



agenda

# COASTAL SAN PEDRO NEIGHBORHOOD COUNCIL

locally listening & leading ...  ..

## BOARD AND STAKEHOLDER MEETING AGENDA

**Monday 20 August 2018 6:30 PM**

CABRILLO MARINA COMMUNITY BUILDING

2965 Via Cabrillo-Marina (*see map below*)

San Pedro, CA 90731

The public is invited to speak on issues of general interest during the public comment periods at the beginning and end of the meeting. Comments on specific agenda items will be heard only when those items are considered. Public comment may be limited in time or number of speakers. Those wishing to make comment, but not wanting to speak publicly, may submit written communications to the Board.

1. Voluntary opportunity to say the Pledge of Allegiance.
  2. Public comment on non-agenda items.
  3. Call to order and roll call.
  4. Board member comment on non-agenda items.  
*[May include comment on Board members' own activities/brief announcements; brief response to statements made or questions posed by persons exercising their general public comment rights or asking questions for clarification; introduction of new issues for consideration by the Board at its next meeting; or requests for research and a report back to the Board at a future time.]*
  5. Approval of prior meeting minutes.
  6. Reports from government agency representatives — *LA Police Department, Port Police, Council District 15, Port of LA, LA Unified School District, US Congress, State Assembly, Department of Neighborhood Empowerment, NC Budget Advocate, others.*
  7. Presentation by Port of Los Angeles on Harbor Blvd/Hwy 47 improvements. *[10 min, 5 min Q&A]*
  8. Presentation by Amber Ginsberg, Homelessness Committee, on homelessness initiatives. *[10 min]*
  9. Motion to establish a Council District 15 Homelessness Initiatives Citizens' Oversight Board.
  10. Motion regarding repair of coastal access stairs at Wilders Addition Park.
  11. Motion regarding free handicapped parking at Cabrillo Beach.
  12. Motion opposing SB 831, an act to amend Government Code regarding accessory dwelling units.
  13. Motion to adopt comments on Councilmember Ryu's "Neighborhood Council System Reforms".
  14. Motion to allocate funding for redesign of the Coastal San Pedro Neighborhood Council website.
  15. Motion to add Twitter and Instagram to social media postings by Coastal San Pedro Neighborhood Council.
  16. Motion to amend Standing Rules.
  17. Committee reports.
  18. Treasurer's report.
- Budget and Finance (Consent Calendar)*
19. Approval of Monthly Expenditure Reports
  20. Approval of Monthly Expenses, including approval of Treasurer's payment of all recurring Neighborhood Council expenses including (but not limited to) Lloyd Staffing, The Mailroom, Angels Gate Cultural Center meeting expenses, vendor(s) for meeting refreshments, and office supplies.
  21. Approval of funding requests received from committees.
  22. Adoption of the City Clerk's 2018–19 Fiscal Year Administrative Packet.
23. Appointments of committee officers, committee members, and other Board representatives.
  24. Announcements.
  25. Public comment on non-agenda items.
  26. Adjournment.

**9. Motion to establish a Council District 15 Homelessness Initiatives Citizens' Oversight Board. [Homelessness ad hoc Committee]**

WHEREAS, initiatives to resolve Homelessness will receive \$1.2 Billion as approved by City of Los Angeles voters in 2016 (Proposition HHH) and \$355 million over ten years as approved by Los Angeles County voters in 2017 (Measure H).

BE IT RESOLVED, the Coastal San Pedro Neighborhood Council recommends the establishment and functioning of the Council District 15 Homelessness Initiatives Citizens' Oversight Board as defined below:

CD15 Homelessness Initiatives Citizens' Oversight Board

1. Each Council District 15 (CD15) Neighborhood Council is requested to appoint one representative to the CD15 Homelessness Initiatives Citizens' Oversight Board ("CD15 HICOB") and will submit formal notification of such appointments to appropriate offices within the City of Los Angeles Mayor's Office, Council District 15, and Los Angeles County.
2. The CD15 HICOB will be responsible for monitoring implementation of the City of Los Angeles homelessness measures in CD15.
3. The CD15 Neighborhood Councils request the City of Los Angeles to designate a representative with the responsibility of functioning as a liaison with the CD15 HICOB.
4. The CD15 HICOB will monitor conditions at homelessness facilities funded by the City of Los Angeles and will issue monthly condition reports to the respective Neighborhood Council Boards.
5. The CD15 HICOB will consider comments submitted by stakeholders applicable to the City of Los Angeles homelessness measures in CD15.
6. The CD15 HICOB will submit recommendations, comments, and requests for response and/or assistance to the City of Los Angeles Mayor's office, Council District 15, and relevant responsible agencies.
7. The CD15 HICOB will continue as described above for period of three years and will continue thereafter at the direction of the CD15 Neighborhood Councils.

**10. Motion regarding repair of coastal access stairs at Wilders Addition Park. [Parks & Coastline Committee]**

Whereas, the coastal access staircase at Wilders Addition Park is in need of repair by the City of Los Angeles; and

Whereas, that location is the sole visitor-serving coastal access point in 2.5 miles of shoreline;

Therefore be it resolved, the Coastal San Pedro Neighborhood Council urges the City of Los Angeles to proceed with all needed repairs to the coastal access staircase at Wilders Addition Park on an expedited basis to restore shore access and avoid violating the California Coastal Act; and

Be it further resolved, the Coastal San Pedro Neighborhood Council (CSPNC) requests that the City regularly report to CSPNC on progress of the repairs, beginning with an anticipated schedule.

**11. Motion regarding free handicapped parking at Cabrillo Beach [Parks & Coastline Committee]**

Be it resolved, the Coastal San Pedro Neighborhood Council urges the City of Los Angeles to make handicapped parking at Cabrillo Beach free of charge.

## **12. Motion opposing SB 831, an act to amend Government Code regarding accessory dwelling units. [Planning & Transportation Committee]**

*Resolved*, the Coastal San Pedro Neighborhood Council opposes Senate Bill 831, an act to amend Government Code regarding accessory dwelling units, and shall file a Community Impact Statement (text follows) on any relevant City of Los Angeles Council action and shall send a letter (text follows) to Senator Steven Bradford.

### *Community Impact Statement for Los Angeles City Council*

The Coastal San Pedro Neighborhood Council opposes SB 831, legislation that seeks to remove local government zoning and land use regulations regarding accessory dwelling units (ADUs) and urges the City to include opposition to this measure in their legislative program. State legislation already removes much of the local autonomy by requiring the city to allow second units on any existing R1 (single family) property. The proposed SB 831 would further restrict the City's ability to regulate such units by removing the City's ability to include lot coverage standards and prohibiting the consideration of square footage of a proposed accessory dwelling unit when calculating an allowable floor-to-area ratio or lot coverage ratio for the lot. It would require that an application for an ADU be approved or disapproved within 60 days and if the City does not act within 60 days, then the application shall be deemed approved. It would prohibit requiring that off-street parking spaces be replaced when a garage, carport, or covered parking structure is demolished or converted into an ADU and would not allow the City to require owner occupancy by the permit applicant.

### *Letter to State Senator Steven Bradford, 35th District*

The Coastal San Pedro Neighborhood Council opposes SB 831, legislation that seeks to remove local government zoning and land use regulations regarding accessory dwelling units (ADUs) and urges you to vote against it.

State legislation already removes much of the local autonomy by requiring the city to allow second units on any existing R1 (single family) property. The proposed SB 831 would further restrict local communities abilities to regulate such units and plan for liveable neighborhoods.

Among other things, the legislation would remove the ability to include lot coverage standards and prohibit the consideration of square footage of a proposed accessory dwelling unit when calculating an allowable floor-to-area ratio or lot coverage ratio. The result could be wildly out of scale and character developments.

The proposed reduction of time for an application to be acted on from 120 days to 60 days is unrealistic for a City the size of Los Angeles and appears designed to require automatic approval of every application.

Of particular concern to us is the proposed prohibition on requiring that off-street parking spaces be replaced when a garage, carport, or covered parking structure is demolished or converted into an ADU. Existing legislation already does not allow for a requirement of parking for that new unit. This would be a double wammy. In San Pedro, we have many old neighborhoods where the parking is already insufficient.

Finally, we are concerned about the provision that would not allow the City to require owner occupancy by the permit applicant.

SB 831 is an overreach of the State's authority. We urge you to vote against it.

Thank you for your consideration of this request.

### **13. Motion to adopt comments on Councilmember Ryu’s “Neighborhood Council System Reforms”. [Dean Pentcheff]**

Resolved, The Coastal San Pedro Neighborhood Council adopts the following comments on Councilmember David Ryu’s “Neighborhood Council System Reforms” (Council File 18-0467).

- *Change the name of DONE to “Neighborhood Councils Department”, BONC to “Neighborhood Councils Commission” and phase out “EmpowerLA” branding.*  
Support.
- *Amend LAMC to remove “Community Impact [sic] Stakeholder” and consider adding other definitions by ordinance.*  
Strongly support removing the “Community Interest Stakeholder”, given the confusion and disruption this has caused, and the impossibility of refining that definition to make it workable.  
Disagree with adding other stakeholder classifications: retain “lives, works, or owns property” as a reasonably clear and inclusive stakeholder definition.
- *Amend City Charter to eliminate selections.*  
Strongly support the elimination of selections.  
Strongly recommend that there be significant outreach and publicity from the City level to publicize the existence, capabilities, and elections of neighborhood councils. This should be in addition to localized outreach and publicity by NCs.
- *Create a one-time review examining NC board seats for equity and provide suggestions to increase equity.*  
We are concerned that any allocation of board seats amongst stakeholder types inevitably creates (rather than diminishes) inequities. We recommend removing or minimizing seat allocation by stakeholder types, and recommend open (“at large”) seats as a straightforward way of improving equity of representation.  
We do not think that the BONC is the appropriate body to oversee an equity review process, and would prefer that it be overseen by an external review body.  
Another aspect of equity (not noted in Councilmember Ryu’s recommendations) is funding equity across NCs. To preserve funding equity while allowing for flexibility in NC size through subdividing (or combining) NCs, NC funding should be allocated to NCs on a per-stakeholder basis, rather than at a fixed level per NC.
- *Create a uniform minimum voting and board member age.*  
Support.
- *Develop required planning and land use training for some committee chairs.*  
We disagree with requiring training, but support the development of voluntary training.  
We strongly recommend that planning and land use training be developed by PlanCheckNC or other NC participants who have an adequate background for the job, rather than by DONE or another City agency.
- *Ability to roll over a non-cumulative maximum of \$10,000 per year.*  
Support.
- *Amend LAMC to permit in-kind or monetary donations to NCs.*  
Support.
- *Consider holding all NC elections on a single day citywide.*  
Strongly support the idea of a single election day, primarily because it would highlight the need for citywide publicity about NCs, and would make citywide publicity about NC elections clearer and easier to deliver.
- *Develop a process to assist NCs with accessing shared space in City facilities.*  
Support.
- *Develop and share a compendium of best practices.*  
Support.
- *Develop point of contact lists for City departments and agencies and appoint a single point of contact for each within each NC.*  
Support.

**14. Motion to allocate funding for redesign of the Coastal San Pedro Neighborhood Council website. [Doug Epperhart]**

*Resolved*, the Coastal San Pedro Neighborhood Council shall allocate funds not to exceed \$500 for a redesign of the Coastal San Pedro Neighborhood Council website.

**15. Motion to add Twitter and Instagram to social media postings by Coastal San Pedro Neighborhood Council.**

*Resolved*, the Coastal San Pedro Neighborhood Council shall establish Twitter and Instagram feeds to represent the neighborhood council in parallel to and with the same guidelines as the current Facebook account.

**16. Motion to amend Standing Rules**

*Be it resolved*, the Coastal San Pedro Neighborhood Council shall amend its Standing Rules as follows (text deleted is in ~~strikethrough~~ and text to be added is in **underlined bold**):

**2. Composition and Organization of Committees**

Committees shall require a quorum of three to transact business. Committees shall have at least three members, at least one of whom shall be a member of the Governing Board. No stakeholder may chair more than one committee.

Each committee shall have a chair and may have a one or more vice-chairs. Committee chairs, vice-chairs, and committee members shall be appointed by the Governing Board, and must be ratified by the Governing Board in order to vote at committee meetings.

The Governing Board shall appoint committee chairs, vice-chairs, and members annually    at the first meeting of a newly elected Board    and at other times as necessary.

**3. Establishment of Standing Committees**

The Governing Board establishes the following standing committees.

**Budget and Finance:** Responsible for budgetary and fiscal matters.

**Communications:** Responsible for all outreach and community relations, including website, publications, and events.

**Economic Development:** ~~Responsible for matters related to the commercial and economic environment.~~

**Election Committee:** Responsible for conducting the process for election of the Governing Board.

**Emergency Preparedness and Public Safety:** Responsible for matters related to emergency preparedness and public safety.

**Environment and Sustainability:** Responsible for matters related to environmental issues and sustainability efforts.

**Homelessness: Responsible for matters relating to the alleviation of homelessness.**

**Parks and Coastline:** Responsible for matters related to parks and coastal issues.

**Planning and Transportation:** Responsible for matters related to planning, zoning, and transportation issues.

**Port:** Responsible for matters related to the Port of Los Angeles.

**Rules and Bylaws:** Responsible for matters related to rules and bylaws.

For more information, please call 310-918-8650; write to CSPNC, 1840 S. Street #34, San Pedro, CA 90731; or visit the Coastal San Pedro Neighborhood Council website at [www.cspnc.org](http://www.cspnc.org).

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** — The public can 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 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 Committee or Board meeting.

**STATE OF CALIFORNIA PENAL CODE SECTION 403** (Amended by Stats. 1994, Ch. 923, Sec. 159. Effective January 1, 1995.) — Every person who, without authority of law, willfully disturbs or breaks up any assembly or meeting that is not unlawful in its character, other than an assembly or meeting referred to in Section 302 of the Penal Code or Section 18340 of the Elections Code, is guilty of a misdemeanor.

**THE AMERICAN WITH DISABILITIES ACT** — 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, assisted 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 at 213.978-1551.

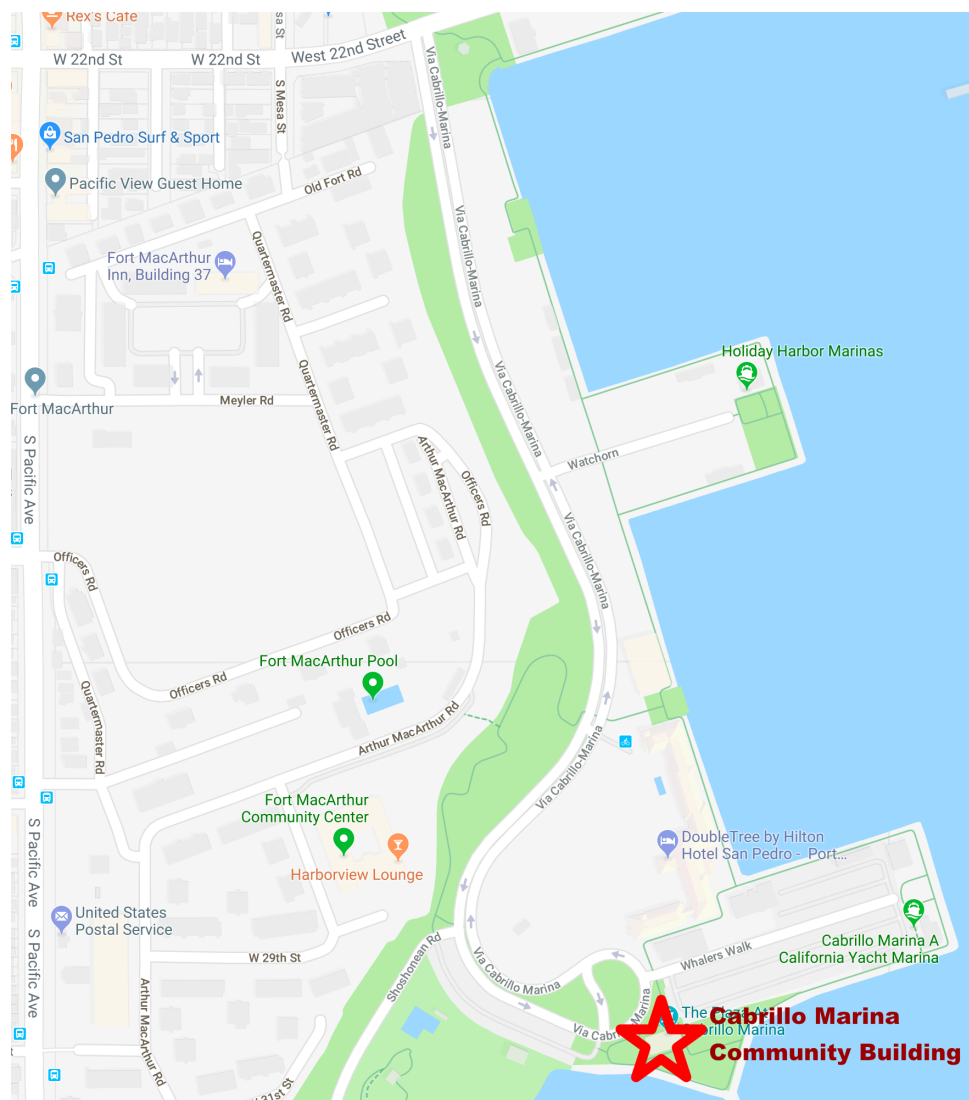
**PUBLIC ACCESS OF RECORDS** — In compliance with government code section 54957.5, non-exempt writings that are distributed to all or a majority of the Board members in advance of a meeting may be viewed at 1840 S Gaffey St, San Pedro, CA 90731, at our website: [www.cspnc.org](http://www.cspnc.org), or at a scheduled meeting. In addition if you would like a copy of any record related to an item on the Agenda, please contact the Coastal San Pedro Neighborhood Council at 310.918.8650.

**PUBLIC POSTING OF AGENDAS** — Coastal San Pedro Neighborhood Council agendas are posted for public review as follows: • 1840 S Gaffey St, San Pedro, CA 90731 • [www.cspnc.org](http://www.cspnc.org) • You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at: <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

**RECONSIDERATION AND GRIEVANCE PROCESS** —

For information on the Coastal San Pedro Neighborhood Council's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the CSPNC Bylaws. The Bylaws are available at our Board meetings and our website <http://www.cspnc.org>

**SERVICIOS DE TRADUCCION** — Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a the CSPNC Secretary, al 213.978-1551 por correo electrónico [board@cspnc.org](mailto:board@cspnc.org) para avisar al Concejo Vecinal.



Fiscal Year  
2018 -2019

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

Neighborhood Council: \_\_\_\_\_

## Summary

As the Neighborhood Councils (NCs) transition from Fiscal Year 2017-18 to Fiscal Year 2018-19, the Office of the City Clerk has identified the need for a more comprehensive approach to ensure a complete record of all items that support the NCs fiscal and administrative operations, to include an annual budget, office space requirements, etc. In an effort to make the submission and processing of these items simpler and more streamlined, this Office has created the 2018-19 Fiscal Year Administrative Packet.

## 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.

## Procedure

On a yearly basis, we will be requiring each NC to discuss, prepare and approve the Administrative Packet. Once the packet has been voted on by the board, the packet and the BAC is to be submitted to the NC Funding Program by the due date below.

Please complete the full packet and take board action to confirm the information. Each packet contains the following items listed below:

- Letter of Acknowledgement – Signed by all Financial Officers
- Completed Budget
- Request for Office Space, Meeting Space, Storage Facility, Post Office Box (P.O. Box), and Website Services

Please have a completed packet and the corresponding Board Action Certification (BAC) emailed to [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org) by **July 30, 2018**.

As we await your packet submission, per NC Funding Policy 1.1 section 1.b, access to your funds will be limited to \$333.00, until the budget and all other requested documents (administrative packet) have been received.

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 \**  
**LETTER OF ACKNOWLEDGEMENT**

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 PERSONS WHO ARE AUTHORIZED TO APPROVE EXPENSES OR TO REQUEST FUNDING.

**BANK CARD AGREEMENT OF RESPONSIBILITIES**

This document outlines the responsibilities that I, as the Neighborhood Council Bank Card Holder, 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 required for the conduct of official Neighborhood Council business only.
2. 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.
3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

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. I have signed and received a copy of the Letter of Acknowledgement regarding the Neighborhood Council Funding Program, have attended and completed the training regarding the Funding Program and the Card, and understand the requirements and limitations regarding the Card's use.

**Neighborhood Council Financial Officers - Names and Signatures:**

**Treasurer**

\_\_\_\_\_  
SIGNATURE OF THE TREASURER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME OF THE TREASURER

\_\_\_\_\_  
EMAIL

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

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

**Second Signer**

---

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

---

DATE

---

PRINT NAME OF THE 2<sup>ND</sup> SIGNER

---

EMAIL

---

BOARD POSITION

---

PHONE NUMBER

**Bank Cardholder**

---

SIGNATURE OF THE BANK CARD HOLDER

---

DATE

---

PRINT NAME OF THE BANK CARD HOLDER

---

EMAIL

---

BOARD POSITION

---

PHONE NUMBER

**Alternate Signer** (If not applicable, please indicate “N/A”)

---

SIGNATURE OF THE ALTERNATE SIGNER

---

DATE

---

PRINT NAME OF THE ALTERNATE SIGNER

---

EMAIL

---

BOARD POSITION

---

PHONE NUMBER

## Neighborhood Council Budget Template

### Budget for Fiscal Year 2018-2019

This budget template is an optional tool, and your Neighborhood Council may submit a budget different from this template. Please note per the Neighborhood Council Funding Program Policies and Guidelines, Outreach, Elections, Community Improvement Projects, and Neighborhood Purposes Grants must be voted individually. A line item on the budget is not sufficient for Outreach, Elections, Community Improvement Projects, and Neighborhood Purposes Grants. For your convenience please find below the NC Funding Policy 1.1:

---

#### NC Funding Program Policy 1.1 Annual Budget and Fiscal Year

"The fiscal year of the City shall begin on July 1 or each year and shall end on June 30 of the following year." City of Los Angeles, Charter Sec. 310.

As an entity of the City of Los Angeles, the NCs adhere to the same fiscal calendar as the City of Los Angeles. Each fiscal year, the NCs will be given access to their annual allocation through the Office of the City Clerk's prescribed method.

#### 1. Annual Budget

Pursuant to Los Angeles Administrative Code Section 22.810.1 (g), NCs are to spend the funds on the functions, operations, outreach, and projects of a NC. The budget is a plan for the utilization of resources and expenditures.

- a. The budget is comprised of three expenditure categories:
  - i. General and Operational Expenditures (comprised of three subcategories)
    1. Office/Operational
    2. Outreach
    3. Elections
  - ii. Neighborhood Purposes Grants
  - iii. Community Improvement Projects
- b. NCs must submit a budget to Department of Neighborhood Empowerment, with an electronic copy to the Office of the City Clerk, NC Funding Program.
  - i. NCs that have not submitted a Budget will be limited to \$333.00/month for General and Operational expenditures for 3 months. If a budget is not submitted by the 4th month of the fiscal year, the NC's funds will remain frozen.

#### 2. Annual Budget Specific Line Items

- a. The Office of the City Clerk will not accept specific line items in the annual budget as authorization for payments except for monthly recurring Office/Operations-related expenditures. These may include:
  - i. Office rent and office equipment lease payments
  - ii. Storage facility rent payments
  - iii. Telephone and Internet services
  - iv. Meeting refreshments and snacks
  - v. Website hosting and maintenance
  - vi. Professional services, i.e. translators and minute-takers for monthly meetings
- b. Outreach, Election, Neighborhood Purposes Grants, and Community Improvement Project expenditures require individual approval by the NC and cannot be authorized for payment in annual budgets as specific line items.

#### 3. Fiscal Year

The Fiscal Year begins on July 1 and ends on June 30 of the following year.





<b>Community Improvement Projects</b>	
<b>Total Community Improvement Projects</b>	

<b>Neighborhood Purposes Grants</b>	
<b>Total Neighborhood Purposes Grants</b>	

<b>Total Budget Allocations</b>	
Subtotal Office Expenditure	
Subtotal Outreach Expenditures	
Subtotal Elections Expenditures	
Total Office, Outreach, and Election Expenditures	
Total Community Improvement Project Expenditures	
Total Neighborhood Purposes Grants Expenditures	
<b>Total Expenditure for FY 2018-2019</b>	

**Request for Administrative Agreements**

To start or renew a lease agreement for your Office Space, Meeting Space, Storage facilities, P.O. Boxes, and/or Website services please complete this form. If sections of the form do not apply to your Neighborhood Council please select NA on the sections that do not apply. After a lease agreement has been drafted from the information provided, the board must agendaize and approve the agreement at a future meeting date. The information provided on this form is to request an agreement; the vote taken to request an agreement does not replace the final vote a board takes to approve all particular information related to an agreement.

**Office Lease Agreement Request:**

<input type="checkbox"/> Renewal <input type="checkbox"/> New <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Address:	
Phone Number:	
Property Owner (if known):	
Property Owner Address (if known):	
Property Owner Email (if known):	
Projected Monthly Cost:	
Donation Value (if applicable):	

**Board Meeting Location:**

<input type="checkbox"/> Renewal <input type="checkbox"/> New <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Address:	
Property Owner (if known):	
Property Owner Address (if known):	
Property Owner Email (if known):	
Do you pay for the meeting location?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Donation Value (if applicable):	

**Storage Facility Agreement Request:**

<input type="checkbox"/> Renewal <input type="checkbox"/> New <input type="checkbox"/> NA	
Name on Account:	
Storage Facility Address:	
Property Owner (if known):	
Property Owner Email (if known):	
Projected Monthly Cost:	



**PO Box Agreement Request:**

<input type="checkbox"/> Renewal <input type="checkbox"/> New <input type="checkbox"/> NA	
Name on Account:	
PO Box Address:	
Property Owner (if known):	
Property Owner Address (if known):	
Property Owner Email (if known):	
Projected Monthly Cost:	

**Website Services Request:**

<input type="checkbox"/> Renewal <input type="checkbox"/> New <input type="checkbox"/> NA	
Name of Website Services Provider:	
Service Provider Address:	
Service Provider Email:	
Service Provider Phone Number (if known):	
Type of Services Provided:	
Projected Monthly Cost:	