



Contact us/sign up:
www.harborgatewaynorth.org
P.O. Box 3723, Gardena, CA 90247
310-768-3853 office
hgnnc@sbcglobal.net

BOARD MEETING
Tuesday June 13, 2023 at 7:00 pm
555 W. Redondo Beach Blvd. – Room 185, Gardena, CA 90248

Board Members

Miguel Vazquez, Chairperson
Joan Jacobs, Vice-Chairperson
Rosalie Preston, Secretary
Piers Fairclough, Treasurer
Keith Pitts, District 1
Julia Esqueda-Arteaga, District 2

Reynaldo Paduani, District 3
Arvie Powell, District 4
Jodette Spann, District 5
Lorenzo Johnson, District 6
Joycelyn Montgomery, District 7
William Yates, District 8

Jackie Jackson, Community Organization.
Richard Lee, Youth Advocate
Elijah Thomas, Youth Representative
Angela Springs, Outreach/Communications
Craig Kusunoki, At-Large

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte nosotros al (310) 768-3853 o por correo electrónico hgnnc@sbcglobal.net para avisar al Concejo Vecinal.

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.

AGENDA

- 1) Welcome/call to order/Board roll call (quorum is 9 members)
- 2) General public comment on non-agenda items that are within the Neighborhood Council's subject matter jurisdiction. Each speaker will be allowed 2 minutes per speaker.
- 3) Reports
 - a) Council District 15
 - b) Mayor's Office
 - c) Department of Neighborhood Empowerment
- 4) Approval of the 2023-2024 Administrative Packet, including a fiscal year budget **Vote**
- 5) Discussion of possible dates in August for a Board Retreat
- 6) Review of current issues in each of the eight HGNNC Districts
- 7) Update on SB 411 (Portantino-ensuring Neighborhood Councils can meet online)

- 8) Administrative motions
- a) Approval of the May 16, 2023, Special Board minutes **Vote**
 - b) Approval of the May 2023 Monthly Expenditure Report **Vote**
- 8) Board business/announcements
- a) Reports from Committee Chairs
 - b) Brief announcements from Board members – NC Budget Day is June 17; new Board to be sworn in on July 11
 - c) Presentation of certificates to outgoing Board members

Adjournment

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

Public Posting of Agendas -

Neighborhood Council agendas are posted for public review as follows:

- 135th Street School, 801 W. 135th Street, Gardena, CA 90247
- www.harborgatewaynorth.org
- You can also receive our agendas via email by subscribing to L.A. City's [Early Notification System \(ENS\)](#)

Notice to Paid Representatives -

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

Public Access of Records -

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at Harbor Gateway North Neighborhood Council office 205, 555 W. Redondo Beach Blvd., at our website: www.harborgatewaynorth.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 our Secretary at (310) 768-3853 or email at: hgnnc@sbcglobal.net

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 www.harborgatewaynorth.org

Harbor Gateway North Neighborhood Special Board Meeting

Tuesday, May 16, 2023

555 W. Redondo Beach Blvd., Room 185

Present: Miguel Vazquez (Chairperson), Rosalie Preston (Secretary), Piers Fairclough (Treasurer), Keith Pitts (District 1), Julia Esqueda-Arteaga (District 2), Arvie Powell (District 4), Jodette Spann (District 5), William Yates (District 8), Jackie Jackson (Community Organization Representative), Angela Springs (Outreach/Communications Representative), and Craig Kusunoki (At-large Representative)

1) Welcome/call to order/Board roll call: Chairperson Miguel Vazquez called the meeting to order at 7:05 p.m. Roll-call determined that a quorum of Board members was present.

2) General public comment on non-agenda items that are within the Neighborhood Council's subject matter jurisdiction:

3) Reports

a) Council District 15: Harbor Gateway Field Deputy Nicholas Chavez noted that the two Harbor Gateway Recreation Centers, Rosecrans and Normandale, held Spring Egg Hunts for their communities. March 25 was California Clean Up Day, with one clean up taking place at the Boys and Girls Club at 802 W. Gardena Blvd. and participation by the Environmental Charter Middle School and many community volunteers. He noted that The Enclave, 190th Street, has four restaurants to try out. Vermont Avenue between 131st to 135th Streets will be resurfaced on April 14, to be followed by resurfacing of 120th Street between Hoover to Vermont Avenue. Council File 23-0278 (funding for Harbor Gateway freeway underpass lighting) has been approved by the Public Works Committee and will be voted on by the City Council on April 12. Senior Lead Officers have been working on homeless encampment issues. The Mayor's Office will be recommending that more funds be added to the City budget for clean ups of illegal dumping. Sidewalks are being repaired using funds that were mandated by the lawsuit. He clarified that twenty-five sidewalks will be repaired in CD 15 this year, which means just five in the Harbor Gateway area. The need for sidewalk repair is determined by a grading system to determine the priority order. In regards to street sweeping, there are many vacancies in Street Services, so no additional routes are being added.

b) Mayor's Office: Joycelyn Dominguez was not present but had emailed her report.

c) Los Angeles County Supervisor, 2nd District: There was no representative present.

LAPD: Senior Lead Officer Tyson Hamaoka introduced himself as the successor to Senior Lead Officer Angelo Stewart, who has retired after 31 years of service. He has been an LAPD officer for twenty years, based at the Southeast Division for eighteen years, and a Senior Lead Officer for ten years. He covers HGNC Districts 7 and 8. He noted that there has been a lot of theft from vehicles and theft of vehicles which is related to the nearby homeless encampments along Stanford and Avalon. He has been working with Caltrans on the homeless encampments. There have been thefts from individuals along Imperial Highway between Stanford and Central Avenue in the 7:30 p.m. to 2 a.m. range. His LAPD cell number is 213-793-0726 (can text) and email is 36892@lapd.online. He works closely with Senior Lead Officer Robert Martinez.

d) Department of Neighborhood Empowerment: Neighborhood Empowerment Advocate Freddy Cupen-Ames said that the Congress of Neighborhoods will be held on September 23 at City Hall, with lunch and dinner provided. Suggestions for workshops should be made now and

volunteers for the planning committee are welcome. Neighborhood Councils can help support the Congress by voting on contributions. The cost will be \$25,000 to cover the meals for attendees. Learn more at neighborhoodcongress.la Region 12 Board elections are now completed, with the final results to be released on April 14 or possibly April 16.

2) General public comment on non-agenda items that are within the Neighborhood

Council's subject matter jurisdiction: Jennifer Williams, candidate for State Senate District 35 introduced herself. The current State Senator Steven Bradford will be termed out. Jennifer lives in the Westmont area of unincorporated Los Angeles County, west of Vermont Avenue. She is a CPA and worked for Price-Waterhouse for eight years. As a child she lived in the Ujima Village, which was built over a former Exxon-Mobil tank farm. The key focus of her campaign is transparency, equity, and accountability. More about her campaign platform can be found at www.jennifer4senate.com

Andrew Arias, Phillips 66 liaison, said that the Phillips 66 tank farm at Broadway borders Compton and Harbor Gateway North. Recently notices on gasoline pipeline safety were mailed to nearby residents. He would like to speak at greater length to stakeholders on pipeline safety, possibly at the April 25 General Membership meeting.

6) Outreach events:

a) Report on 2023 Board election – vote by mail and in-person voting totals, unofficial results: The unofficial results have been posted on the City Clerk website. There was good turnout at in-person voting on April 1. The City Clerk said that 59 vote by mail ballots were sent to stakeholders. Final results will be posted April 14. For the tie for the District 8 Representative, the City Clerk will set up a meeting of the two candidates, who will then draw straws to break the tie.

b) Neighborhood Team Program online – monthly classes continue via Zoom on May 4: The next class via Zoom is May 4. For the April 6 class, a number of people had trouble logging onto the meeting. Rosalie will follow up with Chin Thammasaengsri to see if an easier method of access can be set up. The previous classes are supposed to be posted on the Neighborhood Team Program website.

c) Tues. April 25 General Membership meeting at the 135th Street School Auditorium: This will be the first in-person meeting in three years. 311 will be there in person or possibly via Zoom. The Neighborhood Prosecutor Todd Tristan has been invited, but probably will not be able to be present. Phillips 66 will discuss pipeline safety.

8) Board business/announcements

a) Reports from Committee Chairs: Planning and Land Use Committee Chair Keith Pitts said that there will be a Q and A about the Weingart Willows-Project Homekey, 14032 S. Vermont Avenue, at the May 25 Planning and Land Use committee meeting. Pastor Martin Porter will be arranging a field trip for some of the Planning and Land Use Committee members to view the affordable housing projects which Logos Faith Development has already built as they might consider building a project within the HGNNC.

b) Brief announcements from Board members: There were none.

The meeting was adjourned at 8:11 p.m.

Minutes taken by Rosalie Preston, Secretary

Monthly Expenditure Report



Reporting Month: May 2023

Budget Fiscal Year: 2022-2023

NC Name: Harbor Gateway North
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$13051.33	\$3432.78	\$9618.55	\$2430.65	\$0.00	\$7187.90

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$32000.00	\$1328.27	\$4583.84	\$930.65	\$3153.19
Outreach		\$2104.51		\$500.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$0.00	\$0.00	\$0.00	\$1000.00	\$-1000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$23983.38	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	ATT BILL PAYMENT	05/09/2023	ATT U-verse April 18, 2023--wi fi and internet for HGNNC office	General Operations Expenditure	Office	\$69.55
2	Insight Investments, LLC	05/12/2023	Monthly lease cost for office copier - Inv. RT00577794. - forwarded by City Clerk	General Operations Expenditure	Office	\$76.09
3	Insight Investments, LLC	05/12/2023	Office copier lease - Inv.# RT00577795 - forwarded by City Clerk	General Operations Expenditure	Office	\$76.09
4	Insight Investments, LLC	05/12/2023	Office copier lease Inv.# RT00577793 - forwarded by City Clerk	General Operations Expenditure	Office	\$76.09
5	Insight Investments, LLC	05/12/2023	Office copier lease - Inv. # RT00577798 - forwarded by City Clerk	General Operations Expenditure	Office	\$76.09
6	Insight Investments, LLC	05/12/2023	Office copier lease - Inv. #RT00577797 - forwarded by City Clerk	General Operations Expenditure	Office	\$76.09
7	Insight Investments, LLC	05/12/2023	Office copier lease - Inv.# RT00577796	General Operations Expenditure	Office	\$76.09
8	Insight Investments, LLC	05/12/2023	Office copier lease - Inv. #RT00577801 - forwarded by City Clerk	General Operations Expenditure	Office	\$76.09



CITY OF LA ITA/ HARBOR GTWY
PO BOX 3723
GARDENA CA 90247-7423

Page: 1 of 2
Issue Date: Apr 18, 2023
Account Number: 322189916

AutoPay: Set up automatic payments that you can update whenever you want. Go to att.com/autopay today.


Managing your AT&T bills, products, and services on the go? It's a snap with myAT&T. Go to att.com/myatt to sign in or sign up.



Account summary

Your last bill	\$69.55
Payment, Apr 04 - Thank you!	-\$69.55
Remaining balance	\$0.00

Service summary

 Internet	Page 2	\$69.55
Total services		\$69.55

Total due

\$69.55

Please pay by May 10, 2023

Ways to pay and manage your account:



myAT&T app
iPhone and Android



att.com/pay



Ordering, billing or support
800.321.2000
TTY: 800.651.5111



Return this portion with your check in the enclosed envelope. Payments may take 7 days to post.

CITY OF LA ITA/ HARBOR GTWY
PO BOX 3723
GARDENA CA 90247-7423

Please pay \$69.55 by May 10, 2023

Account number: 322189916
Please include account number on your check

Make check payable to:

AT&T
PO BOX 5014
CAROL STREAM, IL 60197-5014

☐ CHECK FOR AUTOPAY
(SEE REVERSE)

41004073000322189916900000000695500000006955000009



Service activity

Internet

Monthly charges	Apr 19 - May 18	
1. AT&T Internet 100 (Monthly Recurring Charge)		\$65.00
Company fees & surcharges		
2. Cost Assessment Charge		\$4.55
Total for Internet		\$69.55

Important information

Late payment fee
A late payment fee of up to \$9.99 will be assessed if payment is not received on or before the due date.

Electronic check conversion
Paying by check authorizes AT&T to use the information from your check to make a one-time electronic fund transfer from your account. Funds may be withdrawn from your account as soon as your payment is received. If we cannot process the transaction electronically, you authorize AT&T to present an image copy of your check for payment. Your original check will be destroyed once processed. If your check is returned unpaid you agree to pay such fees as identified in the terms and conditions of your agreement, up to \$30. Returned checks may be presented electronically. If you want to save time and stamps, sign up for AutoPay at att.com/autopay using your checking account. It's easy, secure, and convenient!

AT&T U-verseSM TV, AT&T Internet and AT&T Phone provided by AT&T California.
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Printed on Recyclable Paper

AutoPay enrollment
If I enroll in AutoPay, I authorize AT&T to pay my bill monthly by electronically deducting money from my bank account. I can cancel authorization by notifying AT&T at www.att.com or by calling the customer care number listed on my bill. Your enrollment could take 1-2 billing cycles for AutoPay to take effect. Continue to submit payment until page one of your invoice reflects that AutoPay has been scheduled.

Bank Account Holder Signature: _____

Date: _____

AT&T payment update

From: AT&T Account Management (update@emaildl.att-mail.com)

To: hgnc@sbcglobal.net

Date: Tuesday, May 9, 2023 at 11:35 AM PDT

AT&T payment
confirmation

Hello,

We've received your payment.

Account number: ending in 9916

Amount: \$69.55

Payment date: 05/09/23

Payment method: Mastercard

Confirmation: 7QS7MYW9T03690R

Sign in to manage your billing and payment information.

Sign In

Thanks for choosing us,
AT&T

Popular support topics

[Manage wireless data use](#)

[Optimize your internet speed](#)

[Set up a mobile hotspot](#)



Go Paperless
Reduce clutter with



Set up AutoPay
Save time and pay



Understand your bill
Get info about your



REMIT TO :
Fifth Third Bank
Dept. 2055
PO Box 87618
Chicago, IL 60680-0618
United States of America

[illegible]

Approval of HGNNC 2022-2023 fiscal year budget

☐ Board Member Reimbursement

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

4

Date: June 17 2022



REMIT TO :
Fifth Third Bank
Dept. 2055
PO Box 87618
Chicago, IL 60680-0618
United States of America

[illegible]

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[illegible]

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4

Date: June 17 2022



Insight Investments LLC

Invoice No. : RT00577798
 Customer # : CIT069
 Invoice Date : 4/27/23
 Due Date : 4/27/23

INVOICE TO :
 City of Los Angeles
 Neighborhood Councils
 200 N. Spring Street
 Ste 224
 Los Angeles, CA 900120000
 United States of America

REMIT TO :
 Fifth Third Bank
 Dept. 2055
 PO Box 87618
 Chicago, IL 60680-0618
 United States of America

CUSTOMER REF	SERIAL #	DESCRIPTION	FROM	THROUGH	AMOUNT
Lease # 2021-INSIGHT-NC1					
P.O. # ARC#40 220000000004					
Equipment Location : 555 W Redondo Beach Blvd, Gardena, CA 90248-1612 United States of America					
CL-7-HGNNC	AA2J011015163	Konica Minolta Bizhub C360i Color MFP, 36 ppm, 1200x1200 dpi, 8GB memory, 250GB HDD			69.49
		Monthly Lease Rental	03/01/23	03/31/23	69.49
		Location Total Tax			6.60
		Location Total Payment			76.09
Invoice Subtotal					USD 69.49
Sales Tax					USD 6.60
PAY THIS AMOUNT					USD 76.09

Approval of HGNNC 2022-2023 fiscal year budget

☐ Board Member Reimbursement

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Date: June 17 2022



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[illegible]

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United States of America

[illegible]

Approval of HGNNC 2022-2023 fiscal year budget

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[illegible]

Approval of HGNNC 2022-2023 fiscal year budget

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Chicago, IL 60680-0618
United States of America

[illegible]

Approval of HGNNC 2022-2023 fiscal year budget

☐ Board Member Reimbursement

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4

Date: June 17 2022



Date	Invoice #
5/1/2023	22286

Physical Address

Date	Item	Description	Amount
05/01/2023	Rent	Suite 205	650.00

Phone: (310) 538-0566
Fax: (310) 630-0109
Email: contact@armoniainvestments.com

Total	\$650.00
--------------	-----------------

Date: July 19, 2022

Los Angeles, CA 90021

HARBOR GATEWAY NORTH
NEIGHBORHOOD COUNCIL
P.O. BOX 3723
GARDENA, CA 90247

DATE	INVOICE #
4/21/2023	F3055

P.O. NO.	TERMS	DUE DATE	DISTRIBUTIO...
		4/21/2023	4/21/2023

QUANTITY	DESCRIPTION		AMOUNT
10,000	DISTRIBUTION OF FLYERS		1,575.00
		Total	\$1,575.00



Minuteman Press Gardena
16829 S. Western Ave.
Gardena, CA 90247
310-719-7377

Web: www.gardena.minutemanpress.com
E-mail: ca267@minutemanpress.com

INVOICE

Invoice Number 20806
Invoice Date 4/19/2023

Bill to: Harbor Gateway North Neighborhood Council
Treasurer
P.O. Box 3723
Gardena, CA 90247

Phone: 310-768-3853

Ship to: Harbor Gateway North Neighborhood Council
Treasurer
P.O. Box 3723
Gardena, CA 90247

Phone: 310-768-3853



10,000 APRIL GENERAL MEMBERSHIP MEETING FLYERS (1/0) - 20# LIGHT GREEN
(Job 40479)

\$480.28

Notes

FINAL SHEET SIZE 8.5 x 11
SIGNLE SIDED (1/0)
CUSTOMER TO PROVIDE THE ARTWORK FILE
PAPER STOCK 20# LIGHT GREEN
SHRINK WRAP PER 500 PIECES

Invoice Subtotal:	\$480.28
Tax 10.25%:	\$49.23
Invoice Total:	\$529.51
Balance Due:	\$529.51

Click or Scan the QR Code
to Pay Online



Salesperson: MMP Gardena Customer Service

Terms: Net 10 days

Please pay from this invoice. No statements will be sent.

Received By _____

2.0000% interest per month on past-due invoices.

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

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