

HCNNC

HISTORIC CULTURAL NORTH NEIGHBORHOOD COUNCIL

CHINATOWN • EL PUEBLO • SOLANO CANYON • VICTOR HEIGHTS



Thursday, March 9, 2023, 5:00 p.m.

Special Board Meeting

AGENDA

通用董事會會議 · Reunión de la Junta

There are two options to join the meeting:

1. Online – <https://us02web.zoom.us/j/96967302888>
2. Phone – Dial 1-888-475-4499. Then Enter This Webinar ID: **969 6730 2888** and Press #.

The following telephone numbers are also available for HCNNC's Zoom meetings:

1-669-900-6833 • Toll Free: 1-833-548-0276 • 1-833-548-0282 • 1-877-853-5257

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte HCNNC al (323) 716-3918 o por correo electrónico admin@hcnnc.org para avisar al Concejo Vecinal.

如需翻譯服務，請在活動開始前3個工作日（72小時）通知鄰里委員會。請致電 (323) 716-3918 或發送電子郵件至 admin@hcnnc.org 聯繫 HCNNC，以通知鄰里委員會

In conformity with the September 16, 2021 enactment of Assembly Bill 361 (Rivas) and due to concerns over Covid-19, the Historic Cultural North Neighborhood Council meeting will be conducted entirely with a call-in option or internet-based service option.

Every person wishing to address the Board must dial (669) 900-6833, and enter **969 6730 2888** and then press # to join the meeting. When prompted by the presiding officer, to provide public input at the Neighborhood Council meeting the public will be requested to dial *9 or use the Raise Hand button to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered.

Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

AB 361 Updates:

Public comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned.

If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned.

Any messaging or virtual background is in the control of the individual board member in their personal capacity and does not reflect any formal position of the Neighborhood Council or the City of Los Angeles.

Notice to Paid Representatives - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

1. **CALL TO ORDER & ROLL CALL**
2. **General Public Comment on Non-Agenda Items** (Up to two minutes max per speaker)
3. Discussion and possible action to amend HCNNC's 2022-2023 FY Budget.

Adjournment

Historic Cultural North Neighborhood Council 2023 Election Day May 4, 2023.

For more information, please visit <https://clerk.lacity.org/clerk-services/elections/nc-elections>

Officers

Wilson Gee Chair	Tony Quon 1st Vice-Chair	Ne Hung Hom 2nd Vice-Chair	Vacant Secretary	Valerie Hanley Treasurer
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Neighborhood Representatives

Xiao Ping Liang Chinatown At-Large Business Owner/ Employee/ Non-Profit/ Property Owner Representative	Mei Wah Lau Chinatown Business Owner/ Employee Representative	Wai So Yuan Chinatown Non-Profit Representative	Tuong Hoang Chinatown Residential Representative	Ne Hung Hom Chinatown Residential Representative
Paul Hanley El Pueblo At-Large Business Owner/ Employee/ Non-Profit/ Property Owner Representative	Norma Garcia El Pueblo Business Owner/ Employee Representative	Valerie Hanley El Pueblo Non-Profit Representative	Huilong Cai Solano Canyon Residential Representative	Phyllis Ling Solano Canyon Residential Representative
Wilson Gee Solano Canyon Business Owner/ Employee/ Non-Profit/ Property Owner Representative	Steve Rice Victor Height Business Owner/ Employee/ Non-Profit/ Property-Owner Representative	Don Toy Victor Heights Residential Representative	Vacant Victor Heights Residential Representative	Bryce Louie At-Large Youth Representative
Miho Murai At-Large Representative	Tony Quon At-Large Representative			

Public Input at Neighborhood Council Meetings

The public is requested dial *9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board’s jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

Public Posting of Agendas

Neighborhood Council agendas are posted for public review as follows:

- Solano Avenue Elementary School, 615 Solano Avenue, Los Angeles, CA 90012
- Public Notice Board, Plaza el Pueblo de Los Angeles (in front of 555 N Main St, Los Angeles, CA 90012)
- www.hcnnc.org
- You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <https://www.lacity.org/subscriptions>

The Americans With Disabilities Act

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the Department of Neighborhood Empowerment by email: NCSupport@lacity.org or phone: (213) 978-1551.

Public Access of Records

In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of their meetings, may be viewed 200 N Spring St, Los Angeles, California 90012, or at our website: www.hcnnc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact HCNNC at (323) 716-3918 or email hcnnc.board@gmail.com.

Servicios De Traducción

Si requiere servicios de traducción, favor de notificar a la oficina 3 días de trabajo (72 horas) antes del evento. si necesita asistencia con esta notificación, por favor llame al (323) 716-3918

翻译服务 如果您需要翻译服务, 请在活动开始前 3 个工作 (72 小时) 通知办公室。 如果您在此通知中需要帮助, 请致电(323) 716-3918

HCNNC

歷史文化北鄰里委員會

CHINATOWN • EL PUEBLO • SOLANO CANYON • VICTOR HEIGHTS



2023年3月9日，星期四，下午5:00

特別董事會會議

議程

通用董事會會議 • Reunión de la Junta

有兩種方式來參加會議：

1. 線上 – <https://us02web.zoom.us/j/96967302888>
2. 電話 – 撥打 1-888-475-4499，然後輸入**Webinar ID(線上會議ID): 969 6730 2888**，再按#。

也可以撥打以下電話參加HCNNC的Zoom會議：

1-669-900-6833 • Toll Free: 1-833-548-0276 • 1-833-548-0282 • 1-877-853-5257

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如需翻譯服務，請在活動開始前3個工作日（72小時）通知鄰里委員會。請致電 (323) 716-3918 或發送電子郵件至 admin@hcnc.org 聯繫HCNNC，以通知鄰里委員會

為遵守2021年9月16日通過的加州議會361法案(Rivas)，也因為Covid-19新冠肺炎的關係，歷史文化北鄰里委員會的會議將會全面以打電話或網絡的方式舉行。

每位需要在會議中發言的人需要撥打(669) 900-6833，然後輸入969 6730 2888，再按#以此來加入會議。在主持人的指示下，當公眾想要在鄰里委員會會議中發表意見時可以按*9鍵或使用“舉手”功能，叫到名字後就可以針對會議議程中的事項發表意見，然後董事會再採取行動。只有在審議相關事項時才會聽取公眾對該事項的評論。

在董事會管轄內的其他非會議議程公眾評論將會在“總公眾評論”時間段聽取。請注意，因為《布朗法案》，在“總公眾評論”時間公眾發表的意見，董事會無法立即採取任何行動，但是該意見可以作為將來董事會會議中的討論事項。每位發言人有2分鐘的評論時間，除非董事會主持人做出其他調整。

AB 361號法案更新：

不能要求公眾在會議前提交公眾評論，只可以實時的發表公眾評論。如果有任何的廣播原因導致公眾無法觀看或聽到會議，那麼必須暫停或終止會議。

如果是因為鄰里委員會的問題而造成公眾無法聽到或表達公眾評論，那麼必須暫停或終止會議。

董事會成員的視頻背景影像或信息都由他們個人所控，並不代表鄰里委員會或洛杉磯市的任何立場。

致收費代表通知 - 如果你是在有收取酬勞的情況下來監督或出席此次會議，或者在會議中發言，本市法律可能要求你作為遊說者進行註冊，並報告你的活動。參考《洛杉磯市政法規》第48.01條等。欲知更多信息，請搜尋網站 ethics.lacity.org/lobbying。如有需要幫助，請聯繫道德準則委員會，致電(213)978-1960或發郵件到 ethics.commission@lacity.org。

1. 開始會議和董事會點名
2. 公眾評論非會議議程事項(每位演講人最多兩分鐘)
3. 討論並製定可能採取的行動以修改 HCNNC 的 2022-2023 財政年度預算

休會

歷史文化北部鄰里委員會 2023 年選舉日 2023 年 5 月 4 日

有關更多信息，請訪問

<https://clerk.lacity.org/clerk-services/elections/nc-elections>

官員

Wilson Gee 主席	Tony Quon 第一副主席	Ne Hung Hom 第二副主席	Vacant 秘書	Valerie Hanley 會計
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鄰里委員會代表們

Xiao Ping Liang Chinatown 普通企業業主/ 員工/ 非盈利/ 產權業主代表	Mei Wah Lau Chinatown 普通企業業主/員工代 表	Wai So Yuan Chinatown 非盈利組織 代表	Tuong Hoang Chinatown 居民代表	Ne Hung Hom Chinatown 居民代表
Paul Hanley El Pueblo 普通企業業主/ 員工/ 非盈利/ 產權業主代表	Norma Garcia El Pueblo 普通企業業主/員 工代表	Valerie Hanley El Pueblo 非盈利組 織代表	Huiling Cai Solano Canyon 居民代表	Phyllis Ling Solano Canyon 居民代表
Wilson Gee Solano Canyon 普通企業業主/ 員工/非盈利/ 產權業主代表	Steve Rice Victor Height 普通企業業主/ 員 工/ 非盈利/ 產權業主代表	Don Toy Victor Heights 居民代表	Vacant Victor Heights 居民代表	Bryce Louie 全體青年代表
Miho Murai 民眾代表	Tony Quon 民眾代表			

鄰里委員會公眾評論

在董事會對某一項目採取行動前，如果主持人提示公眾就任何議程可以發言，公眾可以按*9。只有在審議議程事宜時，才會聽取公眾對議程事宜的意見。公眾對未列入議程但屬於委員會職權範圍內的其他事項的意見，將在公眾意見征詢間聽取。請注意，因為《布朗法案》，在“總公眾評論”時間公眾發表的意見，董事會無法立即採取任何行動，但是該意見可以作為將來董事會會議中的討論事項。每位發言人有2分鐘的評論時間，除非董事會主持人做出其他調整。

公共發佈會議議程

公眾可在以下地方閱覽鄰里委員會的會議議程：

- Solano Avenue Elementary School, 615 Solano Avenue, Los Angeles, CA90012
- Public Notice Board, Plaza el Pueblo de Los Angeles (in front of 555 N Main St, Los Angeles, CA90012)
- www.hcnnc.org
- 你也可以在網站上<https://www.lacity.org/subscriptions>訂閱L.A. City’s Early Notification System就會收到會議議程的郵件。

美國殘疾人法案

作為美國殘疾法案第II章範圍內的組織，洛杉磯市不會因為殘疾而歧視，並且會根據要求提供合理安排確保大家都有公平的機會參與計劃，服務和活動。手語翻譯，助聽器協助，或其他輔助設施服務也可以根據要求提供。確保能夠提供服務，請在會議前3個工作日打(72小時)電話聯繫鄰里賦權部門213-978-1551或者發送電子郵件到NCSupport@lacity.org。

公共記錄閱覽

為符合政府的第54957.5項規定，在會議前派發給大多數或者全部董事會成員的非豁免書面文件都可在200 N Spring St, Los Angeles, California 90012以及我們的網站: www.hcnnc.org上查閱，或者在會議當天查閱。除此之外，如果你想要獲取一份會議議程中相關事宜的文件，請致電聯繫HCNNC, (323)716-3918或發郵件到: hcnc.board@gmail.com。

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翻译服务如果您需要翻译服务，请在活动开始前3 个工作（72 小时）通知办公室。 如果您在此通知中需要帮助，请致电 (323) 716-3918

Office of the City Clerk
Neighborhood Council Funding Program
Fiscal Year Administrative Packet

Neighborhood Council: _____

Fiscal Year: _____

NEIGHBORHOOD COUNCIL FUNDING PROGRAM FISCAL YEAR ADMINISTRATIVE PACKET

Summary

The Administrative Packet provides for a more comprehensive and complete record of all items that support the Neighborhood Councils' (NC) fiscal and administrative operations, including its annual budget, Financial Officers, and any commitments for NC office space, storage facility, P.O. Boxes, etc.

Goal(s)

The goal(s) of the Administrative Packet is to make it easier for NCs to identify, plan, and confirm, via a board vote, all fiscal and administrative requirements upfront each year so that our Office can prepare for and process funding requests and resulting contracts judiciously and expeditiously.

The Packet contains the following items:

- NC Funding Program Acknowledgements & Agreements – Signed by all Financial Officers
 - **If a new Financial Officer is being appointed for the new Fiscal Year, please check the appropriate box for the Financial Officer(s).**
- Completed Annual Budget
- Information pertaining to office space, meeting space, storage facility, Post Office Box (P.O. Box), and website services, as applicable.

Procedure

On a yearly basis, we require each NC to discuss, prepare, and approve the Administrative Packet. Once the NC board has voted on the Packet, the Packet and the completed Board Action Certification (BAC) Form are to be submitted to the NC Funding Program.

Your NC Treasurer can submit both documents, the Packet and BAC, by uploading them in the NC Funding System portal, Budget Allocation section, immediately after Board approval. Once received, reviewed, and accepted by our Program, your NC will gain full access to its funds. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

As our Program awaits your Packet submission, access to your NC funds will be limited to \$333.00 per month, until the annual budget, Administrative Packet, and BAC have been received and accepted. This limited amount is intended to assist your NC operationally for expenses related to conducting your NC meetings, i.e. meeting facility use fees, printing and photocopying of meeting documents, meeting refreshments/snacks, professional staff services.

If you have questions or require any assistance regarding the packet, please feel free to email us at clerk.ncfunding@lacity.org or call us at 213-978-1058.

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT**

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

Neighborhood Council Financial Officers - Names and Signatures:

Treasurer

Please check here if a new Treasurer is being appointed

SIGNATURE OF THE TREASURER

DATE

PRINT NAME OF THE TREASURER

EMAIL

BOARD POSITION

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer

Please check here if a new 2nd Signer is being appointed

SIGNATURE OF THE 2nd SIGNER

DATE

PRINT NAME OF THE 2ND SIGNER

EMAIL

BOARD POSITION

PHONE NUMBER

Alternate Signer

(If not applicable, please indicate "N/A")

Please check here if a new Alt. Signer is being appointed

SIGNATURE OF THE ALTERNATE SIGNER

DATE

PRINT NAME OF THE ALTERNATE SIGNER

EMAIL

BOARD POSITION

PHONE NUMBER

1st Bank Cardholder

Please check here if a new Cardholder is being appointed

SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

EMAIL

BOARD POSITION

PHONE NUMBER

2nd Bank Cardholder

Please check here if a new Cardholder is being appointed

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

PRINT NAME OF THE 2nd BANK CARD HOLDER

EMAIL

BOARD POSITION

PHONE NUMBER

***** Bank Cardholders, please read further next page *****

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
BANK CARDHOLDER ACKNOWLEDGEMENT &
AGREEMENT OF RESPONSIBILITIES**

This document outlines the responsibilities that I, as the Neighborhood Council Bank Cardholder, have as the primary custodial holder of a City Los Angeles Neighborhood Council (NC) Bank Card, referred herein as "the card" for the Neighborhood Council named below. My signature indicates that I have read and understand these responsibilities and further, that I agree to adhere to the guidelines established by the Office of the City Clerk and approved by the City Controller for the use of City funding as it relates to the Neighborhood Council Funding Program.

1. I understand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials or services required for the conduct of official Neighborhood Council business only.
2. I agree to make only those purchases consistent with the type of purchases authorized by the Office of the City Clerk and approved by the NC Governing Board.
3. I understand that under no circumstances will I use the Card to make personal purchases either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use of the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.
4. Uses of the Card not authorized by the Office of the City Clerk can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential de-certification action. I understand that the Card must be surrendered upon termination of any official position with the Neighborhood Council to which the card is issued. I agree to maintain the Card with appropriate security whenever and wherever I or any other authorized person may use the Card. If the Card is stolen or lost, I agree to immediately notify the Office of the City Clerk.
5. I understand that since the Card is the property of the Bank and authorized for issue by the City of Los Angeles, I am required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the Card, receipts, and/or statements to validate its existence and to audit its use.
6. I understand that I will have access to the Funding Program System portal via the Internet where all card transactions will be posted by the Bank when the card is used. I understand that I am required to obtain itemized receipts for all card transactions and upload the itemized receipts to the Funding Program System portal to verify the posted card transaction. Uploading the required itemized receipt is necessary for my NC Monthly Expenditure Report (MER) to be generated by the Funding Program System portal. The MER must be reviewed and approved by the NC Governing Board before being submitted to the Office of the City Clerk as a complete Report.
7. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that the Bank will not accept any limit increases from me.
8. I understand that the Card is solely provided to the designated NC cardholder and that assignment of the Card is based on the understanding that I need to purchase materials required for the conduct of Neighborhood Council business. I understand that custodial possession of the Card is not an entitlement nor reflective of title or position.
9. As a Neighborhood Council Financial Officer, I have signed and received a copy of both the NC Funding Program Bank Cardholder Agreement of Responsibilities and Financial Officers Letter of Acknowledgement, have attended and completed the required NC Funding Program training, and understand the requirements and limitations regarding the NC Bank Card's use.

PLEASE SIGN NEXT PAGE

1st Bank Cardholder

SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

PRINT NAME OF THE 2nd BANK CARD HOLDER

NEIGHBORHOOD COUNCIL FUNDING PROGRAM
ANNUAL BUDGET TEMPLATE – FISCAL YEAR 2020-2021

The annual budget is a plan for the utilization of the NC’s financial resources. It should be used as a strategic financial road map to conduct activities and efforts that will help the NC achieve its mission, goals, and objectives. The budget should include the input of stakeholders, be accessible, and comply with the rules that govern the use of NC public funds.

As a planning tool, the annual budget allows the NC board to allocate its funds, both regular annual funds and rollover funds, if any, into the following Expenditure Categories:

1. General and Operational Expenditures
 - i. **Office/Operational**
 - ii. Outreach
 - iii. Elections
2. Neighborhood Purposes Grants (NPGs)
3. Community Improvement Projects (CIPs)

With the exception of certain expenditures related to Office/Operational items, the annual budget cannot be used as authorization or approval of actual payments to vendors. All payments related to Outreach purchases, activities, and events, Elections, NPGs, and CIPs must be considered and approved through separate board motions, not as part of the board approval of the annual budget.

The annual budget may be accepted as authorization for payment for certain monthly and recurring **Office/Operational expenditures only**, such as those listed below, when itemized in the Office/Operational Expenditure Category. Please see the sample itemized Office/Operational budget allocations next page.

1. Office lease payments
2. Office supplies and equipment expenses, not including inventory items
3. Storage facility lease payments
4. P.O. Box payments
5. Office telephone and Internet services
6. Refreshments/snacks for board/committee meetings
7. Website hosting and maintenance services
8. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
9. Printing and copying for meetings/office-related purposes only
10. Printing NC business cards

The annual budget template form provided here is an optional tool. Your Neighborhood Council may submit its annual budget on a form different from this template as long as it only contains the same budget allocation Expenditures Categories listed above.

For more details on the Administrative Packet, Fiscal Year annual budget, and rollover of funds unspent at the end of the Fiscal Year, please review the Policies and Guidelines, Policy 1.1, found on our website: <https://clerk.lacity.org/clerk-services/nc-funding>

**Sample Itemized Budget Allocations for
Office/Operational Expenditures**

Office/Operational Expenditures Category	
<i>Office Rent (\$500/month x 12 months)</i>	<i>\$6,000.00</i>
<i>Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)</i>	<i>\$500.00</i>
<i>Printer/Copy Machine Lease</i>	<i>\$1,500.00</i>
<i>Internet Service (Spectrum)</i>	<i>\$1,000.00</i>
<i>Telephone Service (Ooma)</i>	<i>\$500.00</i>
<i>Website Hosting and Maintenance</i>	<i>\$1,500.00</i>
<i>Printing and Photocopying for Meetings</i>	<i>\$300.00</i>
<i>Meeting Facility Fees (Riverside Elementary School)</i>	<i>\$1,500.00</i>
<i>Minute-Taker for Meetings (AppleOne)</i>	<i>\$1,500.00</i>
<i>Refreshments/Snacks for Meetings</i>	<i>\$1,200.00</i>
Total Office/Operational Expenditures \$15,500.00	

Neighborhood Purposes Grants (NPG) Expenditures Category	
Total NPG Expenditures	

Community Improvement Projects (CIP) Expenditures Category	
Total CIP Expenditures	

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	
Outreach Expenditures	
Election Expenditures	
General and Operational Expenditures	
Neighborhood Purposes Grants (NPG) Expenditures	
Community Improvement Projects (CIP) Expenditures	
TOTAL EXPENDITURES FOR THE FISCAL YEAR	

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

LEASES & AGREEMENTS

Please complete the following information, as applicable, for any leases or service agreements your NC currently has or plans on securing in the Fiscal Year involving office space, meeting space, storage facilities, P.O. Boxes, and/or website services. If sections below do not apply to your NC, please select NA on the sections that do not apply. If you have more than one Meeting Location, then please provide the same information on an additional page. The information provided on this form is to confirm services that an NC may currently have or that it would like to secure in the Fiscal Year which may require a City agreement. If an agreement needs to be drafted from the information provided, the NC board will be notified and advised to agendaize and approve the drafted agreement at a future board meeting; The approval the Administrative Packet/annual budget does not replace the vote the board will need to take to approve any agreements needed.

Office Location:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Meeting Location:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Storage Facility:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Facility Name/Owner	
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	

P.O. Box:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name/Owner:	
NC P.O. Box Address	
Property Owner Address:	
Property Owner Phone Number:	
Property Owner Email:	
Name on P.O. Box Account:	

Website Services:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Name of Website Services Provider:	
Service Provider Address:	
Service Provider Phone Number:	
Service Provider Email:	
Type of Services Provided:	

When the Board completes and approves the Admin Packet, the NC Treasurer may submit the Packet and BAC Form online in the NC Funding System portal, Budget Allocation section. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

Please contact our Office for any questions you may have. We are here to help.
Clerk.NCFunding@lacity.org
 (213)978-1058