

City of Los Angeles
Voices Neighborhood Council

Javonne Sanders, At-Large Rep

Vacant, Area 1 Rep

Sidney Thomas, Area 2 Rep

Melvin Rivas, Area 3 Rep

Jason Saunder, Area 4 Rep

Vacant, Youth Rep

Omar Ramos, Vice Chair



Giovanni Garcia, Chair

Vermont Square Branch Library

Manuel Martinez, Education Rep

Antonio Hernandez, Housing Rep

Chrisman Oliver, Community-Based Rep

Edward G. Garren, Parliamentarian

Ana Campos, Recording Secretary

Andrew Daramola, Treasurer

Rhonda Lewis, Corresponding Secretary

Regular Board Meeting Agenda

Tuesday, August 12, 2025 6:00pm

Vermont Square Branch Library

1201 W. 48th St.

Los Angeles, CA 90037

Both in person and online via zoom at:

<https://us02web.zoom.us/j/87850447064>

Meeting ID: 878 5044 7064

One tap mobile

+16694449171,,87850447064# US

Call to Order (time):

Roll Call

Action Item

All items listed are designated for discussion and possible action by the Voices Neighborhood Council. Council items identified as presentations may be proposed for action by the Council and will be reflected as such in the meeting minutes.

Item	Reference Number	Matter
1	0812-01	General Public Comment on Non-Agenda Items: Public comment will be LIMITED to 2 MINUTES PER PERSON.
2	0812-02	Announcements <ul style="list-style-type: none">A. LAPD - Crime Report, Department activity and community feedbackB. Los Angeles Fire Department - Report, updatesC. Mayor's OfficeD. ELECTED REPRESENTATIVESE. USCF. NHSG. Community Coalition

3	0812-03	<p>SAJE Presentation: SAJE will provide an overview of their current advocacy work around tenant protections and rent stabilization in Los Angeles. The presentation will include recent updates to rent increase regulations under the Los Angeles Rent Stabilization Ordinance (LARSO), the broader impact on renters, and opportunities for community engagement and support.</p> <p>Presented by AmyLinda Nevarez, Director and Chris Tyler, Communications Manager</p>
4	0812-04	<p>Hope & Harmony: Hope & Harmony Inc. is a nonprofit organization dedicated to supporting homebound and disabled seniors through free nutrition assistance, clothing, and medical supplies. They will briefly present their mission, services, and opportunities for community collaboration.</p> <p>Presented by Samantha Velazquez, Community Outreach Liaison</p>
5	0812-05	<p>Girl Scout Gold Award project: Addie Burns will present her proposed Girl Scout Gold Award project to the board: the creation of a free neighborhood library to increase access to books for children and families in the community. The project aims to promote literacy, community connection, and youth engagement. Addie is requesting a letter of support from the Neighborhood Council to help move the project forward.</p> <p>Presented by Addie Burns, Girl Scout</p>
6	0812-06	<p>Flood plane Management Plan: Flooding affects homes, neighborhoods, and daily life across Los Angeles. Every five years, the City of Los Angeles updates its Floodplain Management Plan, and we need your input to build a stronger, more flood-resilient Los Angeles. The Floodplain Management Plan helps LA better prepare for and reduce the impacts of flooding. The 2025 Update will identify both short- and long-term solutions—like policy updates, projects, and programs—to make Los Angeles more flood-resilient for years to come.</p> <p>Presented by Rhonda Lewis</p>
7	0812-07	<p>Resolution declaring Voices Neighborhood Council a Safe Haven for immigrants: A resolution declaring the Voices Neighborhood Council a Safe Haven for immigrants. The resolution reaffirms the Council's commitment to protecting immigrant communities, denounces discriminatory enforcement practices, supports recent federal court rulings and Mayor Karen Bass's Executive Directive, and urges the City of Los Angeles and LAPD to expand sanctuary protections and ensure compliance with constitutional standards.</p> <p>Presented by Giovanni Garcia</p>
8	0812-08	<p>Board Member Role Reassignment – Treasurer and Area 3 Representative: Action to approve the reassignment of board member roles, with Melvin Rivas transitioning from Area 3 to Treasurer, and Andrew Daramola transitioning from Treasurer to Area 3</p>

		<p>Representative. This role switch is being proposed to better align each board member's strengths, skills, and availability with the responsibilities of the respective positions.</p> <p>Presented by Andrea Daramola & Melvin Rivas</p>
9	0812-09	<p>Annual Administrative Packet (Update/Review): 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.</p> <p>Presented by Giovanni Garcia</p>
10	0812-10	<p>Board Trainings: We need to address the importance of completing required training, as they are directly tied to members' eligibility to participate in board voting for finding items.</p> <p>Presented by Ana Campos</p>
11	0812-11	<p>Cancellation of Services: Effective August 30th, 2025, the Voices Neighborhood Council will be terminating its services with WebCorner, our current website service provider and Rackspace, our current email provider. This decision is part of a broader effort to explore alternative websites and communications platforms that better meet the needs of our council and community.</p> <p>Presented by Giovanni Garcia</p>
12	0812-12	<p>Approval of Services: Effective September 1st, 2025, the Voices Neighborhood Council will begin website and email services with Fifth Sun Pictures. This transition follows the cancellation of services with our previous provider, WebCorner. Fifth Sun Pictures will provide:</p> <ul style="list-style-type: none"> • Standard website production services for a total cost of \$7,500 • Email services through Microsoft Outlook for an additional cost of \$1,440 <p>These services aim to improve the Council's digital communications, accessibility, and functionality.</p> <p>Presented by Giovanni Garcia</p>
13	0812-13	<p>Bylaws Changes: Every year we have a grace period of 3 months to make changes into our bylaws. These changes are submitted to the Department of Neighborhood Empowerment (Department) for final approval before becoming effective. What are some changes that the board and community would suggest?</p>

		Presented by Giovanni Garcia
14	0812-14	Planning a Board Retreat: To begin discussing the possibility of organizing a board retreat, including goals, potential dates, locations, budget considerations, and desired outcomes. Input from all board members will be encouraged to help shape the retreat's purpose and format. Presented by Giovanni Garcia
15	0812-15	ADJOURNMENT

PUBLIC COMMENTS

The public is requested to fill out a "Speaker Card" 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 3 minutes per speaker, unless adjusted by the presiding officer of the Council, and given to the first 10 persons who submit Speakers Cards to the Recording Secretary.

CODE OF CONDUCT

The City of Los Angeles Code of Conduct will be enforced to ensure the Voices Neighborhood Council meetings are collaborative, supportive, and respectful of divergent opinions.

AMERICANS WITH DISABILITIES ACT (ADA)

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 emailing chair@VoicesNC.org. Note: for TTY/TDD services, please refer to state provided services at <https://ddtp.cpuc.ca.gov/homepage.aspx>. Zoom meetings feature closed captioning functionality.

PUBLIC POSTING OF AGENDAS

Neighborhood Council agendas are posted for public review as follows:

- Vermont Square Library, 1201 W. 48th St. Los Angeles, CA 90037
- www.voicesnc.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>

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 our website: www.VoicesNC.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 323-285-1877 or email at: Recordingsecretary@voicesnc.org

RECONSIDERATION AND GRIEVANCE PROCESS

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

SERVICIOS DE TRADUCCION

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Jaime Rabb, Chair, por correo electrónico a chair@voicesnc.org para avisar al Concejo Vecinal.

RULES REGARDING ONLINE MEETINGS:

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.

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.

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Message received from Addie Burns, Girl Scouts:

My name is Addie Burns, a rising senior at Santa Monica High School who has been an active Girl Scout since Kindergarten. I am currently looking for a project to earn my Gold Award which is an 80-hour service project.

You might be wondering why your neighborhood. It's because my aunt and uncle have lived here most of my life and their home has become a home away from home for me. I spent a lot of time there during COVID, and now I would like to give something back.

I'd like to build a free neighborhood library where people, specifically kids in school, can get access to free books. I have already started to form a team. I have gotten several parties to agree to help with book donations, including Martha Sherod at our local Vermont Square library and our younger sister troop in Santa Monica, who I'll train to do bi-monthly book drives. Once the structure has been assembled, it will be located on a main thoroughfare easily accessible to everyone in the area. As a former chairman of the neighborhood council, Jaime Rabb has agreed to be my project advisor and ensure that the structure is maintained and remains in good working order for years to come. I will make sure that it is re-stocked on a bi-monthly basis so that neighborhood children will continue to have reading materials made available to them.

My hope is that the library will also enhance the community by bringing neighbors closer together. It will be a place where community members can share resources, anyone can feel free to donate books as well as take them home.

What I'd need from you is a letter of support on letterhead. I have attached an example below.

I would very much appreciate the opportunity to present my plan to the board in person at your upcoming August 12th meeting. Please let me know if you can put me on the agenda. I promise to be quick and hopefully persuasive.

City of Los Angeles
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Melvin Rivas, Treasurer

Rhonda Lewis, Corresponding Secretary

To Whom It May Concern,

I am writing on behalf of the Voices Neighborhood Council to express our enthusiastic support for Addie Burns' Girl Scout Gold Award project, which proposes the installation of a free neighborhood library in our community.

Addie's project aims to promote youth literacy by increasing access to books for young children and families in the area. This initiative reflects the values of civic engagement, educational empowerment, and community building—principles that our neighborhood council actively advocates for through our outreach, programming, and partnerships. We are impressed with Addie's commitment to giving back and the thoughtful approach she is taking to address a local need. Her project not only demonstrates leadership and initiative, but also reflects a long-standing tradition of community-minded service that we are proud to support.

The concept of a free neighborhood library—where families can take a book or leave a book—encourages reading at an early age, creates opportunities for intergenerational sharing, and cultivates a culture of learning beyond the classroom. For a historically underserved area like ours, these kinds of grassroots efforts are especially impactful. They help bridge educational gaps, spark curiosity, and create gathering points for neighbors to connect.

We were honored to have Addie join us at our General Board Meeting on Tuesday, August 12, 2025, where she presented her proposal to install a free neighborhood library in our community. Following her presentation, the Voices Neighborhood Council unanimously voted to support her project and issue this formal letter of endorsement on official council letterhead.

We thank Addie for including our neighborhood in her project vision and look forward to seeing her work come to life for the benefit of our community.

Warm regards,

Giovanni Garcia
Chair, Voices Neighborhood Council
(213) 305-0472
chair@voicesnc.org

-NOT OFFICIAL UNTIL COUNCIL ACTS -

City of Los Angeles
Voices Neighborhood Council

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RESOLUTION DECLARING VOICES NEIGHBORHOOD COUNCIL A SAFE HAVEN FOR IMMIGRANTS

WHEREAS, South Los Angeles has long been a home to diverse and vibrant immigrant communities, and immigrants make up the fabric of our neighborhood as our neighbors, classmates, coworkers, family members, community leaders, and friends; and

WHEREAS, the fundamental American constitutional protections of due process and equal protection embodied in our Constitution and Bill of Rights apply to every person, regardless of immigration status; and

WHEREAS, Voices Neighborhood Council is one of 99 neighborhood councils in Los Angeles, an official sanctuary city made up of approximately 35% immigrants and many more descended from immigrant parents; and

NOW, THEREFORE, BE IT RESOLVED, that the Voices Neighborhood Council declares our community a Safe Haven Neighborhood for all immigrants and explicitly affirms the rights of all Voices stakeholders regardless of race, country of origin, or immigration status; and

BE IT FURTHER RESOLVED, that the Voices Neighborhood Council stands with other local leaders, religious institutions, unions, and advocates in condemning policies designed to spread fear in our communities and to separate families; and

BE IT FURTHER RESOLVED, that the Voices Neighborhood Council condemns any and all extrajudicial detainment, deportations, and family separations, and affirms that no neighbor should live in fear of being targeted for who they are; and

BE IT FURTHER RESOLVED, that the Voices Neighborhood Council urge the Los Angeles City Council and Mayor to expand and strengthen sanctuary protections across all city departments, ensuring public spaces — including schools, libraries, and service centers — remain safe and accessible regardless of political shifts; and

BE IT FURTHER RESOLVED, that the Voices Neighborhood Council urges the Los Angeles Police Department and all local law enforcement agencies to actively ensure compliance with the federal court order and to reject participation in any immigration enforcement activities that rely on racial profiling, violate due process, or undermine the protections set forth in both the Executive Directive and the court's ruling; and

BE IT FINALLY RESOLVED, that the Voices Neighborhood Council commits to partnering with community-based organizations to provide resources, outreach, and safe spaces for immigrant families in South Los Angeles.

PASSED AND APPROVED BY THE VOICES NEIGHBORHOOD COUNCIL on this [Date] day of [Month], 2025.

Presented by: Giovanni Garcia

Chair, Voices Neighborhood Council

August 4, 2025

To the Voices Neighborhood Council,

We are writing to formally notify you of a mutual agreement between us—Andrew Daramola (Treasurer) and Melvin Rivas (Area 3 Representative)—regarding a proposed switch in our current roles on the Voices Neighborhood Council.

Due to recent changes in Andrew's personal life, he is no longer able to fully carry out the responsibilities required of the Treasurer position. After careful consideration and discussion between us, we have agreed that it would be in the best interest of the Council and the community we serve for Andrew to assume the role of Area 3 Representative, and for Melvin to step into the role of Treasurer.

This proposed role switch reflects our continued commitment to serving our community effectively and ensuring that the Council's duties are carried out with consistency and care.

We kindly ask for your support and acknowledgment of this request, and we are happy to provide any additional information needed to move forward with the appropriate updates.

Sincerely,

Andrew Daramola

Treasurer, Voices Neighborhood Council

Melvin Rivas

Area 3 Representative, Voices Neighborhood Council

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

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	

<p style="text-align: right;">Neighborhood Council</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Annual Budget for Fiscal Year: _____</p>	
Annual Budget Funds	
Rollover Funds*	
Total Annual Budget Funds	

Office/Operational Expenditures Category	
Total Office/Operational Expenditures	

*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds and/or applicable adjustment, if any, approximately August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover and/or adjustments.

Outreach Expenditures Category	
Total Outreach Expenditures	

Election Expenditures Category	
Total Election Expenditures	

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