

## **CISs for June 8, 2022 Board Meeting**

Discussion/Motion: CF 22-0392 Digital Off-Site Signs / Outdoor Advertising / Transportation Communication Network Program Structures / Los Angeles County Metropolitan Transportation Authority (MTA) [CIGA Committee recommends Support

Sunland-Tujunga Neighborhood Council (To Be Pulled )

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9-8) CF 22-0102 Equity Analysis / Violence and Crime / Black Women and Girls / Missing Person Cases. [CIGA Committee recommends **Support**]

In light of the increased number of Black Women and Girls who experience violent crime and/or go missing, Sunland-Tujunga whole heartedly agrees that everything possible should be done to alleviate the danger and suffering of these women. We are in support of CF 22-0102 as a first step to finding a solution to this situation and urge that it be approved.

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9-9) Discussion/Motion: CF 20-1524-S1 To Council Motion (de Leon - Blumenfield) relative to instructing the City Administrative Officer to execute any necessary documents to accept the Homeless Housing, Assistance and Prevention (HHAP) Program Round 3 funding. [CIGA Committee recommends **Support**]

Sunland-Tujunga Neighborhood Council supports CF 20-1524-S1. The grant funds received, need to be banked and designated for their proper use.

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9-10) Discussion/Motion: 22-0600-S18 To Public Safety Committee Budget Recommendation, dated May 18, 2022, relative to instructing the Emergency Management Department to report to the Public Safety Committee on the programming breakdown of the Innovation and Development Division and how resources are currently distributed to address climate change challenges, such as wildfires. [CIGA Committee recommends Support]

Sunland-Tujunga Neighborhood Council feels that it is important to ensure that the available resources are distributed to the best advantage to address climate challenges such as wildfires. Thus we are urging the support of CF 22-0600-S18

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9-11) Discussion/Motion: CF 22-0158 Los Angeles Municipal Code / 12.03 / 12.80 / 12.81 / Shelters for the Homeless / Interim Housing / Zones. [CIGA Committee recommends Against]

The Sunland-Tujunga Neighborhood Council is OPPOSED to CF 22-0158 for the following reasons: 1). There are existing faster options available to be considered or utilized, such as the 26 city owned vacant

lots and parking lots identified in the City Controller's report of Jan. 2022. 2) Emergency housing without long-term plans to resolve drug addiction, job skills and permanent housing, extends the problem without any real solution. 3). Per LAMC 12.81, Temporary homeless shelters are already permitted by-right in the R3, RAS3, R4, RAS4, C2, C4, C5, M1, M2, M3 zones. Permitting homeless shelters "by-right" in all the other more restrictive zones, like single family zones, is inconsistent with the current review process (i.e. Conditional Use) that other uses have to file for. It is wrong to speed up and shut out community input, concerns, and/or support on potentially controversial projects. 4). The placement system is not based on the local homeless population. It goes well beyond that with no end in sight.

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RE: \_\_\_ (SUPPORT/AGAINST) CF \_\_\_

Contact Information

Neighborhood Council: Sunland-Tujunga

Name:

Phone Number:

Email:

The Board approved this CIS by a vote of: Yea( ) Nay( ) Abstain( ) Ineligible( )  
Recusal( )

Date of NC Board Action: 6/8/2022

Type of NC Board Action: AGAINST

Impact Information

Date: 6/8/2022

Update to a Previous Input: No

Directed To: **City Council and Committees** Council File Number: 22-0158

Agenda Date: 6/8/2022

Item Number: 9-11

Summary:

The Sunland-Tujunga Neighborhood Council is OPPOSED to CF 22-0158 for the following reasons: 1). There are existing faster options available to be considered or utilized, such as the 26 city owned vacant lots and parking lots identified in the City Controller's report of Jan. 2022. 2) Emergency housing without long-term plans to resolve drug addiction, job skills and permanent housing, extends the problem without any real solution. 3). Per LAMC 12.81, Temporary homeless shelters are already permitted by-right in the R3, RAS3, R4, RAS4, C2, C4, C5, M1, M2, M3 zones. Permitting homeless shelters "by-right" in all the other more restrictive zones, like single family zones, is inconsistent with the current review process (i.e. Conditional Use) that other uses have to file for. It is wrong to speed up and shut out community input, concerns, and/or support on potentially controversial projects. 4). The placement system is not based on the local homeless population. It goes well beyond that with no end in sight.

MOTION PLANNING & LAND USE MANAGEMENT

The Los Angeles homelessness crisis requires the City to be innovative and cut red tape wherever possible. The number of people sleeping on our streets every night far exceeds the beds we are able to offer. There are churches, synagogues, mosques, temples and other properties owned by non-profits that are eager to be part of the solution, but are barred based on the location of their property. We need to continue to work to make it as easy as possible for these charitable organizations to build and operate homeless shelters in the City.

On March 28, 2017, the Los Angeles City Council started this process by adopting Ordinance No. 184836 to amend Section 12.03, 12.80, and 12.81 of the Los Angeles Municipal Code (LAMC) to more quickly establish temporary homeless emergency shelters during a declared shelter crisis. In particular, LAMC Sec. 12.80 allows for temporary shelters for the homeless on City owned and leased properties in any zone as a matter of right. LAMC Sec. 12.81 allows for temporary shelters to be established and operated in the R3, RAS3, R4, RAS4, R5, C2, C4, C5, CM, M1, M2, and M3 zones, if the shelter is operated by a religious institution or a non-profit, charitable organization on property the organization owns or leases.

We need to go further. As a matter of practicality, many religious organizations and other charitable entities that could take advantage of this provision own and/or operate properties in R3 and more restrictive zones. Amending the process would serve the City's goal to produce additional, flexible interim housing solutions as part of a multipronged approach to addressing the housing crisis.

**I THEREFORE MOVE** that City Council instruct Los Angeles City Planning (LACP), with assistance from other relevant Departments, to report back in 45 days with options to amend Sections 12.03, 12.80, and 12.81 of the LAMC to allow "shelters for the homeless" and other forms of interim housing to be established and operated on properties located outside of R3, RAS3, R4, RAS4, R5, C2, C4, C5, CM, M1, M2, and M3 zones during a declared shelter crisis.

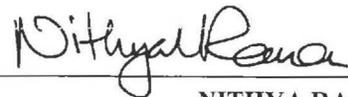
**I FURTHER MOVE** that City Council instruct LACP, with assistance from other relevant Departments, to report back in 45 days with options to amend Section 14.00 of the LAMC to streamline the administrative approval of "shelters for the homeless" as a public benefit project. The report shall consider expanding where shelters can operate as a matter of right, allowing for a broader array of innovative interim housing solutions by reducing or eliminating certain objective zoning requirements, revising existing performance standards to reflect current best practices, and explore additional strategies to facilitate the provision of interim housing.

**I FURTHER MOVE** the City Council instruct LACP, with assistance from the City Attorney, to report back in 45 days with options that identify a streamlined processes to allow existing and new emergency / temporary shelters to extend their operation or be made permanent in order to provide greater certainty on potential future operation under the LAMC.

PRESENTED BY:



MIKE BONIN  
Councilmember, 11th District



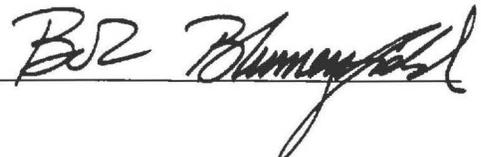
NITHYA RAMAN  
Councilmember, 4th District



SECONDED BY:



MARQUEECE HARRIS-DAWSON  
Councilmember, 8th District



FEB 09 2022

RE: \_\_\_\_\_ (SUPPORT/AGAINST) CF -22-0102--

Contact Information

Neighborhood Council: Sunland-Tujunga

Name:

Phone Number:

Email:

The Board approved this CIS by a vote of: Yea( ) Nay( ) Abstain( ) Ineligible( )  
Recusal( )

Date of NC Board Action:

6/8/2022 Type of NC SUPPORT

Board Action:

Impact Information

Date:

Update to a Previous Input: No

Directed To: **City Council and Committees** Council File Number: 22-0102

Agenda Date: 6/8/2022

Item Number: 9-8

Summary: In light of the increased number of Black Women and Girls who experience violent crime and/or go missing, Sunland-Tujunga whole heartedly agrees that everything possible should be done to alleviate the danger and suffering of these women. We are in support of CF 22-0102 as a first step to finding a solution to this situation and urge that it be approved.

MOTION

On January 8, 2022, Tioni Theus, a 16-year old Black girl and resident of the City of Los Angeles, was found dead on the southbound 110 Freeway on-ramp on Manchester Avenue, a victim of an apparent murder. According to reporting in the *Los Angeles Times*, nearly two weeks elapsed before requests for public assistance in finding Tioni's killer were made. To date, the murder of Tioni Theus remains unsolved and no substantive known progress has been made in the case.

The murder of Tioni Theus is a tragic loss, but it is not an isolated incident. Her murder is an unfortunate representation of the longstanding history of violence against Black women and girls in the United States that too often goes underreported, unsolved or overlooked.

In 2020, Black women and girls faced the highest murder rate of any ethnic group in the United States, an average of four murders per day, according to the FBI. Data from the National Crime Victimization Survey show that Black women are also twice as likely to be threatened by an offender armed with a handgun as their white counterparts. According to nationwide crime data from 1980 to 2008 analyzed by Scripps Howard News Service, the clearance rate for homicides involving white victims was 78 percent, compared to 67 percent for victims of color.

Black women and girls made up 34% of the 268,884 total girls and women missing in 2020, according to the National Crime Information Center, despite making up only 15% of the U.S. female population.

Meanwhile, national news coverage of missing and murdered women and girls remains disproportionate to the reality. A 2016 study published in the *Northwestern Law Journal of Criminal Law and Criminology* revealed that while Black Americans make up more than a third of all missing persons reported to the FBI, they make up approximately one-fifth of the missing persons reported in the mainstream media. By comparison, the study showed that white missing persons received slightly more media coverage than their actual share of the total missing persons population.

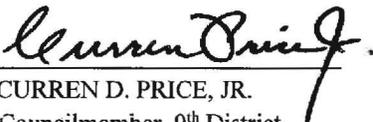
While violent crime against any individual, regardless of race or gender, is a terrible tragedy, deep inequities exist in the violence and crime Black women and girls face, the ways in which those crimes are covered in the media, and in turn, the way in which society perceives and responds to the problem. Tioni Theus, and all Black women and girls who have been the victims of violent crime, deserve our attention, compassion, and the swift and urgent pursuit of justice.

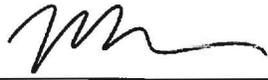
I THEREFORE MOVE, that the Civil + Human Rights and Equity Department, with the assistance of the LAPD, report back with an equity analysis on violence and crime facing Black women and girls in the City of Los Angeles, the rate at which homicides and violent crimes against them are

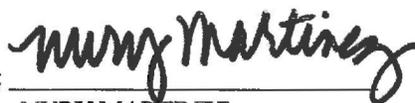


JAN 26 2022

solved, how missing persons cases involving Black women and girls are handled, and policy recommendations for providing equity and justice for these victims and their families.

PRESENTED BY:   
CURREN D. PRICE, JR.  
Councilmember, 9<sup>th</sup> District

  
MARQUEECE HARRIS-DAWSON  
Councilmember, 8<sup>th</sup> District

SECONDED BY:   
NURY MARTINEZ  
Councilwoman, 6<sup>th</sup> District

  
MONICA RODRIGUEZ  
Councilwoman, 7<sup>th</sup> District

  
NITHYA RAMAN  
Councilwoman, 4<sup>th</sup> District

RE: \_\_\_\_\_ (SUPPORT/AGAINST) CF - 20-1524-S1--

Contact Information

Neighborhood Council: Sunland-Tujunga

Name:

Phone Number:

Email:

The Board approved this CIS by a vote of: Yea( ) Nay( ) Abstain( ) Ineligible( )  
Recusal( )

Date of NC Board Action:

Type of NC Board Action:

SUPPORT

AGAINST

AGAINST UNLESS AMENDED

Impact Information

Date:

Update to a Previous Input: No

Directed To: **City Council and Committees** Council File Number: 20-1524-S1

Agenda Date: 6/8/2022

Item Number: 9-9

Summary:

Sunland-Tujunga Neighborhood Council supports CF 20-1524-S1. The grant funds received, need to be banked and designated for their proper use.

**MOTION**

On March 23, 2022, City Council approved the Homelessness and Poverty Committee Report, dated March 10, 2022 (C.F. 20-1524-S1), directing the City Administrative Officer (CAO) to apply for the State of California's Homeless Housing, Assistance, and Prevention Program, Round 3 (HHAP 3) grant funding in the amount of \$143,640,000. The deadline to apply for the grant is June 30, 2022. These funds will be used to support continuing COVID-19 Homelessness Roadmap operations, A Bridge Home operations, homeless outreach, public health and hygiene services, programs for youth experiencing homelessness or at-risk of becoming homeless, and other services. A total of 50 percent of these funds must be obligated by May 31, 2024; and 100 percent of funds must be expended by June 30, 2026.

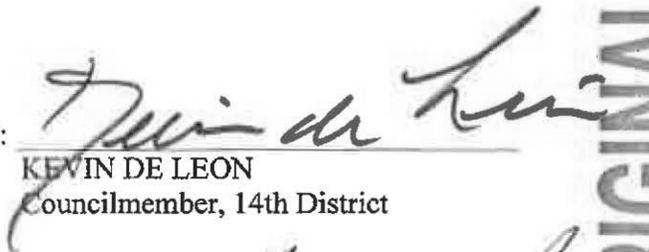
The City has received an initial disbursement of HHAP 3 funds in the amount of \$28,728,000 and needs authority to deposit these funds, prior to programming the funds in a pending HHAP 3 report to be heard by Council later this year.

**I THEREFORE MOVE** that the City Council instruct the City Administrative Officer to:

- a. Execute any necessary documents to accept the Homeless Housing, Assistance and Prevention (HHAP) 3 funding on behalf of the City; and
- b. Be the designated grant administrator for HHAP 3;

**I FURTHER MOVE** that the City Council instruct the Controller to establish a new Special Fund, entitled "HHAP 3," within Department 10, to receive and disburse the HHAP 3 funds.

PRESENTED BY:

  
KEVIN DE LEON  
Councilmember, 14th District

SECONDED BY:



ORIGINAL

MAY 17 2022



RE: \_\_\_\_\_ (SUPPORT) CF-2-0600-S18

Contact Information

Neighborhood Council: Sunland-Tujunga

Name:

Phone Number:

Email:

The Board approved this CIS by a vote of: Yea( ) Nay( ) Abstain( ) Ineligible( )  
Recusal( )

Date of NC Board Action: 6/8/2022

Type of NC Board Action: SUPPORT

Impact Information

Date:

Update to a Previous Input: No

Directed To: **City Council and Committees** Council File Number: 22-0600-S18

Agenda Date: 6/8/2022

Item Number: 9-10

Summary:

Sunland-Tujunga Neighborhood Council feels that it is important to ensure that the available resources are distributed to the best advantage to address climate challenges such as wildfires. Thus we are urging the support of CF 22-0600-S18

## ADOPTED BUDGET RECOMMENDATION

Instruct the Emergency Management Department to report to the Public Safety Committee on the programming breakdown of the Innovation and Development Division and how resources are currently distributed to address climate change challenges, such as wildfires.

(Pursuant to adoption of the Mayor's 2022-23 Budget on May 18, 2022)

## RESOLUTION

WHEREAS, any official position of the City of Los Angeles with respect to legislation, rules, regulations or policies proposed to or pending before a local, state or federal government body or agency must have first been adopted in the form of a Resolution by the City Council with the concurrence of the Mayor; and

WHEREAS, in 1996, the United States Congress passed restrictive welfare and immigration legislation that created unnecessary barriers, including an arbitrary five-year waiting-period – often referred to as “the five-year bar” – which has denied lawfully present immigrant families access to critical health and social services; and

WHEREAS, for more than 25 years, the arcane policy has resulted in unnecessary hunger, illness and other harm to hard-working immigrant families; and

WHEREAS, the LIFT the BAR Act (H.R.5227) would restore access to programs like Medicaid, CHIP, and SNAP, by removing the five-year bar and other barriers that deny critical care and aid to people who are lawfully present, including people with “green cards,” Deferred Action for Childhood Arrivals, crime victims, COFA migrants, child maltreatment victims and orphans who hold Special Immigrant Juvenile Status (SIJS), and other noncitizens residing lawfully in the United States; and

WHEREAS, specifically, the LIFT the BAR Act would repeal key provisions of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) that: restricts lawfully present immigrants’ eligibility for federal assistance programs, allows states to adopt more punitive restrictions, erects barriers for states or localities that wish to use their own funds to establish more inclusive programs, and deters access to critical services for immigrants with sponsors; and

WHEREAS, additionally, the Act would redefine “qualified noncitizens,” a term used to determine eligibility for many federal programs, to include any individual who is lawfully present in the United States; and

WHEREAS, the Act would further provide that individuals who have access to Affordable Care Act health insurance under current rules would not lose access to affordable coverage if they remain ineligible for Medicaid.

NOW, THEREFORE, BE IT RESOLVED, with the concurrence of the Mayor, that by adoption of this Resolution, the City of Los Angeles hereby includes in its 2021-22 Federal Legislative Program SUPPORT for the LIFT the BAR Act (H.R.5227), which would align federal assistance programs with the eligibility standards of the Affordable Care Act, allowing all lawfully present immigrants to access federal programs without discriminatory bars or waiting periods.

PRESENTED BY:

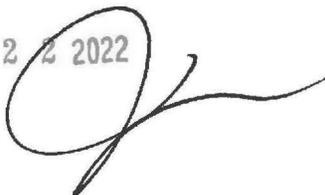
  
PAUL KORETZ

Councilmember, 5<sup>th</sup> District

SECONDED BY:



FEB 22 2022



MOTION

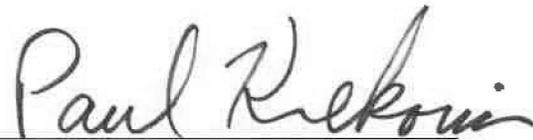
On December 8, 2021, the Council authorized the City Administrative Officer to execute a Memorandum of Agreement (MOA) for the development of a Transportation Communication Network (TCN) Program between the City and the Los Angeles County Metropolitan Transportation Authority (Metro), (Council File No. 21-0600-S110).

The MOA has been executed (Contract No. C-139852), which establishes a revenue sharing framework that provides the City with 50 percent of net revenue from outdoor advertising on TCN structures located within the boundaries of the City.

The contract term of the MOA is twenty years, effective January 12, 2022 through January 12, 2042, and its implementation is conditioned upon the City enacting an ordinance that allows off-site advertising to be displayed on the TCN structures through the duration of the MOA, and subject to any design and development standards, including any mitigation measures; and the take-down of static billboards. In addition, per the MOA, Metro is the lead agency for California Environmental Quality Act compliance.

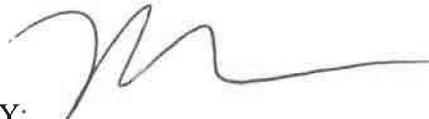
I THEREFORE MOVE that the Council instruct the Planning Department, with the assistance of the City Attorney, to prepare and present an ordinance to allow digital off-site signs to be displayed on structures that are part of the Transportation Communication Network Program between the City and Metro (Council File No. 21-0600-S110).

PRESENTED BY:



PAUL KREKORIAN  
Councilmember, 2nd District

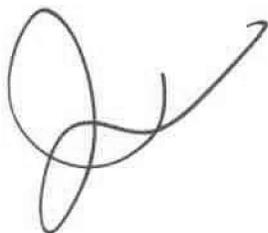
SECONDED BY:



MARQUEECE HARRIS DAWSON  
Councilmember, 8th District

ORIGINAL

APR 05 2022



The City of Los Angeles lies within the California Floristic Province, which is globally recognized as one of thirty-five biodiversity hotspots on the planet and the only hotspot in the Continental United States. The City is home to a number of threatened and rare species and provides habitat for a wide range of native vegetation and wildlife.

The survival and well-being of the City's residents depends directly on ecosystem services, including food production, oxygen generation, water purification, topsoil creation, biodegradation, and waste removal. These and many other services are built directly from an integrated community of natural biodiversity.

Access to natural landscapes which support local biodiversity contributes to quality of life, educational opportunities, restorative recreational activities, economic growth, and City character. Biodiverse landscapes provide benefits to residents such as increased productivity, fewer sick days, greater sense of place and community, and a shared sense of history.

Unfortunately, opportunities to access biodiversity are not equitably distributed across the City's neighborhoods. Underserved communities, in addition to disproportionately bearing the burden of environmental pollution, also lack opportunities to connect with nature and biodiversity. Additionally, inner-city biodiversity is often not studied, entire wildlife communities are ignored and human communities remain unengaged in the work.

The City does not currently have a cross-cutting, equitable, and integrated program to protect, manage, restore and enhance the unique biodiversity within the larger urban ecosystem in the City and region. Recognizing this, Mayor Garcetti's Sustainable City pLAn of 2015 specifically calls for development of a "no-net-loss" biodiversity strategy.

The City Biodiversity Index (also known as the Singapore Index) has been developed by international experts in urban biodiversity planning and management under the Convention on Biological Diversity and provides a self-assessment tool for cities. It is a voluntary, transparent, and objective framework to document and enumerate a city's existing native biodiversity and the ecosystem services such as climate regulation provided by that biodiversity. The Index also provides frameworks for setting conservation targets and developing biodiversity management and education programs.

The City, recognizing the importance of native biodiversity for its intrinsic, educational, scientific, and socio-ecological values, should commit to implementing the City Biodiversity Index.

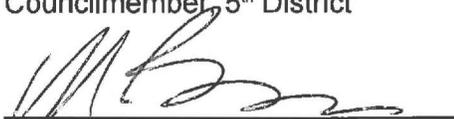
The City should also develop habitat-based geospatial strategies for incorporating the conservation and equity of biodiversity in specific plans, development permitting, connectivity, planning, urban forestry, and the design and maintenance of parks and streets.

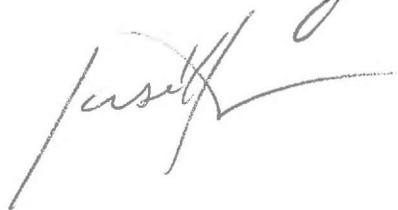
I THEREFORE MOVE that the Chief Legislative Analyst's office, in partnership with the Mayor's Sustainability Team, be directed to convene a working group of City departments, including LA Sanitation, the Planning Department, the Bureau of Street Services and its Urban Forestry Division, the Department of Recreation and Parks, the Port of Los Angeles, the Department of Water and Power, the Zoo and other relevant departments, to report back on their current and future strategies and matrices for protecting biodiversity in all City practices.

I FURTHER MOVE that LA Sanitation with the assistance of the Planning Department, the Bureau of Street Services (Urban Forestry Division), the Department of Recreation and Parks, the Port of Los Angeles, the Zoo and other relevant departments, be directed to convene a Technical Advisory Committee (TAC) comprised of local universities, NGOs, and relevant governmental agencies including the LA County Natural History Museum, to report back with recommendations for strategies to protect and improve biodiversity in the City and on the feasibility of implementing the City Biodiversity Index.

I FURTHER MOVE that the TAC should develop and implement best practice strategies for community engagement and outreach on biodiversity including implementation of equity-minded citizen science projects that serve the full range of City neighborhoods.

PRESENTED BY:   
PAUL KORETZ  
Councilmember, 5<sup>th</sup> District

SECONDED BY: 

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ORIGINAL

**RESOLUTION**

WHEREAS, any official position of the City of Los Angeles with respect to legislation, rules, regulations, or policies proposed to, or pending before a local, state or federal governmental body or agency must have first been adopted in the form of a Resolution by the City Council with the concurrence of the Mayor; and

WHEREAS, existing law prohibits pedestrians from entering roadways and crosswalks, except under specified circumstances, and establishes procedures for peace officers to make arrests for such violations; and

WHEREAS, such crossing of roadways by pedestrians is referred to as "jaywalking", a term devised by proponents of the automobile industry in the early part of the twentieth century; and

WHEREAS, this term was used to deflect public pressure from ensuring safer multimodal streets to strictly dividing travel and devising roadways as "car-first" places; and

WHEREAS, "jaywalking" in Los Angeles can often be the safer option for pedestrians given the design of our streets and may also represent the natural path of travel for people walking; and

WHEREAS, there is confusion over what constitutes "jaywalking" and what constitutes crossing as a pedestrian at legal crossing locations; and

WHEREAS, AB 2147 (Ting and Friedman), "The Freedom to Walk Act," would decriminalize jaywalking when it is safe to cross the roadway; and

WHEREAS, the bill makes technical changes to address the concerns stated in the Governor's 2021 veto message of AB 1238 (Ting and Friedman) and defines when an officer can stop a pedestrian for jaywalking; and

WHEREAS, this crucial legislation will protect vulnerable people walking against arbitrary, racially-biased, pre-textual policing, as well as burdensome fees and fines, and unnecessary, and potentially lethal, interactions with law enforcement; and

WHEREAS, AB 2147 (Ting and Friedman) promotes the fair and equitable use of streets by legalizing crossings outside of a crosswalk or against a traffic light when it is safe to do so.

NOW, THEREFORE, BE IT RESOLVED, with the concurrence of the Mayor, that by the adoption of this Resolution, the City of Los Angeles hereby includes in its 2021-2022 State Legislative Program SUPPORT for AB 2147 (Ting and Friedman), "The Freedom to Walk Act," which would decriminalize jaywalking when it is safe to cross the roadway.

PRESENTED BY:   
NITHYA RAMAN  
Councilmember, 4<sup>th</sup> District

SECONDED BY: 

ORIGINAL

MAY 17 2022

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](mailto: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 2<sup>nd</sup> Signer is being appointed**

\_\_\_\_\_  
SIGNATURE OF THE 2<sup>nd</sup> SIGNER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME OF THE 2<sup>ND</sup> 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

**1<sup>st</sup> Bank Cardholder**

**Please check here if a new Cardholder is being appointed**

\_\_\_\_\_  
SIGNATURE OF THE 1<sup>st</sup> BANK CARD HOLDER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME OF THE 1<sup>st</sup> BANK CARD HOLDER

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
BOARD POSITION

\_\_\_\_\_  
PHONE NUMBER

**2<sup>nd</sup> Bank Cardholder**

**Please check here if a new Cardholder is being appointed**

\_\_\_\_\_  
SIGNATURE OF THE 2<sup>nd</sup> BANK CARD HOLDER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME OF THE 2<sup>nd</sup> 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**

**1<sup>st</sup> Bank Cardholder**

\_\_\_\_\_  
SIGNATURE OF THE 1<sup>st</sup> BANK CARD HOLDER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME OF THE 1<sup>st</sup> BANK CARD HOLDER

**2<sup>nd</sup> Bank Cardholder**

\_\_\_\_\_  
SIGNATURE OF THE 2<sup>nd</sup> BANK CARD HOLDER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME OF THE 2<sup>nd</sup> 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**

<b>Office/Operational Expenditures Category</b>	
<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>
<b>Total Office/Operational Expenditures \$15,500.00</b>	





<b>Neighborhood Purposes Grants (NPG) Expenditures Category</b>	
<b>Total NPG Expenditures</b>	

<b>Community Improvement Projects (CIP) Expenditures Category</b>	
<b>Total CIP Expenditures</b>	

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

## 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](mailto:Clerk.NCFunding@lacity.org)  
 (213)978-1058