



**CITY OF LOS ANGELES  
CALIFORNIA**

**200 N. Spring Street, 20th floor  
Los Angeles, CA 90012  
Email: NCSupport@lacity.org**



**Regular Governing Board Meeting  
Agenda**

**Thursday, July 24, 2025**

**7:00PM - 10:00PM**

**Zoom Meeting Online or By Telephone**

**<https://us02web.zoom.us/j/83066419888>**

**Dial (888) 475-4499 to Join the Meeting**

**Then Enter This Webinar ID: 830 6641 9888 and Press #**

Every person wishing to address the Board must dial (888)465-4499, and enter 830-6641-9888 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 option, 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.

IN CONFORMITY WITH THE OCTOBER 6, 2023 ENACTMENT OF CALIFORNIA SENATE BILL 411 (PORTANTINO) AND LA CITY COUNCIL APPROVAL ON NOVEMBER 1, 2023, THE MID-CITY WEST NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED VIRTUALLY.

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.

### **SB 411 Updates:**

If a Neighborhood Council has a quorum of board members in a physical location, board members who wish to join the meeting via teleconferencing must adhere to AB 2449 rules and regulations. If a Neighborhood Council does not have a quorum of board members in a physical location, they must adhere to SB 411 rules and regulations.

In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1.

The eligible legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time.

Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(i) An eligible legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph , to provide public comment until that timed public comment period has elapsed.

(ii) An eligible legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment.

(iii) An eligible legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.

**1. Call to order by EmpowerLA (Department of Neighborhood Empowerment/DONE)**

**2. Board Roll Call**

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

**4. SEATING OF THE NEW NEIGHBORHOOD COUNCIL BOARD**

**a. Neighborhood Council Board Oath:**

*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. Discussion and/or possible action to appoint 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 2<sup>nd</sup> 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 2<sup>nd</sup> bank cardholder**

- i. In the absence or unavailability of the Bank Cardholder, the 2<sup>nd</sup> 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. Discussion and possible action to appoint Partners in Diversity as a new company for Administrative Support.** Background: AppleOne was the previously approved company for MCWNC's administrative support. AppleOne did not renew their contract with the City of Los Angeles leaving MCWNC without administrative support. The former Administrative Assistant contracted with a newly approved city vendor Partners in Diversity, and would like to continue working for the NC under the new agency. However, the Administrative Assistant is seeking a higher rate and more hours.

**a) Discussion and possible action for Mid-City West NC to discuss the rate of pay and hours for an Administrative Assistant:**

i) Former rate of pay and hours are believed to be at an hourly rate of \$21.00 hourly which was billed to the NC at \$29.74/weekly at \$446.10 for 15 hours.

ii) New rate of pay for consideration is \$25.00 hour/with a bill rate of \$35.40. 15 an hours on average per week. The NC would be charged \$531.00 on a weekly basis.

**i) Motion 1:**

Mid-City West NC agrees to temporarily approve no less than \$30.00 per hour up to \$35.50 per hour for Administrative Services, for up to 15 hours per week. Such approval to remain in effect until MCWNC has approved an Administrative Packet for the 2025-26 fiscal year."

**ii) Motion 2:**

Mid-City West Neighborhood Council approves temporary administrative assistance services with Partners in Diversity for the services of Amanda Sonnenschein. Such approval to remain in effect until MCWNC has approved an Administrative Packet for the 2025-26 fiscal year."

**14. 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](mailto: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](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto: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](mailto: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/>

### **CONTACT MID-CITY WEST:**

<https://neighborhoodempowerment.lacity.gov/mcwnc/>

<https://www.midcitywest.org/>

<https://www.midcitywest.org/contact-us>