



Regular Board Meeting Agenda
Tuesday, July 8, 2025, 6:30PM - 8:30PM
Pan Pacific Park – Rec Center
7600 Beverly Blvd.
Los Angeles, CA 90036

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 two minutes per speaker, unless adjusted by the presiding officer of the Board.

1. Call to order by the Department of Neighborhood Empowerment (DONE)

2. Roll Call

3. Welcoming remarks from the Department of Neighborhood Empowerment (DONE)

4. Swearing-in of newly-elected board members:

a. Neighborhood Council Board Oath:

i. I pledge to represent my neighborhood with dignity, integrity, and pride. I will encourage other points of view, even when they differ from my own. I will respect, value, and consider everyone's opinion. I will find the good in my neighborhood, and praise it and promote it. I will act at all times in accordance with our bylaws and will conform fully, both in spirit and intent. To my neighbors, and to neighborhoods throughout the City of Los Angeles, I pledge to do this to the best of my ability

5. Selection of Officers to serve on Mid City West Neighborhood Council. Nominations will be taken, and candidates will have up to 2 minutes to address the board.

a. Chairperson [MCWNC Bylaws Article VI, Section 2, A:]

i. The Chairperson shall preside over all meetings and perform other duties as defined in these Bylaws. In her or his absence, another officer shall preside, according to availability, in the following order of priority: First Vice Chairperson, Second Vice Chairperson, Treasurer, and Secretary. Should the Chairperson be unavailable to perform her/his other duties, the same priority shall determine who shall perform in the Chairperson's place and stead, subject to the same powers and restrictions as the Chairperson would be were she or he present and acting.

b. First Vice Chairperson [Standing Rule 6-201D]

i. The First Vice Chair shall serve as the second signer and/or cardholder and backup Secretary if the Secretary is unable to serve. If the First Vice Chair is unable to serve or if there is a vacancy, then the Second Vice Chair shall assume the role not filled.

c. Second Vice Chairperson [Standing Rule 6-201E]

i. The Second Vice Chair shall serve as the alternate signer and/or cardholder, timekeeper during general board meetings, and second backup to the Secretary. If the Second Vice Chair is unable to serve or if there is a vacancy, then the First

Vice Chair shall assume the role not filled.

d. Treasurer [MCWNC Bylaws Article VI, Section 2, B:]

i. The Treasurer shall maintain all financial records of the MCWNC, present a financial status report at each regular meeting of the Board and comply with the reporting requirements established by the Department, including but not limited to making financial records available to the public and to the Department itself.

e. Secretary [MCWNC Bylaws Article VI, Section 2, C:]

i. The Secretary shall take and approve minutes of meetings, give required meeting notices, maintain all non-financial records of the MCWNC and otherwise comply with requirements established by the Department. The Secretary may delegate these duties to others as appropriate.

6. Selection of funding officers. For information on the Neighborhood Council Funding Program, please visit: <https://clerk.lacity.gov/clerk-services/nc-funding>

a. Discussion and possible action to appoint Second signer

- i. Verifies Funding Program documents have been correctly and completely filled out before submitted for processing.
- ii. Acts as the second signer as required on Funding Program documents.

b. Discussion and possible action to appoint Alternate signer

- i. In the absence or unavailability of the Treasurer or 2nd Signer, the Alternate Signer can sign board-approved funding documents to be submitted to the NC Funding Program.

c. Discussion and possible action to appoint Bank cardholder

- i. Maintains secure custody of the NC's bank card.
- ii. Ensures card is used for payment transactions as approved by the board only.
- iii. Obtains itemized receipts or itemized paid invoices for every card transaction.
- iv. Submits (uploads) itemized receipts or itemized paid invoices for card no later than 10 days after the date the transaction posts.
- v. Must not accept cash refund. All refunds must be made as a credit return.
- vi. Notifies the Funding Program immediately of lost or stolen cards.
 - 1. Bank must be notified immediately by the NC bank cardholder to block any further usage of the card.
 - 2. A new card can be ordered upon notification.
 - 3. The Neighborhood Council will be limited from accessing its available funds through the bank card while a new card is being requested from the bank.
- vii. Notifies NC Funding Program upon resignation or removal as the NC bank cardholder.
 - 1. The NC will be limited from accessing its available funds through the bank card when a cardholder has resigned or has been removed and a new card is being requested from the bank for a newly-appointed cardholder.
- viii. Can only serve as cardholder for one NC at a time.
- ix. Is the only board member authorized to pick up the NC bank card, issued to his/her name, from the NC Funding Program Office.

d. Discussion and possible action to appoint 2nd bank cardholder

- i. In the absence or unavailability of the Bank Cardholder, the 2nd Bank Cardholder

can use the bank card for board-approved funding purchases.

7. General public comment on non-agendized items

8. Board Member announcements

9. Announcements from government agencies and elected officials. Announcements may include but are not limited to the following offices: Office of Los Angeles City Councilmember Katy Yaroslavsky (CD 5), Community Police Advisory Board, LAPD, LAFD, Metro LA, and DONE.

10. Discussion and possible action to appoint up to five (5) Community Impact Statement (CIS) filers. The filers must be board members. The filers are responsible for filing the CIS's into the City Clerk's CIS portal. Any CIS is a position by the board and may be sent to any city commission and/or can be put in the City Council's file management system. For more information, please click here: <https://empowerla.org/wp-content/uploads/2017/08/How-to-Submit-CIS-FINAL-COMBO.pdf>

11. Discussion and possible action to appoint members to serve as representatives to various Neighborhood Council alliances and coalitions. For the list, please see below and click here for more information: (<https://empowerla.org/alliances/>)

- a. Budget Representative
- b. LADWP Advocacy and Oversight
- c. LGBTQ+ Alliance
- d. Los Angeles Neighborhood Council Coalition (LANCC)
- e. Neighborhood Council Emergency Preparedness Alliance (NCEPA)
- f. Neighborhood Council Sustainability Alliance (NCSA)
- g. Plan Check

12. Board discussion and appointment by Chair for members to serve as liaisons to certain city departments and programs. City of Los Angeles elected officials, departments, and even other Neighborhood Councils (NC) are frequently looking for a contact person to work with on a particular subject matter. During the year, agencies will ask the Department of Neighborhood Empowerment (DONE) for liaison contact information for the purpose of sending invitations to meetings or events of interest, to receive feedback, or simply to request help in sharing information with NCs and stakeholders. Your willingness to be that contact person will help your NC improve government responsiveness to your community's needs. Thank you again for doing your part to EmpowerLA! The official list of liaison positions are the following:

- a. Aging Liaison
- b. Animal Services
- c. Emergency Preparedness
- d. Film
- e. Homelessness
- f. LADWP
- g. Public Works
- h. Resilience

13. Motion to Adjourn

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, or 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 by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

Public Posting of Agendas -

Neighborhood Council agendas are posted for public review as follows:

- Fairfax Senior Center, 7929 Melrose Avenue, Los Angeles, CA 90036
- <https://www.midcitywest.org/>
- You can also receive our agendas via email by subscribing to L.A. City's [Early Notification System \(ENS\)](#)

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 Section 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

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 a meeting may be viewed at the Fairfax Senior Center located at 7929 Melrose Ave., Los Angeles, CA 90046 or at our website <https://www.midcitywest.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 email at: admin@midcitywest.org.

Reconsideration and Grievance Process -

For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website <https://www.midcitywest.org/>