meeting. Neighborhood Councils shall keep all election materials for 6 months after which they can destroy the documents. All documents retained by the Neighborhood Council shall be subject to the California Public Records Act for the length of time the documents are retained by the Neighborhood Council.

XXV. Public Records Act

This is to notify all stakeholders of the policy regarding California Public Records Act (CPRA) requests for materials used in Neighborhood Council elections. Under the CPRA, a member of the public can make a valid request for public documents either in writing (including e-mail) or orally. The CPRA requires the disclosure of governmental records to the public, subject to certain exemptions.

Certain information on governmental records may be redacted:
- home street addresses;
- home telephone numbers;
- private e-mail addresses;
- signatures; or
- any other identifying information as determined by the Office of the City Attorney.

The following are examples of what information is subject to disclosure and what information must be redacted prior to fulfilling a CPRA request for Neighborhood Council elections:

- Stakeholder Registration Forms, Vote-by-Mail Applications, and ballots will only be made available for inspection after the Official Canvass is completed in order to ensure critical documents are available for use by staff when needed, to avoid any interference with the election process, and to avoid the possibility of duplication and/or fraud.
- The processed ballots and non-exempt information on the Stakeholder Registration Forms and/or Vote-by-Mail Applications will be provided within a reasonable amount of time after the date of the election.
- In regard to the Stakeholder Registration Forms and Vote-by-Mail Applications, the following information will be redacted prior to fulfilling a CPRA request:

Since candidates for Neighborhood Council Board seats are vying for public seats, Candidate Filing Forms, which can include a candidate's contact information and qualifying information, are considered public information and subject to disclosure. Please note that a candidate's signature on the Candidate Filing Form is not subject to disclosure and will be redacted prior to fulfilling a CPRA request. All candidates must provide documentation to establish their stakeholder status for the position which they are applying. Any documentation used by a candidate and retained by the IEA to qualify a candidate is subject to limited disclosure.

Election Challenges are subject to disclosure as a public record. When requested, the name of the person filing the challenge and the grounds for filing the challenge must be disclosed. Any documentation used by challenger to support his or her challenge is subject to limited disclosure.

Once a CPRA request is made, the Department will have 10 calendar days to respond to the request, indicating what will or will not be disclosed, the reasoning behind any decisions made, and, if applicable, the total fee for requested copies. Please note that an additional 14 calendar days to respond may be allowed if warranted by special circumstances. This 10 calendar day period is not the period of time in which the request must be fulfilled, but rather, the period of time in which to notify the requesting party what information will be disclosed.

Redactions must be made when members of the public view the requested materials in person and when copies are made and provided to the public. When viewed in person, the public may examine and take notes of the redacted material, but may not have access to any exempt information. When fulfilling an in-person request, a member of the staff will remain present at all times to supervise the viewing and to answer any questions that may arise.

In the event that photocopies of materials are requested, the Department will charge $0.10 for each photocopy. Payments can be made in person or sent to the Department of Neighborhood Empowerment, 20th Floor, City Hall, 200 Spring Street, Los Angeles, CA 90012, prior to the copies being made.

XXVI.   Disposition of Election Records

At the conclusion of the recount and election challenge resolution period, the Department shall retain all election-related materials for a period of 6 months. All election-related materials will be made available to the public in accordance with the CPRA and subject to Article XXIV. After 6 months of retention by the Department, all Neighborhood Council election-related materials will be destroyed.

Neighborhood Council Election Regions and Date

Region 1 – August 4th
1. Sylmar
2. Arleta
3. Pacoima
4. Foothill Trails District
5. Sunland-Tujunga
6. Panorama City – 1/2
7. Mission Hills – 1/2
8. Sun Valley – 1/2

Region 2 – September 8th
1. Granada Hills South
2. Northridge East
3. North Hills East
4. Porter Ranch – 1/2
5. Northridge West – 1/2
6. North Hills West – 1/2
7. Granada Hills North – selection?
8. Northridge South – selection?
9. Chatsworth – 2014

Region 3 – September 29th
1. Woodland Hills-Warner Center
2. Reseda
3. Lake Balboa
4. Encino
5. West Hills – 1/2
6. Canoga Park – 1/2
7. Winnetka – 1/2

Region 4 – September 20th
1. Greater Toluca Lake
2. Greater Valley Glen
3. Tarzana
4. Studio City
5. Midtown North Hollywood
6. North Hollywood West – 1/2
7. North Hollywood Northeast – 1/2
8. Valley Village – 1/2
9. Van Nuys – 1/2
10. Sherman Oaks – 1/2

Region 5 – September 16th
1. Hollywood Studio District
2. East Hollywood
3. Olympic Park
4. Central Hollywood – 1/2
5. Hollywood United – 1/2
6. Wilshire-Center Koreatown – 1/2
7. PICO – 1/2
8. Hollywood Hills West – selection?

Region 6 – November 15th
1. Downtown Los Angeles
2. Westlake North
3. Westlake South
4. Historic Cultural –1/2
5. Pico Union – 1/2
6. MacArthur Park – 2014

Region 7 – October 6th
1. Atwater Village
2. Greater Echo Park Elysian
3. Silver Lake
4. Greater Griffith Park
5. Rampart Village
6. Elysian Valley Riverside – 1/2

Region 8 – October 13th
1. Historic Highland Park
2. LA-32
3. Lincoln Heights
4. Boyle Heights
5. Arroyo Seco
6. Glassell Park
7. Greater Cypress Park - 1/2
8. Eagle Rock – 1/2

Region 9 – October 20th
1. Central Alameda
2. Voices of 90037
3. Watts – 1/2
4. CANNDU – 1/2
5. South Central – 1/2
6. EC Southeast – ½
7. Harbor Gateway North
8. EC Southwest – 1/2 – selection?

Region 10 – October 27th
1. EC North
2. EC West
3. EC Central
4. West Adams
5. Park Mesa
6. Mid City – 1/2
7. United Neighborhoods of Hist. – 1/2

Region 11 – October 28th
1. Westwood
2. Del Rey
3. Mar Vista
4. Venice
5. Palms
6. South Robertson – 1/2
7. Westchester-Playa – 1/2
8. Mid City West
9. Greater Wilshire
10. Westside – selection?
11. Bel Air-Beverly Crest – selection?
12. West Los Angeles – 2014

Region 12
1. Coastal San Pedro – selection
2. Northwest San Pedro – selection
3. Harbor Gateway South – selection
4. Central San Pedro – selection
5. Harbor City – selection?
6. Wilmington – selection?

Un-notated Neighborhood Councils are up for elections in 2012
2014- straight 4 year terms so the Board is not up for election in 2012
1/2 - staggered 4 year terms so only ½ of the Board is up for election in 2012
Selection – will be conducting a selection process (no secret ballot) outside of elections timeline (secret ballot)
Skipped week – 8/27-9/2 (Labor Day Weekend)
Harbor City North switched from Region 12 to Region 9; Mid City West and Greater Wilshire switched from Region 5 to Region 11
Draft 8 – 6/5/12

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NEIGHBORHOOD EMPOWERMENT

2012 NEIGHBORHOOD COUNCIL ELECTIONS
FREQUENTLY ASKED QUESTIONS

● **Are Neighborhood Councils having elections in 2012?**
The short answer is "most likely." City Council still needs to take action on the ordinance change that would authorize the Department of Neighborhood Empowerment (Department) to conduct the elections in the 2012-2013 fiscal year. The Education and Neighborhoods Committee has already forwarded the draft ordinance change from the City Attorney to the City Council for final action.

● **Who will administer the Neighborhood Council elections in 2012?**
The draft ordinance is written to temporarily give the Department the authority to conduct elections in the 2012-2013 fiscal year. The Office of the City Clerk retains the ability to conduct elections in 2014.

● **Who is paying for the elections?**
We have put in a funding request in the amount of $659,000 in our proposed fiscal year 2012-2013 budget. This amount would cover hiring the additional staff needed to conduct elections, translation, printing, location fees and any necessary equipment and supplies. Neighborhood Councils will be responsible for the outreach to their local community about the elections.

● **What if my Neighborhood Council voted to opt out of the 2012 elections on the City Clerk survey?**
The City Clerk survey was only to determine those Neighborhood Councils that would be willing to wait until 2014 for the elections if there were no elections in 2012. If the Department administers elections in 2012, we will not be offering the ability for Neighborhood Councils to opt out of having either an election (or selection) in 2012 pursuant to the recommendations of the Mayor's Office and the Board of Neighborhood Commissioners. The Education and Neighborhoods Committee also recommended no opt out provision as well.

● **When is the Department holding elections?**
We will be conducting elections starting August 4, 2012 through the end of October, 2012, so as not to run into the national election day on November 6, 2012 or to go into the holidays. While it is possible to hold elections in the beginning of 2013 as well, we do not want to do that as that would result in one year terms and bylaw changes because the next elections will be held in 2014.

● **How will the Neighborhood Council elections be administered?**
We will be administering elections in twelve regions with an Independent Election Administrator assigned to each region. We are also bringing on paid and volunteer poll workers to assist on the day of the election as well. Each region has been assigned a week in which the Neighborhood Councils in that region will choose one day to hold their election by majority vote. On the day of the election, the Neighborhood Council can set the time in which they would like to hold their election. All Neighborhood Councils will be on this election timeline unless they have notified us that they are holding a selection process instead.

- **What's a selection process?**
  A selection process is an open, fair and transparent way to select Board members in a non-secret vote, unlike an election, which requires a secret vote. All of the outreach requirements for candidates and voters will be the same as in an election, but the selection process will occur in a town hall setting. A neutral third party will oversee the town hall where candidates will speak first before the vote will be taken with either a show of hands or with a written ballot that must be signed by the voter. A selection process is usually completed within an hour or two.

- **Why would a Neighborhood Council want a selection process instead of an election?**
  If a Neighborhood Council wanted one year terms for Board members or wanted more flexibility as to the day they want to hold a vote for the new Board members, then they will want to use a selection process. Elections are only held during the even numbered years so Board terms have to be two or four years. The Department's timeline for elections does not allow for as much flexibility for date selection since all of the Neighborhood Councils in a region must have their election on the same day. If a Neighborhood Council wanted a certain day not chosen by the region, then they will need to go to a selection process.

- **What do we have to do if we want to have a selection process instead of an election?**
  Your Neighborhood Council will have to change its bylaws by May 12th in order to hold a selection process. Please contact Grayce Liu at grayce.liu@lacity.org or by calling (213) 978-1551 as soon as possible for more details.

- **What's different about how elections were conducted by the Department before the City Clerk and now?**
  Building on the great foundational work that the Office of the City Clerk established in the 2008 and 2010 elections, we are trying to further streamline election procedures and processes to make elections easier on the Neighborhood Councils while providing some flexibility, too, given the tight timeline.

  o **Regional Election Meetings** – because we are holding the elections regionally, we will be working to get information to the Neighborhood Councils via regional meetings so Neighborhood Councils in the same region will have the opportunity to get to know one another and to conduct regional outreach to save money if they want to

  o **Timeline** - the timeline for elections has been shortened to sixty days – thirty days to get candidates and thirty days to get voters. This sixty day timeline is counted from the day of the elections.

  o **Outreach** - rather than send out two mailers as outreach, we encourage Neighborhood Councils to utilize their existing outreach events to publicize their elections. Neighborhood Councils will be asked to provide an outreach plan that shows how they will reach their stakeholders during the candidate recruiting and voter notification phases of the elections. In addition, because we will be handling all of the sensitive election documentation, such as ballots and applications, Neighborhood Council Board members will be able to work on their election and/or outreach committees until the day of the election.

  o **Election Procedures** - we will use approved election procedures from the City Clerk unless the Neighborhood Council tells us otherwise. Neighborhood Councils will only need to provide us a coversheet with the changes for the 2012 elections, such as election day, time and location.

- o **Election Time** - the standard election time will be a four hour window with the ability to extend to six hours by request.

- o **Board Affirmation and Shortened Election Times** - in order to save on resources, if a Neighborhood Council has uncontested seats after the candidate filing deadline, we will hold a Board Affirmation town hall event instead of an election. At the town hall, the uncontested candidates will be acknowledged and affirmed to the Board seats for which they filed. If three or less seats are contested, then we will hold a shortened election time of two hours for the Neighborhood Council instead of the four.

- o **Vote by Mail** - we are offering vote by mail with an initial set up fee of $500 because of the extra staffing we will bring on to administer your vote by mail, which includes setting up all paperwork, fulfilling requests for ballots, verifying any documentation as necessary and doing the final count.

- o **Candidate Write-In** - because of the Board Affirmation process described above, we are not offering candidate write-in's in this election cycle.

- o **Department Back Office** - we will be handling all the election administration and paperwork, such as bylaws, election procedures, ballots, candidate/voter verification, vote by mail, etc. in order to free your Board members and stakeholders up to recruit candidates and voters.

- **What else is the Department doing to support Neighborhood Council elections?**
  We have brought on former Independent Election Administrators, Jerry Kvasnicka and Stephen Box, as Election Coordinators to help us with administering elections and conducting outreach throughout the City. Stephen has already taken the EmpowerLA Leadership Academy on the road to the various regions to recruit and teach candidates such skills as public speaking, effective outreach via mail, social media, etc., and how to get your voice heard at City Hall. Jerry will be contacting the Neighborhood Councils in each region to set up meetings in May in order to select the final election days and to start regional outreach collaborations.

  We are working on an Elections Manual that will be coming out shortly with all the nitty gritty on elections. We are also updating our www.empowerla.org website so it can effectively provide information on elections and Neighborhood Councils. More importantly, along with the EmpowerLA Leadership Academy, we are also planning a citywide outreach campaign on elections to assist Neighborhood Councils in their local outreach. We'll be providing outreach templates and ideas to the Neighborhood Councils as well.

- **What should my Neighborhood Council do now?**

  - o **Start talking elections at your Neighborhood Council** - convene your elections and/or outreach committee and select representatives to send to the regional meetings where they will get a lot of great help via templates and effective outreach strategies from our Election Coordinators and other Neighborhood Councils. Remember, it's okay now for Board members who are candidates to be on these committees until the election day.

  - o **Start Outreach Now** - if your Neighborhood Council has already planned a series of outreach events for the rest of the fiscal year, throw in a blurb about the upcoming elections into the materials so you can include that in your election outreach plan

o **Encumber Election Outreach Funds** - if your Neighborhood Council has extra funds this fiscal year, you can encumber them by May 16th for the next fiscal year. Plan well because they must be used for election outreach, however, and cannot be reallocated if your Neighborhood Council doesn't use the funds next fiscal year.

o **Make Bylaw Changes** - if you want to have a selection, you need to change your bylaws by May 12th.

o **Take an EmpowerLA Leadership Academy Workshop** - we've had a lot of great feedback from long time Board members about Stephen's workshops on campaigning and outreach, and we know you'll learn a lot of effective strategies. Advertise our workshops in to your stakeholders, too. There may be a future Board member ready to step forward with the right encouragement.

We really look forward to working with all of you on your elections! For questions or more information in general, please contact Grayce Liu at grayce.liu@lacity.org or by calling (213) 978-1551. For questions on the regional election meetings, please contact Jerry Kvasnika at jerryelections@earthlink.net. For questions on the EmpowerLA Leadership Academy workshops and election outreach in general, please contact Stephen Box at stephen@thirdeyecreative.net.

OVERVIEW

Pursuant to Los Angeles Administrative Code section 22.816 (b) and Article V of the Plan for a Citywide System of Neighborhood Councils, the City Clerk - Election Division (hereafter referred to as the "City Clerk") has developed the Neighborhood Council (NC) Election Challenge Process based on the processes used for resolving municipal, Proposition 218 and Community Redevelopment Agency elections. This NC Election Challenge Process provides the method for:

1) Submitting NC election challenges;

2) Identifying challengeable issues and proportionate sanctions;

3) Establishing the NC Election Challenge Review Panel; and,

4) Reporting the NC Election Challenge Review Panel's decision and sanctions (where applicable).

This process will be administered by the City Clerk. The City Clerk will be responsible for developing and receiving the Challenge Filing Forms, investigating and issuing recommendations for official election challenges and convening the NC Election Challenge Review Panel (hereafter referred to as "the Panel"), who will review the City Clerk's findings and make the final decision.

SUBMITTING NC ELECTION CHALLENGES

Any stakeholder who voted in the election may file a challenge to that NC election only. The challenge must be filed using the Election Challenge Application (see Attachment A) and submitted within the Challenge Filing Period for the respective Region. The Challenge Filing period opens one (1) City of Los Angeles business day after the Final Official Certified Canvass deadline. Submitted Election Challenge Applications must be

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signed by the Challenger in order to be considered complete. Unsigned Election Challenge Applications will not be processed.

The Challenge Filing Period closes at 5:00 p.m., five (5) City of Los Angeles business days after the Final Official Certified Canvass deadline. If mailed, the forms must be received (not postmarked) by the Challenge Filing deadline. Challenges that do not meet these requirements will not be considered and shall not be processed. Challenges that are submitted prior to the opening of the filing period will not be processed until after the close of the Challenge Filing Period.

Challengers are required to attach all documentation, exhibits and evidentiary support for their challenge along with the required application, prior to the Challenge Filing deadline. New documentation will not be accepted after the Challenge Filing deadline.

Challenges may be withdrawn at any time by submitting a Challenge Withdrawal Form (see Attachment B).

IDENTIFYING CHALLENGEABLE ISSUES

Challenges that meet the filing requirements will be reviewed by the City Clerk to establish the type of issue being challenged. Challenges with issues outside the scope of authority of the City Clerk will not be processed. Where only a portion of the challenge involves issues outside of the scope of authority of the City Clerk, that specific section of the challenge will be set aside and the remaining challengeable issue will be processed. A sample list of challengeable issues is included in Attachment C.

TIMELINE FOR THE ELECTION CHALLENGE PROCESS

The Challenge Review Process shall be performed by the City Clerk. The City Clerk will investigate the challenges and issue recommendations based on its findings. The City Clerk shall present a formal letter with recommendations to the Panel within thirty (30) calendar days immediately following the closing date of the Challenge Filing Period.

The panel will review the City Clerk's findings and recommendations and make a final determination within seven (7) City of Los Angeles business days after receiving the City Clerk's recommendations. The Panel shall submit its decision to the City Clerk. The City Clerk shall have seven (7) City of Los Angeles business days to present the Panel's decision to all interested parties.

All NC Election Challenge Process deadlines are based on the City Clerk's 2010 Election Procedures for Neighborhood Councils.

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CHALLENGE SUBMITTAL AND REVIEW TIMELINE

CHALLENGE EVENTS, ACTIVITIES, FILING PERIOD DESCRIPTIONS, ETC	DATES, START OF FILING PERIODS, END OF FILING PERIODS, ETC
Regional Election Day	
Deadline to Complete Final Canvass (FC)	E + 7 7 City of Los Angeles business days
Challenge Filing Period Begins	FC+1 1 City of Los Angeles business day after FC
Deadline to Submit Recount (RC) and Challenges (CH)	FC+5 5 City of Los Angeles business days after completing Final Canvass (FC)
Deadline to Finish Recount	RC + 5 5 City of Los Angeles business days after receiving recount (RC) request
Deadline to Issue Final Election Report	RC + 30 30 calendar days after receiving recount (RC) request
Deadline to Submit all Challenge Recommendations to Panel	CH + 30 30 calendar days after Challenge Filing Period closes
Deadline for the Challenge Review Panel to issue verdict to the City Clerk	CH + 37 7 City of Los Angeles business days after receiving City Clerk's recommendation
Deadline for the City Clerk to issue Final Challenge Results	CH + 44 7 City of Los Angeles business days after receipt of panel's decision

3

ESTABLISHING THE NC ELECTION CHALLENGE REVIEW PANEL

Each panel will be comprised of three (3) voting members: two (2) NC Stakeholders and one (1) City Commissioner. In the event of any vacancies, City of Los Angeles employees (excluding the City Clerk – Election Division) will complete the Panel. The City Clerk will solicit participation of NC Stakeholders for the Panel through a Challenge Review Panel Application. The City Clerk will solicit the participation of twenty-five (25) stakeholders throughout the nine (9) NC election regions to become members of the Panel.

The City Clerk shall host formal orientation sessions at Piper Technical Center and regional informational meetings for all stakeholders interested in being considered as members of the Panel. The orientation shall include information regarding the application process, requirements for submitting an application, the qualifications required for applying and the deadline for submitting an application. Attendance at the orientation does not guarantee selection.

The City Clerk shall notify all stakeholders who have been selected to serve as regional panelists. Panelists shall be required to attend a training to introduce all members to all challengeable and non-challengeable issues along with general guidelines for determining sanctions for each violation.

Panelists shall be limited to the list of suggested sanctions.

The City Clerk shall assign panelists per challenge based on the following criteria:

- Panelists must attend one (1) mandatory orientation session.

- Panelists will be restricted from reviewing any challenges from NCs they have voted in or plan on voting in for the 2010 elections.

- Panelists will be contacted regarding their availability to meet and abide by the timeline.

- Panelists must be able to be impartial.

- Panelists must maintain confidentiality until the final results are posted by the City Clerk.

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Panel Members must agree to serve as a panelist on a strictly volunteer basis.

Where an insufficient number of stakeholders or Commissioners volunteer to participate on the Panel or where stakeholders or Commissioners do not participate in the mandatory orientation session, the City Clerk shall recruit City employees who:

- Are not employees of the Department of Neighborhood Empowerment, the Office of the City Clerk – Election Division, the Office of the City Attorney or any elected official's office.

- Agree to participate on a strictly volunteer basis.

The Panel meeting shall be a closed meeting in which stakeholders, challengers, or those being challenged are not permitted to attend or provide additional testimony and evidence. The Panel will only consider the documentation provided by the challenger(s) and the City Clerk's Investigative Report and Recommendation.

The function of the Panel shall be to provide an *administrative resolution* based on the training and information provided. All panelists must be present at their assigned Challenge Review meetings and must either vote for or against a challenge recommendation provided by the City Clerk. Panel decisions are non-precedent setting.

The Panel shall not convene unless all three (3) voting members are present. A majority vote is required. The Panelist will vote by secret ballot. Abstentions and re-votes will not be allowed. In the absence of a majority vote by the entire Panel, the City Clerk's recommendation shall be the final decision.

REPORTING THE NC ELECTION CHALLENGE REVIEW PANEL'S DECISION AND SANCTIONS

The City Clerk shall receive the Panel's final decision and shall have seven (7) City of Los Angeles business days to submit the resolution to all challengers via US Mail, email or facsimile.

Panel resolutions are final unless the City Clerk in conjunction with the City Attorney determine the Panel decision creates exposure to substantial civil liability for the City of Los Angeles pursuant to Pursuant to Los Angeles Administrative Code section 22.816 (b).

In order to preserve the integrity of the Neighborhood Council election process and insure that the challenge process is fair, the City Clerk Office, in its discretion, may

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issue a new determination and set aside the Panel's decision when there are either (1) insufficient facts supporting the Panel's decision or (2) the uncontroverted facts fail to demonstrate a violation of the spirit and intent of a specific election procedure.

6
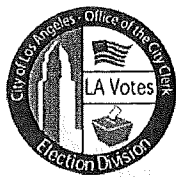
ELECTION CHALLENGE APPLICATION

I, _____, hereby submit my challenge
  (print full name)

for the _____ Neighborhood Council Election held

on _____.
   (month)   (day)   (year)

I affirm that I voted in this election and I hereby authorize the Office of the City Clerk - Election Division to review my submittal along with all enclosures for the following complaint:

_____

_____

Remedy requested:

_____

_____

Executed this _____ day of _____, 20 ____ at _____, California.

_____
Signature

_____
Address

_____
City and Zip Code

_____
Phone Number

_____
Email

All Challenges must be received by the close of the Challenge Filing Period Closing.
Return this completed form along with enclosures to:
Office of the City Clerk - Election Division
Attn: Challenge Review Panel
P.O. Box 54377, Los Angeles, CA 90054-0377
Fax this form to (213) 978-0376
For more information call (213) 978-0444

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Effective Date: September 1, 2009, Last Updated: May 27, 2010, SC

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NOTICE OF WITHDRAWAL OF CHALLENGE

I, _____, without qualification, hereby officially

withdraw my challenge for the_____ Neighborhood

Council Election held on _____.

                       (month)   (day)   (year)

I hereby authorize the Office of the City Clerk - Election Division to remove my

name from the list of challenges for the_____

Neighborhood Council.

Executed this _____ day of _____, 20 ____at _____, California.

_____
Signature

A NOTICE OF WITHDRAWAL OF CHALLENGE IS EFFECTIVE WHEN IT IS FILED WITH THE OFFICE OF THE CITY CLERK - ELECTION DIVISION.

Return this completed form to:
Office of the City Clerk - Election Division
Attn: Challenge Review Panel (Notice of Election Challenge Withdrawal)
P.O. Box 54377, Los Angeles, CA 90054-0377
Fax this form to (213) 978-0376

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Effective Date: September 1, 2009, Last Updated: May 27, 2010, SC

Attachment C

CHALLENGES

The City Clerk shall review all NC Election challenges filed. Following is a *sample* list of challenges that the City will or will not be processed as part of the Review Process.

Challengeable:

- Incorrect Ballots (which caused voters to vote either significantly more or less for a qualified candidate)
- Electioneering by Candidate(s)
- Ballot Duplication (by a candidate or stakeholder)
- Explicit Use of City logo(s) for Campaign Materials by Candidate(s) - (including City Clerk – Election Division, DONE, NC logo, and any other City Department logo)
- Candidate Eligibility
- Stakeholder Eligibility (for Document Required NCs only)
- NC Board Endorsement of a Candidate or Slate of Candidates
- Americans with Disabilities Act (ADA) Accessible Facility (if curbside voting was not available)
- Distribution/Collection of VBM Applications*

  *Excluding representatives from nursing homes, hospitals, or long term care facilities.

Not Challengeable:

- Lack of Outreach (outreach performed by an NC, DONE, or any other City entity)
- Published Articles (challenges based on election information published in media such as the Internet [including blogs], newspaper[s], or any other type of media)
- Translated Election Material
- Candidate Forums

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Attachment C Continued

- Polling Place Selection

- Change of Polling Place

- Email Forwarding of NC "Get Out To Vote Material" or Emails.

- Ballot Design

- Vote-By-Mail (VBM) Policy

- NC Endorsed Election Procedure/Policies

- NC Bylaws (Received from DONE by deadline)

- NC Endorsed Polling Place Suggestions

- Stakeholder Qualifications to Vote (NC Bylaws or Stipulation Language Worksheet)

- DONE Approved Outreach Material

- Candidate Slate(s)/Slate Flyers

- Campaign Expenditure(s)

- Volunteer Pollworkers or Pollworker Bias

- Use of Police and/or Security at Polling Place

- Voter Intimidation

- Error in Voting Instructions

- Lack of Necessary Voting Materials

- Voters Threatened by Candidates

- Electioneering by Stakeholder(s)

- Voter Instructions

- Known Factors *Prior* to Election Day (such as: polling place bias because a candidate works at the location, language translators, etc.)

- Language Assistance at Polling Place (All language assistance requests should be made on an Election Day Language Assistance Service Request Form and submitted to the City Clerk no later than 5:00 p.m., 30 days prior to Election Day.)

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Attachment D

PANEL SELECTION

Each panel will be comprised of three (3) voting members: two (2) NC Stakeholders and one (1) City Commissioner. In the event of any vacancies, City of Los Angeles employees (excluding the City Clerk – Election Division) will complete the panel. The City Clerk will solicit the participation of the NCs and select a group of 25 stakeholders throughout the nine (9) NC election regions to volunteer as members of the Panel. Participation will be solicited through the NC Election Challenge Review Panel Application.

In order to be considered for the Panel, applicants must meet the following criteria:

- ☐ submit a completed Election Challenge Review Panel Application
- ☐ be at least 18 years of age
- ☐ speak, read and write English
- ☐ attend one (1) mandatory orientation session
- ☐ provide own transportation
- ☐ participate on a voluntary basis
- ☐ be impartial
- ☐ keep Panel discussions and/or results confidential until the official decision is posted
- ☐ sign a Loyalty Oath provided by the City Clerk

DISMISSAL

Once selected, panelists must attend all assigned Panel meetings. Any panelist who is deemed disruptive will be dismissed. Additionally, all challenges under review by the City Clerk are confidential. Any panelist found sharing information with the public or soliciting information from sources other than the City Clerk - Election Division will be dismissed from the Panel and barred from participating in future Panels.

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2012 Neighborhood Council Elections Information

REGION 1	Neighborhood Council	Location	Date	Time
Election	Sylmar	Sylmar Recreation Center 13109 Borden Ave. Sylmar 91342	8/4/2012	1 pm - 7 pm
Board Affirmation	Arleta	Branford Childcare Center 13306 Branford Street Arleta 91331	8/4/2012	10 am - 11 am
Election	Pacoima	Pacoima City Hall 13520 Van Nuys Blvd. Pacoima 91331	8/4/2012	10 am - 2 pm 1 pm - 7 pm
Election	Foothill Trails District	Foothill Trails District NC Office 9747 Wheatland Ave. Shadow Hills 91040	8/4/2012	1 pm - 7 pm
Election	Sunland-Tujunga	North Valley Neighborhood City Hall 7747 Foothill Blvd. Tujunga 91042	8/4/2012	2:30 pm - 8:30 pm
Election	Panorama City	Plaza Del Valle 8610 Van Nuys Blvd Panorama City	8/4/2012	1 pm - 7 pm
Election	Mission Hills	Mission LAPD Station 11121 Sepulveda Blvd Mission Hills 91345	8/4/2012	1 pm - 5 pm
Election	Sun Valley	John H Francis Polytechnic High Sch 12431 Roscoe Blvd Sun Valley 91352	8/4/2012	1 pm - 5 pm
REGION 2	Neighborhood Council	Location	Date	Time
Election Default	Granada Hills South	No Election Procedures Stipulation Worksheet - Need to Find Location	9/8/2012	10 am - 2 pm
Election	Northridge East	Northridge Recreation Ctr Arts & Crafts Room 18300 Lemarsh Northridge 91325	9/8/2012	10 am - 2 pm
Election Default	North Hills East	No Election Procedures Stipulation Worksheet - Need to Find Location	9/8/2012	10 am - 2 pm
Election Default	Porter Ranch	No Election Procedures Stipulation Worksheet - Need to Find Location	9/8/2012	10 am - 2 pm
Election	Northridge West	Northridge Fashion Center 9301 Tampa Avenue Northridge 91324	9/8/2012	1 pm - 5 pm
Election Default	North Hills West	No Election Procedures Stipulation Worksheet - Need to Find Location	9/8/2012	10 am - 2 pm
Selection	Granada Hills North	N/A	Selection in November 2012	
Selection	Northridge South	N/A	Selection in September 2012	

The election locations and times are in the process of being confirmed and are subject to change. Please go to www.empowerla.org/elections for the most accurate information 20 days prior to the election date.

2012 Neighborhood Council Elections Information

Election	Chatsworth	N/A	2014	
REGION 3	**Neighborhood Council**	**Location**	**Date**	**Time**
Election	Woodland Hills-Warner Center	American Legion Hall Fallbrook Avenue Woodland Hills 91367	9/29/2012	11 am - 5 pm
Election	Reseda	One Generation (Outdoor Patio) 18255 Victory Blvd Reseda 91335	9/29/2012	11 am - 5 pm
Election	Lake Balboa	Van Nuys Golf Course Billingsley Room 6550 Odessa Avenue Lake Balboa 91406	9/29/2012	10 am - 2 pm
Election	Encino	Encino Community Center 4935 Balboa Avenue Encino 91316	9/29/2012	10 am - 3 pm
Election	West Hills	Shadow Ranch Rec Center 22633 Van Owen Street West Hills 91304	9/29/2012	2 pm - 6 pm
Election	Canoga Park	Canoga Park Comm Ctr. 7248 Owensmouth Canoga Park 91303	9/29/2012	10 am - 4 pm
Election	Winnetka	Canoga Pk Bowl/Winnetka Convention Center 20122 Van Owen Street Winnetka 91306	9/29/2012	2 pm - 8 pm
REGION 4	**Neighborhood Council**	**Location**	**Date**	**Time**
Election	Greater Toluca Lake	Ramsey-Shilling Associates 10205 Riverside Drive Toluca Lake 91602	9/20/2012	2 pm - 8 pm
Election	Greater Valley Glen	Site yet to be finalized, but NC's Terry Anderson is working on it.	9/20/2012	4 pm - 8 pm
Election	Tarzana	Tarzana Community & Cultural Center 19130 Ventura Blvd Tarzana 91356	9/20/2012	4 pm - 8 pm
Election	Studio City	Walter Reed Middle School 4525 Irvine Avenue Studio City 91602	9/20/2012	2:30 pm - 8:30 pm
Election	Midtown North Hollywood	North Hollywood Reg. Libr. 5211 Tujunga Avenue North Hollywood 91601	9/20/2012	4 pm - 8 pm
Election Default	North Hollywood West	No Election Procedures Stipulation Worksheet - Need to Find Location	9/20/2012	4 pm - 8 pm
Election	North Hollywood Northeast	LA Fire Station 89 Community Room 7063 Laurel Canyon Blvd. North Hollywood 91605	9/20/2012	3 pm - 7 pm
Election	Valley Village	Faith Presbyterian Church of Valley Village Fireside Room 5000 Colfax Avenue Valley Village 91601	9/20/2012	4 pm - 8 pm

The election locations and times are in the process of being confirmed and are subject to change. Please go to www.empowerla.org/elections for the most accurate information 20 days prior to the election date.

2012 Neighborhood Council Elections Information

Election Default	Van Nuys	No Election Procedures Stipulation Worksheet - Need to Find Location	9/20/2012	4 pm - 8 pm
Election	Sherman Oaks	East Valley Adult Center Multi-Purpose Room 5056 Van Nuys Blvd. Sherman Oaks 91423	9/20/2012	4 pm - 8 pm
REGION 5	**Neighborhood Council**	**Location**	**Date**	**Time**
Election	Hollywood Studio District	Still Confirming Location	9/16/2012	12 pm - 4 pm
Election	East Hollywood	Still Confirming Location	9/16/2012	12 pm - 6 pm
Election	Greater Wilshire	Wilshire Crest Elementary 5421 W. Olympic Blvd. LA 90036	10/28/2012	2 pm - 6 pm
Election	Olympic Park	Queen Ann Recreation Ctr. 1240 West Blvd. LA 90019	9/16/2012	10 am - 4 pm
Election	Mid City West	Pan Pacific Recreation Ctr 7600 Beverly Blvd. LA 90036	11/15/2012	1:30 pm - 7:30 pm
Election	Central Hollywood	Hollywood City Hall 6501 Fountain Avenue LA 90028	9/16/2012	9 am - 1 pm
Election	Hollywood United	Cheremoya Elementary 6017 Franklin Avenue LA 90028	9/16/2012	2 pm - 6 pm
Election Default	Wilshire-Center Koreatown	No Election Procedures Stipulation Worksheet - Need to Find Location	9/16/2012	10 am - 2 pm
Election	PICO	Tom Bradley Center 5213 W. Pico Blvd LA 90019	9/16/2012	12 pm - 6 pm
Election	Hollywood Hills West	Womens Club of Hollywood 1749 N. La Brea Avenue LA 90028	9/16/2012	10 am - 2 pm
REGION 6	**Neighborhood Council**	**Location**	**Date**	**Time**
Election	Downtown Los Angeles	DTLA Exchange 114 W. 5th St. LA 90013	11/15/12 (6 hours)	2 pm - 8 pm
Election Default	Westlake North	No Election Procedures Stipulation Worksheet - Need to Find Location	11/15/12 (4 hours)	4 pm - 8 pm
Election Default	Westlake South	No Election Procedures Stipulation Worksheet - Need to Find Location	11/15/12 (4 hours)	4 pm - 8 pm
Election	Historic Cultural	Cathedral High School 1253 Bishop Road LA 90012	11/15/12 (6 hours)	9 am - 3 pm
Election	Pico Union	Kolping House Auditorium 1225 S Union Ave. LA 90015	11/15/12 (4 hours)	3:30 pm - 7:30 pm
2014 Election	MacArthur Park	N/A	**2014**	

The election locations and times are in the process of being confirmed and are subject to change. Please go to
www.empowerla.org/elections for the most accurate information 20 days prior to the election date.

2012 Neighborhood Council Elections Information

REGION 7	Neighborhood Council	Location	Date	Time
Election	Atwater Village	Christ's Church of Griffith Park 3852 Edenhurst Avenue LA 90039	10/6/12 (4 hours)	10 am - 2 pm
Election Default	Greater Echo Park Elysian	No Election Procedures Stipulation Worksheet - Need to Find Location	10/6/12 (4 hours)	10 am - 2 pm
Election	Silver Lake	Michaeltorena School 1511 Michaeltorena Street LA 90026	10/6/12 (6 hours)	10 am - 4 pm
Election Default	Greater Griffith Park	No Election Procedures Stipulation Worksheet - Need to Find Location	10/6/12 (4 hours)	10 am - 2 pm
Election	Rampart Village	St. Anne's Conference Ctr. 155 N. Occidental Blvd. LA 90026	10/6/12 (6 hours)	10 am - 4 pm
Election	Elysian Valley Riverside	Elysian Valley Rec Center 1181 Ripple Street LA 90039	10/6/12 (6 hours)	10 am - 4 pm
REGION 8	Neighborhood Council	Location	Date	Time
Election	Historic Highland Park	IEA is working on some clarifications	10/13/2012	10 am - 4 pm
Election	LA-32	El Sereno Senior Center 4818 Klamath Place LA 90032	10/13/2012	9 am - 3 pm
Election Default	Lincoln Heights	No Election Procedures Stipulation Worksheet - Need to Find Location	10/13/2012	10 am - 2 pm
Election Default	Boyle Heights	No Election Procedures Stipulation Worksheet - Need to Find Location	10/13/2012	10 am - 2 pm
Election	Arroyo Seco	Ramona Hall 4580 N Figueroa LA 90065	10/13/2012	10 am - 4 pm
Election	Glassell Park	Glassell Park Community/ Senior Center 3750 N. Verdugo Road LA 90065	10/13/2012	10 am - 4 pm
Election	Greater Cypress Park	Cypress Park Rec Center 2630 Pepper Avenue LA 90065	10/13/2012	12 pm - 6 pm
Election	Eagle Rock	Councilman Huizar's Field Office 2035 Colorado Blvd. LA 90041	10/13/2012	10 am - 4 pm
REGION 9	Neighborhood Council	Location	Date	Time
Election Default	Central Alameda	No Election Procedures Stipulation Worksheet - Need to Find Location	10/20/2012	10 am - 2 pm
Election Default	Voices of 90037	No Election Procedures Stipulation Worksheet - Need to Find Location	10/20/2012	10 am - 2 pm

The election locations and times are in the process of being confirmed and are subject to change. Please go to www.empowerla.org/elections for the most accurate information 20 days prior to the election date.

Election Default	Watts	No Election Procedures Stipulation Worksheet - Need to Find Location	10/20/2012	10 am - 2 pm
Election Default	CANNDU	No Election Procedures Stipulation Worksheet - Need to Find Location	10/20/2012	10 am - 2 pm
Election Default	South Central	No Election Procedures Stipulation Worksheet - Need to Find Location	10/20/2012	10 am - 2 pm
Election Default	EC Southeast	No Election Procedures Stipulation Worksheet - Need to Find Location	10/20/2012	10 am - 2 pm
Election Default	EC Southwest	No Election Procedures Stipulation Worksheet - Need to Find Location	10/20/2012	10 am - 2 pm
REGION 10	**NC NAME**	**LOCATION**	**Date**	**Time**
Election Default	EC North	No Election Procedures Stipulation Worksheet - Need to Find Location	10/27/2012	10 am - 2 pm
Election Default	EC West	No Election Procedures Stipulation Worksheet - Need to Find Location	10/27/2012	10 am - 2 pm
Election	EC Central	Armistad Plaza 6050 S. Western Avenue LA 90047	10/27/2012	11 am - 3 pm
Election Default	West Adams	No Election Procedures Stipulation Worksheet - Need to Find Location	10/27/2012	10 am - 2 pm
Election Default	Park Mesa	No Election Procedures Stipulation Worksheet - Need to Find Location	10/27/2012	10 am - 2 pm
Election	Mid City	Need to find new location	10/27/2012	10 am - 2 pm
Election	United Neighborhoods of Hist.	Council Dist 10 Field Office 1819 S. Western Avenue LA 90019	10/27/2012	10 am - 4 pm
REGION 11	**Neighborhood Council**	**Location**	**Date**	**Time**
Election Default	Westwood	No Election Procedures Stipulation Worksheet - Need to Find Location	10/28/2012	10 am - 2 pm
Election	Del Rey	Determining Location	10/28/2012	12 pm - 4 pm
Election	Mar Vista	Mar Vista Farmers Market 3826 Grand View LA 90066	10/28/2012	10 am - 2 pm
Election	Venice	Westminster Elem. School 1010 Abbot Kinney Blvd. Venice 90291	10/28/2012	10 am - 4 pm
Election	Palms	IMAN Cultural Center 3376 Motor Avenue LA 90034	10/28/2012	10 am - 2 pm
Election	South Robertson	Shenandoah Elem. School 2450 Shenandoah Street LA 90034	10/28/2012	10 am - 4 pm

The election locations and times are in the process of being confirmed and are subject to change. Please go to www.empowerla.org/elections for the most accurate information 20 days prior to the election date.

2012 Neighborhood Council Elections Information

Election	Westchester-Playa	Westchester Munic. Bldg Community Room 7166 W. Manchester Ave. Westchester 90045	10/28/2012	10 am - 4 pm
Selection	Westside	N/A	**Selection in October 2012**	
Selection	Bel Air-Beverly Crest	N/A	**Selection in October 2012**	
2014 Election	West Los Angeles	N/A	**2014**	
REGION 12	**Neighborhood Council**	**Location**	**Date**	**Time**
Election	Harbor Gateway North	135th Street School 801 W. 135th Street, Gardena 90247	10/20/2012	10 am to 4 pm
2012 Selection	Coastal San Pedro	N/A	**Completed in May 2012**	
2012 Selection	Northwest San Pedro	N/A	**Completed in June 2012**	
Selection	Harbor Gateway South	N/A	**Selection in September 2012**	
2012 Selection	Central San Pedro	N/A	**Completed in June 2012**	
Selection	Harbor City	N/A	**Selection in September 2012**	
Unk	Wilmington	unknown	Unknown	

The election locations and times are in the process of being confirmed and are subject to change. Please go to www.empowerla.org/elections for the most accurate information 20 days prior to the election date.

12-0997

CITY CLERK FOR PLACEMENT ON NEXT
... COUNCIL AGENDA TO BE POSTED

MOTION   For Tues. 7/3
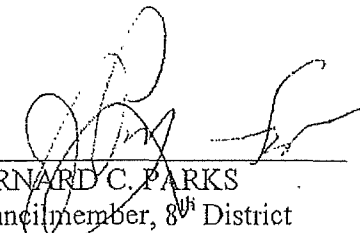
I MOVE that the following As-Needed positions be authorized for the Department of Neighborhood Empowerment to support the 2012 Neighborhood Council Election for the period July 1, 2012 through June 30, 2013:

0728	Election Assistant I	$11.03/hr.
0729	Election Assistant II	$12.94/hr.
0730	Election Assistant III	$15.46/hr.
0731	Election Assistant IV	$18.09/hr.
0721	Election Clerk	$11.08/hr.
1358	Clerk Typist	$17.63/hr.
0733	Senior Election Assistant	$29.67/hr.
1501	Student Worker	$12.74/hr.
1531-1	Administrative Intern	$14.60/hr.

Funding in the amount of $100,000 is provided for these positions in the Salaries As-Needed Account (1070) in the 2012-2013 Adopted Budget.

I FURTHER MOVE that the City Administrative Officer be instructed to adjust the Personnel Authority Resolution to reflect the above position authorities.

PRESENTED BY:_____

BERNARD C. PARKS
Councilmember, 8th District

SECONDED BY:_____

dhp

ORIGINAL

NC APPR	NC NAME	ELECTION OUTREACH VENDORS	TOTAL AMOUNT TO ENCUMBER
DEPARTMENT of NEIGHBORHOOD EMPOWERMENT			
NC ELECTION OUTREACH ENCUMBRANCE SPREADSHEET			
FISCAL YEAR END CLOSING - JUNE 30, 2012			
1001	Wilmington		
1002	Coastal San Pedro		3,000.00
1003	Glassell Park	STAPLES	2,000.00
		OFFICE DEPOT	
		DIGICOLOR	
		HOME DEPOT	
		LOWES	
		TARGET	
		WAL-MART	
		LITTLE CAESARS PIZZA	
		DOMINOS PIZZA	
		SUPER A FOODS	
		YUM YUM DONUTS	
		KINKOS	
		SMART & FINAL	
		RESTAURANT DEPOT	
		COSTCO	
		QUICK'R PRINT'R INC	
		FOOD 4 LESS	
		BOULEVARD SENTINEL / TOPPING ENT.	
		SIR MICHAELS	
		BEST BUY	
1004	Granada Hills North		
1005	Westchester/Playa	Parvis Printing	3,000.00
		Walking Man, Inc.	
1007	West Hills	ACADEMY ADDRESSING & MAILING	8,000.00
		AFFORDABLE SIGNS	
		HIGHTECH SIGNS & BANNERS	
		NATIONWIDE DISPLAYS INC	
		PRINTFIRM	
		WOODLAND PRINTING	
		WEST VALLEY NEWS (ED CROWE)	
		DAILY NEWS	
		WARNER CENTER NEWS (KATHLEEN STERLING)	
		CROWE MARKETING DESIGN	
1008	Westside		
1009	West Adams	Los Angeles Unified School District	10,000.00
		Los Angeles Public Library	
		Recreation & Parks	
		Senior Center	
		Vineyard Recreation Center	
		West Adams Office Space @ 4712 W. Adams Blvd.	
		Office Depot	
		Kinko's	
		General Services Department, City of LA	
		Academy Mailing & Addressing	
		United States Postal Service	
		Walking Man	
		PromoShop LA	
		AAA Flag and Banners	
		Continental	
		Axiom	
		Paragon	
		AppleOne	
		Helpmates	
		Kelly Services	
		Computer Consulting Operations Specialists	
		AAA Party Rents	
		Ralphs	
		Vons	
		Subway	
		Pizza Hut	
		Smart & Final	
		Albertsons	
1010	Mid City		
1011	Central San Pedro	Random Lengths	1,650.00
		Kristina Smith	

		Selection Monitors	
1012	Northwest San Pedro	Epperhart Communications	6,865.09
		China Times Printing	
		Random Lengths	
		Walking Man	
		Daily Breeze	
		Priority One Printing	
		MJM Graphics	
		Fed-Ex Kinkos	
		Office Depot	
		U.S. Post Office	
1015	Venice	Dynamic Graphics	5,300.00
		Valley Printers	
		Walking Man	
		Sharp Dots	
		Office Depot	
		Sign Test	
		Bytops Sign	
		Control Printing	
		Argonaut	
		Free Venice Beachhead	
		Venice Patch	
		Venice Paparazzi	
		Open Venice	
		Abbot Kinney First Fridays	
		Oxford Triangle	
		Walk Street Association	
		President's Row Association	
		Yo Venice	
		Spirit of Venice	
		Wave Crest Neighbors	
		Park Avenue Neighbors	
		Abbot Kinney Festival	
		Google	
		Facebook	
1017	Empowerment Congress Central	SubWay Sandwiches	18,000.00
		Food For Less	
		Costco	
		Home Depot	
		Staples	
		Discount School Supply	
		TeacherMarket.com	
		Malcolm Ali Photography	
		MyAirFreshner.com	
		American Silkscreen and Promotions	
		Next Day Flyers	
		29 Cents	
		Root Influence	
		Kim's Party Supplies	
		Pens.com	
		4imprint.com	
		Pensforall.com	
		Tha mas	
		Ricktoria Legendary Cakes/Desserts	
		Tigeorges Chicken	
		Saying Grace Catering	
		Chef D	
		Forever African	
		US Post Office	
		Walking Man Service	
		Imprint Online	
		Our Weekly News Paper	
		Sentinal Newspaper	
		Wave Newspaper	
		La Opinion	
		Five Dollar Larry	
		Classy Tees	
		Rosa's Party Supply	
		E-Z Printing	
		Wellness Tonic	
		Doug Fregolle Promotions	
		Constant Contact	
		SquareSpace.com	
		WIX.com	

		Amgraph	
		Smart Desktop	
		Banner Stands for Less	
		Call-em-all	
		Continental Interpreting	
		Village Health	
		Michaels Art Supplies	
		SCOPE	
		TRIPLE A Rents & Events inc.	
		Special Event Rentals	
		Party On Rentals	
1018	Empowerment Congress Southwest	Los Angeles Unified School District-La Salle Ave	12,000.00
		St. Andrews park	
		Jesse Owens Park	
		Bethel AME Church	
		74th Street School	
		Office Depot	
		Mack Enterprises Unlimited	
		David Aprons	
		Moore Business Results	
		Event Apparel	
		Maat Institute Njideka Obijiaky	
		Academy Mailing & Addressing	
		United States Postal Service	
		Walking Man	
		Potter's Printing	
		Our Weekly	
		The Wave	
		PromoShop LA	
		AAA Flag and Banner	
		Axiom	
		Paragon	
		AppleOne	
		Helpmates	
		AAA Party Rents	
		Hillcrest Party Rentals	
		Ralphs	
		Vons	
		Subway	
		Pizza Hut	
		Smart & Final	
		Albertsons	
		Costco	
1019	Empowerment Congress Southeast	Los Angeles Unified School District	5,500.00
		Los Angeles Public Library	
		Recreation & Parks	
		Senior Center	
		Office Depot	
		Compubase Printing	
		Kinko's	
		General Services Department, City of LA	
		Academy Mailing & Addressing	
		United States Postal Service	
		Walking Man	
		Homeboy Industries	
		PromoShop LA	
		AAA Flag and Banners	
		Continental	
		Axiom	
		Paragon	
		AppleOne	
		Helpmates	
		Kelly Services	
		Computer Consulting Operations Specialists	
		AAA Party Rents	
		Ralphs	
		Vons	
		Subway	
		Pizza Hut	
		Smart & Final	
		Albertsons	
		Costco	
1020	Empowerment Congress North	Sports Graphics	5,000.00
		AppleOne	

		Walking Man	
		Kinko's	
1021	Empowerment Congress West		
1023	Woodland Hills - Warner Center	Academy Mailhouse	11,000.00
		Kinko's	
		Minuteman Press	
		Daily News	
		Valley Vantage	
		West Valley News	
		Prince of Peace Church	
		El Camino Real High School	
		Boy Scout Troop	
		Signs of LA	
		Color FX, Inc.	
		C&M Printing	
		WHT Chamber of Commerce	
		Woodland Hills Academy	
		USPS	
1024	Harbor City	Daily Breeze	
		PennySaver	
		Staples	
		Office Depot	
		California Banner & Signs	
		Subway	
		LAPD	
		US Post Office	
		Best Buy	
		Guitar Center	
		Continental Interpreting	
		Atlas Marketing Products	
1025	Sun Valley	North Valley Reporter	6,550.00
		Daily News	
		LAUSD Valley Youth Services For Polling place	
		Penny Saver ·	
		Subway	
		Office depot	
		martin bus bench	
		languages4you	
1026	Pacoima		
1027	Eagle Rock	Super Copy	5,000.00
		Trader Joe's	
		Eagle Rock Patch	
1028	Downtown LA	Downtown News	5,000.00
		Indie Printing	
		Blog Downtown	
		Bovary and Butterfly	
1029	Hollywood Hills West	USPS	4,000.00
		Print & Copy	
		Ralphs	
		Woman's Club	
		Staples	
		FedEx Office	
		SASNet	
		Big Mama's and Papa's	
		Walking Man	
		Kelly Services	
		Mosaic	
		St. Thomas Church	
1031	Central Hollywood	Kinkos	3,000.00
		US Postal Service	
		Subway	
		Kamuso Consulting	
1034	Mid City West	Park La Brea Residents Association	4,000.00
		Larchmont Chronicle	
		Harman Press	
		Miracle Mile Chamber of Commerce	
		PATCH	
		Melrose Village Blog	
		Nation Builder	
		Westside Jewish Community Center	

1036	United Neighborhoods	Los Angeles Unified School District	9,950.00
		Los Angeles Public Library	
		Recreation & Parks	
		Senior Center	
		Office Depot	
		Compubase Printing	
		Kinko's	
		Graphics by Lentini Design or Linda Frost	
		GotPrint.com	
		Fedex	
		General Services Department, City of LA	
		Academy Mailing & Addressing	
		United States Postal Service	
		Walking Man	
		Homeboy Industries	
		PromoShop LA	
		AAA Flag and Banners	
		Continental	
		Axiom	
		Paragon	
		AppleOne	
		Helpmates	
		Kelly Services	
		Computer Consulting Operations Specialists	
		AAA Party Rents	
		Ralphs	
		Vons	
		Subway	
		Pizza Hut	
		Smart & Final	
		Albertsons	
		Costco	
1037	Park Mesa Heights		
1038	Boyle Heights	Fedex Office	5,000.00
		Staples	
		Office Depot	
		Imprenta Mexico	
		USPS	
		Walking Man	
1039	Greater Echo Park Elysian		
1040	Arroyo Seco		
1041	Lincoln Heights	USPS	6,000.00
		Academy Mailing Service	
		Walking Man	
		R&H Litho Printing	
		MTA - bus bench ads	
		LADOT	
		Penny Saver	
1042	P.I.C.O.		
1044	Historic Highland Park		
1045	Historic Cultural		
1046	South Robertson	Mark Young/Mastersign	3,200.00
		Smart & Final	
		Dominos	
		Subway	
		Amazon.com	
		AAA Flag & Banner	
		Staples	
		Office Depot	
		Costco	
		Bagel Factory	
		Fu's Palace	
		El Pollo Loco	
		Fedex Office	
		Minuteman Press	
		Starbucks	
		Coffee Bean & Tea Leaf	
1047	LA-32		
1048	Canoga Park		
1049	Greater Griffith Park	Copy Cat	3,500.00
		City Print Shop	
		Walking Man	
1050	Mar Vista Community	Pacific Rim Printers	11,321.00
		CBS Advertising Distributor	

		Office Depot	
		Modern Postcards	
		Scantron Scanner and Form Store	
1051	Van Nuys		
1052	Bel Air-Beverly Crest		
1053	Greater Valley Glen	Staples	1,500.00
1054	Elysian Valley Riverside	Office Depot	3,300.00
		Smart N Final	
		United States Post Office	
		Yard Sign Wholesale.com	
		SignElect.com	
		Quick'r Print'r	
		Janway	
		Ralphs	
		Staples	
1055	Greater Toluca Lake	Daily News	500.00
		Universal Copy & Print	
1057	North Hollywood North East	99 Cent Store	3,000.00
		AM Mail Plus	
		Big Lots	
		Costco	
		Daily News	
		Desk 4 Less	
		Home Depot	
		LA Times	
		North Valley Reporter	
		Old Sicily Pizza	
		Ralphs	
		Roma Italian Groceries	
		Sams	
		Smart and Final	
		Staples	
		Thomas Graphics	
		Vallarta	
		Vons	
1058	Mid-Town North Hollywood	Daily News	3,000.00
		Staples	
		Smart & Final	
		Big Mama & Papa's	
		The Toluca Times	
		VANC	
1059	Valley Village	C&M Printing	8,984.00
		Daily News	
		Arnolds Copy and Printing	
		Faith Presbyterian Church of Valley Village	
		Ralphs	
		Smart and Final	
		The Victory Store	
		Walking Man	
		Lydia Mather	
		Facebook Ads	
1060	Encino	All Printing Services, Inc.	5,000.00
		PIP Printing	
		United States Postal Service	
		List Team	
		Office Depot	
		Daily News	
		West Valley News	
		Walking Man	
		Penny Saver	
		C&M Printing, Copying, Mailing	
		Academy Addressing & Mailing	
		Goodway Print & Copy	
		Valley Printers	
1061	Studio City	Arnolds Copy and Printing	4,000.00
		Walking Man	
		AAA Banners	
		Kinko's	
		Aaron DeVandry	

		Linda Tokarczyk	
		The Daily News	
		C&M Printing	
		Academy Printing	
		USPS	
		Tolucan Times	
		Studio City Patch	
		Studio City Lifestyle	
		LA Times	
		Facebook (banner)	
		Google Adwords	
1062	Reseda		
1065	Harbor Gateway North	Minuteman Press	3,542.00
		CIPS Marketing	
		One Call Now	
1067	Arleta	Office Depot	2,500.00
		Cantu Graffics	
		Academy Mailing	
		Daily News	
		North Valley Reporter	
		Smart & Final	
		Pollo Loco	
		Subway	
		LA Opinion	
		Walking Man	
		Northeast Graffiti Busters	
		Kelly Services	
		U.S. Postal Services	
		CM @ M Printing	
		Pizza Hut	
		Spanish Interpreter	
		Branford Park-Recreation and Park Department	
		San Fernando High School	
		Chrysalis	
1068	Watts	Los Angeles Unified School District	3,500.00
		Los Angeles Public Library	
		Recreation & Parks	
		Senior Center	
		Office Depot	
		Kinko's	
		Staples	
		Compubase printing	
		General Services Department, City of LA	
		Academy Mailing & Addressing	
		United States Postal Service	
		Walking Man	
		PromoShop LA	
		Homeboy Industries	
		AAA Flag and Banners	
		Continental	
		Axiom	
		Paragon	
		AppleOne	
		Helpmates	
		Kelly Services	
		Computer Consulting Operations Specialists	
		AAA Party Rents	
		Ralphs	
		Vons	
		Subway	
		Pizza Hut	
		Smart & Final	
		Albertsons	
		Costco	
		Woodys	
		Dulans	
		Paneras	
		El Tapatios	
1069	Greater Cypress Park		
1070	Hollywood United	Davco Printing	23,000.00
		Copies Unlimited	
		FedEx Office	

		UPS	
		Academy Addressing and Mailing	
		USPS	
		Walking Man	
		Boldt Mailing Service	
		Albertsons	
		Smart & Final	
		Ralphs	
		99 Cent Store	
		Gelsons	
		Vons Pavilions	
		Crispy Crust	
		Food 4 Less	
		Subway	
		Victors Restaurant	
		La Poubelle	
		Birds	
		Chinese Restaurant in Victors Square	
		Office Depot	
		Staples	
		Vine American Party Store	
		Party City	
		Target	
		CVS	
		Tailwaggers	
		Amsterdam Printing	
		Oriental Trading Company	
		City of Los Angeles	
		Celebrity Center	
		LAUSD/Cheremoya School	
1071	Sherman Oaks	Challenge Graphics	18,000.00
		Academy Mailing	
		Walking Man	
		Daily News	
		AAA Rents & Events	
		Corner Bakery	
		Gelson's	
		Poquito mas	
		Art Deco & His Society Orchestra (Vince Houser)	
		Copy Hub	
		AAA Banner & Flag	
		Lydia Mather (Graphic Artist)	
		Fed Ex Kinko's	
		Los Angeles Department of Parks and Recreation	
		Johnny Vana Big Band	
1072	Tarzana	Academy Addressing & Mailing	8,000.00
		Fast Signs	
		Office Depot	
		Daily News	
		LA Times	
		West Valley News	
		Patch Network	
		USPS	
		Smart & Final	
1074	Atwater Village		
1075	Silver Lake		
1076	North Hills West		
1077	CANNDU	Fremont High School/Music/Entertainment	29,000.00
		Ralphs Grocercies/Water	
		Subway/Sandwichs	
		Walk Man/Flyers	
		Los Angeles Custom T-Shirts/printing	
		Slice of Jamacia	
		Papas & Dogs	
		Thai B. B. Q.	
		Chunk n Chip	
		El-Cholo	
		Office Depot/name tabes	
		Los Angeles Party Rentals/tents	
		One Stop Party Rental/Balloons	
		Kinko's /Printing/copies	
		Radisson Hotel/Board Standing Rules Meetings	
		99 Cent Store/Mis Bags for children	
		LAFD Cordets	

		A One Rentals/tables	
		Los Angeles Unified School District	
		Los Angeles Public Library	
		Recreation & Parks	
		Senior Center	
		Office Depot	
		Kinko's	
		General Services Department, City of LA	
		CompuBase	
		Academy Mailing & Addressing	
		United States Postal Service	
		Walking Man	
		Promo Shop LA	
		Homeboy Industries	
		AAA Flag and Banners	
		Continental	
		Axiom	
		Paragon	
		Apple One	
		Helpmates	
		Kelly Services	
		Computer Consulting operations specialists	
		AA A Party Rents	
		Vons	
		Subway	
		Pizza Hut	
		Smart & Final	
		Albertsons	
		Costco	
		Ultimate Shirts company	
		Los Angeles Custom T-Shirts	
		TSF Wholesales and T-Shirt Printing	
		Affordable Printing	
		La Pinata Party	
		Enchanted Zone Party Rental	
		California Party Supplies	
		Kevin L. Brown	
		Khady Design Jewelry	
		Kogi Catering	
		Coley's Jameica's Best Cuisine	
		Tony Matt/Music Producer	
		Nic The Artist/Graphic Design Printing Silk Screeing	
		Smoke House Spring Street	
		Dolores Huerta Labor Institute	
		UCLA Health Screening Client	
1078	Foothill Trails District	LA Daily News	8,900.00
		North Valley Reporter	
		Penny Saver	
		C&M Printing	
		Sams Club	
		Academy Printing	
1080	Harbor Gateway South		
1081	Chatsworth		**ELECTION IN 2014**
1082	Sunland-Tujunga	Inky Doodle Print Shop	10,000.00
		Academy Mailing	
		Daily News	
		North Valley Reporter	
		Smart & Final	
		Office Depot	
		Voice of the Village	
		Joselito's West	
		Subway	
		Constant Contact	
		Facebook	
		Kelly Services	
		Apple One	
		Valley Printers	
		US Postal Service	
		Walking Man	
		Penny Saver	
		New Armenia Daily	
		La Opinion	
		Asbarez Armenian News	
		Molorak Armenian News	
		Albertsons	

		Fresh & Easy	
		Vons	
		Goodway Print & Copy	
		Onsite Reprographics	
1083	Sylmar		
1084	MacArthur Park		**ELECTION IN 2014**
1085	Southeast-Central		
1087	Pico Union		
1088	Winnetka	Academy Mailing	6,878.00
1089	Wilshire Center/Koreatown		
1090	Porter Ranch	Valley Voice	3,000.00
		North Valley Community News	
		Office Max	
		One Call	
		USPS	
		North Valley Chamber of Commerce	
1091	Del Rey	Office Depot	7,000.00
		Fed Ex	
		Kinko's	
		Gotprint.com	
		Walking Man	
		Argonaut	
		Staples	
		Promopeddler.com	
		Facebook	
		USPS	
1092	West Los Angeles		**ELECTION IN 2014**
1093	Central Alameda		
1094	Olympic Park	USPS	4,500.00
		Print Runner	
		Vista Print	
		Academy Addressing	
		Neighborhood News	
		Smart and Final	
		Staples	
		Restaurant Depot	
1095	Greater Wilshire	Larchmont Chronicle	1,110.00
		LAUSD	
		Wilshire United Methodist Church	
		Copy USA	
1097	Lake Balboa	Express Media	5,000.00
		LA Daily News	
		Office Depot	

			Party City	
			Ralphs	
			Starbucks	
			Smart & Final	
			USPS	
			Van Nuys Golf Course	
			Walking Man	
			Western Bagel	
			99 Cents Store	
			AAA Rents & Events	
			Academy Press	
			Balboa Equipment Rental	
			C & M Printing	
			City of Los Angeles	
			Los Angeles Dept. of Parks & Recreation	
			Mulholland Middle School	
			St. Bridget of Sweden	
			Balboa Market	
1098	Northridge West		C & M Printing	2,544.00
			Kinkos	
			Office Max	
			Aaron DeVandry	
			Northridge Mall	
			Daily News	
			North Valley Community News	
			Valley Voice	
1099	Northridge East			
1100	Palms			
1101	Mission Hills		Academy Addressing & Mailing	4,000.00
1103	Granada Hills South			
1105	Hollywood Studio District		Davco Printing	4,000.00
			US Postal Service	
1106	Panorama City		Academy Addressing & Mailing	4,000.00
			CM Printing	
			Daily News	
			HOY (Daily Newspaper) Spanish	
			North Valley Reporter	
			Negocios de Valle	
			Penny Saver	
			Fedex Kinkos	
			High Tech Banners	
			Abe's Printing	
			Domino's	
			Smart & Final	
			Staples	
			Subway	
			Pinoy Watchdog	
			Asian Journal	
1107	East Hollywood			
1108	Rampart Village		St. Anne's Conference Center	5,300.00
			Walking Man	
			Computer Doctors	
			Office Depot	
			Staples	
			USPS	
			Transit TV	
			AAA Flag & Banners	
			KABC Radio	
			Ralph's	
			Costco	
			Vons	
			Food for Less	
			Sharp Dots	
			Sign Test	
			Buy Top Signs	
			Control Printing	
			Smart and Final	
			Dynamic Graphics	
			Valley Printers	
			NPR	
			KPCC	
			KPFK	

1109	Voices of 90037	Los Angeles Unified School District	10,000.00
		Los Angeles Public Library	
		Recreation & Parks	
		Senior Center	
		Mt. Moriah	
		Big Lots	
		Office Depot	
		Kinko's	
		General Services Department, City of LA	
		Academy Mailing & Addressing	
		United States Postal Service	
		Walking Man	
		PromoShop LA	
		AAA Flag and Banners	
		Continental	
		Axiom	
		Paragon	
		AppleOne	
		Helpmates	
		Kelly Services	
		Computer Consulting Operations Specialists	
		AAA Party Rents	
		Ralphs	
		Vons	
		Subway	
		Pizza Hut	
		Smart & Final	
		Albertsons	
		Rite Aid	
		Superior Market	
		General Discount	
		Dollar Tree	
		99 Cents Only Store	
		Numero Uno	
		Expressions- Tshirts	
1110	Westwood		
1111	Northridge South	Subway	1,000.00
		Jeresy Mike's	
		Cha Cha Chicken	
		Food 4 Less	
		Costco	
		Aaron Devandry	
		Acadamy Addressing & Mailing	
		Hightech Banners & Signs	
		LA Signs & Banners	
		Office Deopt	
		99c Store	
		Crestline Products	
1112	North Hills East		
1113	North Hollywood West		
1114	Westlake North		
1115	Westlake South		
		TOTAL AMOUNT TO BE ENCUMBERED:	$ 351,894.09