

City of Los Angeles
Voices Neighborhood Council
Special Board Meeting



Wednesday, August 24, 2022, 7:00 pm
VIA Telephone or Internet (Zoom)

Sally Embrey, Area 1
Javonne Sanders, Area 2
Abasi Patton, Area 3
Edward Garren, Area 4
Parker Rand, At-Large
Matthew Crawford, Corresponding Secretary
Vacant, Vice Chairperson



Vacant, Education
Vacant, Youth
Elizabeth Ebow, Housing
Estuardo Mazariegos, Community-Based
Sunny Keaton, Parliamentarian
Jason Saunders, Recording Secretary
Vacant, Treasurer

Jaime Rabb, Chairperson

SPECIAL Board Meeting

Wednesday, August 24, 2022

7:00 pm

Zoom Meeting Online or By Telephone

<https://zoom.us/j/96107326167>

Dial (669) 900-6833 or 877 853 5257 (Toll Free) to Join the Meeting

Then Enter This Webinar ID: 961 0732 6167 and Press #

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, al (323) 285-1877 o por correo electrónico a chair@voicesnc.org para avisar al Concejo Vecinal.

In conformity with the September 16, 2021 Enactment of California Assembly Bill 361 (Rivas) and due to concerns over Covid-19, The Voices Neighborhood Council Meeting will be conducted entirely with a call-in option or internet-based service option.

Every person wishing to address the Board must dial (877) 853-5257, and enter 961 0732 6167 and then press # to join the meeting. When prompted by the presiding officer, to provide public input at the Neighborhood Council meeting the public will be requested to dial *9 or use the Raise Hand option, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered.

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 Board.

AB 361 Updates:

Public comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned.

Any messaging or virtual background is in the control of the individual board member in their personal capacity and does not reflect any formal position of the Neighborhood Council or the City of Los Angeles.

QUORUM

The Voices Neighborhood Council has 14 elected positions and one nominated position. The Voices Neighborhood Council must have eight members present for quorum to conduct official business.

AGENDA FOR 8/24/2022

Call to Order
Roll Call

Action Items

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.	0822-01S	General Public Comment on Non-Agenda Items (limit 3 minutes per speaker)
2.	0822-02S	Voices Vacancy: Treasurer Review and discussion of vacant treasurer seat Member/Committee: J. Rabb Proposed Action: 1) Council to appoint vacant board seat for Treasurer.
3.	0822-03S	Treasurer's Report: Monthly Expenditure Report Review and discussion of VoicesNC Budget and MERs for July 2022. Member/Committee: J.Rabb <u>Proposed Action 1:</u> Motion to APPROVE the July 2022 MERs. Perform BAC. <u>Proposed Action 2:</u> Motion to APPROVE Administrative Board Packet including signers and bank card holders. Perform BAC
4.	0822-04S	Summer Saturday Extravaganza Review and discussion of additional funds for the events with CD9 held at Vermont Square Park in September 2022. <u>Proposed Action 1:</u> Motion to APPROVE an additional (not to exceed) \$3,000 to fund the Summer Saturday Extravaganza events at Vermont Square Park in September 2022.
5.	0822-05S	General Board Announcements on Non-Agenda Items (Not for Discussion)

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:

- 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 \(ENS\)](#)

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 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: VoicesNC90037@gmail.com.

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.

<u>Voices NC Council Vacancy</u>	
Interested stakeholders can email a Letter of Intent to chair@voicesnc.org . Additional information about Voices NC is available at https://VoicesNC.org .	
Council Vacancy	Description
1. Vice Chair	The Vice-Chair performs the duties of the Chairperson in their absence, secures monthly board meeting locations, formalize monthly agendas and submit to city according to Brown Act in coordination with Chair, maintain oversight of all committees in coordination with the Chair to ensure they are functioning appropriately, shall perform duties of the Parliamentarian in their absence and initiates annual budget planning in coordination with Treasurer or Chair.
2. Treasurer	The Treasurer initiates annual budget planning in coordination with Vice Chair or Chair; account for all funds belonging to the Voices Neighborhood Council; disburse all Voices Neighborhood Council funds to assure total compliance with Los Angeles City requirements; comply with the financial controls and reporting functions specified by the Standing Rules and regulations; prescribe a method for keeping a book of accounts and comply with Generally Accepted Accounting Principles; prepare the year-end financial report and present it to the board sixty (60) days prior to the close of the fiscal year
3. Education Representative	The Education Representative represents the interest of students and educators within our community. This representative should be informed on the issues and concerns related to educational organizations and institutions within Voices Neighborhood Council boundaries.
4. Youth Representative	The Youth Representative is appointed by the Board and must be at least sixteen (16) years of age at the time of appointment. This representative should be informed on the issues and concerns related to area youth and/or youth culture. If the appointed Youth Representative is less than eighteen (18) years of age, the person is excluded from voting on the (1) expenditure of Voices Neighborhood Council funds; (2) the hiring or

	firing of staff of the Voices Neighborhood Council; or (3) entering into contracts and agreements.
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<u>Voices NC Council Liaisons</u>			
Council Liaison	Meeting Time	Assigned Member	Alternate Member
1. SLAANC	Third Thursday of the month (6:30pm)	Matthew Crawford	Estuardo Mazariegos
2. LAPD 77th C-PAB	Second Thursday of the month (6:00pm)	Jaime Rabb	Matthew Crawford
3. LAPD Southwest C-PAB	First Monday of the month (6:30pm)		
4. Homelessness	Every Other Month (TBD) (6:30pm)	Elizabeth Ebow	
5. Resilience/Disaster Preparedness	TBD		
6. Budget Advocate	First Monday of the month (7:00pm)		
7. Neighborhood Council Sustainability Alliance	TBD		

<u>Voices NC Council Financial Responsibilities</u>
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Primary Signer	2nd Signer	Alternate Signer	1st Bankcard holder	2nd Bankcard holder
Vacant (Treasurer)	J. Rabb	N/A	J. Rabb	N/A

<u>Voices NC Standing Committees</u>		
<p><i>All meetings are open to the public and will be posted on www.empowerla.org. All meetings will be held at Vermont Square Library unless otherwise posted. For more about Voices NC Standing Committees refer to Bylaws, Article VI, and Section 1.</i></p>		
Standing Committees	Assigned Member	Description
1. Beautification, Outreach and Programming (BOP)	Sara Zurita (stakeholder) & Jaime Rabb (Co-Chairs)	The BOP Committee will have the responsibility to discuss issues, promote partnerships on projects and brainstorm ideas to encourage greater community involvement and support. The committee will explore issues and ideas in order to define community identity and values by giving voice to its citizens and providing a form for group action and expression. Also outreach to the VNC stakeholders by utilizing any acceptable and Board approved forms of media (e.g. flyers, newsletters, print, television/electronic media, signs, banners, website, etc.) to inform stakeholders regarding projects and events. The Chair selects meeting site, date and time and meets as directed in these Bylaws.
2. Budget & Finance	Vacant	The Budget and Finance Committee Investigate and pursue sources of income and funding. Make an initial review of project proposals and provide a report to the VNC board with recommendations. Generate a budget for each fiscal year, showing planned income and expenditures. And, maintain the Council budget current and report any issues to the Board.

3. Planning & Land Use	Edward Garren & Estuardo Mazariegos (Co-chairs)	The Planning & Land Use Committee shall review, take public input, report on and make recommendations of actions to the Board on any land use, beautification, and planning issues affecting the community in order to improve the health and quality of life of its citizens. The committee also reviews and recommends action regarding building development projects requiring land use permits within the VNC boundaries; advocates positions on land use and building design for the betterment of the community; and considers and provides recommendations to Council on other topics, such as rezoning, applications, development permits, and any subdivision that require council approval.
4. Senior Services	Vacant	The Senior Services Committee addresses the needs of senior citizens in the community and provides an environment where seniors can discuss current issues, share ideas and voice their concerns. The committee will be supportive of programs and services that provide seniors with maximum vitality and independence. It will identify, monitor and address issues that have impact upon seniors' quality of life. The committee will promote "Healthy Aging" by creating an environment where individual differences and needs are recognized; by promoting multicultural awareness, understanding and interaction; and by serving as a bridge to access government information and resources.
5. Youth & Education	Vacant	The Youth & Education Committee addresses the issues, concerns, programs and services related to the education of children, youth and adults and developing specific strategies and policies for influencing and achieving constructive outcomes within schools, classrooms, and other education/learning centers that serve the Voices community. Additionally, this committee has the general responsibility to discuss issues, foster collaboration on projects, and brainstorm ideas to encourage greater community involvement/support and participation.
6. Health & Safety	Vacant	The Health & Safety Committee seeks opportunities to organize and forums to mobilize the community in seeking safety practices. This includes partnering with Neighborhood Watch, Volunteer Safety Task Force (to enhance the Services provided by the School Crossing Guards), School Crossing Guards, Los Angeles Police Department Senior Lead Officers and Traffic Division and the Los Angeles Fire Department. Representatives of VNC will work to formalize a relationship with these City agencies and other entities responsible for "safety issues" in our community.

Monthly Expenditure Report



Reporting Month: July 2022

Budget Fiscal Year: 2022-2023

NC Name: Voices of 90037

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$32000.00	\$505.70	\$31494.30	\$0.00	\$3500.00	\$27994.30

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$18000.00	\$505.70	\$17494.30	\$0.00	\$17494.30
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$4000.00	\$0.00	\$4000.00	\$0.00	\$4000.00
Neighborhood Purpose Grants	\$10000.00	\$0.00	\$10000.00	\$0.00	\$10000.00
Funding Requests Under Review: \$3500.00		Encumbrances: \$0.00		Previous Expenditures: \$0.00	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	EXTRA SPACE 1562	07/12/2022	Monthly storage fee	General Operations Expenditure	Office	\$303.20
2	THE WEB CORNER, INC	07/14/2022	Monthly email and website services	General Operations Expenditure	Office	\$202.50
Subtotal:						\$505.70

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
Subtotal: Outstanding						\$0.00



1701 W Slauson Ave
Los Angeles, CA 90047

(323) 243 - 1017 / extraspace.com

July 12, 2022 12:17 AM PDT

EasyPay

Transaction # 119280000 / System

Rent 2467	289.00
07/12/22 - 08/11/22	
Insurance 2467	14.20
07/12/22 - 08/11/22	

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Transaction Total	\$303.20
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Payment Method

Mastercard ending in 0617	303.20
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Payment Total	\$303.20
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Merchandise Returns will be accepted in original packaging within 30 days of purchase.

Give yourself one less thing to worry about by signing up for easypay at:

myaccount.extraspace.com

The Web Corner, Inc.

15300 Ventura Blvd. Suite 400
 Sherman Oaks, CA 91403
 818-345-7443

Invoice

Date	Invoice #	Terms
7/1/2022	24168	
Ship To		

Bill To
Voices Neighborhood Council Jaime Rabb

QTY	Description	Price Each	Amount
1	July 2022 Monthly Maintenance: includes up to 1.5 hour for; phone support, web development, requests, & website adjustments	150.00	150.00
15	July 2022 Email Standard Mailboxes: 15 Accounts for voicesnc.org	3.50	52.50
0	July 2022 Hosting for voicesnc.org (included in maintenance)	15.00	0.00
Please remit payment at your earliest convenience.		Total	\$202.50
Thank you for your business!		Payments/Credits	\$0.00
		Balance Due	\$202.50

Merchant: The Web Corner, Inc

15300 Ventura Blvd. Suite 400
Sherman Oaks, CA 91403
US

8183457443

Order Information

Description: 24168

Order Number:

P.O. Number:

Customer ID:

Invoice Number:

Billing Information

Jamie Rabb
Voices NC

Shipping Information

Shipping: 0.00

Tax: 0.00

Total: USD 202.50

Payment Information

Date/Time: 14-Jul-2022 10:17:57 MDT

Transaction ID: 43519212848

Transaction Type: Authorization w/ Auto Capture

Transaction Status: Captured/Pending Settlement

Authorization Code: 041297

Payment Method: MasterCard XXXX0849

Office of the City Clerk
Neighborhood Council Funding Program
Fiscal Year Administrative Packet

Neighborhood Council: Voices

Fiscal Year: 2022 - 2023

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

treasurer@voicesnc.org

PRINT NAME OF THE TREASURER

EMAIL

Treasurer

BOARD POSITION

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer

Please check here if a new 2nd Signer is being appointed

Jaime Rabb
SIGNATURE OF THE 2nd SIGNER

7/12/2022
DATE

Jaime Rabb
PRINT NAME OF THE 2ND SIGNER

vicechair@voicesnc.org
EMAIL

Vice Chair
BOARD POSITION

310-963-6704
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
N/A

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

Jaime Rabb
SIGNATURE OF THE 1st BANK CARD HOLDER

7/12/2022
DATE

Jaime Rabb
PRINT NAME OF THE 1st BANK CARD HOLDER

vicechair@voicesnc.org
EMAIL

Vice Chair
BOARD POSITION

310-963-6704
PHONE NUMBER

2nd Bank Cardholder

Please check here if a new Cardholder is being appointed

SIGNATURE OF THE 2nd BANK CARD HOLDER
N/A

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

Jaime Rabb

SIGNATURE OF THE 1st BANK CARD HOLDER

7/12/2022

DATE

Jaime Rabb

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 – 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**

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	

Voices _____ Neighborhood Council Annual Budget for Fiscal Year: 2022 - 2023	
Annual Budget Funds	\$ 32,000.00
Rollover Funds*	
Total Annual Budget Funds	\$ 32,000.00

Office/Operational Expenditures Category	
Storage (\$303.20 per month)	\$ 3,700.00
Webcorner (Website maintenance, email, domain fee)	\$ 2,500.00
PO Box 82160 (annual)	\$ 500.00
Office Supplies	\$ 300.00
Certified Mail	\$ 100.00
Board business cards, name tags, shirts	\$ 600.00
Zoom License	\$ 300.00
Total Office/Operational Expenditures	\$ 8,000.00

*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	
Events	\$ 6,000.00
Outreach Swag	\$ 2,000.00
Outreach mailings and printing	\$ 1,000.00
Total Outreach Expenditures	\$ 9,000.00

Election Expenditures Category	
Election Outreach and Events	\$ 1,000.00
Total Election Expenditures	\$ 1,000.00

Neighborhood Purposes Grants (NPG) Expenditures Category	
3-4 NPGs	\$ 8,000.00
Total NPG Expenditures	\$ 8,000.00

Community Improvement Projects (CIP) Expenditures Category	
Electrical Box Painting (5)	\$ 6,000.00
Total CIP Expenditures	\$ 6,000.00

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 8,000.00
Outreach Expenditures	\$ 9,000.00
Election Expenditures	\$ 1,000.00
General and Operational Expenditures	\$ 18,000.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 8,000.00
Community Improvement Projects (CIP) Expenditures	\$ 6,000.00
TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$ 32,000.00

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 checked="" type="checkbox"/> NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Meeting Location:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input checked="" type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	Vermont Square Library
Property Address:	1201 W. 48th Street
Property Owner Name:	Los Angeles Public Library
Property Owner Phone Number:	Martha Sherod, 323-290-7405
Property Owner Email:	msherod@lapl.org

Storage Facility:

<input checked="" 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	Extra Space Storage
Facility Address:	1701 W. Slauson Blvd., Los Angeles, 90047
Facility Owner Phone Number:	323-243-1017
Facility Owner Email:	extraspace@mail.extraspacestorage.com
Name on Facility Account:	City of Los Angeles - City Clerk/Albert Farias, Voices NC

P.O. Box:

<input checked="" 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:	US Post Office
NC P.O. Box Address	Voices NC, PO Box 82160, Los Angeles, CA 90082
Property Owner Address:	5115 S. Figueroa St., Los Angeles, CA 90037
Property Owner Phone Number:	800-275-8777
Property Owner Email:	N/A
Name on P.O. Box Account:	City of Los Angeles, City Clerk/Albert Farias, Voices NC

Website Services:

<input checked="" 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:	Web Corner
Service Provider Address:	19509 Ventura Blvd., Tarzana, CA 91356
Service Provider Phone Number:	818-345-7443
Service Provider Email:	anna@webcorner.com
Type of Services Provided:	Hosting of voicesnc.org, email server, and monthly website maintenance

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